



# 2012 College Catalog

CASA LOMA COLLEGE IS DEDICATED TO PROVIDING THE HIGHEST STANDARD OF EDUCATION, SERVICE AND EXCELLENCE IN THE DISCIPLINES OF NURSING, ALLIED HEALTH AND THE PUBLIC SECTOR ARENA. OUR PROGRAMS ARE DESIGNED TO RESPOND TO THE CHANGING NEEDS OF OUR STUDENTS BY CREATING EFFECTIVE MEANS OF INSTRUCTION THAT EXPAND ACCESS TO LEARNING AND PROVIDE OPPORTUNITIES FOR ADULTS TO DEVELOP THE KNOWLEDGE AND SKILLS NECESSARY TO ACHIEVE THEIR PROFESSIONAL GOALS.

CASA LOMA COLLEGE  
established 1966



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established 1966

2012

## college catalog

### Van Nuys Campus

Main Campus

6725 Kester Ave.

Van Nuys, CA 91405-4523

(818) 785-2726

### Hawthorne Campus

Non-Main Campus

12540 Crenshaw Blvd.

Hawthorne, CA 90250-3327

(310) 220-3111

### Anaheim Campus

Non-Main Campus

2641 W La Palma Ave.

Anaheim, CA. 92801-2666

(714) 484-6995

Web Page: <http://www.casalomacollege.edu>

Email: [info@casalomacollege.edu](mailto:info@casalomacollege.edu)

Information published in this catalog supersedes all other previous catalogs and student handbooks

All information in this catalog is common to the  
Van Nuys, Anaheim and Hawthorne Campuses  
except where indicated

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- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, suite 400, Sacramento CA 95833 Phone: (916) 431-6959 or toll free (888) 370-7589

- Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).
- E-mail: [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 agreement. 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 by calling (888) 370-7589 toll free, or by completing a complaint form, which can be obtained on the Bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).
- A student or any member of the public may file a complaint about this institution with the Board of Vocational Nursing and Psychiatric Technicians by calling (916) 431-6959.

The Catalog is an official publication of Casa Loma College. It outlines the general operations, curricula, graduation requirements, and academic/student services policies currently in effect at Casa Loma College. The Catalog is not a contract between the individual student and Casa Loma College or its Board of Regents. The College reserves the right to make changes to any policies, procedures or programs at any time.

The College periodically updates, prints and distributes copies of the Catalog; with information published in the latest catalog superseding all other previous catalogs or student handbooks. Changes in academic policies that impact students will be communicated to students in a timely and appropriate manner. Any academic program change will normally be communicated at least one academic term prior to the effective date of change. In addition to updating the Catalog, changes may be communicated through the Admissions Materials/Schedule of Classes, the student newsletter, flyers, and memos to classrooms and/or by regular or electronic mail.

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## History

Casa Loma College (College) was a dream of Dr. Lewis T. Kohler, who with co-builders Rev. John G. Simmons, Lutheran minister and community leader, Dr. C. C. Trillingham, Los Angeles County Superintendent of Schools, Dr. J. Harold Williams, Provost of the University of California, Santa Barbara, Dr. Tracy J. Putnam, orthopedic surgeon, Mr. George Shector, Physical Therapy Consultant and Lt. Col Albert Elton, Professor of Aerospace Studies at UCLA, founded the College in 1966 as a California nonprofit corporation with the idea of promoting education in four major fields: 1. Professional, pre-professional, practical, vocational and technical education and training, 2. Continuing education and training in literacy and the basic skills, 3. Liberal education for responsible citizenship and the cultivation of individual capacity for a satisfying standard of living, and 4. Advanced scholarship and research. The founders' goals were to give under-achieving youths a direction into a field of study that offers a place in the upper strata of careers in Applied Sciences and Arts.

1966	Casa Loma College was founded as a California nonprofit corporation.
1972	The College implemented the Vocational Nursing program.
1989	A second campus was opened in the Los Angeles area.
1998	The College implemented the Nursing Assistant program. The valley campus relocated to Van Nuys to be more centrally located to its student population.
2003	The Medical Assistant program was added.
2004	The branch campus relocated to the city of Hawthorne.
2007	The College became degree granting by instituting two programs: Magnetic Resonance Imaging and Emergency and Disaster Management (100% online).
2008	The College implemented two new programs: Diagnostic Medical Sonography and Medical Insurance Billing/Coding.
2009	A third campus opened in Anaheim, California. The Van Nuys Campus expanded to a larger facility.
2012	The College implemented the Physical Therapist Assistant Program.

The College is proud to have over 6,000 graduates who have gone on to pursue professions in nursing and health care. The school continues to broaden the scope of programs offered, and keeps current with the continued changes in the area of health care.

## College Facilities

Casa Loma College has three campuses. The campuses are governed by the same Board of Regents and under the same management. The Anaheim campus is located south of the 5 & 91 Interchange. The Van Nuys Campus is located in Van Nuys in the San Fernando Valley and the Hawthorne Campus located south east of the 405 & 105 Freeway Interchange in the city of Hawthorne. Handicapped facilities include elevator access to classrooms, rest room facilities and parking.

**Anaheim Campus:** is located south of the 5 & 91 Interchange. The campus leases 12,000 square feet in a two story brick building located 1.3 miles from Knott's Berry Farm and 4.2 from Disneyland in Anaheim. The space consists of four (4) classrooms, a student lounge equipped with a refrigerator, microwave, a Student Resource Center and administrative offices. The college is conveniently located near public transportation and is easily accessible from Freeways 5, 91. Free parking is available.

**Hawthorne Campus:** is located south east of the 405 & 105 Freeway Interchange in the city of Hawthorne. The campus leases 30,000 square feet in a one story concrete tilt up building. The space consists of eight (8) classrooms, two (2) of which double as Clinical Skills Labs; a large media room, a large Learning Resource Center, student lounge equipped with a refrigerator, microwave; employee lounge, and faculty, administrative and executive offices. The college is located near the Green Metro Link as well as numerous public transportation MTA Bus Lines. Free parking is available. Handicapped facilities include access to classrooms, restroom facilities and parking.

**Van Nuys Campus:** is located in Van Nuys in the San Fernando Valley. The campus is on a beautiful 2 acre lot with a 30,000 square foot three story brick building located in the central San Fernando Valley. The space consists of eight (8) large classrooms, three (3) Clinical Skills Labs. Student and Faculty lounges equipped with a refrigerators, microwaves, and vending machines. In addition, there is a large Learning Resource Center with computers along with faculty, administrative and executive offices. The college is conveniently located near public transportation and is easily accessible from Freeways 405, 101 and the 170. Free parking is available. Handicapped facilities include elevator access to classrooms, restroom facilities and parking.

Casa Loma College classrooms and laboratories are equipped with the necessary equipment, materials and supplies essential for training and educating students. A Student Resource Center on campus is available and is open daily during regular business hours. The resource center maintains current reference materials such as books, journals, and magazines, that are available for check out by students. A computer center is also available to students during regular business hours. Equipped with up to date Intel computers, the center contains a variety of programs and tutorials to assist students in their training. Students are able to access the Internet for library resources, access to Employment Development Department, and graduate practice exams.

The College facilities and equipment comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety, and health. Facilities are accessible to disabled persons.

### **College Business Hours**

Casa Loma College Anaheim, Hawthorne and Van Nuys Campuses are open and available to the students and general public from 8:00 AM to 5:00 PM Monday through Friday.

### **Program Mission Statement & Objectives**

Casa Loma College is dedicated to providing the highest standard of education, service, and excellence in the disciplines of nursing, allied health, and the public sector arena.

Our programs are designed to respond to the changing needs of our students by creating effective means of instruction that expand access to learning and provide opportunities for adults to develop the knowledge and skills necessary to achieve their professional goals.

The objectives of the institution are:

- To offer students a well-balanced program integrating theory, practical experience, and personal and professional development.
- To evaluate and direct those students who, based on their educational and technical skills, have the capability to successfully complete the program.
- To provide students with a supportive atmosphere that encourages personal and professional growth.
- To assist students in attaining knowledge, mastering skills, and developing critical thinking and effective communication skills, as well as instilling appropriate attitudes and values needed in providing care and responding to patients' needs.
- To provide students with a competitive edge by being equipped with a high level of knowledge, skills, and competencies.
- To offer and consistently re-evaluate the programs and curriculum in order to meet industry demands and to address the needs of the community for quality training programs.

### **College Philosophy**

Casa Loma College believes that education is a continuous process. It allows an individual to pursue learning activities necessary for personal and professional growth.

The College is dedicated to the following:

- Recognition of the unique worth and dignity of the individual
- Development and promotion of personal, professional and intellectual qualities

- Instruction based on sound principles of learning
- Motivation and participation of the individual in the educational and training process

## Institutional Accreditations & Approvals

### (Degree Granting)

- Accredited by The Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043 Email: info@abhес.org - 703-917-9503
- Approved to operate by The Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833 Phone: (916) 431-6959 or toll free (888) 370-7589  
Web site: [www.bppve.ca.gov](http://www.bppve.ca.gov) E-mail: bppve@dca.ca.gov

### **Approved to operate means compliance with state standards as set forth in the California Education Code.**

- Casa Loma College is a private non-profit institution and is eligible and certified to operate under approval of the United States Department of Education.

Program Name	CIP Code	Credits	Months	Instructional Weeks	Award	Terms
* Magnetic Resonance Imaging	51.0920	94 semester	22 months	96 weeks	AS Degree	6 semesters
* Diagnostic Medical Sonography	51.0910	99 semester	23 months	100 weeks	AS Degree	7 semesters
*Vocational Nursing	51.1613	86.5 quarter	12.5 months	54 weeks	Diploma	NA
*Medical Assistant	51.0801	66 quarter	9 months	36 weeks	Diploma	NA
*Medical Insurance Billing/Coding	51.0714	57.5 quarter	9.25 months	40 weeks	Diploma	NA
*Physical Therapist Assistant Program	51.0806	72 semester	17.5 months	75 weeks	AAS Degree	5 semesters

### ***(\*) These courses are eligible to participate in Title IV programs.***

- Approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant M-1 students for academic programs.
- Approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant M-1 students for academic programs.
- Approved by the United States Department of Veterans Affairs and the California State Approving Agency for Veterans Education (CSAAVE) to offer academic programs under Title 38, United States Code, to enroll veterans and other eligible persons who qualify for educational benefits.

## Program Approvals

### ***Vocational Nursing Program***

- Accredited by The California Board of Vocational Nursing and Psychiatric Technicians. 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833 (916) 263-7800

### **Magnetic Resonance Program**

- Approved by the American Registry of Magnetic Resonance Imaging Technologist (ARMRIT)  
8815 Commonwealth Blvd. Bellerose, NY 114216 (718) 347-8690

### **Physical Therapist Assistant Program**

- Effective May 2, 2012, Casa Loma College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program may matriculate students in technical/professional courses and that the program is progressing toward accreditation. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.
- **Continuing Education Courses**
- Approved by the Board of Vocational Nursing and Psychiatric Technicians  
535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833 (916) 263-7800.  
Provider number B2163 and I2164.
- Approved by the Board of Registered Nursing  
400 R Street, Suite 4030, Sacramento, CA. 95814 (916) 322-3350  
Provider Number: CEP 12574

### **Distance Education**

Casa Loma College engages in distance education utilizing both asynchronous and synchronous delivery methods via Moodle in the courses and programs, which are consistent with the level, nature and mission of the college. These programs meet the same high academic and quality standards maintained in regular instruction offered by Casa Loma College.

Each student enrolled in a distance education course or program has access to all the academic support services, instructional equipment, and campus events and other non-academic activities which Casa Loma College provides for other students. Support services may include but are not limited to academic advising, counseling, library and other education resources, tutoring services, and financial aid. In addition academic and administrative information is available to distance education students including, exams, grading, student-faculty interaction, and registration and fee payment procedures.

### **Advisory Board**

Casa Loma College has an active Advisory Board comprised of qualified individuals who are employers or have been employed in the healthcare field. The functions of the Advisory Board are:

- Review the established curriculum of each program and comment as to its objectives, content, length, and adequacy of facilities and equipment;
- Review and comment on each new program, including the appropriateness of curriculum objectives, content, length, and accreditation recognition; and
- Review and comment on student completion, placement, and if required, state licensing and certification outcomes of each program.



## Equal Opportunity and Non-Discrimination Policy



Casa Loma College is an equal opportunity employer and educator firmly committed to complying with all applicable laws and governmental regulations at the federal, state and local levels which prohibit discrimination against, or which mandate that special consideration be given to students and applicants for admission, or faculty or staff and applicants for employment on the basis of color, race, national origin, ancestry, religion, gender, sexual orientation, age, physical disability, mental disability, disabled veteran or veteran of the Vietnam era, or any other characteristic which may from time to time be specified in such laws and regulations. This policy also shall apply to the

administration of any of the college's educational programs and activities. Gender includes both the actual sex of an employee or applicant for employment and that persons gender identity, appearance or behavior, whether or not that identify, appearance or behavior is traditionally associated with that person's sex at birth.

Essential functions notwithstanding, an otherwise qualified individual must not be excluded from admission, employment or participation in educational programs and activities solely by reason of his or her disability. This policy applies to all personnel actions such as recruiting, hiring, promotion, compensation, benefits, transfers, layoffs, return from layoff, training, education, tuitions assistance and other programs.

Casa Loma College seeks compliance with all statues prohibiting discrimination in education.

### Access for Individuals with Disability Policy

Casa Loma College pursues the goal of equal access through the provision of reasonable and appropriate accommodations to students, staff, and faculty with documented disabilities. Although the College does not employ a Section 504 Coordinator, each Program Director will work with the student who has requested accommodations under 504/ADA to coordinate accommodations and facilitate the provision of services to students with documented disabilities.

There is no special admission process for students with disabilities. Students who want accommodations or services must submit a completed Request for Accommodation form with documentation regarding the nature and extent of the disability from the student's health care provider or diagnostic professional. This form may be obtained from the Admissions Department.

Students may seek accommodations not only for courses and programs, but admissions entrance exam tests as well

Students admitted to the Nursing or Allied Health Programs are faced with physical and mental demands in academic, laboratory, and clinical portions of the program. A list of identified essential core activities/attributes has been developed based on the job requirements of each field of study. Students must be able to perform these Essential Functions listed below. The list of Essential Functions does not encompass all behaviors required for these programs, but is a sampling of abilities needed to meet program objectives and requirements. The College reserves the right to amend this list:

### Essential Functions in General Terms

- Ability to see, hear, touch, smell, and distinguish colors.
- Oral and writing ability with accuracy, clarity, and efficiency.
- Manual dexterity, gross and fine motor movement.
- Ability to learn, think critically, analyze, assess, solve problems, and make sound judgments.
- Emotional stability and ability to accept responsibility and show accountability.
- Physical mobility, strength, and endurance.
- Ability to read, comprehend and compute.

Students with disabilities who are able to meet the above essential functions and need academic accommodations or disability-related support services are asked to make their needs known and to file a timely request upon enrollment.

The types of academic accommodations which can be made may include additional time, computer access or quiet place for examinations, additional time for written assignments, early syllabus availability course work assistance, and testing assistance and tutoring.

The college will provide support services to students for whom the college has evaluations and documentation that are current and support the accommodation or services requested. Accommodation and services requests will be reviewed upon receipt of appropriate documentation and determinations made in a timely manner. The college cannot make retroactive accommodations. The college will consider the student's preferred accommodation requests, but has the right to offer an alternative accommodation that is also effective. Students are expected to participate responsibly and actively in using accommodations they have requested and which have been approved by the college.

The college is responsible for providing that, within certain limits, students are not denied the opportunity to participate in college programs on the basis of a disability. The college will not provide such support services if providing them would create an undue burden for the college. The college is not required to and will not:

- Make accommodations or provide support services which fundamentally alter the academic requirements for the diploma or degree, or course requirements;
- Normally alter consistently applied academic policies which are based on academic standards;
- Guarantee success or bear responsibility for making students succeed in their courses;
- Pay for or provide items of service of a personal nature such as personal care assistance, personal purchases, personal adaptive or computer equipment, private transportation, specialized clinical evaluation or intervention services, professional tutoring or educational supplies used by all students (pens, paper, computer supplies, etc. these are the responsibility of the student.

## **Disability Grievance Policy**

It is the policy of Casa Loma College not to discriminate on the basis of disability. Casa Loma College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Christina Wolfe, Section 504 Coordinator, 818-785-2726 ext. who has been designated to coordinate the efforts of Casa Loma College to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Casa Loma College to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

## **Procedure**

- Grievances must be submitted to the Section 504 Coordinator within **5 calendar days** of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Casa Loma College relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the appropriate Campus Administrator and Human Resources within 15 days of receiving the Section 504 Coordinator's decision. The Campus Administrator and Human Resources shall, unless complex or unusual circumstances exist, issue a written decision in response to the appeal no later than 30 days after its filing.

- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

## **Sexual Misconduct Policy**

The College does not tolerate, condone or allow sexual misconduct (includes sexual harassment and sexual assault) of any of its students or employees, by any instructional, supervisory, managerial or administrative personnel, co-workers, other students, independent contractors, vendors or others with whom the College does business. Casa Loma College will enforce this policy and expects all employees and students to be diligent in preventing, detecting and reporting any incidents of sexual misconduct. Casa Loma College expects each employee and student to avoid any acts or statements that may constitute sexual misconduct and to ensure that his or her conduct complies with this policy. The College will take appropriate disciplinary action when an investigation reveals that an individual has engaged in any such prohibited conduct.

## **Sexual Harassment**

Sexual harassment a form of sexual discrimination is prohibited by Title IX of the Education Amendments of 1972 and Title VII of the 1964 Civil Rights Act. This policy applies to students, employees and guests of the college. Any individual found guilty of sexual harassment will be subject to appropriate disciplinary action which may include suspension or termination.

This policy does not preclude academically relevant discussions or presentations concerning gender or sex. The fact that such discussions or presentations may cause some students discomfort does not in itself indicate hostile environment harassment. If relevant to course content, gender and sex are legitimate areas of inquiry.

Sexual Harassment is defined as unwelcome sexual advances, requests for asexual favors, or other verbal or physical conduct or written communication of a sexual nature which is intimidating, hostile, or offensive. Sexual harassment can occur between individuals of the same gender and regardless of sexual orientation, The same standards apply to harassment between individuals of the opposite sex apply to harassment involving individuals of the same sex.

***Examples of sexual harassment*** – while it is not possible to list all the circumstances of sexual harassment, the following are some examples of conduct that **may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its frequency:**

- Unwelcome sexual advances – whether they involve physical touching or not
- Threats or insinuations that a person’s academic grade, employment, wages or other conditions of academic life or employment may be adversely affected by not submitting to sexual advances
- Dissemination of sexually explicit voicemail, email, graphic, downloaded material or web sites;
- Unwelcome sexual jokes, written or oral references to sexual conduct, gossip regarding one’s sex life;
- Unwelcome comment about an individual’s sexual activity;
- Displaying sexually aggressive objects, pictures or cartoons;
- Unwelcome leering, sexual behavior or sexual gestures;
- Unwelcome inquiries into another’s sexual experience
- Creating a hostile environment for others by engaging in harassing conduct that seriously alarms, annoys, torments, or terrorizes that person.
- Depending on the totality of the circumstances and the nature of the complaint, the fact that a romantic relationship began as a consensual relationship may not be a defense to claim sexual harassment.

An individual who believes s/he has been subjected to sexual harassment is advised to make it clear to the offender that such behavior is offensive. Informal methods are often effective in correcting questionable behavior or resolving incidents of possible harassment.

An individual may not be a target of harassment to file a complaint. The individual instead may show that other individuals were sexually harassed and that this harassment created a hostile or intimidating work or academic environment.

## **Filing a Complaint**

An individual who believes that he or she has been subjected to sexual harassment may file a formal complaint with their Program Director and/or the Campus Administrator. This may be done in writing or orally. Faculty must inform the Campus Director and/or Human Resources when a student has reported a violation of this policy.

When the college receives a formal complaint, it will promptly investigate the allegation. The investigator (Campus Administrator/Human Resources) will determine the facts that support the findings of the complaint, the investigation generally will include interviews with the complainant, the respondent, witnesses and others as deemed necessary by the investigator

All employees and students are expected to cooperate fully in efforts to investigate and enforce this policy. All actions taken to investigate and resolve complaints will be conducted with as much privacy, discretion, and confidentiality as possible without compromising the thoroughness and fairness of the investigation. All persons involved in the investigation are expected to treat the process with respect and to hold the information confidentially. However, even informal efforts to end harassment may require that the accused harasser learn the identity of the complainant. The College will work closely with students or employees to ensure their ability to complete their academic program and continue to work during all stages of handling an informal or formal complaint of sexual harassment.

When the college has completed the investigation, the findings of the investigation will be shared with the complainant, the respondent and others involved to the extent appropriate.

## **Disciplinary Action**

If it is determined that an employee or students has engaged in sexual harassment or other inappropriate conduct, the College will take action appropriate under the circumstances. Such action may include written warning, required counseling, academic probation, suspension or termination. Also if it is determined that a complainant invoked the investigatory process in bad faith or knowingly presented false or misleading information appropriate disciplinary action will also be taken.

## **Sexual Assault**

This policy describes the Colleges Zero Tolerance Policy towards sexual assault, including sexual battery and rape. Sexual assault is defined as any unwanted sexual contact or sexual attention committed by force, threats, bribes, manipulation, pressure, tricks, or violence. Sexual assault includes sexual intercourse without consent, and rape (whether by an acquaintance or a stranger), sodomy, or other forms of sexual penetration. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidation or through use of the victim's mental helplessness (includes incapacitation by alcohol or other drugs of which the accused was aware or should have been aware). Sexual assault also includes intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

Every allegation of sexual assault will be taken seriously. The College realizes that these situations may be deemed criminal offenses and so may have to be handled both internally by College administrative action and externally by the appropriate law enforcement agency. Employees and students will be held accountable under the California Education Code and California Code of Regulations, Title V.

Students who believe they have been the victims of a sexual assault or attempted sexual assault on Casa Loma College campuses, its affiliations or during College sponsored events should first ensure that they are in a place that is safe and that they are receiving any necessary medical treatment. Students should report any incident of sexual assault or attempted sexual assault immediately to the local law enforcement authorities (before showering, washing clothes etc.) so as to preserve evidence for the proof of a criminal offense, and to their Program Director. If s student chooses to file a formal complaint s/he will be asked to put their complaint in writing; and the strictest of confidentiality will be maintained. If the victim reports the crime to the local law enforcement agency, the College will make every effort to cooperate with their investigation as well to ensure that it will be handled in the most private and confidential manner. Upon reporting of the formal complaint, an investigation will be conducted. Such investigation may involve

the examination of physical evidence, the interviewing of persons with relevant information, or other steps which particular circumstances make necessary. In conducting this investigation, the confidentiality and privacy of all parties will be respected.

Charges of sexual assault will be handled through the College's procedures concerning sexual harassment and other forms of harassment and discrimination. Procedures are outlined above. After the completion of the College's investigation and any disciplinary proceedings, both the accuser and the accused will be informed of the outcome.

An individual accused of sexual assault may be subject to prosecution under California criminal statutes. A victim is free to bring charges through the College system and the criminal system simultaneously; however, the two processes are separate. It is not necessary for a student to pursue the matter in a criminal court in order to initiate a College investigation.

If the accused is found guilty, the accused will be terminated.

**Retaliation** against any individual for making a good faith complaint of sexual harassment, sexual assault, or other forms of sexual misconduct, or assisting in good faith in the investigation of such complaint is illegal and will not be tolerated. All acts of retaliation are subject to disciplinary action. Individuals who believe they have been subject to retaliation should immediately report their concerns to the Campus Director or Human Resources.

**Available Counseling and Treatment Locations:** Help is available for persons of sexual assault. Listed below are several agencies within the jurisdiction of each of our campuses.

#### **VAN NUYS CAMPUS**

1. Center for Assault Treatment Services (CATS). Non- profit organization and a part of Northridge Hospital Medical Center. The CATS program is the open 24 hours, 7 days a week for victims of sexual assault in the San Fernando Valley and Santa Clarita Valley.  
Northridge Hospital (CATS)  
18300 Roscoe Blvd.  
Northridge, Ca. 91328  
Hot Line Number: 818-908-8632 or 818-908-8630

#### **HAWTHORNE CAMPUS**

2. Long Beach Community Hospital. Support groups and counseling available for victims of sexual assault.  
1720 Termino Ave.  
Long Beach, Ca.  
Telephone: 562-498-1000

Nearest Hospital:

Centinela Hospital Medical Center  
555 E. Hardy St.  
Inglewood, Ca. 90301  
Telephone: 310-673-4660

#### **ANAHEIM CAMPUS**

3. SEXUAL ASSAULT VICTIM SERVICES  
1821 E. Dyer Rd. Suite 200  
Santa Ana, Ca. 92705  
Telephone: 949-250-0488 Hours are 24 hrs/7 days per week

## **Weapons**

Possession or uses of firearms, explosives, dangerous substances or deadly weapons are not permitted nor tolerated by Casa Loma College. Students, employees, and guests to the campuses are not permitted to possess weapons on College property, at clinical affiliations or during college sponsored events, except when carried by bona fide law enforcement official in their official capacities. This policy applies whether the weapon is functional or not. Any device designed to look like a weapon and/or is used by an individual to cause reasonable apprehension or harm is considered a weapon by this policy. Students, employees, and others found in violation of this policy are subject to criminal prosecution and college disciplinary procedures up to termination. Vehicles parked on college premises may be inspected by college personnel if there is reasonable cause to believe they contain weapons.

## **Drug & Alcohol Abuse Policy**

Casa Loma College is committed to promoting and maintaining a work and academic environment that is free from illegal alcohol and drug use and abuse, in accordance with all federal, state, and local laws.

Casa Loma College is required by the Higher Education Opportunity Act of 2008 (HEA Section 120) to annually distribute to students and employees the campus policies, services, and consequences of drug and alcohol abuse, and to review the program every two years and implement changes as necessary. The college will conduct a biennial review of the drug program to determine its effectiveness, to implement appropriate changes, and to ensure that its disciplinary sanctions are consistently enforced.

**Standard of Conduct:** Students, employees, and visitors are prohibited from possessing, consuming, manufacturing, dispensing, or being under the influence of alcohol and/or illegal drugs or engaging in improper self-medication while on College property, affiliated sites, cars on campus or surrounding neighborhoods, or College business.

Any member of the College community who violates this policy is subject to both prosecution and punishment under federal, state and local laws and to disciplinary proceedings by the College.

Casa Loma College reserves the right to do random drug testing of its employees and students.

**Legal Sanctions for Violation of the Standards of Conduct:** The penalties for drug offenses can be quite severe. The charges are based upon quantity, intent to sell or distribute, and various other factors, such as evidence of sales activity (i.e., large amounts of money, packaging, etc.), and whether or not weapons are in the individual's possession. The seriousness and ultimate punishment for drug offenses generally is dependent on the classification of the drug, the quantity of the drug, and what is deemed as the intended purpose of the possession (i.e., for personal use or for sale).

The unauthorized or unlawful possession, use or distribution of illicit drugs or alcohol may subject the individual to discipline, termination, dismissal, arrest, or citation under applicable criminal laws of the United States, the State of California, or local municipalities. Any student or employee who is convicted of the unlawful possession, use of, distribution of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law.

Local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from the use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence.

**Federal Offenses:** Activities which violate Federal laws concerning illicit possession, use, and distribution of alcoholic beverages and drugs include, but are not limited to, the following:

21 U.S.C. 841 makes it a crime: (a) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or (b) to create, distribute, or dispense, or possess with intent to distribute or dispense, or counterfeit substance.

The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in one or more of five “schedules.” Schedule I, being comprised essentially of “street drugs” and Schedule V being comprised of drugs with a “low potential for abuse” when compared with drugs in Schedules I-IV. Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg of codeine per 100 grams.

The penalties for a first offense conviction of violating the laws described in items (a) and (b) above are:

1. In the case of a Schedule I or II drug which is a narcotic drug, not more than fifteen (15) years in prison, a fine of not more than \$25,000, or both.
2. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five (5) years in prison, a fine of not more than \$15,000, or both.
3. In the case of a schedule IV drug, not more than three (3) years in prison, a fine of not more than \$10,000, or both.
4. In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than \$5,000 or both.
5. Notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine of not more than \$5,000.
6. Notwithstanding subparagraph (1) through (4) above, the manufacture, possession, or distribution, or intent to manufacture, possess, or distribute phencyclidine (PCP, “angel dust”) is punishable by up to ten (10) years in prison and/or a fine of not more than \$25,000.

Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

## **Drug Classification Schedules**

- Schedule I
  - (a) The drug or other substance has a high potential for abuse.
  - (b) The drug or other substance has no currently accepted medical use in treatment in the United States.
  - (c) There is a lack of accepted safety for use of the drug or other substance under medical supervision.
  - (b) Consists primarily of “street drugs” such as heroin, morphine, marijuana, LSD, mescaline, etc.
- Schedule II
  - (a) The drug or other substance has a high potential for abuse.
  - (b) The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions.
  - (c) Abuse of the drug or other substances may lead to severe psychological or physical dependence.
  - (b) Includes opium, cocaine and methadone, among other illicit drugs.
- Schedule III
  - (a) The drug or other substance has a potential for abuse less than the drugs or other substances in schedules I and II.
  - (b) The drug or other substance has a currently accepted medical use in treatment in the United States.
  - (c) Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence.
  - (b) Include those which have less potential for abuse than schedule I or II

- Schedule IV
  - (a) The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule III.
  - (b) The drug or other substance has a currently accepted medical use in treatment in the United States.
  - (c) Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule III.
- Schedule V
  - (a) The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule IV.
  - (b) The drug or other substance has a currently accepted medical use in treatment in the United States.
  - (b) Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule IV.

**Penalties which may be imposed by the College:** Students and/or employees who violate the above standard of conduct will be subject to disciplinary action under employee and student disciplinary policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from the College or termination of employment; and/or referral to appropriate law enforcement agencies for prosecution. Any visitor engaging in any act prohibited by this policy shall be called on to immediately cease such behavior and shall be subject to other sanctions including referral to law enforcement agencies for arrest and prosecution.

### **Health Risks of Alcohol and Other Drugs**

**Alcohol** Loss of concentration and judgment, slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

**Amphetamines** Can cause rushed, careless behavior - pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition, and death.

**Cannabis** Causes permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

**COCAINE** Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as "crack") are highly addictive.

**Hallucinogens** (PCP, LSD, Ecstasy) Causes extreme distortions of what's seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma, and death. Frequent use can cause permanent loss of mental function.

**Narcotics** (Heroin, morphine, opium, codeine) Tolerance increases rapidly; causes physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest, and death; leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and Hepatitis; highly addictive.

**Sedatives** Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions, and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

**A Special Note on Alcohol:** Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including partner and child abuse, and sexual assaults. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined

with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcoholism.

**Available Counseling, Treatment, Rehabilitation or Reentry Program:** Help is available for persons in need of counseling or other treatment for substance abuse. Listed below are several agencies within the jurisdiction of each of our campuses.

Van Nuys Campus	Hawthorne Campus	Anaheim Campus
American Health Services/Van Nuys 6265 Sepulveda Boulevard, Suite 9 Van Nuys, CA 91411	Behavioral Health Services Pacifica House 2501 West El Segundo Boulevard Hawthorne, CA 90250	California Hispanic Commission on Alcohol/Drug Abuse Casa Elena 832 South Anaheim Blvd. Anaheim, CA 92805
High Road Program 14430 Sherman Way Van Nuys, CA 91405-2340	Patterns 12917 Cerise Avenue Hawthorne, CA 9025	Hope House 707 North Anaheim Boulevard Anaheim, CA 92805
<p><b>National Toll-Free Hotlines</b> The National Institute on Drug Abuse Hotline Information and referral line that directs callers to treatment centers in the local community, (800) 662-HELP (M-F, 8:30a.m. - 4:30p.m.)</p> <p><b>Parent’s Resource Institute for Drug Education (PRIDE)</b> 1-800-241-9746 (M-F, 8:30a.m. - 5:00p.m.)</p> <p>1-800-COCAINE (M-F, 9:00a.m. – 3:00a.m.; S-S, 12 noon – 3:00a.m.)</p> <p><b>National Council on Alcoholism</b> 1-800-622-2255</p>		

### Changes in Program or Policies

The College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in program, grading and attendance policies, and criteria, or locations of clinical sites, in the interest of improving the student’s education, or where deemed necessary, due to academic scheduling or professional requirements.

The College reserves the right to postpone, or change the date or time when a class is offered, if the minimum student enrollment for that class is not reached.

## Crime Statistics

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. The crime statistics may also be viewed by accessing the website, <http://ope.ed.gov/security/> for a printable version of the crime statistics. In compliance with that law, the following reflects this institution's crime statistics for the period between 01/01/2007 and 12/31/2009:

**Report Distribution Date: October 1, 2010**

### Occurrences within the 2008, 2009, 2010 Calendar Years

Crimes Reported	2008	2009	2010	Location: C=Campus N=Non-campus P=Public	* Hate Crime?
Murder (Includes non-negligent manslaughter)	0	0	0	C	0
Negligent manslaughter	0	0	0	C	0
Sex offenses (forcible & non-forcible)	0	0	0	C	0
Robberies	0	0	0	C	0
Aggravated assaults	0	0	0	C	0
Burglaries	9 (V)	7 (H)	0	C	0
Motor Vehicle Thefts (on Campus)	0	0	1 ((H)	C	0
Arson	0	0	0	C	0

Number of arrests made for the following crimes	2008	2009	2010	Referred for campus disciplinary action? (Yes) (No)
Liquor Laws	0	0	0	N
Drug laws	0	0	0	N
Weapons Possession	0	0	0	N

**\*Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911".
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not

to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's Director of Compliance who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, and students, must have and display at all times an identification badge. Visitors must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. When the school closes for the night, a school official will inspect each floor to see that it is empty and lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to arrest.
4. Current policies concerning campus law enforcement are as follows:
  - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate department on campus. Individual discretion must be used, as undue risk should not be taken.
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a. Do not leave personal property in classrooms.
  - b. Report any suspicious persons to your institutional official.
  - c. Always try to walk in groups outside the school premises.
  - d. If you are waiting for a ride, wait within sight of other people.
  - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
  - f. The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
  - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

1. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the “Daily Incident Log” at the institutional official’s station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education programs is distributed annually to students and staff.
11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution’s official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

The institution does not maintain any special relationship with State and local police and do not have an agreements with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourages students to immediately report an incident where an emergency evacuation may be needed. All students should familiarize themselves with the evacuation procedures posted in each classroom.

This institution does not provide on-campus housing.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school’s officer but rather should contact the appropriate agency by calling (911).

<b>Anaheim Campus</b> Gustavo Espinoza, Campus Director 2641 W La Palma Ave Anaheim, CA 92801 714.484.6995	<b>Hawthorne Campus</b> Janet Nishina, Campus Director 12540 Crenshaw Blvd Hawthorne, CA 90251 310.220.3111	<b>Van Nuys Campus</b> Veronica Pantoja, Campus Director 6725 Kester Ave Van Nuys, CA 91405 818.785.2726
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### Missing Persons on Campus

Casa Loma College does not maintain any dormitories or housing facilities on or off campus for students. Therefore, all reports of missing persons, as per the Los Angeles Police Department procedures, will originate in the precinct of residence of the missing person. The Los Angeles Police Department will be the lead investigative agency on all reports of missing persons. However, the College will assist in on campus searches for any reported missing persons who have reason to be on campus.

## English-As-A-Second Language Instruction

Casa Loma College does not offer English-as-a-Second Language instruction. The college staff will refer students to learning centers that offer this instruction.

All courses at Casa Loma College are taught in English. Students must be able to speak, read, understand, and write the English language fluently. English abilities will be determined through the college admissions test, interview and completion of application.

## Dress Code & Personal Appearance

Students must present themselves in a professional manner at all times while enrolled, both in classroom and clinical components. Students must be in compliance with the professional dress code guidelines at all times. A student may be terminated from the program and receive a failing grade in the course based on noncompliance with the professional appearance policies.

### Hygiene

**Personal cleanliness:** Personal cleanliness, including proper oral hygiene and absence of controllable body odors are a standard. Perfumes and fragrances must be kept at a minimum.

**Hair:** Hair must be kept clean and neatly styled; no asymmetrical styles, no carved designs, no Mohawks, no abnormal hair color (not pink, blue, etc.). All beards and moustaches should be trimmed and neat in appearance and must meet clinical facility policy for patient safety.

**Fingernails:** Fingernails should be clean, well-manicured and moderate in length, and appropriate for patient care; no more than ¼ inches beyond the end of the finger. Nail color must be clear or natural in color. All other colors are prohibited in uniform. Nail polish cannot be chipped or coming off.

No artificial nails are allowed.

**Cosmetics:** Makeup should be minimal and in good taste.

**Undergarments/Outerwear:** Undergarments should not be visible above, below or through clothing

*Reasonable accommodation will be made in regards to religious, cultural or disability situations and will be reviewed on an individual basis for compliance with the dress code policy.*

**Prior to being issued uniform** - Always present oneself in a professional manner.

Attire that is not acceptable in the classroom includes the following.

1. Hats of any type are not to be worn in the building.
2. Shorts or mini-skirts of any kind are not to be worn. Skirts should be no shorter than knee length.
3. Sweat pants, tank tops and spaghetti straps are not to be worn.
4. T-shirts, button-up shirts, polo shirts, etc, are acceptable. (t-shirts with offensive language or pictures is not acceptable)
5. No flip-flops or beach sandals are to be worn.
6. Ladies, if we can see down it, up it, or through it...or it's so tight that we don't need to, it is not appropriate for school.
7. The length of ladies' tops must pass the tops of pants, skirts.
8. Pants must be worn on the hips. Baggy "sagging" pants are STRICTLY PROHIBITED

**Dress Code** – Always present oneself in a professional manner. Uniforms must be worn everyday of theory, clinical and externship days.

Students must wear the designated school uniforms. A uniform is designated as the following:

- College issued scrubs - blue tunic and blue pant
- College issued long sleeve or short sleeve cotton t-shirt **must be worn** under the blue tunic top
- Physical Therapist Assistant students must wear designated khaki pants and white polo shirt with logo.
- White or natural colored socks must be worn. No dark or colored socks are permitted.
- Clean white nurses' shoes and shoelaces.
  - No canvas shoes, open toe shoes or visible colored brand names.
  - Shoes must be fully enclosed. All shoelaces must be tied properly.
- Name badge

- Badges must be displayed at all times with the name of the student facing outward so that student is easily recognizable.
- College patch
- Optionally worn - warm up jacket and lab coat also provided as part of the uniform ensemble.

### Misc. Uniform Items

- Only the college issued warm up jacket or lab coat is permitted to be worn to the clinical/extern facilities.
- Uniforms: No shirts, other than college issued t-shirts are permitted under the tunic top.
- Pants must be worn on the hips. Baggy “sagging” uniform pants are STRICTLY PROHIBITED
- Nothing is to be “hanging” from the shirt pockets or the pants pockets.
- The school sweater or sweatshirt is permitted to be worn in uniform while **on campus only**.
- Wearing the school sweatshirt to clinical facilities is strictly prohibited.
- Personal coats may be worn with the uniform if the student is cold. The student is still responsible for being in uniform compliance under the jacket.
- Due to allergies with clinical patients, perfume or cologne is prohibited at the clinical facility.
- Hair **must be up** when in uniform.
- Men and women, long hair must be pulled up off of the uniform collar.
- No beads, fabric, ribbons, scrunches, or hair clips of any color are permitted.
- Jewelry is limited to wedding/engagement ring, small post earrings and a wristwatch. Medical alert jewelry is acceptable. No nose rings, tongue rings, or other visible body piercings will be permitted.
- No adornments or “fanny packs” are allowed.
- Tattoos: All tattoos must be covered.

Loss of name badge is to be reported immediately. Replacement cost of name badge is \$5.00 and is the student’s responsibility.

### Electronic Devices

Professional behavior and proper technology etiquette should be observed at all times when using cell phones, i-pods, mobile devices, laptops or other electronic devices.

- Cell phones and/or iPods are prohibited in the classroom.
- Cell phones, iPods, as well as all other audio and image recording devices, must be out of sight and in the airplane mode or silent position.
- No photos may be taken by students in the clinical site.
- No texting or listening to iPods in class
- No cell phones or iPods in the computer resource center or library.
- Students may not leave class to talk on cell phone.
- No personal phone conversations or texting allowed at any time while conducting patient care.
- Students should give family members the college phone number for emergencies
- Laptops are allowed for note taking with permission of the instructor.
- Any student failing to adhere to this policy may be asked to leave the classroom and will receive an unexcused absence.
- Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may mobile devices. Be sure to disinfect/decontaminate them as needed.
- Students who abuse this policy will have their cell phones and/or iPods confiscated until the end of class.
- Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical site.
- Social networking sites: When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you. Social network postings can be subject to disciplinary action up to termination.

## **Institutional Liability & Personal Property Disclaimer**

Casa Loma College disclaims liability of any kind for injury or illness of any student as a result of participation in a course or program of study including associated activities in clinical, classroom, laboratory work, or field trips. Any student injured while in a learning experience must report this injury to their instructor. An incident report must be filled out, with a copy given to the Director of the Program.

If emergency care is required, the student must follow the procedure established by the college or affiliated facility for such injuries. ***The student will be financially responsible for all emergency care. The College assumes no financial responsibility.***

The college assumes no responsibility for loss or damage to student's personal property or vehicle, or loss by theft of any vehicle or its contents, in, on, or adjacent to the college property or at any clinical facility.

## **Student Services**

Casa Loma College offers many services to their students including career services, financial aid, and no-cost tutoring and remediation. Many students at Casa Loma College experience not only academic difficulties, but also personal and family difficulties which may interfere with their academic progress. A primary responsibility and goal of Casa Loma College is to assist students and to provide them with the appropriate student services to complete their training.

Student Services also provides students with information regarding referrals for childcare, GAIN, EDD, Department of Veterans Affairs, low cost medical, professional counseling referrals, transportation, as well as attend to any other special concerns that may arise while attending Casa Loma College.

## **Voter Registration**

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

## **Constitution and Citizenship Day**

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

## **Academic Calendar**

A school calendar is included as an addendum at the back of the catalog.

## **Student Housing**

The college is nonresidential and has no responsibility to find or assist a student in locating housing. Available housing near the college varies considerably depending on the individual requirements. Facilities include rooms in private homes, apartments and rental houses.

## **Administrative Committee**

Casa Loma College utilizes an administrative committee to make all decisions regarding a student's termination, withdrawal and/or re-admittance (exception: failure to achieve Satisfactory Academic Progress and/or exceeding attendance criteria). The committee consists of some or all of the following: Chief Executive Officer, Program Director/s, Director of Compliance, Director of Financial Aid,

Director of Admissions, and Campus Director/s. The committee meets as necessary, to discuss student status. When a student is determined to be in jeopardy of termination or is appealing a termination decision, the committee will determine the student's ongoing status based on the student's academic performance, attendance, attendance at remediation, circumstances of termination, and other issues which may influence a student's on-going status. The administrative committee makes the final decision regarding a student's status in the program. Students will be notified in writing of the committee's decision within seven business days.

### **Advising/Tutoring Assistance**

Administration and Faculty of Casa Loma College make reasonable effort to maintain close communication with all students. Students have access to Faculty and Administrative Staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency.

Individual advising may occur periodically throughout a student's course of study. These sessions help instructors determine student progress and identify those students who may require additional assistance. Problems not solved in instructor-student sessions may be referred to the Program Director.

Student Advisement is available. Students are encouraged to seek help whenever it is needed. At any time students may be formally advised and all advisements are confidential. Whenever any faculty or staff member advises a student that advisement is documented. All students receive informal on going advisement in the areas of behavior, attitude, attendance, respect, cooperation, image, and professionalism. When a student's problems are beyond that of the faculty or staff that student is referred to the Program Director.

### **Student Council**

Student interaction is considered to be an important component of the academic experience at Casa Loma College. Class organization is designed to encourage opportunities for student communication. Students are encouraged to contact either their peers or their instructors if they wish to form or join study or special interest groups.

The Student Council at Casa Loma College is a valuable asset to both the students and the administration. It is composed of two representatives from each class who are a liaison between the student body and the school administration. Student Council meets once per month and attends faculty meetings for the opportunity to voice concerns and suggestions.

### **Library Learning Resource Center**

The Library Learning Resource Center is available at every campus, developed to support student learning and the educational programs offered by the College. Each library is equipped with up-to-date computers, all with internet access. A librarian is available to assist faculty and students with various health and science full-text databases. They conduct workshops orienting students on the features available on school web site and guide students on how to conduct library research. The hours of each library vary according to the needs of each campus. Hours of the Librarians are posted.

### **Alternate Learning Experience**

A variety of experiences may be utilized by faculty to meet course objectives. Such experiences may include, but not limited to, independent learning projects, afternoon and/or evening clinical rotation schedules. There may be instances where students will be required to attend their clinical training rotation in the evening. Students should be prepared to accommodate assigned alternate learning experiences and possible changes in class days and times if deemed necessary by faculty to obtain course objectives. Appropriate notification will be given.

## Student Records - Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

2. The right to inspect and review the student's education records within 45 days after the day Casa Loma College receives a request for access. A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
3. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - a. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
  - b. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Casa Loma College in an administrative, supervisory, academic, or support staff position; a person serving on the board of directors; or a student serving on an official committee, such as a grievance com-mittee. A school official has a legitimate educational interest if the official needs to review an educa-tion record in order to fulfill his or her professional responsibilities for Casa Loma College.
  - b. Upon request, the school also discloses education records without consent to offi-cials of another school in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Casa Loma College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, whom the College has determined to have legitimate educational interests.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information".
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

Under the terms of the Family Educational Rights and Privacy Act of 1974 and its amendments Casa Loma College has designated the items listed below as “Directory Information.” This information may be released by Casa Loma College for any purpose at the discretion of the College:

- **DIRECTORY INFORMATION:** Names, local and other addresses, local and other telephone numbers, email address, (your email address will not be used for spamming purposes by outside entities), enrollment status, dates of attendance, previous educational institution(s) attended, degrees and dates conferred, awards and honors received, program of study, date of birth, and participation in College-sponsored events .

### **EMAIL Communication**

All students currently enrolled at Casa Loma College are required to have an email address. Email is a mechanism for official communication within Casa Loma College. Official email communications are intended only to meet the academic and administrative needs of the campus community. Students must check regularly for targeted announcements and email communication from the college at a minimum of twice per week. Students have the responsibility to recognize that certain communications may be time-critical. Failure to check for messages and failure to receive messages due to full mailboxes or auto-forwarded email are not acceptable excuses for missing official College communications. Email shall not be the sole method for notification of any official College action.

### **Maintaining Student Records**

Student records are maintained for a minimum of five years, with transcripts maintained indefinitely.

### **Academic Record Change**

The Office of the Registrar takes considerable care to ensure the student’s academic record is accurate. Any student who feels an error has been made should immediately contact the Office of the Registrar. Records become permanent and cannot be changed after one year from the course completion date.

### **Career Services**

Casa Loma College’s Career Service is a vital part of the student’s educational program. The Career Placement Department is staffed with full time placement professionals and offers students and graduates an active placement service. Although the securing of positions cannot be guaranteed, every avenue is pursued to assist students in obtaining desirable employment. The Placement Department will instruct and guide students with career planning, resume preparation, completing job applications, professional development and job search. The average starting wage information based on data received from employers and graduates is available to prospective students; however no employee of the college is authorized to guarantee employment or any specific salary. Employer needs, current economic conditions and other factors may affect wage levels. Placement services are available on an ongoing basis to Casa Loma College graduates. We encourage our graduates to return for job placement when they feel ready to seek advanced employment as experienced professionals.

### **Student Conduct**

In today’s competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Students of Casa Loma College shall respect and obey all procedures and policies of the college, treat all college students and employees with respect and dignity, and will help create a safe, positive and constructive place to learn. Students violating the student conduct policy will be subject to disciplinary action. The more severe the students behavior, the more severe the college’s response will be. Disciplinary actions range from a verbal or written warning to termination. Conducts for which students are subject to disciplinary actions comprise but are not limited to:

1. Academic Dishonesty—cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism.
  - a. Cheating includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests or examinations, the use of sources beyond those authorized by the instructor in writing papers, preparing reports,

solving problems, or carrying out other assignments, or the acquisition, without permission, of tests or other academic materials belonging to a member of the college faculty or staff.

- b. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment or the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
2. Alcoholic Beverages and Illegal Substances—Using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or illegal substances on college property or clinical affiliation sites.
3. Assault or Battery- Assault or battery, abuse or any threat of force or violence directed toward any member of the college, students or campus visitors.
4. Children - are not to accompany students to classes unless special instructor permission is given and they are not to be left unattended.
5. Discrimination or Harassment—Discriminating or harassing conduct. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment. Allegations of discrimination or harassment based on race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission shall be resolved under separate procedures in accordance with college Sexual Harassment Policies.
6. Disruptive Activity—Participating in or the promoting of disruptive activity that interferes with teaching, college events and activities, or disciplinary proceedings, interfering with teaching, changing the atmosphere of the classroom or preventing learning from taking place, obstructing or misusing college systems or services.
7. Drinking or eating within the skills lab, library or classrooms in which computers are utilized.
8. Endangering - the mental or physical health or safety of a person, subjecting a person to public humiliation or ridicule.
9. Facilities Misuse—Using college facilities, supplies, vehicles, telephones or other materials or service without authorization
10. False Information—Furnishing false information; forging; unauthorized altering or misusing any document, record or instrument of identification; withholding information from the college; unauthorized altering or misuse of any data or record (electronic or paper) for academic or personal gain.
11. Family or friends of students –family or friends are not permitted in the teaching areas unless authorized by college personnel.
12. Fiscal irresponsibility such as failure to pay College-levied fines, failure to pay monthly installment payments, or the passing of worthless checks to College officials.
13. Gambling—Wagering for money or other things of value
14. Health, Safety or Security Endangerment—Initiating any false report, warning or threat of fire, or other emergency, failing to abide by any published or posted health, safety or security measures, tampering with fire safety equipment or parking vehicles so as to obstruct access to college buildings Conduct which threatens the health or safety of any person on campus or clinical affiliations.
15. Obstruction of College Operations— Failure to comply with instructions of College officials acting in performance of their duties.
16. On-line Behavior – online behavior, such as harassment or intimidation, delivered by email, bog, web pages, social media networking sites and other similar entries. The college does not regularly seek out this information, but will take action if and when such information is brought to the attention of college officials.
17. Smoking is not allowed within 25 feet of the entrances or exits to the college building. Students must also abide by the smoking regulations at off-campus affiliated sites.
18. Theft of or Damage to Property—Stealing, embezzling or possessing stolen property, destroying, defacing, using graffiti, damaging or littering on college property.
19. Theft or other abuse of computer time, including but not limited to:
  - a. unauthorized entry into a file to use, read or change the contents, or for any other purpose;
  - b. unauthorized transfer of a file;
  - c. unauthorized use of an individual's identification and password;
  - d. use of computing facilities to interfere with the work of a student, faculty member or College official;
  - e. use of computing facilities to interfere with operation of the College and other computing systems;

- f. unauthorized use or copying of copyrighted software;
  - g. the installation or use of a program whose effect is to damage the media or files;
  - h. unauthorized use of computer time for personal, business or illegal purposes;
20. Unauthorized possession, duplication or use of keys to any College premises; or unauthorized entry to, occupancy of, or use of College premises.
  21. Use of threats of violence against a faculty member, student, or any employee of the college
  22. Violating any local, State, or Federal laws
  23. Violence and Threatening Behavior—Endangering the health or safety of another person physically or verbally, or causing reasonable apprehension of such harm.
  24. Weapons—Possessing or using unauthorized firearms or other weapons on college controlled property. A weapon is broadly defined to include, but is not limited to, all firearms, dangerous knives, explosives, explosive fuels, dangerous chemicals, and fireworks.
  25. Willful creation or distribution of anonymous documents, letters, phone calls, etc. containing libelous, slanderous, erroneous, or unfounded information that is disruptive to the mission, administration, students, and educational environment of the College.
  26. Any other action which clearly is in violation of College policy and which adversely affects the educational mission of the College may be cause for disciplinary action.

### **Academic Freedom Policy**

“In the administrative organization of the institution, the professional integrity of the faculty and staff shall be respected.

Administrative decisions shall not inhibit the academic freedom of the faculty. The institution shall adopt a policy assuring academic freedom and communicate the policy to all faculty.”

From Merriam-Webster’s Dictionary: **Academic freedom** - *freedom to teach or to learn without interference*

The ability to learn in an atmosphere, not prejudiced by outside pressures is respected by Administration. Casa Loma College supports its faculty, protecting their ability to teach in a respectful, supportive and encouraging academic environment. Within the classroom, both faculty and students have the right to freely express their thoughts and engage in uninhibited educational discourse free of external influences, so long as the integrity of instruction is not compromised and they conduct themselves in an ethical and courteous manner befitting a professional in the field of healthcare. In addition, students are encouraged to voice their ideas. The college and faculty support the opinions of its diverse students, valuing their right to share dissenting or alternate opinions.

### **Academic Integrity**

Academic Integrity is a violation by any dishonest act which is committed in an academic context, but not restricted to the following:

**Cheating** - is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to:

- The use or attempted use of unauthorized aids in examinations or other academic project submitted for an evaluation or grade;
- Falsification of papers, official records or reports;
- Copying from another student’s work;
- Actions that destroy or alter the work of another student;
- The use of purchased essays or term papers, or of purchased tests or examinations;
- Submission of the same written work in more than one course without written approval from the instructor’s involved;
- Dishonesty in any other matter relation to a course of study.

If a student is suspected of cheating the following will occur:

- The faculty member will gather all material evidence (e.g., papers, crib notes, copied materials from which it came).
- Names of those who have pertinent knowledge of the situation will also be gathered.

Once the information is gathered a meeting between the Program Director, individual faculty member and the accused shall be held. All parties shall maintain confidentiality at this point. The faculty member and Program Director will review the information and make a decision.

Following the meeting the Program Director shall have the following options available if he/she feels disciplinary action is warranted:

- Have the student redo the exam, or a different exam, assignment or do a different assignment;
- Reduce the student's grade a specified amount;
- Give the student an "F" grade for the assignment;
- Give the student an "F" grade for the exam;
- Give the student an "F" grade for the course;
- Issue the student a letter of academic probation;

Other options as appropriate, with the approval of the Administrative Committee;

- Suspend the student from the program or the College for one term;
- Suspend the student from the program or the College for more than one term;
- Dismiss the student from the program or the College;

### **Grounds for Grade Appeal**

A student may appeal a **final course grade only** on the grounds that:

- The grade was assigned based on a miscalculation or clerical error;
- The grading standards for the course were not clearly articulated by the instructor, or
- The grade was assigned in a manner inconsistent with articulated standards;
- The grade was assigned on some basis other than performance in the course;
- The grade was assigned in a manner other than that used for other students in the course.

The burden of demonstrating that a grade should be changed rests with the student.

### **Procedure for Appeal**

A student who wishes to have a **final course grade** changed must:

- First submit a written appeal to the course instructor. The appeal must include the reason(s) why the student believes the grade should be changed and the grade that is sought; it may also include any relevant supporting evidence the student believes is appropriate.
- The instructor shall consult with the student in attempting to resolve the dispute.
- If the instructor and the student reach agreement about the grade, the instructor shall provide the student's written appeal to the Program Director with a letter from the instructor that names the course, gives the assigned grade and the new grade, and explains the reason for the change.
- If the Program Director approves the grade change, he or she shall sign the instructor's letter and submit it to the Registrar, who will change the grade as directed.
- If the Program Director does not approve the grade change, he or she will respond to the instructor and the student in writing, explaining the decision. The Program Director is the final authority on grade appeals.

### **Plagiarism Policy**

**Plagiarism** is the act of taking the words, ideas, data, illustrations, or statements of another person or source and representing them as one's own. Each student is responsible for learning and using proper methods paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker or illustrator, or source of the material is clearly defined.

One is responsible for plagiarism when: the exact words of another writer are used without using quotation marks and indicating the source of the words; the words of another are summarized or paraphrased without giving the credit that is due; the ideas from another writer are borrowed without properly documenting their source.

Copyright is tied to plagiarism as copyright law controls how to legally use another person's work and whether or not you may profit from the use of that work.

Casa Loma College and the faculty reserve the right to purchase or to use software programs or services to detect plagiarism when the faculty member has any suspicion on plagiarism.

If a student is suspected of plagiarism the following will occur:

1. The instructor who has assembled evidence of plagiarism will first offer the student a chance to provide an alternate explanation of the evidence or to admit fault

If the implication of plagiarism remains, the instructor may choose one of two options. These options presume that the plagiarism is not extensive, or that it would not have given the student substantial academic advantage such as full course credit or high course grade, or that the instructor has clear reasons to believe that the plagiarism can be accounted for by ignorance which though subject to discipline is genuine.

1. Reprimanding the student and requiring a revision of the work to eliminate plagiarism or an additional paper, or exam.
2. Lowering the grade for the paper or exam (even as far as F) without opportunity to regain the lost credit.

The remaining options would come into play if the plagiarism is extensive; or if it would have given the student substantial academic advantage or if this is the second violation against plagiarism.

1. Directed withdrawal of the student from the course.
2. Failure of the student for the course.
3. Referral of evidence to the Program Director for appropriate disciplinary action (which may go so far as suspension or termination).

## **Policy on Fair Use of Copyrighted Materials**

### **I. Applicability**

This policy applies to Casa Loma's faculty, students, administrators and academic, technical and office staff and other persons or entities performing collaborative work or service for the College, whether compensated by the College or not. This policy extends to all works of authorship and creativity covered by federal copyright law. These works include print (e.g., books) and electronic documents, software (including source code and object code), databases, multimedia and audiovisual materials, photographs, music, works of drama, works of art (sculpture), among other types of creative works.

### **II. Policy**

As the fundamental purposes of the College include the creation, compilation, and preservation of knowledge in permanent and transmissible forms and the circulation and diffusion of such knowledge to the College community and to the global community, the College holds in the highest regard the rights that govern the creation and diffusion of knowledge, and the laws that define and enforce them. This regard applies to both the rights of creators in and to their creations (copyright) and the rights of students, faculty, researchers, and scholars to avail themselves for legitimate purposes of others' creations (fair use).

The policy of Casa Loma College is as follows:

Members of the Casa Loma community are expected to be mindful of the restrictions imposed on them by copyright law as well as the rights conferred on them by the fair use exemption to the copyright laws. Members of the Casa Loma community are expected to comply with the copyright laws.

Section IV of this document contains a definition of copyright and fair use. Also, to facilitate compliance, there are resources within the Casa Loma community which provide basic information about copyright restrictions and the fair use exemptions.

Further explanation and related information may also be found in Casa Loma's Policy on Rights and Responsibilities With Respect to Intellectual Property, which covers copyright ownership that members of the Casa Loma community have for

their own creations. Casa Loma' Information Technology Responsible Use Policy is also a useful reference for copyright restrictions that apply to electronic media.

### **Enforcement**

Reports of possible infringement should be made to the Program Director and MIS Director. Members of the Casa Loma College community who violate this policy may be subject to disciplinary action, among other possible penalties. If the College is notified by a copyright owner, publisher, distributor, or law enforcement agency of possible infringement, the Program Director and MIS Director., or designee, will direct an investigation, require the violator to correct any infringement, and may impose disciplinary action on the responsible parties.

### **III. Standards Applied**

In a nutshell, "copyright" says that you are prohibited from using a work unless you own the copyright or have permission; "fair use" says that you may use the work with neither copyright ownership nor permission if your use is indeed fair under the legal criteria set forth below. Note however, that "copyright" and "fair use" have only been summarized below in Sections IV A and IV B, respectively. This is a complex area and members of the community should seek guidance when needed from this web site, or from **Casa Loma libraries**.

#### **A. What is Copyright?**

Under U.S. law, "copyright" is a bundle of exclusive rights, conferred by federal statute (the 1976 Copyright Act, found in Title 17 of the United States Code) automatically, upon the author of a work, at the instant of its creation. Creation occurs legally when a work is fixed in a tangible medium of expression for a period of more than transitory duration.

Subject to a number of statutory limitations, none of which--except "fair use"-- will be reviewed here, the owner of the copyright in a work has the exclusive right to do and to authorize any and all of the following:

1. To reproduce the copyrighted work in copies;
2. To prepare derivative works (the movie of a book is a derivative work);
3. To distribute copies of the copyrighted work publicly;
4. To perform (e.g., an opera) the copyrighted work publicly;
5. To display (e.g., a sculpture) the copyrighted work publicly, and
6. In the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission.

If a person or entity does not own the copyright in a work, does not have permission to do 1-6, and does it anyway, then the individual or entity is infringing. The "fair use" of copyrighted materials is an exemption to these prohibitions.

#### **B. "Fair Use" Exemption**

The "fair use" of a copyrighted work, including copying for purposes such as criticism, comment, news reporting, teaching, scholarship, or research, is not an infringement of copyright. In determining whether any given "use" is "fair," a court is required to consider the four non-exclusive factors listed in Section 107 of the 1976 Copyright Act:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit education purposes;
2. The nature of the copyrighted work (is it an artistic masterpiece or merely a laborious compilation of readily available but voluminous data);
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

A court is to balance all four factors "flexibly," is not to rely solely on any one factor, and may consider additional factors it deems appropriate. "Fair use" is intended to enable the court to be just and reasonable in the particular case before it. It is often difficult to predict the outcome of a dispute over "fair use."

### **C. Electronic Course Content**

Making an electronic copy of a copyrighted work by any means (e.g., scanning, digitizing, ripping, etc.) constitutes reproduction that is governed by copyright law. Any use of copyrighted electronic course content that would require permission from the copyright owner if the materials were part of a printed course pack likewise requires the copyright owner's permission when made available in electronic format, unless one concludes, after reasonable inquiry, that the use qualifies as a fair use [see section IV B, above] or other exempt or licensed use for which permission is not required. Copies of copyrighted works, regardless of their format, should include proper attribution and copyright notices.

It is preferable to link to materials already legally available at another site, such as the content in databases or e-journals licensed by the Casa Loma libraries, rather than scanning or making a digital copy.

To the extent technologically feasible, instructors should use passwords, ID numbers, or other appropriate means to limit access to copyrighted electronic course content to students enrolled in the course or other individuals requiring access to the course materials for purposes of conducting the course. The availability of such content to students should terminate when the students have completed the course.

### **Infringement Litigation**

Congress and copyright owners take infringement very seriously, and statutory penalties can be draconian. "Statutory" damages (as opposed to "actual" damages, which must be proved with evidence) may be elected by the plaintiff copyright owner and can be as much as \$30,000 per infringed work; in cases of willful infringement, the court may increase an award of statutory damages to any sum up to (and including) \$150,000. Statutory damages are not imposed, however (under a specific statutory exclusion), in any case where an employee of a nonprofit educational institution or library acting within the scope of her/his employment "believed and had reasonable grounds for believing" that her/his use of the copyrighted work was fair use (even though it was in fact an infringement). The word "reasonable" in a statute is a trigger for factual inquiry and, in case of dispute, for judicial resolution of what was "reasonable" in the particular circumstances. Willful infringement of copyright for "commercial advantage or private financial gain" may be criminal, and conviction can result in fines and imprisonment. The creators and distributors of "content" in the electronic age may pursue very actively infringement actions against individuals and institutions.

### **IV. Changes to This Policy**

The College reserves the right to change this policy from time to time. Proposed changes should be recommended to the MIS Director. The MIS Director must approve any changes to this policy.

### **Fair Use**

The "fair use" of a copyrighted work, including copying for purposes such as criticism, comment, news reporting, teaching, scholarship, or research, is not an infringement of copyright. In determining whether any given "use" is "fair," a court is required to consider the four non-exclusive factors listed in Section 107 of the 1976 Copyright Act:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit education purposes;
2. The nature of the copyrighted work (is it an artistic masterpiece or merely a laborious compilation of readily available but voluminous data);
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

A court is to balance all four factors “flexibly,” is not to rely solely on any one factor, and may consider additional factors it deems appropriate. “Fair use” is intended to enable the court to be just and reasonable in the particular case before it. It is often difficult to predict the outcome of a dispute over “fair use.”

### What is fair use?

The doctrine of fair use, embedded in **Section 107 of the Copyright Act of 1976**, addresses the needs of scholars and students by mitigating the rights of copyright ownership. However, what constitutes fair use is expressed in the form of guidelines rather than explicit rules. To determine fair use, consider the following four factors [from *What Educators Should Know About Copyright*, by Virginia M. Helm; Bloomington, IN, Phi Delta Kappa Educational Foundation, 1986]:

- **The purpose and character of the use**, including whether the copied material will be for nonprofit, educational, or commercial use. This factor at first seems reassuring; but unfortunately for educators, several courts have held that absence of financial gain is insufficient for a finding of fair use.
- The **nature** of the copyrighted work, with special consideration given to the distinction between a creative work and an informational work. For example, photocopies made of a newspaper or newsmagazine column are more likely to be considered a fair use than copies made of a musical score or a short story. Duplication of material originally developed for classroom consumption is less likely to be a fair use than is the duplication of materials prepared for public consumption. For example, a teacher who photocopies a workbook page or a textbook chapter is depriving the copyright owner of profits more directly than if copying one page from the daily paper.
- The **amount, substantiality, or portion** used in relation to the copyrighted work as a whole. This factor requires consideration of 1) the proportion of the larger work that is copied and used, and 2) the significance of the copied portion.
- The effect of the use on the **potential market** of the copyrighted work. This factor is regarded as the most critical one in determining fair use, and it serves as the basic principle from which the other three factors are derived and to which they are related. If the reproduction of a copyrighted work reduces the potential market and sales and, therefore, the potential profits of the copyright owner, that use is unlikely to be found a fair use.

### What are fair use guidelines?

In an effort to interpret the standards for fair use set forth in the copyright law, groups of publishers, authors, educators, organizations and associations have developed guidelines for dealing with specific types of material. Although some of these guidelines are widely accepted and referred to, and some are not, none of them have the force of law. There may be instances in which copying does not fall within the stated guidelines yet may be permitted under the criteria of fair use. The following guidelines are included here for informational purposes only.

- Guidelines for Classroom Copying of Books and Periodicals  
<http://www.copyright.gov/circs/circ21.pdf>
- Guidelines for Fair Use of Educational Multimedia
- Guidelines for Educational Uses of Music
- Guidelines for Off-Air Recordings of Broadcast Programming for Educational Purposes
- Guidelines on Photocopying under Interlibrary Loan Agreements, from the National Commission on New Technological Uses of Copyright Works (CONTU)
- Conference on Fair Use (CONFU)  
<http://www.uspto.gov/web/offices/dcom/olia/confu/confurep.pdf>  
Guidelines for Distance Learning, Electronic Reserves, Interlibrary Loan, Image Collections and Software were discussed but not finalized or agreed upon. They are included here for information only.
- U.S. Copyright Office Report on Distance Education (PDF File)

### Are the fair use “rules” the same for print & electronic version?

The fair use provision does not distinguish among media. It applies equally to all media. Nevertheless, publishers are considerably more concerned about abuse of fair use in the electronic environment because of the ease of electronic duplication and distribution.

All works on the web are protected by copyright just as print works would be, from the moment of their fixation in a tangible medium of expression. Thus, a user would need permission from the author to republish a work.

**If an article is on the web and the library has a license, do I have to follow the fair use rules?**

The libraries have negotiated database contracts that allow faculty to link to licensed journals on their course pages if the course pages are password protected and open only to authorized Casa Loma students, staff and faculty.

**Are the fair use guidelines for newspaper articles the same as for journal articles?**

Yes. See Guidelines for Classroom Copying of Books and Periodicals

**How many drawings, illustrations, or graphs can be copied (digitally or in hard copy) for students in a class and still remain within the fair use criteria? Does it matter if I put them in a manual, pass them out in class, or just use them in a lecture?**

This would be determined by looking at the fair use factors. No specific numbers can be given. Since this is a nonprofit educational use, the most important question is whether the drawings or illustrations are all from the same published work, or from different works. The fewer items you include from one work, the better. If the illustrations do not constitute a substantial portion of the work as a whole and do not affect the market for or value of the copyrighted work, this may be fair use. You may want to consult the Guidelines for Classroom Copying of Books and Periodicals which many consider to be "safe harbor" guidelines. These would allow passing out one copy to each student in a face-to-face classroom situation, on a one-time basis (not each semester). To determine fair use, one must consider all of the following four factors:

1. the purpose and character of the use;
2. the nature of the copyrighted work;
3. the amount, substantiality, or portion used; and
4. the effect of the use on the potential market

If you decide that copying the material falls within the criteria for fair use, your reprint should include any copyright notice contained in the original, as well as appropriate citations to the original source. If fair use does not apply, permission is needed. The fair use analysis would be the same for print or digital formats. See Question 1 in the Online Course

**May an instructor make copies of slides checked out from the library?**

The instructor should obtain permission from the copyright holder. The fair use of slides is somewhat narrower than the fair use of scholarly articles because several factors in the fair use analysis weigh against fair use when considering images. Slides are more creative and artistic than factual; they are entire works rather than parts of works. Thus, two of the first three factors weigh against fair use. The fourth factor will also weigh against fair use when the slides are readily available from a commercial source, as so many are.

**Peer-to-Peer File Sharing Policy**

The College's Network, computers, and Information Technology Resources are not to be used for any illegal purposes, in addition to, but not limited to peer-to-peer (P2P) file sharing programs including programs such as Kazaa, Gnutella, Morpheus, Audiogalaxy Satellite, Win MX, etc.

To preserve network security and reliability, the College reserves the right in all instances, and upon its reasonable suspicion, to block access from and to its network of any IP address associated with illegal activity and/or disconnect any User from the network who can be traced to illegal activity. The infringing User shall bear legal and financial responsibility for events or activities resulting from or associated with his/her own misuse of P2P applications and any other illegal activity conducted by or through the College's network. In addition, the User who violates this Policy may also be subject to other appropriate discipline, up to and including termination from the College and termination of employment.

**California Computer Crime Law - "COMPREHENSIVE COMPUTER DATA ACCESS AND FRAUD ACT"**

1. Knowingly accesses and without permission alters, damages, deletes, destroys, or otherwise uses any data, computer, computer system, or computer network in order to either (A) devise or execute any scheme or artifice to defraud, deceive, or extort, or (B) wrongfully control or obtain money, property, or data.
2. Knowingly accesses and without permission takes, copies, or makes use of any data from a computer, computer system, or computer network, or takes or copies any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network.
3. Knowingly and without permission uses or causes to be used computer services.
4. Knowingly accesses and without permission adds, alters, damages, deletes, or destroys any data, computer software, or computer programs which reside or exist internal or external to a computer, computer system, or computer network.
5. Knowingly and without permission disrupts or causes the disruption of computer services or denies or causes the denial of computer services to an authorized user of a computer, computer system, or computer network.
6. Knowingly and without permission provides or assists in providing a means of accessing a computer, computer system, or computer network in violation of this section.
7. Knowingly and without permission accesses or causes to be accessed any computer, computer system, or computer network.
8. Knowingly introduces any computer contaminant into any computer, computer system, or computer network.
9. Knowingly and without permission uses the Internet domain name of another individual, corporation, or entity in connection with the sending of one or more electronic mail messages, and thereby damages or causes damage to a computer, computer system, or computer network.

## **Policy for Responsible Computing**

### **Purpose**

In support of the college's mission to provide accessible education and training,

Casa Loma College provides access to computing and information resources for students, faculty, staff, and other authorized individuals. The Policy for Responsible Computing at Casa Loma College reflects the governing philosophy for regulating faculty, staff, student, and other authorized individuals use of the college's computing resources. It spells out the general principles regarding appropriate use of equipment, software, and networks. By adopting this policy, the College recognizes that all members of the College are also bound by federal, state, and local laws relating to copyrights, security, and other statutes regarding electronic media. The policy also recognizes the responsibility of faculty, staff and students for seeing that the computing resources are used in an effective, efficient, ethical, and lawful manner. Furthermore,

### **Definitions of Terms**

**Administrative Officer:** Director to whom an individual reports.

**Computer account:** The combination of a user number, user name, or user I.D., and a password that allows an individual access to a mainframe computer or some other shared computer or network.

**Information Resources:** Data or information as well as the software and/or hardware that make the data or information available to users.

**Network:** A group of computers and peripherals that share information electronically, typically connected to each other by either cable or satellite link. **Servers:** "Central" computers capable of use by several people at once.

**Software:** Programs, data, or information stored on magnetic media (tapes, disks, diskettes, cassettes, or optical (CDs, DVDs), etc.), usually used to refer to computer programs.

**System Administrator:** Staff employed by a central computing agency such as

Management Information Services whose responsibilities include system, site, or network administration and staff employed by other College departments whose duties include system, site, or network administration.

System administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, and keeping a computer operational. If a person has a computer on his/her desk, he/she may be acting, in whole or in part, as that system's system administrator.

User: Anyone who does not have system administrator responsibilities for a computer system or network but who makes use of that computer system or network. A user is responsible for his/her use of the computer and for learning proper data management strategies.

## **NO HARASSMENT VIA THE INTERNET**

The courts have been uniformly clear in standing for the proposition that there is no "entitlement" to a private education and when school rules clearly set forth become agreed to by students as a condition of enrollment, the violation of such rules may be grounds for disciplinary acts up to and including termination, particularly when the offense is one in which the welfare and safety of fellow students, faculty, administrators, or other school employees is violated. In addition, the administration is committed to cooperating fully with any law enforcement action which may become warranted.

Your enrollment at Casa Loma College (CLC) is a privilege; it is not a right. That privilege is conditional upon strict adherence, at all times, to all CLC standards as contained in the Catalog. CLC requires that all of its students conduct themselves responsibly at all times and not engage in any conduct that may subject themselves, their fellow students, or family members to civil liability for any misconduct.

Casa Loma College has a ZERO TOLERANCE policy for the misuse of any computers located on CLC campus (or at any other location associated with or referring to CLC and its academic programs) which result in postings on web pages, chat rooms or other locations on the Internet/Worldwide Web or in the transmission of electronic mail, instant message or other means of electronic communication, which embody threats of physical violence, psychological, emotional or social harm, obscene language, pornographic materials, non-public information or other textual, photographic or representational materials concerning any CLC student, administrator, faculty, or staff member or any other person or entity which results in the harassment, embarrassment or damage of said person is a violation of the ZERO TOLERANCE policy.

In the event a CLC student is determined at any time to have engaged in any activities prohibited under the preceding paragraph, in violation of the code of conduct prescribed herein, CLC may, in its sole discretion, elect to discipline the student in a manner and to the extent it deems appropriate to the nature of the offence, up to and including immediate and permanent termination. In addition, the school will fully cooperate with any law enforcement agencies that may become involved.

CLC remains committed to a goal of providing all of its students a learning environment free of all manner of harassment. If you are not equally committed to co-existing with your fellow students in this manner, CLC is not the school for you. If a student engages in any conduct prohibited under this section of the Code and believes that such an offence was only intended as a joke or in fun, this will not be accepted as a defense or a mitigating factor in assessing appropriate disciplinary measures. Acting in a manner that respects your fellow students as well as CLC administration, faculty, staff and other will help each of you avoid having to ever be concerned with whether or not your conduct violates this or any other section of the CLC behavior code.

## **Disclaimers**

The following are statements regarding the college computer systems that are currently mandated by federal or state law or current College policy.

Electronic Mail Privacy - Two accounts on the college system have the ability to read individual mail: the individual's account and the system administrator account. While reasonable attempts will be made to ensure the privacy of electronic mail, there is no guarantee that electronic mail is private. The College system is not a secure system nor is it connected to a secure network.

Discriminatory conduct will be addressed through the College's Civil Rights/Nondiscrimination Policy. Conduct that is considered to be sexually harassing will be addressed through the College's Unlawful Harassment Policy and Procedure.

## **Violations of Policy**

Any users' privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate college official(s). Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of the procedures may constitute a criminal offense. Any user who files a complaint or otherwise protests against discrimination has the right to be free from any retaliatory action because of the complaint or protest. Any user who protests against discriminatory conduct and who is subsequently subject to retaliatory action because of the protests may file an additional or amended complaint with the appropriate college official.

## **Student Rights & Responsibilities**

A student accepted into an academic program of study at Casa Loma College has certain rights and responsibilities. These rights and the associated responsibilities are outlined below:

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from any acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process.
4. When confronted with injustices, students may seek redress through established grievance procedures. Such procedures will be available to those students who make their grievances in a timely manner.
5. Students may take reasonable exception to the data or views offered in any course of study and may form their own judgments, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and explanation of all fees and financial obligation to Casa Loma College.
6. Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the college.
7. Students have the right to a quality education. This right encompasses quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources and facilities to promote the application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
8. Students have the responsibility to conduct themselves in a professional manner within the college and clinical settings and to abide by the policies of the college and the program director.
10. Students are expected to conduct all relationships with the college staff and faculty, their peers, and patients with honesty and respect.
11. Students are to comply with directions by college faculty and staff members who are acting within the scope of their employment.

12. Students have the rights and responsibility to develop personally through opportunities, such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity to their own learning processes while striving for academic and clinical excellence and to share their knowledge and learning.

## **Student Grievance Policy**

### **Scope:**

The purpose of the grievance policy is to provide a prompt and equitable means of resolving student grievances. A grievance is a formal complaint by a student arising out of an alleged action of the faculty, administration, or staff of Casa Loma College.

### **Such action must be:**

1. An unauthorized, unjustified or unethical action(s), which adversely affects the status, rights, or privileges of the student.
2. A violation of published Casa Loma College official campus regulations, policies or procedures.
3. A violation of or an inequitable application of the rules, policies, procedures, and regulations.

### **The grievance procedure does not apply to:**

1. Allegations of gender (including sexual harassment), racial, ethnic, religious and sexual orientation discrimination; these are dealt with by the Campus Director.
2. Grade appeals - the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, or incompetency, shall be final.
3. Actions by another student.
4. Admissions decisions.
5. Financial Aid decisions.

Casa Loma College is concerned any time a grievance is filed placing a high priority on a prompt and equitable resolution. The Grievance process is designed to minimize the time from offense to resolution.

### **Informal Process**

Prior to initiating formal Grievance Procedures, the student(s) is required to make a good faith effort to resolve the dispute with the person responsible for the action (respondent) **within five (5) business days of the occurrence of the incident**. If the student is unwilling to meet alone with the respondent, the student is encouraged to use the services of the Student Ombudsman.

If the student does not feel the problem has been resolved **within five (5) business days after the informal meeting**, the student is then required to attempt informally to resolve the grievance through either of the following channels:

1. In the case of faculty, through the Program Director. The Program Director will discuss the issue with the student and the faculty member involved, either individually or collectively, in an effort to resolve the issue.
2. If the complaint is against a Program Director or Departmental Director, the student is required to take the complaint to the President of Casa Loma College who discusses the issue with the student and the Program Director/Departmental Director member involved, either individually or collectively, in an effort to resolve the issue.
3. In the case of support staff or administrative personnel, through the employee's supervisor. The supervisor will discuss the issue with the student and the employee involved, either individually or collectively, in an effort to resolve the issue.

If the complaint cannot be mutually resolved at the informal problem resolution level, then the student may file a written grievance by completing the Student Grievance Form (*located on the web site under Registrar*) and filing it with the College's Campus Director. The complaint must be filed with the Campus Director within **thirty (30) business days of the date of the incident**.

### **Administrative Review of the Complaint**

Upon receipt of the written and signed Student Grievance Form, the Campus Director shall forward a copy to the person against whom the complaint has been made and the employee's supervisor. The Campus Director will make an investigation into the merits of the complaint for the purpose of screening out false and unfounded allegations.

Based on the investigation, the Campus Director will determine if there is reasonable basis for a formal hearing, based on the following criteria:

1. Has the College employee against whom the grievance is lodged followed all College policies and procedures?
2. Has the student provided reasonable/sound evidence that he or she was treated in a partial or otherwise unfair manner?

The complaint may be dismissed if the Campus Director determines that the dispute is frivolous or without merit or insufficiently related to the concerns of the College. Reasonable attempts will be made to contact the parties concerned, either individually or collectively, in order to resolve the issue. **Within ten (10) business days of receiving the complaint**, the Campus Director will return a written decision to the student who filed the grievance, indicating the resolution with any recommended action/s. Copies of the decision will also be provided to the employee against whom the complaint was made and the supervisor of that employee.

**The Campus Director may determine any one of the following actions:**

- That no further action is necessary nor will the complaint prejudice in any way the employee's status as a member of the College.
- A recommendation that there be some type of action or remediation. In such case, the written recommendation will be forwarded to the person deemed appropriate for the consideration and/or implementation of the recommendation.

If the student is dissatisfied with the decision of the Campus Director, he/she may file a written request to the President of Casa Loma College **within five (5) business days of the receipt of the Campus Director's decision**. The President of Casa Loma College may uphold the ruling of the Campus Director and deny a hearing on the basis that the grievance is without merit or the President of Casa Loma College may recommend that a formal grievance committee be convened.

**Formal Hearing Process**

The Grievance Committee shall be convened **within ten (10) business days from the day the College President requested a formal grievance proceed**.

The student grievance committee shall consist of:

- Two students to be selected by the Campus Director who are in good standing determined by the student's SAP.
- Two faculty members, to be selected by the Campus Director who are not faculty members in the program of the complainant.
- One member of administration, to be selected by the Campus Director.
- One staff representative, to be selected by the Campus Director.
- One non-voting moderator who will preside at the hearing and rule upon all procedural matters
- Campus Director (non-voting) who will record the minutes.

The hearing process shall proceed as follows:

- A hearing must have a quorum in order to proceed. A quorum consists of four (4) members, including at least one faculty, one student, one administrator and one staff member. The members present shall choose a moderator if the committee moderator is not present.
- Should the student be more than 15 minutes late, the committee shall deny the grievance.
- The Committee shall determine who shall be involved in the hearing process, (i.e. witnesses, or student ombudsman, etc.)
  - The student and the respondent may be present for the hearing process
- The Committee may invite persons having information related to the grievance to participate in the hearing. Those persons will only be present while testifying.
- There shall be no confrontation or cross-examination of witnesses. Committee members, including the moderator, possess the sole right to ask questions. The student and respondent may provide a list of questions for the committee to consider.
- The Grievance Committee shall discuss issues, hear testimony, question parties, and consider all relevant evidence pertaining to the grievance.

- The Grievance Committee will judge the evidence and make its findings based on fact. No evidence other than that received at the hearing shall be considered by the Grievance Committee.
- Following presentation of evidence, all parties, except the Grievance Committee will be dismissed. The committee will consider the evidence and prepare a written report of its recommendations. The report and its recommendations will be written by the committee moderator.

### **Recommendation**

The report shall be submitted to the President of Casa Loma College **within five (5) business days of the date of the hearing** and shall include the following:

- A summary of the facts as found by the Grievance Committee
- A recommendation of the Grievance Committee

The President of Casa Loma College shall review the report of the Grievance Committee and render the **final decision within five (5) business days of receiving the report**. The President of Casa Loma College may uphold or modify the decision and recommendations of the Grievance Committee. The decision of the President of Casa Loma College of Casa Loma College is final and shall conclude the College's review of the matter.

A copy of the Grievance committee report will be delivered to the student, respondent, President of Casa Loma College, Program Director and the Campus Director.

### **Withdrawal of Grievance**

At any time during the grievance procedure the student may withdraw the grievance. In addition, a failure by the student to appear for any scheduled hearing, without prior notification or evidence of extenuating circumstances shall constitute withdrawal of the grievance and will prevent the student from refiling.

### **External Complaint Policy**

Casa Loma College is committed to responding to all complaints promptly and constructively to ensure high standards and the continuous improvement of College services. Every complaint will be taken seriously and viewed positively as an opportunity to receive constructive feedback so that improvements may be made.

The College may receive complaints from members of the public, clinical affiliation sites, colleagues, off-campus locations, externship and internship sites.

If the complaint involves a student or clinical site, the complaint will be directed to the specific Program Director. The Campus Director responds to complaints from other sources.

A person or organization desiring to file a complaint must satisfy the following criteria:

1. The complainant must disclose the existence of a grievance against the College.
2. The complainant must have attempted to resolve the grievance with the College prior to filing the complaint. The complainant must indicate in a written report that a serious effort was made to resolve the grievance before filing the complaint.
3. The complaint must disclose the existence of a grievance against the College and must further indicate that the College dealt with the situation giving rise to the grievance in a manner that draws into substantial question the College's integrity and compliance with state agencies and accrediting agency criteria.
4. The complaint must be properly documented and provide supporting evidence or documentation, if applicable.
5. The complaint must be submitted in a timely manner (within 30 days of situation).

When a complaint has been received against the College, the Campus Director (from appropriate campus) will acknowledge receipt of the form in writing to the complainant within five (5) business days. The complainant must complete all applicable sections of the Complaint Form for the complaint to be reviewed. The following procedures will take place once a formal complaint has been received.

In order for the Campus Director to investigate the complaint, it is necessary to share the grievance with the appropriate employee/student of the college and obtain the involved employee/student response.

Additional information may be requested by the Campus Director if insufficient documentation is submitted.

Upon conclusion the investigation, both parties will be provided with a written copy of the Campus Director's decision.

If the either party believes that the Campus Director's investigation was incomplete or that the decision was unreasonable they can seek a review of the decision by the President of the College. The decision of the President is final.

### **Definition of Clock Hours**

The College measures its programs on the basis of clock hours. A clock hour is defined as a period of (60) minutes with a minimum of fifty (50) minutes of instruction per hour.

### **Academic Credit**

Academic Credit at Casa Loma College is granted in terms of clock hours, quarter units or semester units. For financial aid purposes and for transferability of units (where applicable) clock hours may be converted to quarter or semester credit hours as follows:

### **Clock Hour to Credit Hour Conversion**

Quarter - minimum of 10 weeks in length

1. Ten hours of lecture per week for one quarter credit
2. Twenty hours of lab per week for one quarter credit
3. Thirty hours of externship/clinical per week for one quarter credit

Credits are transferable only at the discretion of the receiving institution.

Semester - minimum of 15 weeks in length

1. Fifteen hours of lecture per week for one semester credit
2. Thirty hours of lab per week for one semester credit
3. Forty-five hours of externship per week for one semester credit



## Qualifications and Requirements

To qualify for all enrollments into Casa Loma College, applicants must:

1. Speak, read and comprehend the English Language
2. Perform the physical duties required for the occupation in which they will be trained.
3. Communicate effectively
4. Utilize intellectual abilities, exercise good judgment and complete tasks within required time limits
5. Show integrity, concern and respect for others, interpersonal skills, interest and motivation
6. Qualifications and requirements for students taking online courses are generally the same as for students enrolled in residential courses.
7. Graduated from an accredited High School; or have received their GED from an accredited testing organization or have had their foreign transcripts evaluated and state on the evaluation that *"United States High School requirements have been met."*

If Casa Loma College has reason to believe that the high school diploma submitted by a candidate for enrolment is not valid or was not obtained from an institution that provides secondary school education, we will evaluate the validity of the candidate's high school completion. Resources utilized to check the validity of high school diplomas are the California Department of Education, Western Association of Schools and Colleges and National Center for Educational Statistics. Students, who completed their secondary schooling outside the United States, will be required to have their secondary school credentials evaluated by an outside service to determine the validity of the documents. If a diploma, transcript or credentials, is determined to be not valid, the student will be denied admission into the college.

Applicants to all programs must complete the following procedures:

1. Meet with an Admissions Representative
2. Complete a student questionnaire for application to the college
3. Take the admissions evaluation. The assessment will determine the students' readiness to work at the level required to successfully complete the program. Candidates must meet the required math and reading proficiency scores required for their program of choice.
4. (If a candidate assessment score falls below the minimum score allowable for enrollment, based on the student's documented previous education and related work experience, the Administrative Committee may approve special consideration for enrollment)
5. Complete and sign an Enrollment Commitment Form
6. Complete an Enrollment Application.
7. Meet with a financial aid representative and complete all financial arrangements. All financial arrangements must be completed prior to admission. (Some circumstances may prevent completion prior to admission)
8. Sign an Enrollment Agreement
9. In addition to the above general admissions requirements, each program has its own specific entrance requirements which must be met.

## Vocational Nursing Program

1. Graduated from an accredited High School, as evidenced by official diploma or transcript; have received their GED from an accredited testing organization; documentation of having passed the State Proficiency Test; or have had their foreign transcripts evaluated and state on the evaluation that *"United States High School requirements have been met."*
2. If applicable, transcripts of any college courses completed or in progress at the time of application if transferability is to be considered. Transcripts and supporting documentation must be presented and submitted to the Registrar and Program Director for approval prior to signing enrollment agreement. *(Unofficial transcripts are accepted upon*

*enrollment however an official transcript must be submitted within 5 days of the start of the program. If the registrar does not have the official transcripts by the 5<sup>th</sup> day, the transfer credit will be denied. )*

3. Pass the admissions evaluation at appropriate score for program.
4. Personal interview with Program Director or assigned designee.

The Board of Vocational Nursing and Psychiatric Technicians, allows vocational nursing programs to accept alternate students into the program. Students chosen for alternate status will be informed of their standing by the first day of class (excluding orientation). Permanent status is determined from a compilation of the student's admissions assessment scores, personal interview, previous education or work experience, and written assessment. Those students not initially qualifying for permanent status and assigned alternate status may remain in the program until the beginning of clinical rotation. If a permanent status student is terminated or falls below the required SAP prior to the beginning of the clinical rotation, the alternate student, based on alternate number, will be assigned permanent status.

### **Magnetic Resonance (MR)**

1. High school graduate from an accredited high school as evident by diploma, official transcript, GED, or equivalency; foreign transcripts must be translated and evaluated for equivalency. Supporting documentation must be provided.
2. If applicable, transcripts of any college courses completed or in progress at the time of application if transferability is to be considered. Transcripts and supporting documentation must be presented and submitted to the Registrar and Program Director for approval prior to signing enrollment agreement. *(unofficial transcripts are accepted upon enrollment however an official transcript must be submitted prior to the end of the first term or student may be terminated from program)*
3. Pass the Admissions evaluation at appropriate score for program.
4. Read and sign the Standards and Functions of the MRI Technologist Student Form, which is necessary to function as an MRI Technologist within the MRI environment.
5. Physically meet health requirements and technical standards.

The MRI Program requires the commitment of an enthusiastic and dedicated student. It also takes a student willing and dedicated to study and learning, and one who comes into the program with either a background in the health care field and/or one with a good understanding of what the health care field and this program consists of. Because of the programs need to obtain the student that meets all of our criteria and demonstrates the commitment, we will over enroll by 20% and will choose the final student roster by the end of the first week of class. The final student roster will be determined by the Program Director and will be based on the entire admissions criteria and the student's commitment shown during the first week of class.

Students not chosen for the final roster are eligible to enroll in the next class without paying an additional application fee. The waiver of the application fee is good only for the next enrolling class.

### **Diagnostic Medical Sonographer (Ultrasound)**

1. High school graduate from an accredited high school as evident by diploma, official transcript, GED, or equivalency; foreign transcripts must be translated and evaluated for equivalency. Supporting documentation must be provided.
5. If applicable, transcripts of any college courses completed or in progress at the time of application if transferability is to be considered. Transcripts and supporting documentation must be presented and submitted to the Registrar and Program Director for approval prior to signing enrollment agreement. *(unofficial transcripts are accepted upon enrollment however an official transcript must be submitted prior to the end of the first term or student may be terminated from program)*
2. Pass the Admissions evaluation at appropriate score for program.
3. Personal interview with Program Director or assigned designee.
4. Physically meet requirements and technical standards:
  - a. Possess visual skills necessary to adequately differentiate between subtle shades of gray and color distinctions.

- b. Possess auditory visual skills necessary to distinguish audible sounds of a Doppler signal, communicate with patients and other Health care professionals.
- c. Be able to stand, walk and sit for 30 minutes at a time.

The DMS Program requires the commitment of an enthusiastic and dedicated student. It also takes a student willing and dedicated to study and learning, and one who comes into the program with either a background in the health care field and/or one with a good understanding of what the health care field and this program consists of. Because of the programs need to obtain the student that meets all of our criteria and demonstrates the commitment, we will over enroll by 20% and will choose the final student roster by the end of the first week of class. The final student roster will be determined by the Program Director and will be based on the entire admissions criteria and the student's commitment shown during the first week of class.

Students not chosen for the final roster are eligible to enroll in the next class without paying an additional application fee. The waiver of the application fee is good only for the next enrolling class.

### **Physical Therapist Assistant Program**

1. High school graduate from an accredited high school as evidenced by diploma, official transcript, GED, or equivalency; foreign transcripts must be translated and evaluated for equivalency. Supporting documentation must be provided.
2. If applicable, transcripts of any college courses completed or in progress at the time of application if transferability is to be considered. Transcripts and supporting documentation must be presented and submitted to the Program Director for approval prior to signing enrollment agreement. *(unofficial transcripts are accepted upon enrollment however an official transcript must be submitted prior to the end of the first term or student may be terminated from program)*
3. Pass the Standard Assessment Exam (T.A.B.E.) with a qualifying score for the program.
4. Obtain clearance on consumer background report.
5. Document four (4) days of observation or volunteer or work experience in a physical therapy setting. Observation documentation forms are found in the PTA Prospective Student Handout
6. Personal interview with Program Director or assigned designee.
  - a. Physically meet health requirements and technical standards.
  - b. Submission of application portfolio described in PTA Program Prospective Student Handout.

### **Medical Assistant and Medical Insurance Billing and Coding Specialist**

1. High school graduate from an accredited high school as evidenced by diploma, official transcript, GED, or equivalency; foreign transcripts must be translated and evaluated for equivalency. Supporting documentation must be provided.
6. If applicable, transcripts of any college courses completed or in progress at the time of application if transferability is to be considered. Transcripts and supporting documentation must be presented and submitted to the Registrar and Program Director for approval prior to signing enrollment agreement. *(unofficial transcripts are accepted upon enrollment however an official transcript must be submitted prior to the end of the first term or student may be terminated from program)*
2. Pass the Admissions evaluation and appropriate score for program/s.
  - a. ATB: students previously enrolled in the ATB Program at Casa Loma College or any other College may be eligible to reenroll and maintain the same ATB status.
3. Personal interview with Program Director or assigned designee.

**For Reenrollments** - If the date on the entrance exam exceeds two years from the date the student wishes to reenroll the student must retake the entrance exam. If the entrance exam has changed in grading criteria by two or more points per section, the student must retake the entrance exam.

### **Health and Safety Guidelines**

Casa Loma College will not enroll any student who is knowingly ineligible to obtain licensure or employment in the occupation for which they will be trained.

## **Health Declaration**

It is essential a student be able to perform a number of physical activities in the laboratory and clinical portion of their program. At minimum, students, except those students in the Medical Insurance Billing and Coding Program, will be required to lift patients, stand for several hours at a time and perform bending activities. Students having a temporary medical condition inhibiting/restricting their activities, students who have a chronic illness, condition or who are pregnant and/or receiving treatment or under a physician's care, must have documentation of this and be able to implement direct patient care with no restrictions.

The clinical experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions to remain in the program. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

## **Health and Safety Requirements**

All students entering our programs must meet all health requirements to maintain enrollment status for the program. Students will meet these requirements through the arranged college physical exam.

Students unable or unwilling to submit to the college physical documenting compliance with all health requirements will be withdrawn from the program. A physician note or other documentation will not negate the need to complete the health requirements for the program. No exceptions will be made.

Students not able to receive clearance through the College physical which includes verification of vaccinations of MMR (measles, mumps, rubella), Hepatitis B vaccinations, clear TB (tuberculosis test) or clear chest x-ray, and the ability to perform the essential functions of the program, may be withdrawn from the program unless student can obtain treatment or clearance from their primary care physician. Documentation of this must be submitted to the Program Director who will make the final determination of the students continued status in the program.

In circumstances of a student illness, injury, or other health limitations, both the clinical affiliate and the college Health and Safety guidelines will be upheld. The Program Director will determine a student's ability to provide adequate patient care and services and will determine if the student can remain and/or return to the clinical experience, regardless of a physician's approval form.

## **Background Clearance**

A Consumer Background Check is required of all students enrolling at Casa Loma College. Students not passing the Consumer Background Check Every may be withdrawn from the program.

## **Drug Testing**

It is the policy of Casa Loma College to adhere to all policies of clinical facilities with which the College affiliates for student clinical and externship learning experiences. Many clinical facilities are now requiring drug testing of all students. Students may be required to have drug testing prior to or during the start of clinical or externship rotations. Additionally, any student whose behavior is suspicious or appears to be under the influence of alcohol or drugs will be required to submit to an immediate substance abuse screening, as a condition of remaining in the program. Students will be temporarily suspended until notification of drug test results. Students whose drug test is returned negative will not be required to pay the additional drug screening fee and may return to the program. However, a student whose drug test results are positive will be terminated from the program and will be required to pay the drug testing fee.

Casa Loma College contracts with a company that does the student drug screening. Drug screening results from any company other than the one designated by the college will not be accepted.

Casa Loma College maintains a no tolerance policy regarding substance abuse. Students must clear a urine drug test. Failure to undergo the drug test will result in termination from the program. If the test comes back positive, the student will be terminated from the program. If the drug screen comes back diluted or contaminated, the student will be allowed one retest. If the student fails or refuses the second test, the student will be terminated from the program.

## English Language Proficiency Policy

All applicants to the college whose first language is not English must demonstrate competence in the English language. Students must demonstrate English language proficiency through the TABE Entrance Examination before completing enrollment at the college. This requirement applies to international, non-international, residents, transfer and non-transfer students. Based on the results of the assessment examination admissions will either accept or deny the applicant for enrollment.

## Class Cancellation

To ensure the full enrichment of every program a minimum number of students is required. If the minimum number is not met, the class may be postponed until the minimum number is attained. If the class is cancelled due to the shortage of enrollments, all monies paid will be refunded in full.

## Registration

A student may apply for enrollment at any time, but may enter class only on specified starting dates.

## Acceptance to the College

Upon completion of the requirements for admission and the appropriate nonrefundable application fee submitted, a determination will be made. The applicant will be informed verbally whether they have been accepted for enrollment. Acceptance of enrollment in the Vocational Nursing Program does not constitute enrollment as a "Regular Student". If an applicant is not accepted, all money paid will be refunded with the exception of the application fee. An enrollment becomes official after the signature of both the student and a Director or assigned representative of the college are contained on the fully executed enrollment agreement and the student has attended the first day of class.

## Employee Compensation

Casa Loma College does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in ensuring enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

## Credit for Previous Education or Experiential Learning

Casa Loma College recognizes the validity of granting credit for prior experiential learning, or college level learning experience.

Credit may be granted for documented college level learning and must be related to the content of the relevant academic program and falls within Casa Loma College's regular course/program offerings as described in the catalog. A minimum grade of 2.0 (a higher GPA may be required for certain programs) must be documented in the course to be considered for credit. For transfer credit requests, the following must be submitted:

- A copy of the transferring institutions catalog and/or syllabi. (when requested by registrar)
- A sealed official transcript
  - Official transcripts must be submitted no later than the program start date to be considered for transfer evaluation OR
  - Unofficial transcripts may be provided pending receipt of official transcript; however student must submit official transcript by the end of the 5<sup>th</sup> day from the date of program start. If unable to obtain official transcripts within the 5 day period, student must submit evidence of request and payment of transcript.
  - Students not complying will be denied credit.
- Credits may be given for completed training comparable to college-level programs through non-degree awarding agencies or institutions; for example, recognized health profession, fire service, law enforcement/corrections trainings, certifications, licensing, etc.. Training documentation will be evaluated by the Program Director in the appropriate department to determine the comparability.
- Credit may be given for assessment of experiences that occur outside of a post-secondary institution or other certification, training or licensing setting; for example, military, employment, internships, externships, independent research, volunteer or civic work. Methods to determine experiential learning include but are not limited to resume, a written narrative demonstrating knowledge and understanding of the outcomes of the course, evidence of learning as demonstrated through

essays, samples of work, presentations, training materials, and performance demonstrations. To successfully receive experiential learning credit, the student's prior learning must fulfill at least 80% of the expected learning outcomes listed on the course syllabus. The amount of credit that can be earned through such prior learning will be restricted to the appropriateness to the diploma or degree as determined by the Program Director.

- Official evaluations of transfer credit are completed by the Registrar's Office and/or Program Directors as part of the enrollment process. General Education classes are evaluated by the Registrar's Office where Core Classes are evaluated by the appropriate Program Director. Transfer courses do not affect the cumulative G.P.A.
- No fees are charged for the request and evaluation of previous education or experiential learning.

### ***Degree Granting:***

- Credit will be granted based on the following criteria:
  - A time stipulation of 5 years for all science and science related courses and unlimited amount of years for all general education related courses.
  - Only courses with a C or better are transferrable.
  - The credit awarded must directly relate to the student's degree program and is applied in some satisfaction of the degree requirements.
  - Students who are awarded transfer credit and maintain at least 6 credits in a semester will still receive partial financial aid funding; however if the credits for the semester drop below 6 credits the student will be required to pay cash for that semester.

### **Exception: Medical Terminology – for a student to receive credit for Medical Terminology, they must met the following four criteria:**

1. Student will have taken Medical Terminology within past two years from program start date
2. Student will have to present proof of class by way of official transcript
3. Student will have had to pass course with a 2.0 or higher.
4. Student must be working in the allied health field or related field.

### ***If the student does not meet the above four criteria then:***

1. If the student took the course over two years ago: The only way to receive course transfer credit is by taking the challenge exam and passes with a minimum of 80%.
2. If the student is not working in the allied health field or related field: The only way to receive course transfer credit is by taking the challenge exam and passes with a minimum of 80%.

- **Magnetic Resonance Imaging** - The following courses are not eligible for transfer credit:

- Cross Sectional I and II
- Human Anatomy and Physiology I and II
- MR Physics I and II
- Patient Care
- Introduction to Clinical MR (Patient Care & Management, CPR, and IV Access)
- Clinical Externship I and II
- MR Imaging and Procedures

- **Diagnostic Medical Sonography** - The following courses are not eligible for transfer credit:

- DMS 210 and DMS 210 L
- DMS 220 and DMS 220 L
- DMS 230 and DMS 230 L

- DMS 240 and DMS 240 L
- DMS 250
- DMS 260
- DMS 300

### ***Non-Degree Granting***

Vocational Nursing – transfer credit is accepted if courses are taken within five years.

The following courses may be approved for transfer credit in the vocational nursing department:

- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Accredited psychiatric technician courses
- Armed services nursing courses
- Other courses the college determines are equivalent to courses in the program
- Competency based credit will be granted for current California Certified Nursing Assistants
- Students must complete a minimum of 16 weeks to be considered a graduate of Casa Loma College.

### ***Non-Degree All Other Programs***

Credit will be evaluated on a course by course basis by the Program Director.

### **Appeal**

An appeal against a decision relating to the award of any credit may only be made if the student can establish that the assessment of the credit request was not in accordance with the principles outlined in the above policy. Any such appeal should be made in writing to the Registrar, with a brief statement giving the grounds for appeal, within 10 working days of notification of any decision relating to the awarding of credit.

### **Distance Education**

The goal of distance education at Casa Loma College is to provide students with access to instruction without having to regularly appear on campus. The Department of Online Learning aims to improve the quality and experience of on-line learning at Casa Loma College. We research and explore the best teaching and learning practices that focus on skills necessary for our students to reach their highest potential. We streamline these practices to our faculty and students to guarantee the best possible online teaching experience possible.

Online courses will follow the same policies and procedures that apply to residential courses, unless otherwise stated in the Online Student Handbook. The College does not guarantee personal Internet access or computer use to online learning students. The College does maintain computer labs with set hours of operation that are open to all students. The College also does not hold any responsibility for the loss of use of a student's personal computer through any mishaps or misfortune.

Casa Loma College online learning students participate in both asynchronous learning (allows for non-sequential order for the learner to accomplish the objectives or assignments of the course; i.e. posting to a bulletin board) and synchronous learning (the student learner participates with his/her class in real times, for example in chat sessions).

Students enrolled in online learning courses will have access to the same student services as residential students. Access may be achieved through face-to-face, telephone, and/or email contact and through dissemination of information via the College Catalog and the College Web site.

A face-to-face Orientation session will be held prior to the start of each program in order to assist students with getting started in their online courses.

## Basic Computer Requirements – Required of MRI, DMS, PTA and VN Programs

- All students in the Vocational Nursing, Magnetic Resonance Imaging, and Physical Therapist Assistant and Diagnostic Medical Sonography programs are required to have a laptop or desktop computer meeting certain specifications.
- Students are required to have a laptop, desktop computer, or unrestricted access to a computer, no later than the first day of orientation.

To participate successfully in an online or blended class, you should be able to:

- Perform basic word processing.
- Use a web browser to visit websites and print web documents.
- Use email to send and receive messages, reply to messages, cut and paste text between messages, open attachments, and attach files to messages.

### The minimum hardware and software specifications for computers are:

Microsoft Windows-based computer or an Apple Macintosh system.

Modem or network access to the internet through any typical Internet Service Provider.

E-Mail address will be required.

#### ➤ Software to facilitate:

- Browsing the World Wide Web
- Sending / Receiving electronic mail
- Typical text processing

➤ **Minimum Hardware Requirements** needed to support Moodle. If you use less than the minimum requirements we may not be able to provide you with adequate support.

➤

	Windows-Based	Macintosh
<b>Operating System</b>	Windows XP, Vista 7	Mac OS 10.4, 10.5, 10.6 -limited
<b>RAM (memory)</b>	1 GB or better	1 GB or better
<b>Hard Drive</b>	1 GB free space	1 GB frees pace
<b>Modem</b>	Minimum 56K, Cable/DSL preferred	Minimum 56K, Cable/DSL preferred
<b>Browser</b>	Mozilla Firefox 3.5+, IE 7 or better IE 8 (standards mode) & Safari 4 on Mac OS 10.4+	Mozilla Firefox 3.5+, IE 7 or better IE 8 (standards mode) & Safari 4 on Mac OS 10.4+
<b>Text Processors</b>	JavaScript (jre1.6.0_13) & Cookies must be enabled Microsoft Office or Open Office Course dependent	JavaScript (jre1.6.0_13) & Cookies must be enabled Microsoft Office or Open Office Course dependent
<b>FTP Client</b>	WSFTP (suggested , not necessary)	Fetch (suggested not necessary)
<b>E-Mail Client</b>	Browser, Eudora	Browser, Eudora

## Articulation Agreements

Articulation Agreements are contracts between institutions established to designate specific course transfer equivalencies. Casa Loma College maintains an articulation agreement with the University of Phoenix. All credit from associate degrees (including vocational degrees), awarded by Casa Loma College will transfer to the University of Phoenix, meaning that all associate degree related courses, subject to program limitations detailed on the transfer literature, will automatically transfer. Although credits will be accepted in transfer, additional general education credits may be needed to fulfill the program requirements

- Students from Casa Loma College will be granted admissions to a baccalaureate degree program at the University of Phoenix based on academic requirements as a result of having earned an associate degree and upon further satisfaction of all other conditions for admissions as stated in the University of Phoenix catalog.
- Students from Casa Loma College, who are within 12 months of the completion of their associate degree, may pre-apply to a University of Phoenix baccalaureate program and will be granted access to the University of Phoenix University Library Online Collection.
- If the student is enrolled in the Bachelor of Science in Management program (in states where offered), the associate degree focus will be listed as an area of emphasis on the baccalaureate transcripts and University of Phoenix Diploma.

## Textbook Information

The Casa Loma College Tuition and Fee schedule located in the College Catalog displays, to the maximum extent practicable, the following information for each textbook: textbook title, the International Standards Book Number (ISBN), and the manufacturer's suggested retail price (including tax, shipping and handling charges) for required and textbooks and supplemental materials.

## Graduate Retraining

Graduates of Casa Loma College are welcome to return for refresher training based on space availability and approval of Program Director, excluding clinical and extern sites. Graduates and/or students will be charged a fee to audit classes. It is recommended and encouraged that all students required to take a licensure exam, attend several review courses before taking exam. Graduates requiring additional assistance beyond review classes should make arrangements with their Program Director.

## Veteran Students Only

Casa Loma College will inquire about each veteran or eligible person's previous education, training and request transcripts for all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible person will be notified of the evaluation result. (Note: All prior training must be evaluated)

## Veterans Program - Student Educational Plan

Students enrolled in Casa Loma College under the Veterans Program must successfully complete all requirements, as stated in the School Catalog, to be eligible for graduation.

Before enrollment in to Casa Loma College, the student will receive all course objectives and requirements.

Students enrolled in a program of study must maintain a minimum grade point average or better for that program or a 2.0 on a 4.0 or 100% scale. (Some programs may require a higher cumulative grade point average) Students must achieve the minimum GPA at the end of each module or level to advance to the next higher module or level. Student academic progress is reviewed at the end of each module or level. Probation advancement will be determined based on the evaluation of the student's grades, attendance, class participation, and skills abilities. Probation advancement is not permitted in the Vocational Nursing Program. Students determined to be eligible for advancement will be advanced to the next module or level on academic probation. Students on academic probation continue to be eligible for financial aid and financial assistance. If the student does not raise the GPA to the minimum GPA for that program, by the end of the module or level, the student will be terminated and will lose financial aid eligibility.

Students will receive a final grade upon the completion of each course level/semester/quarter and a final grade point average at the end of the program. These grade reports are placed in the student's file and are available for review upon request of the Registrar or VA Certifying Official.



**Attendance Policy**

Casa Loma College emphasizes the need for all students to attend classes on a regular basis. Our programs prepare students for safe patient care and we expect students to attend each class, laboratory, and clinical session to develop the theoretical and practice components of their profession.

**Attendance/ Tardy Policy All Programs:**

Attendance is mandatory. Students are expected to attend all classes. Students may not be absent more than:

Vocational Nursing	3 days in Levels 1-4 and 2 days in Level 5 Automatic drop at 4 <sup>th</sup> absence in levels 1-4
Vocational Nursing Evening/Saturday	3 days in Levels 1-4 and 2 days in Level 5 Automatic drop at 4 <sup>th</sup> absence in levels 1-4
Diagnostic Medical Sonography – Day / Evening	Residential: 1 day per 7 week course 1 day per 8 week course 4 days per 15 week core program module Online = See section for Online and Attendance and Dismissal Policy
Medical Assistant – Day/Evening AND Medical Insurance Billing and Coding	3 consecutive absences equal termination. Any absences over two (2) must be made up during make up week. No more than 4 absences allowed. Automatic drop at 5th absence
Magnetic Resonance Imaging	Residential: 1 day per 8 week course 2 days per 16 week course Online = See section for Online and Attendance and Dismissal Policy
Physical Therapist Assistant	3 days in any one semester

1. If a student misses class at any point during the term, he or she must notify the Instructor/Clinical/Externship Site/Clinical Coordinator 30 minutes prior to start time.
2. If a student reaches the maximum program absences, he or she will receive a warning from the Registrar’s Office.
3. An automatic drop will ensue following a student’s reaching the maximum absences in their program. Extenuating circumstances which may preclude this, based on the decision of the Program Director are: documented serious illness, severe injury, death of a family member, jury duty or car accident.
4. **#4 applies to vocational nursing students only.**
  - a. Students must make up missed hours and days during make up week only.
  - b. Students who have been put on attendance probation may be required to submit additional projects for days absent.
  - c. Students must complete all missed hours/days prior to advancing to the next term.
  - d. Students who fail to make up missed hours and assignment will be terminated and prevented from advancing in the program.
  - e. Students will automatically be dropped at the 4<sup>th</sup> absence
5. Students may not arrive late or leave early as these behaviors disrupt the learning environment.
  - a. Any student arriving after the start of class will be considered tardy. In addition, students arriving to class late after breaks and/or leaving before the end of the class are considered tardy.

- b. Three times tardy equal one day's absence; three more will result in another day's absence and so forth.
- 6. Students who are not in attendance and miss a quiz, test or lab competency **must** make it up on the next day of class.  
*Exception: Medical Assistant missed quizzes, tests and labs are made up at end of module.*
  - a. If a student does not make up the quiz, test or lab competency on the first day back, students will receive a zero
  - b. Students can only receive the minimum passing grade.
  - c. No early quizzes, tests or lab competencies will be given.
  - d. Final exams cannot be made up.
- 7. Students are responsible for keeping an individual record of attendance, as well as grades.
- 8. Students are responsible for obtaining lecture notes and any materials that reflect the objectives and assignments for any days missed.
- 9. Methods for making up hours to complete objectives and competencies due to absences include: case studies, independent study, written examination, seminars, workshops, reports or auto-tutorial tapes.

**Vocational Nursing Students Only** - In addition to the above policies, the following attendance policies apply:

- 1. All students must attend the clinical affiliate's orientation prior to all clinical rotations. Any student absent or tardy on a day of orientation may not continue in the rotation. When extenuating circumstances occur, which cause a student to be tardy, (documented serious illness, severe injury, death of a family member, jury duty or car accident), it is at the discretion of the Program Director to allow the student to proceed in the level; however, if it is the policy of the clinical site that all students must attend the complete clinical orientation, (no tardy or absence), the student will be terminated from the program.
- 2. To receive attendance credit for a day, students must be:
  - a. Theory Level 1 – in attendance 5 out of the 6 hours of class; Levels 2-5 in attendance 4 out of the 5 hours.
    - i. A tardy will be accumulated when late to class
  - b. Theory Levels 2 – 5 – in attendance 4 out of the 5 hours of class
    - i. A tardy will be accumulated when late to class
  - c. Clinical/Laboratory – in attendance 8/8 or 12/12 on clinical and laboratory days
- 3. Students in 12 hour clinical rotations:
  - a. One 12 hour shift absent = 1 absence
  - b. One theory night absent = 1 absence
  - c. One weekend day absent = 1 absence

**Magnetic Resonance** - MRI 181 & 182 Clinical Externship

- 1. 1000 hours mandatory attendance (MRI 181 = 450 hours; MRI 182 = 550 hours)
  - a. Days of externship are Monday through Friday
- 2. Three absence per externship semester \*\*
- 3. Externship must be attended between 32 hours and 40 hours per week; NO LESS, and must be treated as if it was a job and you were being paid.
- 4. Students, even with their allowed absences, MUST maintain their hour requirements within the designated time frame per semester
- 5. Students will be put on attendance probation if they miss the allowed 3 days within the 16 week semester; and students fail to maintain the hour requirements for 4 consecutive weeks.
- 6. Once on attendance probation, if hours are not made up, then student is not allowed to move forward to the next semester.
- 7. The student can be dropped from externship at the discretion of the Program Director and externship site.

**Physical Therapist Assistant Only**

Attendance at all classes, labs and clinical experiences is mandatory. The Physical Therapist Program believes that optimal learning occurs in the lab and classroom in the presence of the instructors and other students. Students who are not present miss the best opportunity to learn the material crucial for passing the NPTAE and becoming a competent and ethical physical therapist assistant. The PTA curriculum is accelerated and intense. It does not allow for repeated experiences. If a student must miss a class due to

extenuating circumstances, the instructor must be notified in advance. Missed classes and labs will result in loss of Participation points.

The specific attendance/tardiness guidelines are as follows:

1. Students must be in attendance 100% of the time to be given full attendance credit. Grades for participation will be reduced for tardiness, leaving early, and for unexcused absences.
2. Excused absences: Excused absences include death of a family member, infectious or serious illness of the student, and statutory government responsibilities. Instructors will make the final determination on whether an absence will be excused.
3. Unexcused absences: If a student is going to be absent, he or she must notify the instructor in advance via phone call, text message, or email. If the instructor does not receive the message before the beginning of class time, the instructor may consider it an unexcused absence. Students should have contingency plans to handle issues such as sick children, transportation, and traffic problems which will result in unexcused absences.
4. There will be no absences permitted in clinical internships in semesters 4 and 5. Any missed clinical hours must be made up to be allowed to progress in the program.
5. If a student is absent more than 3 days in any semester, the Program Director will evaluate the student's situation. The Program Director will determine, based on academic performance and circumstances of absences, the outcome of the student's continued standing in the program.
6. Students are to be present on or before the scheduled starting time of any class or clinical work day and return promptly from scheduled breaks and lunch. Any student arriving after the commencement of class or leaving before the end of class will be considered tardy. Students on clinical internships who arrive late or leave before the end of their assigned time will also be considered tardy. Students should check with the instructor to find out their specific guidelines for leaving class during class time.
7. Tardiness on three occasions will accumulate to one absence. If the student has an unforeseen circumstance causing a tardy, the student must call the instructor as soon as he/she is able. Repeated tardies are not acceptable and may result in remediation or termination.
8. Students who were absent are responsible for obtaining lecture notes and any materials that reflect the objectives for that day and for completing all assignments missed.
9. Students who miss a quiz or exam due to absence may receive a zero (0) for that quiz or exam unless the instructor is notified in advance via phone call or email. Instructors may deduct up to 10% of a make-up quiz or exam grade if the quiz or exam was missed due to an unexcused absence. Missed quizzes or exams must be made up outside of class time before the next class meeting. It is the student's responsibility to arrange for retake with the instructor.

Because the content covered in each class is extensive, instructors may not be able to repeat or review material for students who miss.

### **Online Learning Attendance and Dismissal Policies**

Each student is expected to participate in the classes in which he or she is enrolled. Participation is a component of grading. Basic participation policies are as follows; Students must participate in the discussion forum a minimum of three different days per week, with the first post being no later than Wednesday. Students must also complete all assignments in a timely fashion, or where appropriate make alternate arrangements with their instructor. In addition, other policies on participation and make-up work may vary by individual course, and are stated in the syllabus for the particular course. Students are responsible for being familiar with course requirements at the onset of each course.

Attendance is critical to your success as a student as such the following attendance policies have been instituted:

1. Students must participate in the discussion board three different days during the week, with the first post no later than Wednesday. Non participation results in an absence.
2. Students who are 'absent' two consecutive weeks are automatically withdrawn, receive an automatic fail and are required to retake the course.
3. Students who are 'absent' two non-consecutive weeks are submitted for academic review, which may result in withdrawal.

4. Students who are 'absent' three non-consecutive weeks are withdrawn, receive an automatic fail, and are required to retake the course.

#### Course Weekly Schedule:

- The FIRST DAY of each course week is 12:01 a.m. (0001) - Pacific Time - each Monday.
- The LAST DAY of each course week is 11:59 p.m. (2359) - Pacific Time - each Sunday (of the following week).
- The LAST DUE DATE for all course assignments is 11:59 p.m. (2359) - Pacific Time - on the published course END date.

### Notification of Absence

Students are to call their assigned clinical facility or externship site and the appropriate college campus to notify their instructor, Program Director or Externship Supervisor of intended absence at least 30 minutes prior to start time. Failure to follow this procedure may result in counseling and possible termination.

### Leave of Absence

A student in **good academic standing** who must temporarily interrupt his or her program due to unforeseen circumstances may request a leave of absence. Requests for leave of absence will be considered on an individual basis and must be approved by the Program Director and Director of Financial Aid. A leave of absence may be granted for the following circumstances:

- Pregnancy with childbirth imminent.
- Physician documented restrictions.
- Documented family emergency.
- Other documented emergencies that may interfere with attendance.

### Non-Term Based Programs:

Students who are **not** in good academic standing AND who have not completed more than 40% of the term will **not** be granted a leave of absence and will be required to self-terminate from the program. *Exceptions to this – Vocational Nursing Program - at the discretion of the Program Director, if a student has failed a level and the Program Director approves an immediate return and there is no space availability in the class, the student may request and Program Director may approve an LOA until the next class start.*

Students self-terminating will receive either a W (Withdrawal) or WF (Withdrawal/Fail) depending on their grade at the time of termination. A WF is computed into your GPA as an F.

### Term-Based Programs:

Students enrolled in a degree granting (term-based program) can only be granted a leave of absence at the beginning or end of a term. A request for a leave of absence will be denied if the leave is requested at any time other than the beginning or end of a term. A student, who must take a leave of absence during the term, will be terminated from the program. The student will be eligible for reenrollment based upon space availability.

A student must apply in advance for a leave of absence unless unforeseen circumstances prevent the student from doing so. For a leave of absence to be granted, it has to meet all of the following conditions:

- Medical leave of absence requires documentation by the students physician
- There must be a reasonable expectation that the student will return from the leave of absence.
- Leave cannot exceed 180 calendar days within a 12-month period.
- Students taking a LOA may return only upon space availability.

**\*\* We do not recommend a leave of absence during the first level of the VN program or the first modules of MA and MIBC.**

Students who request a leave of absence due to military commitment/active duty service, and are gone for more than thirty (30) days, are entitled to readmission with the same academic status if all of the following criteria are met:

- Advance notice is provided (this can be done by the student or other party)
- The cumulative absence is no longer than five (5) years
- The college is notified of the intent to reenroll within three (3) years from the completion of service or two (2) years if it involves recovery from injury.

### Procedure

- Student must submit a signed request for a leave of absence to the Program Director.
- For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician's assistant or nurse practitioner. The letter must be on official letterhead and must include the limitations it imposes on the individual and an estimation of the time required for recovery.
- For a personal leave of absence, the student request may be required to be accompanied by documentation supporting the need for the leave.

During the leave of absence the student will **not be** required to pay any additional charges to the college for the leave period; financial aid will be put on hold and the student will not be eligible for any additional federal student aid while on leave of absence. The student will not be required to repeat any completed class time.

If a student is granted a leave of absence but does not return to class on expected return date and does not request an extended leave, the student's withdrawal date will be the first date of the leave. Return of federal funds will then apply as of the first day of the leave.

### Returning from Leave of Absence

- All students returning from a leave of absence will be required, **prior to the return**, to meet with the Program Director. Upon approval for return student must then meet with a Financial Aid advisor to discuss their plan for returning to the program.
- Students whose leave request indicated medical circumstances as the reason for that request will be required to present an appropriate physician's current evaluation of the medical condition and to release student of all restrictions.
- Students in **term based programs** can only return from a leave of absence at the beginning of a term. When calculating the 180 days allowed, if the term date goes beyond the 180 days, the student will be terminated. The student is eligible for reenrollment based on space availability.
- Students returning from a leave of absence will be placed:
  - Vocational Nursing: at the point in the program in which they began their leave, space permitting.
  - All other programs will return at the beginning of their module/course unless a determination is made by the Program Director that student can return at point of departure, space permitting.
- Veterans Affairs will be notified if one of their students has requested and is on leave of absence.

### Pregnancy

- a. Students are expected to participate fully in didactic and clinical activities required by the program. The school will not be obligated to permit any special limitations to accommodate pregnant students. A written physician's clearance, indicating the student is "under no restrictions during pregnancy", is to be submitted to the Program Director within the first trimester of pregnancy.
- b. The pregnant student has three options:
  1. The student may remain active in the program with the written physician's clearance until she delivers provided she is able to meet the weekly clinical and laboratory objectives and her attendance remains within program criteria.
  2. The pregnant student may withdraw from the program.
  3. The pregnant student may request a leave of absence which must be approved by the Program Director.
- c. Postpartum: The student must present a written physician's clearance to the Program Director prior to returning to the program.

- d. ***Some programs may have a more stringent pregnancy policy. Please check with your program's student handbook and/or Program Director for your program specific policy.***

## **Bereavement**

In the event of a death in student's immediate family the student may have up to three school days to handle family affairs and to attend the funeral. "Immediate Family" is defined as: father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law, grandparents, grandchildren and grandparents-in-law. Bereavement days off apply towards allowed days absent in a course. Students missing school due to bereavement will be required to make-up all missed work, tests quizzes and hours where applicable.

## **Withdrawal from School**

Students enrolled are allowed seven (7) days to drop a class without being charged for that course. After the seven (7) day free period, students can still drop from a course, but will be charged for the course and will receive a grade of WF. Students will be required to retake and pay a repeat fee for the class

**Degree Granting** - Students may only withdraw/drop one (1) class per semester. Students withdrawing/dropping more than one class per semester will be terminated from the program. Students may appeal this ruling. Upon extenuating circumstances, the Administrative Committee may rule to allow students continued status in program.

**Non-degree Granting** – Students are allowed seven (7) business days to drop the program without being charged for that course. After 7 days students will be charged accordingly to stated refund policies.

## **Administrative Withdrawal**

Students are administratively withdrawn if:

1. They do not return from school when the approved period for leave of absence has expired and have not applied for extension or regular withdrawal
2. They have not returned from a suspension
3. Failure to meet satisfactory academic progress
4. Failure to pay financial obligations
  - a. Withdrawal due to failure to pay financial obligations will result in transcripts being withheld, future reenrollment denied until debts have been cleared

Students who are administratively withdrawn will receive either a WP (withdraw/pass) or WF (withdraw/fail) depending on their grade at the time of withdrawal. A WF is computed in your GPA as an F.

## **Emergency Involuntary Withdrawal**

A student may be withdrawn involuntarily from the College if Program Director or College determines that the student represents a direct threat to the health and safety of himself/herself or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to himself/herself or others; or (2) engaging or threatening to engage in behavior which would cause significant property damage, would directly and substantially impede the activities of others, or would interfere with the educational process and the orderly operation of the College.

An emergency involuntary withdrawal will be temporary, until such time as the incident that precipitated the withdrawal can be fully investigated. After such an investigation, the student will either be reinstated or permanently dismissed.

## **Termination Policy**

The College reserves the right to terminate the enrollment of any student who conducts themselves in unprofessional manner and unfavorable behavior.

Students must abide by the policies of student conduct, academic integrity and satisfactory academic policy, as well as but not limited to those policies unique to the student's individual program as outlined in that program's student handbook.

Students not conforming to the rules and regulations of the college as outlined in the college catalog and/or program student handbooks are subject to disciplinary action up to termination.

### **Notice Concerning Transferability of Credits and Credentials Earned At Our Institution**

The transferability of credits you earn at Casa Loma College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Casa Loma College to determine if your credits, degree or diploma will transfer.

### **Transcripts**

The College will provide transcripts at a cost of \$5.00 each or \$10.00 for a rush order within three business days. The student's financial account must be current for transcripts to be furnished. Academic transcripts will be withheld if a student has an outstanding financial obligation to the college which includes and is not limited to student fees, unpaid tuition, library fines, unreturned library books and/or obligations incurred through use of facilities or equipment. The transcript shows all courses taken, hours and credits for the courses and final grades. Vocational Nursing students who have completed level 1, and wish to apply for Certified Nursing Assistant certification, must follow the procedure as indicated above and pay the required fee.

### **Certification, State Board Exams & Licensure**

Licensure and/or certification examination fees are included in the student's tuition. Graduates who have prior misdemeanor or felony convictions may be delayed or denied professional licensing or certification. Each case is determined on an individual basis by the licensing agency. Students are urged to contact the appropriate agencies for current requirements.

### ***Vocational Nursing***

To become employed as Licensed Vocational Nurse in the state of California, it is a requirement that graduates take and pass the NCLEX-PN National Exam. Upon successful completion of all program hours and requirements, the student is eligible to take the NCLEX-PN. Additional information regarding NCLEX procedures can be found in the Vocational Nursing Student Handbook.

### ***Medical Assistant***

Although there is no state or national licensure required to become a Medical Assistant, it is becoming extremely competitive to work in this field without advanced certification. However, the curriculum is competency driven so that upon completion of the entire program, students will have the knowledge and skills to sit for the certification exam. Upon successful completion and verification of all requirements, the student is eligible and competent to take either the Certified Medical Assistant (CMA) certification exam or Registered Medical Assistant (RMA).

### ***Medical Insurance Billing/Coding Specialist***

Although there is no state or national licensure required to become a Medical Insurance Biller/Coding Specialist, it is becoming extremely competitive to work in this field without advanced certification. The curriculum is competency driven so that upon completion of the entire program, students will have the knowledge and skills to sit for the certification exam.

Under the Medicare Modernization Act (MMA), Centers for Medicaid Medicare Services (CMS) recommends that offices employ Certified coders. The American Academy Professional Coders currently provides certification examinations for certified coders in physician practices; the outpatient/facility environment and is the first organization to offer a certification exam that recognizes the coders in the payer community.

At the completion of the program, students will have the opportunity of a 40 hour review prior taking the certification exam. All students completing the program will be required to sit for the exam.

### ***Magnetic Resonance Imaging***

Upon completion of the MRI program, graduates are eligible to sit for the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) – [www.armrit.org](http://www.armrit.org) National Certification examination. Although there is no state or national licensure required to operate an MRI scanner, it is becoming extremely competitive to work in this field without advanced certification. Casa Loma College prepares its graduates to take the ARMRIT exam. This advanced certification will increase opportunities for advancing in the field of MRI.

### ***Diagnostic Medical Sonography***

The DMS program must be completed in its entirety prior to application to sit for the ARDMS examination.

The law does NOT require that a Diagnostic Medical Sonographer be licensed or ARDMS certified in order to work as a Sonographer, but some employers do require that potential employees be ARDMS certified, or eligible to sit for the ARDMS certifying examination within one year after hire.

Graduates of the Diagnostic Medical Sonography program who hold a **BS or BA degree, or higher**, will be eligible to sit for the ARDMS certifying examination, **immediately upon completion of the program**. Graduates of the Diagnostic Medical Sonography program who have prior education in a **two year allied health care field (single subject) that is patient care related** will be eligible to sit for the ARMS certifying examination **immediately upon completion of the program**. A two year allied health education program is defined as (1) 24 consecutive calendar months OR (2) 60 semester credits OR (3) 84 quarter credits. Examples of such allied health occupations include, but are not limited to radiologic technologists (RT), registered nurse (RN), respiratory therapist, or occupational therapist. Graduates, who hold an active **certification with Cardiovascular Credentialing International (CCI), or American Registry of Radiologic Technologists (ARRT), or Australian Society of Ultrasound in Medicine (ASUM)**, will be eligible to sit for the ARDMS certifying examination **immediately upon completion of the program**. Graduates **who do not have any of the above prior education prerequisites must work for one year (1680 hours) as a Diagnostic Medical Sonographer** before they are eligible to sit for the ARDMS examination.

To obtain more information about the ARDMS certification examination, you may contact them at The American Registry of Diagnostic Medical Sonographers, 51 Monroe Street, Plaza East One, Rockville, MD 20850. You may also visit their web site at [www.ardms.org](http://www.ardms.org).

### ***Physical Therapist Assistant***

Physical Therapist Assistants must be licensed to practice and each state has individual requirements regarding licensing. For employment within the state of California, students must successfully complete the National Physical Therapist Assistant Exam (NPTAE) given by the Federation of State Boards of Physical Therapy (FSBPT). To be allowed to take the NPTAE, students must have graduated from an accredited PTA program. Upon successful completion of NPTAE, students may apply for California certification from the Physical Therapy Board of California (PTBC). The application to PTBC must include a Certificate of Completion (P1E) form issued by the school and proof of successful completion of the California Law Examination (CLE), which relates to the practice of physical therapy in California. The CLE is a one-hour multiple-choice examination. More information regarding the national exam can be found at <http://www.fsbpt.org/>. More information regarding California licensure can be found at <http://ptbc.ca.gov/>

## **Graduation Requirements**

The candidate for a Diploma, Associate of Science Degree or Associate of Applied Science must:

### ***Vocational Nursing Program***

Casa Loma College grants a Diploma in Vocational Nursing upon successful completion of the required course of study; minimum grade point average of 2.3 or better and passing of the ATI Comprehensive Examination.

#### *Medical Assistant Program*

Casa Loma College grants a Diploma in Medical Assistant upon successful completion of the required course of study; minimum grade point average of 2.0 or better and satisfactorily performing the applicable externship.

#### *Medical Insurance Billing/ Coding Specialist Program*

Casa Loma College grants a Diploma in Medical Insurance Billing and Coding upon successful completion of the required course of study; minimum grade point average of 2.0 or better and satisfactorily performing the applicable Externship.

#### *Magnetic Resonance Imaging Program*

Casa Loma College grants the Associate of Science Degree in Magnetic Resonance Imaging upon successful completion of the required course of study; minimum grade point average of 2.0 or better and satisfactorily performing the applicable Externship component.

#### *Diagnostic Medical Sonography*

Casa Loma College grants a Associates of Science Degree in Diagnostic Medical Sonography upon successful completion of the required course of study; minimum grade point average of 2.0 or better and complete all curriculum requirements and program hours; and satisfactorily pass, attend and successfully complete all applicable evaluations and task based competencies within the clinical externship component of the program.

#### *Physical Therapist Assistant*

Casa Loma College grants the Associate of Applied Science Degree in Physical Therapist Assistant upon successful completion of the required course of study with a minimum grade point average of 2.3 or better and pass, attend and successfully complete all applicable evaluations and task based competencies within the clinical internship portion of the program.

The candidate for graduation must meet all financial obligations to Casa Loma College and/or be in satisfactory status, including the return of all library books and learning resources as well as any fines, due.

*Commencement Exercises are held twice a year, spring and fall.*





## Satisfactory Academic Progress Policy

The Satisfactory Academic Progress policy at Casa Loma College applies to all students whether or not aid is received.

All students who receive federal and state financial aid must meet federal and institutional standards for satisfactory academic progress in order to establish and retain financial aid eligibility. Students who maintain Satisfactory Academic Progress are allowed to receive aid until the maximum hours are reached, or the requirements for the diploma or certificate are reached.

Satisfactory Academic Policy is evaluated for degree programs at the completion of each semester and for diploma programs at the end of each payment period, i.e. Medical Assisting, end of 4<sup>th</sup> module, Medical Insurance Billing and Coding Program, end of 5<sup>th</sup> module and Vocational Nursing at 450, 900, and 1215 hours. You will be given one semester and/or payment period in which to correct the deficiency and meet the standards.

## Maintaining Satisfactory Academic Progress

To be making satisfactory academic progress, students must

1. Meet minimum cumulative grade point averages. Students must maintain a grade point average of at least a 2.00 (*Some programs may require a higher G.P.A. Check with your program for grading criteria*)
2. Progress toward completion of their degree/diploma while maintaining a minimum 67% completion rate. The completion rate is calculated by dividing the cumulative number of hours/credits successfully completed by the cumulative number of hours/credits attempted. Attempted hours/credits include all hours/credits taken at CLC regardless of whether the student received financial aid or not and any transfer hours/credits accepted. Attempted hours/credits include those credits for which the following grades were received, W, I, F and repeated courses.
3. Complete your degree/diploma program within the maximum time frame of credit hours allowed, no longer than 150% of the published length of the program as measured in either credit hours or cumulative number of clock hours.

## Quantitative Measure -Maximum Time Frame

All students are expected to complete their program within 150% of the published length of the program. For a program measured in credit hours, a period that is not more than 150% of the published length of the program as measured in credit hours; for a program measured in clock hours, a period that is no longer than 150% of the published length of the program, as measured in cumulative number of clock hours the students is required to complete, expressed in calendar time.

### Maximum Time Frames

Program	Hours/Credits required for Graduation	Maximum Credits including transfer credits
Vocational Nurse	1531 clock hours	2296 clock hours
Medical Assistant	66 credits	99 credits
Medical Insurance Billing and Coding	57.5 credits	86 credits
Diagnostic Medical Sonography	104.5 credits	156.5 credits
Magnetic Resonance Imaging	94 credits	141 credits
Physical Therapist Assistant	72 credits	108 credits

All attempted hours are counted including transfer hours, repeated courses, and withdrawals, whether or not financial aid was received or the course work was successfully completed. A student will not be eligible to receive financial aid once he/she has attempted 150% of the credits required for his/her degree or certificate program, or if it appears he/she cannot attain a degree or certificate within this time frame.

### Qualitative Measure – Grade Point Average

Students must maintain a **minimum cumulative grade point average** of 75% / C / 2.0 for the MRI, DMS, MA and MIBC Programs and a **minimum cumulative grade point average** of 78% /C+ / 2.30 for the Vocational Nursing and Physical Therapist Assistant Program by the end of the first semester and/or payment period and at the end of each subsequent semester or payment period.

### Financial Aid Warning

Students who do not meet Satisfactory Academic Progress criteria at the evaluation period will be put on Financial Aid Warning. Students may continue to receive financial aid during this next evaluation period; however, students must bring their cumulative grade point average to 2.0 or 2.3 depending on program of study, and be progressing forward in the program to assure completion within 150% of the length of the program. If students are unable to meet these standards, they will lose financial aid eligibility.

### Regaining Financial Aid Eligibility

A student ineligible to receive financial aid for failure to meet the above standards may re-establish his/her eligibility by enrolling at his or her own expense for the next payment period and meet the standards according to the qualitative (GPA) and quantitative (hours earned) measures. Once standards have been met, financial aid eligibility will be reinstated. If the student cannot enroll at his/her own expense, the student will be terminated. If a student wishes to come back, the student must be out a minimum of 180 days to again be eligible for financial aid.

Grade points are assigned as follows:

Percent	Grade	GPA
97 - 100	A	4.0
93 - 96	A-	3.7
88 - 92	B+	3.3
84 - 87	B	3.0
81 - 83	B-	2.7
78 - 80	C+	2.3
75 - 77	C	2.0
72 - 74	C-	1.7
68 - 71	D+	1.3
64 - 67	D	1.0
63 - BELOW	F	0.0

As indicated, a plus (+) or minus (-) suffix added to a grade raises or lowers the grade point value. Courses in which students receive an "I" are not counted in determining the grade point average. (If an "I" grade is later removed and a letter grade assigned, units and grade points are included in the subsequent GPA's). A failing grade under the P/F option (clinical and externship): The "P" or "F" is recorded on the student's transcript and credit is given if the course is passed. If the course is failed, the "F" is considered equivalent to an "F" received under the "A-F" grading system and is included in calculation of the GPA. Both are counted in credits or hours attempted. The college awards no credit toward the diploma or degree for courses in which the student receives a grade below the minimum program passing standard.

Grade	Grade Points	Course Units	Total Grade Points
A-	3.70	4	14.80
B-	2.70	4	10.80
C+	2.30	4	9.20
<b>TOTAL</b>		<b>12</b>	<b>34.8</b>
<b>GPA</b>			<b>34.8 / 12 = 2.90</b>

### Individual program requirements for maintaining cumulative GPA:

#### Vocational Nurse

- Each course within a level is graded separately. Each course must be passed in order for the level to be successfully completed.
- Students must achieve a minimum grade score of at least **78% / 2.30** or higher in each course within a level and receive a “P” (passing) in clinical to progress in the program.
  - A failure in any theory course within a level will result in a failure of all the courses within that level, including clinical. A grade of “W” will be issued to those courses.
  - A clinical failure will result in all theory courses receiving a fail; despite what the grade achieved in theory was. Students will receive a “W” for those theory courses. .
  - The two components are not averaged for the final grade but each calculated separately
  - Failure to pass one will result in failing all and having to repeat the entire module, theory and lab.
- Academic progress is evaluated at the end of each level.
- Students whose grades fall below 78% or receive an “F” in clinical, may repeat that level immediately at the discretion of the Program Director. Those not allowed to repeat , may be terminated or again at the discretion of the Program Director and/or request a Leave of Absence due to unavailability of seats, until the next level start.

#### Medical Assistant

- Students must achieve a minimum grade score of at least **75% / 2.00** or higher by the end of each payment period.
- Students failing to meet the minimum grade by the end of the payment period may be allowed to proceed forward. This is not an automatic process and is upon approval from the Program Director.
- The failed module/s must be repeated at the end of the program prior to externship.

#### Medical Insurance Billing/Coding Specialist

- Students must achieve a minimum grade score of at least **75% / 2.00** or higher by the end of each payment period.
- Students failing to meet the minimum grade by the end of the payment period may be allowed to proceed forward. This is not an automatic process and is upon approval from the Program Director.
- The failed module/s must be repeated at the end of the program prior to externship.

#### Diagnostic Medical Sonography

- Students must achieve a minimum grade point of **75% / 2.00** in each general education, prerequisite courses and all Core Program Courses.
- Students must pass all prerequisite courses prior to progressing further in the program.
- Students failing to achieve a 75%/2.0 at the end of a semester will be terminated from the program.

- Each core module consists of two components: theory and skills lab.
  - Each component is graded separately; however each component must be passed with a minimum grade of 75% / 2.00 GPA to have successfully completed the module.
    - A theory failure will result in a skills lab failure despite what the grade achieved in skills lab was. Students will receive a “W” for lab
    - A skill lab failure will result in a theory failure despite what the grade achieved in theory was. Students will receive a “W” for theory.
    - The two components are not averaged for the final grade but each calculated separately
    - Failure to pass one will result in failing both and having to repeat the entire module, theory and lab.

**Magnetic Resonance Imaging**

- Students must achieve a minimum grade point of **75% / 2.00** in each general education, core support and core class.
- Students who receive less than a C in a class will be required to repeat the class. Students may only repeat a class one time.
- Students who fail a core class will be terminated.
- Failure to achieve the minimum GPA will result in the student being placed on academic probation.

**Physical Therapist Assistant**

- PTA students must pass all classes with 2.3 grade (78%) or higher in order to continue to progress through the program.
- If a student is withdrawn from the program due to a failed class and intends to apply for Reenrollment, it should be understood that the opportunity to retake a class may not occur until the next cohort cycle (up to 20 months).
- Skill Checks are assessments that determine whether a student is competent and safe in administering a particular intervention. Skill checks are graded “Pass” or “No Pass”. If the skill check is not passed on the first attempt, the skill check may be repeated with no penalty. If a skill check is failed a second time, the student will be withdrawn from the course.
- All lab practical examinations must be passed with a grade of 78% or better in order to continue in the program. If a student fails a practical exam on the first attempt, the lab practical may be repeated with no penalty. If a lab practical is failed a second time, the student will be withdrawn from the course.

**Withdrawal Grading Policy – All Programs**

A student who withdraws from a class any time through seventy-five percent (75%) of the course will receive a “W”. The “W” will count towards credits attempted however does not calculate into the students GPA. Students who withdraw after 75% of the course will receive a “WF”. The “WF” will count towards credits attempted and will count in the students GPA. Below is a breakdown of when a student may withdraw without being penalized with a “WF”.

Program	Total Hours or Weeks in Course	75% Cut-off (students who withdraw after these hours/weeks will receive a WF)
<b>Vocational Nurse</b>		
Level 1	329 hours	247 hours
Level 2	344 hours	258 hours
Level 3	332 hours	249 hours
Level 4	331 hours	248 hours

Level 5	195 hours	146 hours
<b>Medical Assistant</b>		
Modules 1 - 6	5 weeks	end of 4th week
Externship	4 weeks	end of 3rd week
<b>Medical Insurance Billing and Coding</b>		
Modules 110 - 310	5 weeks	end of 4th week
Externship	4 weeks	end of 3rd week
<b>Degree Programs General Education</b>		
General Education	8 weeks	end of 6th week
General Education	7 weeks	end of 5th week
<b>Degree Programs Core Courses</b>		
Core Courses	8 weeks	end of 6th week
PTA Core/Gen Ed Courses	15 weeks	end of 11th week
DMS Core Courses	15 weeks	end of 11th week
MRI Core Courses	16 weeks	end of 12th week

### Repeating a Course

A student who has received below the minimum passing grade for a course, may, at the discretion of the Program Director repeat that course, level or module. A course, level or module may only be repeated one time. Students may repeat only one level, one module and a course one time. There is no guarantee that a student's grade will improve by repeating a course.

Students in the LVN, MRI, DMS and PTA Programs are charged a \$500.00 fee for repeating; students in the MA and MIBC Programs are charged a \$250.00 repeat fee.

The original grade will appear as an "R" on the transcript along with the second grade earned. Credits carried on courses being repeated count toward the maximum credits permitted in a program.

### Appeals and Reinstatement

A student who is terminated because of a failure to meet minimum academic standards may appeal this determination if he/she believes there are extenuating circumstances that should be considered. Examples of extenuating circumstances would be: medical problems, personal illness, injury, death in the family, etc.

Submitting an appeal with the required documentation does not guarantee that the appeal will be approved. All of the documentation presented will be reviewed by the Administrative Committee to determine if the documentation submitted adequately explains your academic performance. Students do not attend class during an appeals process.

Students wishing to appeal should submit the following to their Program Director:

- A written statement explaining the circumstances that led to the termination, along with supporting documentation (i.e. medical records, court documents, or other documentation which would support your appeal)
- Evidence that the circumstances precipitating the unsatisfactory performance have been remedied.
- The Administrative Committee reserves the right to place conditions, which the student must meet, in order to be considered for reinstatement. The Administrative Committee also reserves the right to approve appeals based on one term.
- The Program Director will provide a formal written response to the student within one week of the decision.
- The determination of the Administrative Committee is final.
- Reinstatement is based on class and space availability
- Students approved for reinstatement are required to repeat all components of the term.
- Students who are reinstated and required to repeat are not eligible for financial aid for that period of time; and, are responsible and required to pay a repeat fee in cash.
- Students who are terminated or self-terminate prior to the end of the course and are reinstated, are not eligible for financial aid for the portion of the course previously taken and must pay a repeat fee in cash.
- Reinstatement of financial aid (if applicable) will become effective with the first non-repeat hour of the course.
- Students who have lost their financial aid eligibility, but have subsequently met the minimum academic standards will have their aid reinstated. Reinstatement of financial aid will be considered effective with the next module/level.
- Admissions retesting is required if more than 12 months will have elapsed by the starting date of the proposed class start.
- Students must be current on any outstanding debt with the school and cannot be in default on any student loan for reinstatement.

### Re-Enrollment into Different Program

Students who have been terminated from a program due to failure to achieve Satisfactory Academic Progress may enroll into another program with approval from old and new Program Directors and approval of the Administrative Committee. Student may also be required to retake the entrance examination – pending determination of administrative committee.

### Non-Credit Courses

The college does not offer non-credit or remedial courses nor does the college, in any of its programs, offer non-punitive grades.

### Program Grading Criteria – Non Degree

#### Vocational Nursing Program

A minimum grade of 78% must be received for each course in each level to advance to the next higher level. Students must maintain a cumulative minimum of a C+/2.3 average throughout the program. Grading table is listed below:

Percent	Grade	GPA
97 - 100	A	4.0
93 - 96	A-	3.7
88 - 92	B+	3.3
84 - 87	B	3.0
81 - 83	B-	2.7
<b>78 - 80</b>	<b>C+</b>	<b>2.3</b>
75 - 77	C	2.0
72 - 74	C-	1.7
68 - 71	D+	1.3
64 - 67	D	1.0
63 - BELOW	F	0.0

The final theory grade is determined based on the following weights:

Quizzes = 25% of final grade / Tests = 35% of final grade / Final exam = 35% of final grade; ATI work/tests = 5% of final grade

Ex: quiz average = average =  $80\% \times .10 = 8$  + quiz average =  $79\% \times .25 = 19.75$  + test average =  $83\% \times .35 = 29.05$  + final exam =  $77 \times .40 = 30.8$  + ATI average =  $85\% \times .5 = 4.25$   
 $19.75 + 29.05 + 30.80 + 4.25 = 83.8\%$

### ***Missed Tests/Quizzes***

If a student has an absence on a test day, an opportunity will be given to make up the quiz or test. A missed quiz, test, or exam must be made up on the next class (theory) day with an alternate test given. Students may receive only up to a maximum of 78% regardless of actual score. If quizzes, tests, or exams are not made up on the next class (theory) day, the score will be recorded as a zero (0).

### ***Retake Tests***

Students who have not achieved the minimum grade point average by the end of the level are given the opportunity to improve their grade point average, by retaking quizzes or tests based on the following criteria; (exams may not be retaken)

- Level 1: student may retake up to a combination of three tests or quizzes (up to 3 tests)
- Level 2: student may retake up to 2 tests
- Level 3: student may retake 2 tests
- Level 4: student may retake 2 test s
- Level 5: student may retake 2 tests

The retake items will be determined by the instructor at the end of the level based on the lowest scores. A score of not more than 78% will be awarded on retake quizzes or tests. Students who have retaken the specified number of test/quizzes and reach the minimum grade point average will be allowed to progress forward.

### ***Clinical***

Performance is based on evidence of satisfactory student progress in meeting the stated objectives of each course level. Each student will receive a written evaluation from the clinical instructor at the completion of each level. The evaluation forms are developed for each course level and reflect student proficiency.

Students who do not receive a passing grade in clinical will be terminated. Those students wishing to readmit and continue their studies must go through the reinstatement process for consideration of re-enrollment. See Appeals & Reinstatement Section in Catalog.

### ***Performance Guidelines***

- 0 = unsafe, unsatisfactory performance
- 1 = marginal performance; inconsistent application of knowledge and skills
- 2 = safe performance; applies knowledge and skills to situations appropriate to level
- 3 = demonstrates safe, consistent performance; plans patient care with little instruction
- 4 = consistent; excellence in performance; highly self-directed

### **ATI Comprehensive Assessment and Remediation Program Policy**

In its continued effort and commitment to increase the level of knowledge and skills our students obtain during the program, Casa Loma College integrates the ATI Comprehensive Assessment and Remediation Program (CARP) as 5% of the grade in each course and the ATI Comprehensive Predictor as a final exam, in order to ensure students have the knowledge base required to successfully pass the National Council Licensing Exam (NCLEX-PN).

The ATI Assessment program is used as an evaluation tool for student review of content, and to help the student determine their level of proficiency in the major content areas, as identified in the NCLEX-PN. The assessment is then evaluated to identify areas of strengths and weaknesses and an individualized remediation plan is created based upon the results.

The schedule of Proctored tests is listed below:

<b>Proctored Assessment Tests</b>	
<b>Critical Thinking (<i>entrance</i> assessment)</b>	Level 1- Week 1
<b>Mental Health Nursing</b>	Level 2 – Week 2
<b>Fundamentals for Nursing Practice</b>	Level 2 – Week 9
<b>Adult Medical-Surgical Nursing</b>	Level 4 – Week 9
<b>Pharmacology of Nursing Practice</b>	Level 4 – Week 9
<b>Maternal/Newborn</b>	Level 5- Week 2
<b>Nursing Care of Children</b>	Level 5 – Week 4
<b>Critical Thinking (<i>exit</i> assessment)</b>	Level 5 – Week 6
<b>PN Comprehensive Predictor</b>	Level 5 – Week 6

All Proctored tests have corresponding online practice tests for review and evaluation of readiness. Students will receive points for completion of Practice tests and must turn in a practice test with an 80% or better, in order to sit for the matching proctored test. This is designed to encourage students to actively utilize the remediation materials.

Student will receive points for utilization of ATI resources and practice tests and level of proficiency they achieve on each of the Proctored Assessment Tests. A total of 10 points may be awarded for Remediation and proficiency on assessment tests in each course. Please see course syllabus for details on distribution of points.

#### **Final Program Comprehensive Exam**

The Final ATI Comprehensive exam is administered as a part of the Level 5 curriculum and must be passed at the required level in order to pass and complete the Vocational Nursing Program. This test measures the student’s mastery of nursing content and nursing practice as learned throughout the program and will give students a good idea of how they will perform on the NCLEX-PN.

Students who do not pass the Final Comprehensive exam will have the opportunity to retake the comprehensive exam 14 days from the date of the first comprehensive exam. Those students who do not retake the test within the 14 day time frame will have failed Level 5 and will be terminated. Students failing the comprehensive exam on the second attempt will be terminated. Those students who have failed Level 5 due to non-passing of the Final Comprehensive Exam will be required to repeat level 5 hours in a regimented self-study program. A repeat fee will be charged.

## Medical Assistant Program and Medical Insurance Billing and Coding Program

The percentage grading system below is used along with the letter grade equivalent. Students must achieve a minimum of 75% to pass a module.

Percent	Grade	GPA
97 - 100	A	4.0
93 - 96	A-	3.7
88 - 92	B+	3.3
84 - 87	B	3.0
81 - 83	B-	2.7
78 - 80	C+	2.3
<b>75 - 77</b>	<b>C</b>	<b>2.0</b>
72 - 74	C-	1.7
68 - 71	D+	1.3
64 - 67	D	1.0
63 - BELOW	F	0.0

The final theory grade **for MEDICAL ASSISTANT** is determined based on the following weights:

Quizzes = 30% of final grade / Tests = 60% of final grade / Lab competencies = 10% of final grade

Ex: quiz average = 79% X .30 = 23.70 + test average = 83% X .60 = 49.80 + lab competencies = 77 x 10% = 7.70  
23.70 + 49.80 + 7.70 = 81.2%

### Clinical Externship:

Externships must be attended on a 40 hour per week. Each externship semester must be completed between the beginning and end dates of that semester. Students who do not complete the hours within that time frame will be allowed 14 calendar days from the end date of the semester to complete hours. Those students who do not complete the hours will be terminated. Students will not receive credit for the externship hours and will be required to repeat that semester of externship hours.

### Credit/No Credit status is determined by:

- Completion of 100% of the assigned externship hours
- Satisfactory completion of all assigned performance objective competencies

## Program Grading Criteria –Degree

### Magnetic Resonance Imaging Program

The percentage grading system below is used along with the letter grade equivalent. Students must achieve a minimum of 75% in General Education courses and a minimum of 75% in Core Support and Core classes. Students must have a minimum grade point average of 2.00 to graduate.

Percent	Grade	GPA
97 - 100	A	4.0
93 - 96	A-	3.7
88 - 92	B+	3.3
84 - 87	B	3.0
81 - 83	B-	2.7
78 - 80	C+	2.3
<b>75 - 77</b>	<b>C</b>	<b>2.0</b>
72 - 74	C-	1.7
68 - 71	D+	1.3
64 - 67	D	1.0
63 - BELOW	F	0.0

### *Retake Tests*

Students who have not achieved the minimum grade point by the end of the course are given the opportunity to improve their grade point average, by retaking their lowest two quizzes or tests. No final exams may be retaken. Students who retake quizzes or tests may only receive a maximum of 75% on the retakes. These must be taken immediately upon notification of a failed grade in the course.

**Online Learning: Student progress and learning outcomes are evaluated by various methods. Depending on which method is deemed most appropriate to reflect knowledge of the course content, students are evaluated either qualitatively via written assignment or quantitatively via quiz or final exam. The method of evaluation is determined by the appropriate qualified faculty and online director. Students are evaluated on a weekly basis with a culminating final project or exam at the end of each course. Student feedback and response occurs in a timely manner. Instructors are requested to return student assignments/projects/quizzes within 7 days of submission and provide appropriate feedback and direction.**

### Externship Performance Guidelines

Externship is graded on credit/no credit.

Externships must be attended on a 40 hour per week. Each externship semester must be completed between the beginning and end dates of that semester. Students who do not complete the hours within that time frame will be allowed 14 calendar days from the end date of the semester to complete hours. Those students who do not complete the hours will be terminated. Students will not receive credit for the externship hours and will be required to repeat that semester of externship hours.

Each student will receive a written evaluation form from the clinical preceptor based on evidence of satisfactory student progress in meeting the stated objectives of each clinical course level. The written evaluation will include strength and weaknesses of the student in the following areas: professional qualities, scanning competencies, and image evaluation. In order to pass the Clinical/Practicum, the student must receive a level 3 rating or higher.

1 = unsafe, unsatisfactory performance, well below expectations

2 = marginal performance; inconsistent application of knowledge and skills

3 = satisfactory performance; applies knowledge and skills to situations appropriate to level

4 = above average performance; demonstrates consistent application of knowledge and skills in patient care and scanning related activities, needs little instruction and direction

5 = superior performance; consistent and highly reliable in application of knowledge and skills, highly self-directed; far exceeds expectations

## Diagnostic Medical Sonography

The percentage grading system is used along with the letter grade equivalent. Students must achieve a minimum of 75% in General Education and Prerequisite courses and a minimum of 75% in Core classes. Students must achieve a minimum of 75% in both lecture and laboratory to pass a semester. Students not receiving a passing grade in both components of the semester will be required repeat the entire semester prior to attending externship. Students must have a minimum grade point average of 2.0 to graduate.

Percent	Grade	GPA
97 - 100	A	4.0
93 - 96	A-	3.7
88 - 92	B+	3.3
84 - 87	B	3.0
81 - 83	B-	2.7
78 - 80	C+	2.3
<b>75 - 77</b>	<b>C</b>	<b>2.0</b>
72 - 74	C-	1.7
68 - 71	D+	1.3
64 - 67	D	1.0
63 - BELOW	F	0.0

The final theory grade is determined based on the following weights:

Quizzes = 10% of final grade / Tests = 60% of final grade / Final exam = 30% of final grade

Ex: quiz average = 79% X .10 = 7.90 + test average = 83% X .60 = 49.80 + final exam = 77 x 30% = 23.10

7.90 + 49.80 + 23.10 = 80.8%

### Calculating Laboratory Grade:

- The 3 Lab Competencies are averaged for the final lab grade.
- Competencies are graded from 0 points to 100 points.
- A grade of 75% is required for lab competency exams and final examination.

Students who have not achieved Satisfactory Academic Progress by the end of the module are given the opportunity to improve their grade point average by retaking one test or quiz. The Instructor will determine which, based on lowest score. A score of not more than 75% will be awarded on test/quiz. Lab Competencies or finals cannot be retaken.

**Online Learning Courses: Student progress and learning outcomes are evaluated by various methods. Depending on which method is deemed most appropriate to reflect knowledge of the course content, students are evaluated either qualitatively via written assignment or quantitatively via quiz or final exam. The method of evaluation is determined by the appropriate qualified faculty and online director. Students are evaluated on a weekly basis with a culminating final project or exam at the end of each course. Student feedback and response occurs in a timely manner. Instructors are requested to return student assignments/projects/quizzes within 7 days of submission and provide appropriate feedback and direction.**

**FINAL PROGRAM EXIT COMPETENCIES:** Each student is required to satisfactorily complete final ultrasound protocols prior to being placed in the externship portion of the program. Your ability to perform these examinations assures the college that you are competent, properly trained, and prepare to be placed in an externship site.

### ***Exit Competencies***

- Students **must** complete their exit competencies within their last module.
- Students will be followed by instructor and program director to ensure completion.
- If student does not complete, student may be terminated at the discretion of the Program Director, and will receive an “F (fail)” in lab.
- Student will need to continue to come to school to complete competencies. Students will have 2 weeks from the last day of the last module to complete all final exit competencies.
- Once competencies are completed, and **IF** externship site is available, student will reenroll
  - If student owed money based on refund calculation, student will not be required to pay prior to returning to school. School will spread out the payments throughout duration of externship
  - If student was delinquent in any payments prior to termination, **those delinquent payments** must be brought to date prior to reenrollment
  - Students who complete their final exit competencies within the time frame will have their lab grade changed to reflect the true grade.
- If externship site is not available, student will remain terminated until site is available.
- Students who do not complete final exit competencies within the allowed time frame will receive an “F” in lab and will be required to repeat the entire last module and pay the appropriate repeat fees.

### **Externship**

#### ***Externship is graded on credit/no credit.***

Externships must be attended on a 40 hour per week. Each externship semester must be completed between the beginning and end dates of that semester. Students who do not complete the hours within that time frame will be allowed 14 calendar days from the end date of the semester to complete hours. Those students who do not complete the hours will be terminated. Students will not receive credit for the externship hours and will be required to repeat that semester of externship hours.

- Students who have completed the program and all exit competencies and **DO NOT** have an externship site to attend; will have 14 calendar days from last day of module to be placed in a site before a withdraw will take place.
- If student is not placed in a site, the student will be withdrawn until a site becomes available.
  1. All efforts are made to place student in a site prior to this occurring.
- To keep up with scanning skills while awaiting externship site, a withdrawn student is allowed, at the discretion of the program director, to come in for scanning practice
- When an externship site is available, student will reenroll
  - If student owed money based on refund calculation, student will not be required to pay prior to returning to school. School will spread out the payments for duration of externship
  - If student was delinquent in any payments prior to withdrawal, **those delinquent payments** must be brought to date prior to reenrollment.
- All externship paperwork **MUST BE** submitted no later than two weeks from the last date of attendance at student’s externship site.

#### **Clinical Externship/Practicum: Credit/No Credit status is determined by:**

- Completion of 100% of the assigned practicum hours
- Satisfactory completion of all assigned performance objective competencies
- Completion of all clinical logs
- Satisfactory rating on all clinical evaluation forms
- Students who do not receive credit in clinical will be terminated.

## Physical Therapist Assistant Program

The percentage grading system below is used along with the letter grade equivalent. Students must achieve a minimum of 78% in General Education courses and a minimum of 78% in Core Support and Core classes. Students must have a minimum grade point average of 2.30 to graduate.

- Students must receive a minimum of 78% in all laboratory examinations in all core classes as well as BIO115 & BIO116. If a student receives a grade of less than 78% on a laboratory examination or commits a safety violation, the exam may be repeated with no penalty. If a laboratory exam is failed or a safety violation is committed a second time, the student will be withdrawn from the program.
- Skill checks are graded on a pass/no-pass basis. Students must pass all skill checks with no safety violations. Safety violations are clearly indicated on the skill check forms. If a student receives a safety violation on a skill check, the skill check may be repeated with no penalty. If a safety violation occurs a second time, the student will be withdrawn from the program.

Percent	Grade	GPA
97 - 100	A	4.0
93 - 96	A-	3.7
88 - 92	B+	3.3
84 - 87	B	3.0
81 - 83	B-	2.7
<b>78 - 80</b>	<b>C+</b>	<b>2.3</b>
<b>75 - 77</b>	<b>C</b>	<b>2.0</b>
72 - 74	C-	1.7
68 - 71	D+	1.3
64 - 67	D	1.0
63 - BELOW	F	0.0

## Clinical Internships:

Externships must be attended on a 40 hour per week. Each externship semester must be completed between the beginning and end dates of that semester. Students who do not complete the hours within that time frame will be allowed 14 calendar days from the end date of the semester to complete hours. Those students who do not complete the hours will be terminated. Students will not receive credit for the externship hours and will be required to repeat the externship hours.

- Clinical Internships are graded on a pass/no-pass basis as assessed by the APTAs Clinical Performance Instrument (CPI), completion of assignments, Generic Abilities expectations and completion of all assigned hours. The expectation is that the student will achieve Entry Level rating in all 14 categories by the end of the second terminal clinical experience. A No-Pass score can still be given even if the above criteria are met if there are unresolved issues brought forth by the CI or CCCE or a "Significant Concerns" box has been checked on the CPI. The ACCE is responsible for addressing the issues with the Program Director, CI and/or CCCE and designing an acceptable remediation. The student maintains the right to appeal per Casa Loma College's student grievance process.



## Financial Aid Services

### Financial Aid—Consumer Information

In an effort to assist the student in making a more educated decision about enrolling, Casa Loma College provides the following disclosures on paper (requiring signatures) or in the school catalog.

- California State
- Institutional Performance Fact Sheet
- Federal Disclosures
- Right- to- know Act. How are our students doing?
- Gainful Employment Disclosure
- Crime statistics report and procedures – Cleary Act
- Constitution & Citizenship Day (Sept 17<sup>th</sup>)
- Drug and alcohol abuse policy
- FERPA
- Textbook disclosure
- GED Classes availability
- Copyright protection policy
- Admissions disclosure
- Voting Information

### Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. **Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms.** Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

### Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

### The U.S. Department Of Education Title IV Student Financial Aid Programs:

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

#### GRANT (FREE) AID (This aid does not have to be repaid)

- Federal PELL Grant Program (FPELL) \$5,550 maximum annual limit **(Does not require repayment)**
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)\* **(Does not require repayment)**

#### Work (Part Time Job) aid that does not have to be repaid

- Federal Work Study\*

## **LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAID! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)**

- Direct Federal Stafford LOANS
- Subsidized loans (Interest earned while in school and during grace period is covered by the USDE) \*\*.
- Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance) \*\*.
- Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)
- Perkins loan program (Interest earned while in school and during grace period is covered by the USDE).

**STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.**

**(\*)Funds are limited in nature; therefore awards are based on availability of funds at the school.**

**(\*\*)Annual loan limits and based on educational levels within the course of enrollment.**

Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3<sup>rd</sup> loan level.

For more specific information on each program please refer to the student guides available at:

### **Student Guide**

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

[\*Direct Loan Basics for Students\*](#)

[\*Direct Loan Basics for Parents\*](#) PDF [\*Spanish version\*](#) PDF [3MB]

## **Student Eligibility Requirements**

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male between the age of 18-25);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High School Diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit
- Agree to use any federal student aid received solely for educational purposes.

## **Application for Aid, Procedures and Forms**

- Financial aid applications for Casa Loma College consist of the following:
  - Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

- **Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.**
  - **Deadline:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2011-2012, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.
  - **Renewal Process:** A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.
  - **Maximum Annual Award:** \$5,500
  - **Disbursement:** They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Students have the right to cancel all or a portion of their Subsidized/Unsubsidized Stafford Loan(s) included in each disbursement, and has the loan proceeds returned to the holder of the loan. In order to cancel all or a portion of the loan, school must have a written request from the student within 14 calendar days from the date of the disbursement.
  
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**  
Funds received under this program are not subject to repayment from the student.
  - **Deadline:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.
  - **Maximum Annual Award:** \$4,000
  - **Disbursement:** Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.
  
- **Federal William D. Ford Direct Loan Program**  
Funds received from either of the loan programs are subjected to repayment from the student.
  - Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.
  
- **IF YOU OBTAIN A STUDENT LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, YOU WILL HAVE THE RESPONSIBILITY TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND. IF YOU HAVE RECEIVED FEDERAL STUDENT FINANCIAL AID FUNDS, YOU ARE ENTITLED TO A REFUND OF THE MONEYS NOT PAID FROM FEDERAL STUDENT FINANCIAL AID PROGRAM FUNDS.**
  
- If you default on the federal or state loan, both the following may occur:
  - The federal or state government or a loan guarantee agency may take action against the you, including garnishing an income tax refund; and
  - You may not be eligible for any other government financial assistance at another institution until the loan is repaid.
  
- **Federal Direct Subsidized Loan**
  - Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
  - The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

- **Maximum Annual Award:** First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000)
- **Federal Direct Stafford Unsubsidized Loan**  
These loans expand the ability of the U.S. Department of Education to make “Unsubsidized” Federal Stafford Loans to students.
- These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:
  - Unsubsidized loans are not need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits).
  - The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.
  - **Deadlines:** Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.
  - **Maximum Annual Award:**
    - Dependent student: **with Parent** loan First level \$2,000, Second level \$2,000, Third level \$2,000 (Max aggregate \$8,000)
    - Dependent student **without Parent** loan or **independent** students: First level \$6,000, Second level \$6,000, Third level \$7,000 (Max aggregate \$14,000)
  - **Disbursement:** Checks are issued to the school and credited to the student’s tuition account. It is the student’s responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct loan Entrance Interview"**

**If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of refund, and that, if the student receives federal student aid funds the student is entitled to a refund of the money not paid from federal financial aid funds.**

### Determining Need

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

- Casa Loma College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

### Cost of Attendance

Casa Loma College uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):	Student living	Student Living
	With parents	Off campus
Room and board	\$4,347	\$10,063
Transportation	\$1,071	\$ 1,206
Personal/Misc.	\$3,114	\$ 2,853

(The cost of uniforms is included in the personal allowance or included in the school charges)

## Award Concept, Selection of Recipients, and Packaging Criteria

- Casa Loma College does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.
- The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. **ALL LOANS MUST BE REPAID.**
- The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:
  - Family contributions
  - Other resources
  - Federal PELL Grant
  - Self Help (Stafford and/or, PLUS Loans)
- Casa Loma College awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).
- Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid.
- Therefore, the institutional policy to select FSEOG recipients is as follows: All the Pell recipients for each academic year will receive \$100 FSEOG until funds are available.

## Definitions related to Financial Aid:

The following definitions correspond to some common terms used within the financial aid terminology:

- **Academic Year:** A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.
- **Clock Hours:** Is a period of 50 to 60 minutes of supervised instruction during a 60 minute time period.
- **Cost of Attendance:** Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.
- **Credit Balance:** A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible to budget their own funds and for securing that the funds are used for education related expenses.
- **Dependent Student:** She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.
- **Dependent:** She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.
- **Expected Family Contribution (EFC):** Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.
- **Financial Aid Eligibility/Eligible Non-Citizen:** You must be one of the following to receive federal student aid:
  - U.S. Citizen
  - U.S. National
  - U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
  - Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
    - Refugee
    - Asylum Granted
    - Parole for a minimum of one year that has not expired
    - T-Visa holder (T-1, T-2, T-3etc)

- Cuban-Haitian entrant
- Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"
- **IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:**
- F1 or F2 student visa
- M-1 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)
- **Independent Student:** An individual who meets one of the following criteria:
  - Were you born before January 1, 1988?
  - As of today, are you married? (Separated but not divorced)
  - As of July 1, 2011 will you be graduate or professional student?
  - Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
  - Are you a veteran of the U.S. Armed Forces?
  - Do have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012?
  - Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2012?
  - At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
  - As determined by a court in your state are you or were you an emancipated minor?
  - As determined by a court in your state of legal residence, are you or were you in legal guardianship?
  - At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
  - At any time on or after July 1, 2010, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
  - At any time on or after July 1, 2010, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- **Parents:** For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.
- **Payment Period:** 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.
- **Need:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

### Verification Process:

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data.

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs.

Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

**Who must be verified:** The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

**Verification Exclusions:** Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status- Applicant arrived in the U.S. during calendar years 2009 and 2010.
- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  - Letter stating that the verification process was completed
  - Copy of the application data that was verified, and
  - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR will be needed.
- Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories: citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address
- No funds disbursed- The applicant will not receive federal aid funds.

**Required Verification Items:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2010).
- U.S. income tax paid for the base year (2010).
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  - Social Security benefits
    - Child support
    - Untaxed payments to IRA or Keogh
    - Foreign income
    - Earned income credit
    - Interest on tax free bonds
- The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

**Documentation Required:** Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ 1040Telefile and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2011-2012. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

**Time Period for providing documentation:**

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2012, whichever is earlier.

**Applicants Responsibilities:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.

- Change in dependency status.
- Federal PELL Grant applicants whose dependency status changes during the award year must file a corrected application. This process does not apply if the change occurs due to marriage.
- Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage.
- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**Consequences of Failure to Provide Documents within specified time period(s):** If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.
- The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

**Interim Disbursements:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

**Tolerance:** If there are non-dollar errors and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC

**Notification of Results of Verification:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

**Referral Procedures:** The school shall forward to the Secretary of Education, referral of fraud cases.

## **Cancellation and Withdrawal Policy**

### **Cancellation/Withdrawal before Class Start:**

If a student cancels within 3 business days of signing the enrollment agreement, the College will refund ALL monies paid. All funds, less any registration fee paid, will be returned if the student is rejected for enrollment.

**Cancellation/Postponement of Course/Program:** The institution reserves the rights to postpone or cancel a course/program start if the minimum number of students is not met for that course/program. A later date will be provided. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the schools' refund policy.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

**Student's Right to Cancel:** You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through *the seventh calendar day from the first day of class*. At the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rate refund if you have completed 60 percent or less of the scheduled days (or hours) in the current payment period in your program through the last day of attendance.

**Cancellation:** Notice of Cancellation shall be in writing. A student's withdrawal may also be the consequence of a student's conduct, including but not limited to lack of attendance. The written notice of cancellation shall be mailed to the following address: Casa Loma College, Van Nuys Campus, 6725 Kester Ave. Van Nuys, CA 91405; Hawthorne Campus, 12540 Crenshaw Blvd. Hawthorne, CA 90250; Anaheim Campus, 2641 W. La Palma Ave. Anaheim, CA 92801. 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.**

**Withdrawal from Course:** You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, through attendance at the first class session or the seventh calendar day after you sign the enrollment agreement, whichever is later, the School will remit a refund less a registration fee if applicable, not to exceed \$100.00 within 45 days following your withdrawal. You are obligated to pay only for the educational services rendered and for unreturned equipment, supplies, and books. If you obtain equipment as specified in the agreement as a separate charge and return it in good condition within 10 days following the date of our withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition within the 10-day period, the School may offset against the refund the documented cost to the School of that equipment. The documented cost of equipment may be less than the amount the School has charged for the equipment. In any event, you will never be charged for more than they equipment charges stated in the agreement. For a list of charges refer to the front of this enrollment agreement and the tuition fee schedule. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but which you have paid and the denominator of which is the number of hours of instruction for which you have paid. **IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE AMIDE WITH IN 45 DAYS OF THE OFFICIAL WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO ARRANGE TO PAY IT. WITHDRAWAL DATE IS ON THE STUDENT’S NOTIFICATION FOR SCHOOL’S DETERMINATION.**

### Refund Policy

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the enrollment period in the entire course has incurred **(including absences)**, there will be no refund to the student.

**Hypothetical Refund Example in accordance to the pro rata refund policy:** Assume that a student, upon enrollment in a 1,600 hour course pays \$6,800.00 for tuition, \$75.00 for registration, and \$400.00 for equipment as specified in the enrollment agreement and withdraws and completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro rata refund to the student would be \$4,250.00 based on the calculation stated below.

Total Paid	\$ 7,400.00		Tuition Cost	\$ 6,800.00		Paid for Tuition	\$ 6,800.00
Less Registration Fee (non-refundable)	\$ 75.00		Hours in the course	1,600.00		Hours Scheduled	600.00
Less cost of un-returnable equipment	\$ 525.00		Hourly charge	\$ 4.25		Tuition owed 600 x \$4.25	\$ 2,550.00
Less amount paid for instruction	\$ 6,800.00					Refund Due	\$ 4,250.00

**Determination of Withdrawal from School:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

a)	You notify your school of your withdrawal or the actual of withdrawal
b)	The school terminated your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
c)	You failed to attend classes for 14 days. In case, the date of withdrawal shall be deemed to be the last day recorded.

d)	You fail to return on schedule from an approved leave of absence. Termination will be the scheduled date of return.
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**Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized /Plus/Perkins loans, Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60%** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student.

**Refunds:** If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but no later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is 1) Unsubsidized loans from Direct Loan, 2) Subsidized Loans from Direct Loan, 3) Perkins Loan, 4) PLUS (Parent) Direct Loan, 5) Pell Grant, 6) Federal SEOG, and 7) Other. This order will apply in accordance to the aid programs available at the institution.

**Tuition Payment** Tuition payments can be made in person during regular office hours; paid by phone or mailed prior to the due date. Payments may be made with check, credit card, money order or cash.

### Financial Obligation

- Students who are required to pay monthly tuition payments must make these payments in a timely manner. Students who do not fulfill their financial obligations will be prevented further advancement in their program
- If by completion of the program, students account is not in satisfactory status, student will not receive diploma.
- Medical Assistant, Ultrasound and MRI students must have their account in satisfactory status prior to entering externship.
- Students who fail to make prompt payments, or fail to make a good faith effort catch up on their account in a timely manner, may be subject to college disciplinary action and up to termination. Students, who have been dismissed for nonpayment of tuition, will not be readmitted until all delinquent payments have been paid in full.
- When a student leaves the College without fulfilling their financial obligation, the college will withhold Official transcripts and diploma until the financial obligations are paid in full.
- If student withdraws, federal regulations may require that federal funds used to cover institutional expense be returned to their respective program source. Balances of unpaid charges are the responsibility of the student. Delinquent accounts will be assigned to collection agencies. Collection costs will be added to any outstanding balance.
- Casa Loma College does not collect advance tuition payments over the charges of the current term/level/module/quarter/semester. Student paying cash for the program may chose to pay monthly, or per term/level/semester/module/quarter.
- **Casa Loma College does not participate in any Private Education Loans and it does not extend credit or lend money to students for institutional and non institutional changes for their educational programs.**

### Late Fees and Returned Check Fee

- Any payment received after the due date, will be charged a \$25.00 late fee. It is the student responsibility to make all tuition payments as agreed to.
- Students, who issue personal checks which are returned by banks, will be charged a \$25.00 service fee in addition to the \$25.00 late fee. Checks which have been returned for nonpayment must be replaced with a cash, certified check or money order. Students who have had checks returned will not be allowed to pay any further payments by check.

### Cal Grants

#### What is a Cal Grant?

Cal Grants are funded by the State of California with a small portion of funding from the Federal Government through the Leveraging Educational Assistance Partnership Program (LEAP).

The awards do not have to be paid back.

CAL Grants are offered to students pursuing an undergraduate degree or vocational training, or who are completing undergraduate work required for a professional degree for which no bachelor's degree is awarded.

The Cal grant programs are administered by the California Student Aid Commission (CSAC). Each program has specific eligibility requirements, award amounts, and selection requirements. The following is a list of Cal Grant award types that students can use at Casa Loma College.

New Cal Grant recipients are considered automatically for Cal Grant A, B, C, but students may receive benefits only one Cal Grant at a time.

Cal Grant Applicants are eligible based on the following eligibility requirements:

### **General Cal Grant Eligibility**

To be eligible for and receive payment for any Cal Grant award, a student must meet the following requirements:

- Be a U.S. citizen or an eligible noncitizen
- Be a California resident
- Attend a Cal Grant participating California college or university
- Demonstrate financial need at his or her college
- Have family income and assets below the ceilings
- Have met U.S. Selective Service requirements (males)
- Be in a program leading to an undergraduate degree, certificate or first professional degree
- Not have a bachelor's or professional degree before receiving a Cal Grant (except for extended Cal Grant A or B awards, teaching credential programs or Cal Grant T)
- Have a valid Social Security number
- Maintain satisfactory academic progress
- Not owe a refund on any state or federal educational grant
- Not be in default on any student loan
- Not be incarcerated

Initial eligibility for a Cal Grant award is based on information from the student's Free Application for Federal Student Aid (FAFSA).

Casa Loma College is responsible for verifying that students who appear on the Grant Roster meet the above program requirements, as required by Casa Loma's Institutional Participation Agreement, Article IV A.

### **Types of Cal Grants**

#### **Cal Grant A**

Cal Grant A benefits cover up to full system wide fees at the University of California and the California State University, and provide for tuition and fees at independent colleges and some occupational and career colleges in California. Award amounts are determined through the state budget process and may change annually. Cal Grant A awards are for students enrolled in a program of instruction of not less than two academic years that leads to an associate or baccalaureate degree requiring 48 semester units or that results in eligibility for transfer from a community college to a baccalaureate degree program.

There are three Cal Grant A awards: Entitlement, Transfer Entitlement and Competitive, but Casa Loma College only deals with Entitlement and Competitive awards.

#### **Cal Grant A Entitlement Award**

Every graduating high school senior who has at least a 3.0 high school GPA, meets all the Cal Grant requirements, is a California resident at the time of graduation, and applies by March 2 either the year that he/she graduates or the following year is guaranteed a Cal Grant A Entitlement award.

### **Cal Grant A Competitive Award**

Other students who meet all the Cal Grant eligibility requirements and who have at least a 3.0 GPA may compete for a Cal Grant A Competitive award. Selection is based on a composite score that takes into consideration family income, parents' educational level, GPA, time out of high school, high school performance standards and other factors, such as whether the student comes from a single-parent household or is a former foster youth.

### **Cal Grant B**

Cal Grant B is for students from disadvantaged or low-income families.

The award for most first-year students covers living expenses, books, supplies and transportation, but not tuition and fees. When renewed or awarded beyond the freshman year, the grant covers tuition and fees. The tuition and fee award amounts are the same as those for Cal Grant A. Award amounts are determined through the state budget process and may change annually. A very limited number of new recipients may receive a Cal Grant B for tuition and fees, in addition to an access grant, for their first year. These students have exceptional financial need and have been determined to be among the most disadvantaged. Coursework must be for at least one academic year, and students must be enrolled at least half time.

There are three Cal Grant B awards: Entitlement, Transfer Entitlement, and Competitive, but Casa Loma College only deals with Entitlement and Competitive awards.

### **Cal Grant B Entitlement Award**

Every graduating high school senior who has at least a 2.0 high school GPA, meets all the Cal Grant requirements, is a California resident at the time of graduation, and applies by March 2 either the year that he/she graduates or the following year is guaranteed a Cal Grant B Entitlement award.

### **Cal Grant B Competitive Award**

Other students who meet all the Cal Grant eligibility requirements and who have at least a 2.0 GPA may compete for a Cal Grant B Competitive award. Selection is based on a composite score that takes into consideration family income, parents' educational level, GPA, time out of high school, high school performance standards and other factors, such as whether the student comes from a single-parent household or is a former foster youth.

### **Cal Grant C**

Cal Grant C helps vocationally oriented students acquire marketable job skills within a short time. Training must lead to a recognized occupational goal—diploma, associate degree, license qualification or certificate—which indicates at least an entry-level job skill. Students must be enrolled at least half-time in a course of study at least four months in length.

Funding is available for up to two years, depending on the length of the program, as long as academic progress is satisfactory. Cal Grant C recipients may attend occupational, career, or technical training courses at any California Community College. In addition, the awards may be used for nursing and allied health programs at a hospital school, selected courses at several independent colleges and specialized courses at eligible proprietary colleges. Cal Grant C is not for students seeking a broad general education background, and may not be used for a four year degree program, graduate study, course prerequisites or general education. All applicants who did not receive a Cal Grant A or B award and who are eligible at the first Cal Grant C-eligible school listed on their FAFSA will be sent a Cal Grant C Supplement form as part of the competition. The Supplement must be completed by the student, endorsed by the appropriate school representative or the student's employer and returned to the Commission by the May 15 deadline if the student wishes to remain in the competition.

Supplements are scored with an emphasis on educational background, vocational or occupational experience and aptitude. Additional points come from vocational or educational endorsements and grades. A counselor's review of the completed Supplement is recommended.

### **How to Apply for a Cal Grant**

A student applies for a Cal Grant by submitting both a Free Application for Federal Student Aid (FAFSA) and a verified grade point average (GPA) on or before the statutory deadline. For most students, the deadline is March 2. The student mails, or electronically submits the FAFSA to the U.S. Department of Education's (USED) central processor. The central

processor sends FAFSA records for California students and students attending California schools to the Commission. The GPA is verified by the school and submitted by either the school or the student directly to the Commission. Receipt of both the FAFSA record and the GPA, by the Commission, constitutes a complete Cal Grant application.

Students with preliminary eligibility for a Cal Grant C award will receive a supplemental application that must also be completed in order for the student to be awarded a Cal Grant C.

### **Types of Grade Point Averages**

The type of GPA submitted affects a student's eligibility for a Cal Grant Entitlement versus a Cal Grant Competitive award. It is important that we understand the various types of GPAs and who can calculate them. Casa Loma only establishes GPA's for competitive awards. Student who come straight out of high school we refer them back to their high school to get the GPA calculated, and have their form filled out.

### **Calculating Grade Point Average**

Casa Loma's GPA must be calculated on a 4.00 scale using all college coursework completed, except for nontransferable units and courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree. "All college work completed" includes all coursework for which grades are known to the reporting official and accepted for credit at the school reporting the GPA, regardless of the grade received. A college GPA may only be computed for students who have earned or received a minimum of 24 college semester units, or the equivalent, regardless of the grade received. 24 semester units is equivalent to 36 quarter units and 900 clock hours.

### **Completing the Free Application for Federal Student Aid (FAFSA)**

The Free Application for Federal Student Aid, or FAFSA, is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and on paper, in both English and Spanish. In addition to income (taxable and nontaxable) the FAFSA takes into consideration the current net value of savings, stocks, mutual funds, college savings plans, real estate investments and trusts when calculating a student's expected family contribution. The information provided on the FAFSA is used to determine a student's eligibility for a Cal Grant, as well as other Federal and State aid. Specifically, income and asset information, Expected Family Contribution (EFC), dependency status, and school choice are factors in the Cal Grant selection process. In addition, responses to the Parent's Education Level and Orphan/ Ward of the Court questions are included as part of the Cal Grant Competitive scoring.

### **Timely Filing**

Applicants must complete a FAFSA, either online or paper, and submit it between January 1 and March 2 in order to be considered for a Cal Grant A, B or C during the March 2<sup>nd</sup> Entitlement and Competitive Cycles. There is also a second round of Cal Grant competitive awards (C2) with a September 2 deadline for students attending a California Community College. Applicants must also have their GPA certified by a school and submitted by the deadline. March 2 is the absolute postmark deadline to file for any new Cal Grant award. Students are encouraged to obtain a US Postal Service Certificate of Mailing as proof of filing by the deadline date. Any FAFSA dated or mailed prior to January 1 will be returned to the applicant.

### **FAFSA on the Web**

The easiest and fastest way to apply for federal and state student aid is by using *FAFSA on the Web* at [www.fafsa.gov](http://www.fafsa.gov). The site is available in both English and Spanish. Students can apply 24 hours a day, seven days a week starting January 1<sup>st</sup>.

*FAFSA on the Web* uses skip logic, so students are asked only those questions that apply to them. Built-in prompts and on-the-spot corrections mean significantly fewer errors.

There is also online help for each question. *FAFSA on the Web* has a feature that lets students exchange live messages with a customer service representative. The FAFSA can be saved for up to 45 days after each time the application is opened, so it does not need to be completed in one sitting. In addition, the FAFSA will be transmitted to the federal processor within seconds, and students could receive their SAR within 72 hours, if they provide their email address.

## The Cal Grant C Supplement

Each year after the March 2 competitive cycle has been completed, the Commission reviews applicants who were not awarded to determine potential eligibility for Cal Grant C. The Commission mails a Cal Grant C Supplement to these applicants. The supplement requires:

- Information about the student's educational plans
- Information about the student's education and work experience, **and**
- A recommendation from a professional person who knows the student and can comments about the student's interest and/ or achievement in the occupational or technical area for which they plan to pursue.

At the same time the supplements are mailed, the student is placed on a list that will be made available via Web Grants to the first eligible school listed on the student's FAFSA.

## Out-of-State Students

In most cases, Cal Grants are only for California residents—those who have or will be a California resident for at least one year by the application deadline. If you're under 18 years of age, your residency is determined by your parent's state of legal residence.

\*\*Title IV eligibility, verification, disbursements, cancellation, withdrawal from course, and refund policies listed under financial aid services also applies to Cal Grants.

For more detailed information please go to [www.calgrants.org](http://www.calgrants.org)

**Disbursement:** Casa Loma College has decided to disburse Cal grant funds at the middle of each term to eliminate add and drop unit issue and refunds issue. For example, fall term at Casa Loma College is considered from September through November, funds will be disbursed around mid October. This gives students time to change their schedule and information to be updated in the system. This also eliminates the issue of an over award.

After financial aid officer has verified eligibility for Cal Grant funds for an individual according to Federal and State regulations, payment is reported to the Web Grants. Accept and Reject report must be checked to verify that payment has been accepted before making any disbursement to the student.

After a transaction has been accepted in the Web Grants for an individual, Tuition/Fees and Books/Supplies funds are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Access funds are paid directly to the student in a paper check form per payment period.

Disbursement schedule is provided to the student via Award letter for each academic year.

## Security and Confidentiality

Casa Loma College maintains detailed records to show that FSA and state funds are disbursed in the correct amounts to eligible students. These records will be made available to authorized parties in the course of audits, program reviews, or investigations. Personally-identifiable information in these records may only be released to other parties under certain conditions specified in the FERPA regulations. Required information collected and stored electronically, and/or hard copies are subject to appropriate safeguards.

## Records Retention

Casa Loma College retains student financial aid files and all fiscal records of Federal and State program transactions, bank statements, each student's institutional charges, cash payments, cash disbursements, refunds, overpayments, attendance records, and eligibility records for up to 3 years as required by Federal and State agencies.

## Vocational Nurse Program (LVN)

Offered at Van Nuys and Hawthorne Campuses (Residential classes)

### Program Disclosures (Reporting Period 07/01/10 to 06/30/11)

1531 Clock Hours / 86.5 Quarter Credit Hours / Full Time 54 Weeks / Part Time 72 Weeks

CIP: 51.1613 Occupational Codes: 29-2061.00; 31-1012.00; 21-1011.00; 39-9021.00

Cost Breakdown: Tuition - \$28,179.50 / Books and Supplies - \$3,395.50

### Debt at Program Completion:

Number of students completing the program between 07/01/10 – 06/30/11 = 218

Of the 218 reported above, the number of students completed with any loan debt = 209

Median Federal Student Loan Debt: \$15,989.00

Median Private Student Loan Debt: \$0

Median Institutional Loan Debt: \$0

### Program Completion in Normal time:

Normal time in months to complete = 12 months

Students completing in normal time (by course definition) = 93

Students completing in normal time (by students schedule) = 88

Job Placement Rate = 76%

**What Is A Licensed Vocational Nurse?** The Licensed Vocational Nurse provides basic bedside nursing care for the sick, injured, convalescent, and disabled under the supervision of a Registered Nurse. Some tasks of the licensed vocational nurse are to take and record vital signs, prepare and give injections, apply dressings, collect samples for testing and perform routine laboratory tests, feed patients, record fluid intake and output, and help patients with personal hygiene. Licensed Vocational Nurses working in the home provide routine bedside care, evaluate residents, and develop care plans. In doctors' offices and clinics, they may also make appointments, keep records and perform other clerical duties.

**Employment Outlook:** The Bureau of Labor Statistics (2010-2018) states employment of LVN's is projected to grow much faster than the average. Overall job prospects are expected to very good, but job outlook does vary by industry. The best job opportunities will occur in nursing care facilities and home healthcare services. Employment of LVNs is expected to grow by 28 percent between 2008 and 2018, much faster than the average for all occupations, in response to the long-term care needs of an increasing elderly population and the general increase in demand for healthcare services.

Advancement in the profession is based on additional education, training and experience. Some people choose to become LVN's with the intention of completing their Registered Nursing course work later. Many schools grant advanced credit to LVN's in their RN coursework.

**Working Environment:** Most Licensed Vocational Nurses work a 40-hour work week, but because patients need round the clock care, some work weekdays, weekends, evenings or nights. Nursing requires agility, strength, stamina and endurance to withstand the long strenuous hours. Licensed Vocational Nurses may work in acute care hospitals, extended care facilities, home health care, health care in the schools or industry, armed forces nursing, physician offices, as well as many other settings. They are subject to falls, burns, odors, and exposure to infectious waste, and diseases such as AIDS and hepatitis. Nurses may be subject to back pain when moving and lifting patients; incur injury caused by cuts from equipment and instruments and are under stress both psychologically and physically in handling the daily demands and needs of the patient and the patient's families.

**Objectives:** The Vocational Nurse Program prepares students to deliver quality nursing care and function successfully as an entry-level licensed vocational nurse under the guidance of a registered nurse or licensed physician in a variety of healthcare settings. This diploma program balances classroom instruction with clinical experience, providing students a solid foundation in the areas of

nursing foundations, medical surgical nursing, pharmacology, obstetrics and pediatrics. Graduates of the program qualify to pursue the National Council Licensure Examination (NCLEX-PN) for licensure as a vocational nurse in the state of California. Upon a completion of program a Diploma will be issued.

**Career Opportunities:** Employment opportunities for the Licensed Vocational Nurse include positions in a variety of healthcare settings including hospitals, skilled nursing facilities, doctor's offices, clinics, and correctional facilities. An increasing number of employment opportunities are also community-based settings including home health and ambulatory care. The program will also set the foundation for a future registered nursing education.

### **Vocational Nurse Program Mission Statement**

To educate and train women and men to become qualified nurses who will in the course of their careers meet the needs of a culturally diverse society in its continuum of illness to wellness.

### **Vocational Nurse Program Philosophy**

The Vocational Nursing Program is based on these philosophical premises:

1. The unique worth and dignity of the individual within a multi-cultural society is recognized and respected.
2. Society is a multi-cultural group of individuals joined together to achieve common goals which in turn meet the needs of the individual.
3. Nursing is the art and science of providing supportive, preventive, therapeutic and restorative care for individuals in both institutional and community settings, focusing on the emotional, physical, social and spiritual needs of the individual, family and society as a whole.
4. Vocational Nursing is an integral part of nursing and of the health care team.
5. The teaching/learning process is an interactive process between instructor and student that fosters personal and professional growth for both instructor and student.
6. Nursing education is a framework within which an individual is educated and trained to become a member of the health care team.
7. Education is a lifelong process by which an individual strives to reach self fulfillment. The continuum of education exists as the individual develops.

### **Conceptual Framework**

The conceptual framework is based upon modification of Sister Callista Roy's Adaptation Model using the concept that an individual is a bio-psycho-social and spiritual being in constant interaction with a changing environment. This changing environment requires adaptation on the continuum of wellness-illness. The nurse assists in promoting behavior that is positive and adaptive. This concept is reiterated throughout the program.

The major threads of the conceptual framework (the nursing process, communication skills, interpersonal relationships, and ethical and legal responsibilities) are integrated and competencies become more advanced at each level of the program.

At the beginning of the program, the student becomes aware of an individual as a bio-psycho-social and spiritual being with basic human needs and the role the nurse plays in assisting in meeting those needs. Skills in communication, relating to other people, ethics, and legal applications are emphasized in fundamentals of nursing care. Anatomy and physiology assist the students in beginning stages of the nursing process by giving them a foundation on which to base their beginning assessments.

During the second level, the student uses more advanced concepts of the nursing process by looking at problems and interventions. More difficult patient assignments are given, administration of medications begins, and communication skills are further developed through documentation and reports to various members of the health care team. Professional responsibilities are emphasized through attendance, punctuality, respect, and attitudes.

During levels three and four all phases of the nursing process are utilized. More emphasis is placed upon problem solving and more advanced skill. Nursing care plans are written, doctor's orders are transcribed, evaluations of the patient, nursing care and self are stressed.

During level five, the learning from all other levels is applied to the specialized area of maternal-child health.

Interpersonal relationships and ethical and legal responsibilities are built upon in each level of the program. The theory content refers to all information the student needs to learn to function efficiently in the health care setting. There is a strong correlation between theoretical knowledge and the clinical application.

### Program Competencies

Upon successful completion of the nursing program, the graduate is eligible to apply for a license as a vocational nurse. The graduate is knowledgeable of and works within the framework of the nursing process and the ethical and legal parameters of the nursing discipline.

The graduate will demonstrate the following competencies:

1. Utilize the nursing process, with guidance, in providing care for individuals and families from various cultural backgrounds and developmental levels.
2. Assess basic physical, emotional, spiritual and sociocultural needs of the patient.
3. Contribute to the development of nursing care plans leading toward positive adaptive behavior for patients with common, well defined health problems.
4. Implement planned nursing care according to accepted standards of practice, priority of patient needs, and individual and family rights to dignity and privacy.
5. Instruct patient and families regarding health teachings and maintaining positive adaptive behavior on patient needs.
6. Measure the effectiveness of nursing care in relation to health goals.
7. Collaborate with other health team members in revising nursing care plans to further facilitate positive adaptive behavior and health goals.
8. Utilize effective communication skills essential in the practice of vocational nursing.
9. Establish and maintain a therapeutic relationship with patient, family and significant others.
10. Apply principles of therapeutic communication when interacting with patient and family.
11. Document data collection and nursing care.
12. Communicate information to appropriate health care personnel.
13. Practice within the role of the vocational nurse in the health care delivery system
14. Adhere to the ethical and legal standards of the Vocational Nursing Practice Act.
15. Accept responsibility and accountability for professional behavior.
16. Assume responsibility for personal and professional growth
17. Successfully pass the NCLEX-PN examination within an appropriate time frame, post-graduation.

## **Program Overview**

Casa Loma College offers 9 classes throughout the year. There are nine full-time classes with a length of 54 curricular weeks; five days per week at approximately 34-36 hours per week. All schedules exclude holidays, vacation, and make up time. The maximum class size does not exceed 30 students. Regulations from The Board of Vocational Nursing and Psychiatric Technicians concerning student/teacher ratio in the clinical setting is 15:1. Casa Loma College, on the average, maintains a 12:1 ratio. The program is 1531 hours consisting of 577 hours of theory, 104 hours of skills lab and 850 hours of clinical internship. Each of the five levels is comprised of prescribed subject matter that builds upon each other. Students begin their training in level one and progress sequentially through each level until all levels have been successfully completed.

(The college reserves the right to modify the sequence should the need arise)

### **Level I**

#### **Nursing 1: Fundamentals of Nursing**

260 clock hours / 16.0 quarter credit hours

Theory hours: 108 clock hours

Clinical hours: 88 clock hour

Lab: 64 clock hours

This course is designed to provide the student with an introduction to personal and vocational relationships and principles of health and illness. Emphasis is placed on the application of behavior in caring for the hospitalized patient.

#### **Anatomy and Physiology**

54 clock hours / 5 quarter credit hours

Theory hours: 54 clock hours

Clinical hours: 0 clock hours

This course is designed to provide the student with a basic understanding and study of the normal anatomical and physiological functions of the human body.

#### **Pharmacology A**

15 clock hours / 1.5 quarter credit hour

Theory hours: 15 clock hours

Clinical hours: 0 clock hours

Designed to provide the student with a basic understanding of Pharmacology calculations; utilizing addition, subtraction, multiplication, and division. Also compares the metric and apothecary measuring systems, and shows a relationship between household, metric, and apothecary measurement systems.

### **Level II**

#### **Nursing 2: Medical-Surgical I**

319 clock hours / 16.5 quarter credit hours

Theory hours: 95 clock hours

Clinical hours: 184 clock hours

Lab: 40 clock hours

This course is designed to provide the student with an introduction to medical-surgical nursing. Emphasis is on the more acutely ill patient with common nursing and therapeutic dietary needs. Additional emphasis is on the application of knowledge and nursing care concerned with the surgical, the diabetic, the oncology, and the geriatric patient, AIDS/immunity, death and dying, pain control, sleep, emergency care, peri-operative care, oxygen therapy and tracheotomy care, fluids and electrolytes, intravenous and blood therapy, mental health, legal issues, and patient teaching. Methods of problem solving based on the nursing process are utilized.

#### **Pharmacology B**

25 clock hours / 2.5 quarter credit hours

Theory hours: 25 clock hours

Clinical hours: 0 clock hours

Students will gain a basic understanding of medication, their implications, usage's, dosages, side effects, interactions, and contraindications, as they relate to therapeutic classifications of drugs, how to give medications, determine fluid and electrolyte and acid

base balances, and knowing different types of IV fluids and blood products. Dosage calculations will become a standard procedure for the student.

### **Level III**

#### **Nursing 3: Medical-Surgical II**

322 clock hours / 16.0 quarter credit hours

Theory hours: 90 clock hours

Clinical hours: 232 clock hours

Lab: 0 clock hours

A continuation and progression in medical-surgical nursing, integrated with the disease processes and principles of diet therapy and psychosocial relationships. Emphasis is on the utilization of the nursing process in identifying priorities and in interpreting the effectiveness of nursing care. Areas of concentration are: Gastrointestinal, Urinary, Respiratory, Cardiovascular, and Endocrine.

#### **Pharmacology C**

10 clock hours / 1 quarter credit hour

Theory hours: 10 clock hours

Clinical hours: 0 clock hours

Lab: 0 clock hours

Students will gain a basic understanding of medication, their implications, usage's, dosages, side effects, interactions, and contraindications as they relate to the Gastrointestinal system, Respiratory system, Cardiovascular system, Endocrine system and Urinary system. Dosage calculations will become a standard procedure for the students.

### **Level IV**

#### **Nursing 4: Medical-Surgical III**

324.5 clock hours/ 17.0 quarter credit hours

Theory hours: 98.5 clock hours

Clinical hours: 226 clock hours

Lab: 0 clock hours

This is a continuation and progression of advanced knowledge and skills in medical-surgical nursing. Included will be the theory, practice, and application of knowledge and nursing care techniques to meet the physiological, psychosocial, cultural and social aspects of the long-term care patient, which includes the developmentally disabled, the aged, and the rehabilitative patient. The clinical experience approximates the entry level expectations of the graduating vocational nurse, including leadership/supervision roles. The theoretical and clinical knowledge acquired during the year is incorporated into a realistic work experience.

#### **Pharmacology D**

6.5 clock hours / .5 quarter credit hours

Theory hours: 6.5 clock hours

Clinical hours: 0 clock hours

Lab: 0 clock hours

Students will gain a basic understanding of medication, their implications, usage's, dosages, side effects, interactions, and contraindications as they relate to the musculoskeletal system, neurological system, sensory system, integumentary system, reproductive system, and antineoplastic agents. Dosage calculations will become a standard procedure for the student.

### **Level V**

#### **Nursing 5: Obstetrics**

24 clock hours / 2.0 quarter credit hours

Theory hours: 24 clock hours

Lab: 0 clock hours

This course is designed to provide the student with an opportunity to study the normal reproductive process and the application of the nursing process in the care of the mother and infant during the prenatal, delivery, and postpartum periods.

### **Nursing 5: Pediatrics**

26 clock hours / 2.5 quarter credit hours

Theory hours: 26 clock hours

Lab: 0 clock hours

Pediatrics includes growth and development, psychosocial, and family influences, and the treatment and prevention of childhood illnesses.

### **Nursing 5: Clinical**

120 clock hours / 4 quarter credit hours

Clinical hours: 120 clock hours

### **Pharmacology E**

2 clock hours / 0 quarter credit hours

Theory hours: 2 clock hours

Clinical hours: 0 clock hours

Lab: 0 clock hours

Students will gain a basic understanding of medication, their implications, usage's, dosages, side effects, interactions, and contraindications as they relate to Obstetrics, diseases, and disorders of the gravid woman, and the pediatric patient. Dosage calculations will become a standard procedure for the student.

### **Nursing 5: Vocational & Technical Enhancement**

23 clock hours / 2.0 quarter credit hours

Theory hours: 23 clock hours

Clinical hours: 0 clock hours

Vocational and Technical Enhancement is designed to enhance the student's awareness of the problems encountered in the transition from student nurse to vocational nurse. Ethical and legal responsibilities of the vocational nurse in the health care team are emphasized; including career opportunities, leadership roles, and professional growth through participation in professional organizations and continuing education.

As the last component of the level the Vocational Nursing Comprehensive Final Exam is administered, a passing grade (national level) must be achieved to pass Level 5, complete program requirements and be awarded a program diploma and have board papers submitted to the BVNPT.

## Magnetic Resonance Imaging Program (MRI)

- Associate of Science Degree

2,099 Clock Hours / 94 Semester Credit Hours / Full-Time 96 Weeks / Part-Time NA

CIP: 51.0920 Occupational Codes: 29.2035

(Offered at Anaheim & Van Nuys campuses residentially w/ a portion online)

**What is an MRI Technologist?** As an MR technologist, you will be challenged to integrate your knowledge of the fundamental principles of MRI safely into the field of medicine. MRI provides the ability to view cross-sectional images of anatomical regions in any arbitrary plane. This is done with a non-invasive procedure that uses extremely strong magnetic fields and radio waves. In order to stay current a successful technologist must be proficient in MR Physics & Instrumentation, Imaging Techniques for multiple procedures, Cross-Sectional Anatomy & Physiology, MR common Pathology and Clinical Applications.

**Working Environment:** The MRI Technologists performs scans under the supervision of a radiologist utilizing a sophisticated magnetic imaging scanner. MRI Technologists set up examination rooms as required, making sure all necessary equipment is ready. They prepare patients for examination, informing them of the procedure to be performed. Technologists work from doctors' orders, written for specific procedures. Sometimes technologists prepare and help administer chemical mixtures to patients to make the internal organs more visible. Ionizing radiation is used in many of the current modalities involved in the field of Medical Imaging. For this reason, practitioners must receive specialized education and certification to perform procedures. These specialized practitioners are known as Radiologic Technologists (R.T.), and are certified by the State of California Department of Health Services. In addition, most RT's earn certification from a national organization, known as the American Registry of Radiologic Technologists (ARRT). These radiographers are able to train in and perform many different exams, which include general radiography, Computerized Tomography (CT scanning), Mammography, and Magnetic Resonance Imaging (MRI), to name a few. In the case of MRI, there is no ionizing radiation involved. For this reason, there is not a certification exam required or provided by the State of California. This allows practitioners, who are not RT's, to perform MRI examinations. However, it is customary that employers will expect a potential employee to prove that he or she has obtained training and proficiency (show certification) in MRI scanning. After doing so, this type of technologist may *only* perform MRI examinations.

Students who have graduated from an approved MRI school or college and who have satisfied the requirement of 1000 hours of supervised clinical experience are eligible to take a certification exam provided by a private, national MRI organization. This organization is known as the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT). Graduates of Casa Loma College's MRI Technologist Program are eligible to take this exam.

Most full-time radiologic technologists and technicians work about 40 hours a week. They may, however, have evening, weekend, or on-call hours. Opportunities for part-time and shift work also are available. Physical stamina is important, because technologists are on their feet for long periods and may lift or turn patients. Technologists and technicians work at diagnostic machines, but also may perform some procedures at patients' bedsides.

**Employment Outlook:** MRI has leaped to the forefront as a preferred modality for imaging. It is important to be aware that some employers in the field of Medical Imaging will accept ARMRIT- certified MRI technologists, and many others will only accept MRI technologists who are also RT's. Facilities that require ARRT are often looking for technologist that can perform in areas outside of MRI. It is an individual decision made within each facility, but it might limit the number of facilities that will accept your application for employment. Since the ACR (American College of Radiology) has accredited ARMRIT certified MRI Technologists, many more opportunities have opened up in the medical imaging community.

**Mission:** The Magnetic Resonance Imaging Program of Casa Loma College is committed to excellence in education demonstrated by providing a comprehensive entry-level education program to students with quality didactic and clinical instruction. In combination, the five semester components ensure the adequacy of a well-rounded program through classes in didactic theory, application and practice of skill sets in the externship environment, and integration of didactic theory and acquisition of performance objectives in the clinical setting.

**Objectives:** The Associates of Science in Magnetic Resonance Imaging (MRI) covers all the essential subjects necessary for a graduate to work as an MRI Technologist and perform MRI studies on patients in a competent, knowledgeable and professional manner. MRI technology is a respected tool of the medical community and MRI technologists with a thorough educational background are in high demand. The MRI Technologist performs M.R.I. examinations under the supervision of a radiologist utilizing a sophisticated magnetic imaging scanner to aid in diagnosis of patient conditions. MRI examinations are available around the clock. Career Opportunities: MRI has leaped to the forefront as a preferred modality for imaging.

### **Performance Objectives**

Upon completion of this program, the student will be able to:

1. Interview the patient and recognize contraindication to an MRI exam.
2. Demonstrate knowledge of MRI physics, theory, pulse sequence parameters, and image optimization.
3. Perform MRI exams according to the Doctors orders and protocols set up by the facility.
4. Properly film, format and archive imaging studies.
5. Demonstrate appropriate communication skills with patients and colleagues.
6. Act in a professional and ethical manner.
7. Respect all information as "privileged." Adhere to all HIPAA policies.

### **Program Overview**

The Associate of Science in Magnetic Resonance Imaging program consists of 2099 hours consisting of 1099 hours of theory and lab and 1000 hours of clinical externship, over six semesters. Students attend classes online and residential.

### **Core Courses**

(Courses are offered in a residential setting with students attending class on Saturday)

#### **MRI 101            Physics and Instrumentation I**

**56 Clock Hours/ 3.73 Credits**

This course commences with a presentation of nuclear magnetism and principles of resonance. The course advances to magnetic resonance imaging techniques, MRI-parameters, tissue characteristics, magnet systems, scanning system hardware, scanning procedures, MR spectroscopy, site planning, quality control and patient safety considerations.

#### **MRI 102            Physics and Instrumentation II**

**45 Clock Hours/ 3.00 Credits**

It is a continuation of Physics I, with lectures covering intermediate and advanced physics including the basic MRI imaging technique, clinical applications and all the parameters that decide tissue weighting, image quality and contrast resolution. Also covered are the intrinsic characteristics of tissue and the MR signal, spatial localization, Fourier Transform, Image artifacts, contrast agents and bio-effects and safety.

(Prerequisite: MRI 101)

#### **ANA 101 Human Anatomy & Physiology I**

**56 Clock Hours/ 3.73 Credits**

This course is designed to strengthen preparation for further study and methods in the analysis and evaluation of human biology. Basic principles and concepts such as biological terminology, structure and function, and aspects of body systems from the cellular level show how the body functions as a whole rather than as a collection of separate organs or systems.

**ANA 102 Human Anatomy & Physiology II****56 Clock Hours/ 3.73 Credits**

A continuation of Anatomy and Physiology I, this course continues to focus on the structure and function of the body as an integrated whole. The study provides an in-depth understanding of the human body and its regulatory mechanisms. The class is designed to provide hands-on complements to other material.

(Prerequisite: ANA 101)

**MRI 120 MRI Cross Sectional Anatomy I****56 Clock Hours/ 3.73 Credits**

This course covers the Upper Extremity, Thorax, Head and Neck. The student will be introduced to normal images and will be responsible to recognize all relevant anatomical structures in cross section. The three most common imaging planes utilized in MRI are axial, coronal and sagittal. Pathologic images will be introduced as a comparison to the normal. All regions of the body will be reviewed with an emphasis on the anatomy needed to perform Clinical Experience Requirements.

**MRI 121 MRI Cross Sectional Anatomy II****56 Clock Hours/ 3.73 Credits**

This course covers the Abdomen, Pelvis and Lower Extremity. The student will be introduced to normal images and will be responsible to recognize all relevant anatomical structures in cross section. The three most common imaging planes utilized in MRI are axial, coronal and sagittal. Pathologic images will be introduced as a comparison to the normal. All regions of the body will be reviewed with an emphasis on the anatomy needed to perform Clinical Experience Requirements. Lab

(Prerequisite: MRI 120)

**MRI 132 MRI Patient Care and Management****56 Clock Hours/ 3.73 Credit**

Emphasis is on communication skills, medical ethics, patient assessment, body mechanics, asepsis and care of the patient with special nursing problems. HIPAA policies and procedures are examined.

**MR Imaging and Procedures I****56 Clock Hours/ 3.73 Credit**

This course will provide the student with an overview of the fundamental principles of Magnetic Resonance Imaging terminology, safety, instrumentation, imaging, protocols, and procedures. The students receive an introduction to instrumentation, physics, principles, and advanced imaging concepts later discussed in MRI Physics. To better prepare the student to recognize the need for protocol and procedure adjustments, the course familiarizes the students to common pathologies, disease processes, and characteristics found in magnetic resonance imaging. The course is set up in multiple supporting facets: imaging & procedure lecture, pathology lecture, and lab practicum. The course starts with an introduction to MR: imaging, safety, and environment. The course applies anatomy and physiology to imaging in MRI. The student learns to image throughout the body based on characteristics that are presented in the patient history, diagnosis, treatment, and/or physicians order.

**MR Imaging and Procedures II****56 Clock Hours/ 3.73 Credit**

This course is a continuation of MR Imaging and Procedures I and will provide the student with an overview of the fundamental principles of Magnetic Resonance Imaging terminology, safety, instrumentation, imaging, protocols, and procedures. The students receive an introduction to instrumentation, physics, principles, and advanced imaging concepts later discussed in MRI Physics. To better prepare the student to recognize the need for protocol and procedure adjustments, the course familiarizes the students to common pathologies, disease processes, and characteristics found in magnetic resonance imaging. The course is set up in multiple supporting facets: imaging & procedure lecture, pathology lecture, and lab practicum. The course starts with an introduction to MR: imaging, safety, and environment. The course applies anatomy and physiology to imaging in MRI. The student learns to image throughout the body based on characteristics that are presented in the patient history, diagnosis, treatment, and/or physicians .

**MRI 181 Clinical Externship I****440 Clock Hours/9.7 Credits**

**This semester consists of 11 weeks of full-time externship at an assigned MRI clinical facility.**

(Prerequisite: successful completion of all first, second, third and fourth semester MRI core support work.)

**MRI 182 Clinical Externship II****560 Clock Hours/12 Credits**

This semester consists of 14 weeks of full-time externship at an assigned MRI clinical facility.

(Prerequisite: successful completion of Clinical Externship I)

**CDV 100 MRI Career Development****45 Clock Hours/3 Credits**

This course is designed to help the student identify the various career opportunities within the field of Magnetic Resonance Imaging. It is further designed to encourage the student to create and pursue a long term trajectory with reference to career development.

**MRR 300 MRI Course Review****21 Clock Hours/ 1.4 Credits*****Core Support Courses*****BIO 121 Medical Terminology****45 Clock Hours/3 Credits**

Medical Terminology is the language of medicine. Basic word building skills, prefixes, suffixes. Combining of forms and abbreviations are covered. This course helps the student understand the language and translate it into common vernacular.

***General Education Courses***

Utilizes both asynchronous and synchronous delivery methods via Moodle.

**PSY 101 Introduction to Psychology****45 Clock Hours/3 Credits**

Basic psychological principles as explanations for challenges encountered in adult life are presented in adult life are presented in this course. An overview of abnormal psychology, psychological evaluation, and therapies is included.

**ENG 101 Introduction to Freshman Composition****45 Clock Hours/3 Credits**

This course contains a review of grammar and usage including subject-verb agreement, use of pronouns, proper verb usage, sentence structure, effective paragraphs, logical sequencing, etc. Students will learn effective written communications and will utilize their writing skills in building their practices or gaining employment.

**PHI 102 Ethics****45 Clock Hours/3 Credits**

This course describes and compares major ethical theories from the perspective of developing personal positions on a number of major moral issues in work and life.

**PSY 225 Stress Management****45 Clock Hours/3 Credits**

Stress is of the greatest factors in determining a person's sense of health and well being, and uncontrolled stress can cause numerous conditions that lead clients to seek professional care. Students will learn to identify causes and symptoms of stress and how to effectively manage the body and mind together to reduce pathologies impacted by unmanaged stress.

**BIO 140 Health and Nutrition****45 Clock Hours/3 Credits**

This Course is designed to introduce the basic principles of nutrition and teach students how to care for themselves and assist their clients in understanding how diet affects their health and well being. Students will also learn how to protect and maintain their own health and wellness from possible injuries and illnesses that especially pertain to the healthcare practitioner.

**SOC 105 Organizational Leadership****45 Clock Hours/3 Credits**

This course is designed to expose the student to various individual, team, and organizational leadership traits and models. Discussion of the pros and cons of leadership and application of leadership principles is utilized to identify and enhance the student's innate leadership abilities.

**COM 102 Interpersonal Communications****45 Clock Hours/3 Credits**

This course introduces the student to basic business and interpersonal communication skills, including verbal, oral and written. It is designed to give students a foundation in critical research emphasizing the process of writing within the various tasks faced I the world of health care, which they will use on a daily basis in both their professional and personal lives.

**ENG 105 Critical Thinking and Analysis****45 Clock Hours/3 Credits**

This course explores the dynamics of interpersonal communication, the communication between two people. Students will first build a foundation for study by looking at the principal tools and skills of interpersonal communication. The second half of the course focuses on the core of interpersonal communication, namely, self and others. Students will explore more complex dynamics of interpersonal communication such as intimacy, communication climates, and interpersonal conflict.

**HUM 101 Multi-Cultural America****45 Clock Hours/3 Credits**

This course introduces students to the major concepts around social and cultural identification. Students will be invited to participate in a theoretical analysis of culture and cultural diversity, with emphasis on Multi-Cultural America and developing cultural competence. We will explore the various aspects of culture and the value of social experience within a common structure. Additionally this course specifically introduces the student to developing cultural competence in the workplace.

**HUM 102 Religions of the World****45 Clock Hours/3 Credits**

This course introduces students to the central beliefs of most of the world's major religions. Students will engage in a comparative study of the origins and development, central teachings, devotional practices, institutions and cultural expressions. Students will discuss the most appropriate approach to the religious phenomenon of today? What is religion and how is it manifested? How does religion relate to life? And lastly, what part do religions play in healthcare?

**MAT 105 Introduction to College Algebra****45 Clock Hours/3 Credits**

This course begins with a very brief review of the real numbers before quickly moving into the algebra topics. Students will be re-introduced to arithmetic and basic algebraic equations before moving into more complex algebra. This course focuses on real world application of graphs, tables and algebraic problem solving.



## Medical Insurance Billing and Coding (MIBC)

Offered at Hawthorne Campus (Residential classes)

**Program Disclosures (Reporting Period 07/01/10 to 06/30/11)**

**860 Clock Hours / 57.5 Quarter Credit Hours / Full-Time 40 Weeks / No Part Time**

Type of Program: Certificate Program

**CIP: 51.0714 Occupational Codes: 29-2071.00; 43-6013.00**

**Cost Breakdown: Tuition - \$9,728.00 / Books and Supplies - \$1,844.50**

**Debt at Program Completion:**

**Number of students completing the program between 07/01/10 – 06/30/11 = 10**

**Of the 218 reported above, the number of students completed with any loan debt = 10**

**Median Federal Student Loan Debt: \$9,500.00**

**Median Private Student Loan Debt: \$0**

**Median Institutional Loan Debt: \$0**

**Program Completion in Normal time:**

**Normal time in months to complete = 7 months**

**Students completing in normal time (by course definition) = 1**

**Students completing in normal time (by students schedule) = 1**

**Job Placement Rate = 78%**

**What Is A Medical Biller and Insurance Coder?** Medical billers and coders play an important role supporting physicians, clinics, hospitals, and patients, and they provide services vital to the business office where they are employed. By submitting the proper documentation to insurance companies and federal agencies for reimbursement, medical coders and billers allow their employer to financially succeed and avoid fraud charges. Medical billers and coders are one of the country's fastest growing occupations, based on U.S. Labor surveys. The health needs of our aging population, complicated insurance reimbursement requirements, and the need to operate medical practices more profitable and efficiently than ever, have combined to put medical coders and billers in high demand from the allied health occupations.

**Employment Opportunities:** Bureau of Labor Statistics (US Department of Labor) projects that medical information and claims processing will continue to grow much faster than other occupations throughout the year 2014. The high demand on the job market allows medical billing and coding specialists to earn competitive wages. Medical billers and coders are compensated according to their level of training, experience, skills, and how effectively these skills are used.

**Work Environment:** Job opportunities for this career can be found in medical offices, clinics, hospitals, insurance companies, pharmacies, nursing homes, mental healthcare facilities, rehabilitation centers, insurance companies, health maintenance organizations (HMOs), consulting firms, and health data organizations. Some medical billing specialists are employed by the medical office, but do their work from home. Many medical billing specialists work for themselves, through freelance, home-based businesses. For some, this can even be the ticket to a rewarding home-based business, allowing them to participate in health care while building their own business from home.

### **Career Opportunities**

Graduates of the program could be employed as:

- Insurance Billing Specialist
- Healthcare Reimbursement Specialist
- Electronic Claims Processor (ECP)
- Medicare or Medical Billing Specialist
- Claims Assistance Professional
- Electronic Health Information Management Specialist (EHIM)

- Coding Specialist

**Objectives:** The objective of the Medical Billing and Coding Program is to prepare students to excel in the medical office administrative area of medical billing and coding. The program is designed to focus on students seeking employment in an outpatient setting (physician’s office or clinic) in a variety of administrative skills. Medical Billing and Coding is a profession that stands at the crossroads of healthcare and technology. As a medical billing or coding professional, and by collecting, maintaining, and analyzing health information, you will make an important contribution to the delivery of quality care. You will help to prevent legal difficulties and ensure that providers receive full reimbursement in a timely manner. Physicians do not have the time to handle the stacks of insurance claims; they need trained medical billing and coding specialists. Due to the aging population and the rapid growth of the healthcare industry, the demand for medical billers and coders continues to escalate.

### **Program Overview**

The Medical Billing/Coding Specialist Program is an 860 hour program that includes 700 hours of classroom and laboratory instruction followed by a 160 hour externship. This is a modular based program and students must proceed in sequential order however, the college reserves the right to modify the sequence should the need arise. The maximum lecture and laboratory class will not exceed 20 students.

The competency based education will allow the student, upon completion, to “sit’ for the American academy of Professional Coders (AAPC) exam for Certified Procedural Coder-Apprentice (CPC-A).

### **Program Learning Outcomes**

Upon Completion of the program the students will be able to:

1. Use knowledge of medical terminology, anatomy and physiology, diseases, surgeries, and medical specialties.
2. Consults reference materials to clarify meanings of words.
3. Meet accuracy and production requirements adopted by employer
4. Verify with physician any vague information for accuracy
5. Observes policies and procedures related to federal privacy regulations, health records, release of information, retention of records, and statute of limitations for claim submission.
6. Meets standards of professional etiquette and ethical conduct.
7. Answers routine inquiries related to account balances and dates insurance forms submitted.
8. Updates insurance registration and account information.
9. Processes payments and posts to accounts accurately.
10. Handles correspondence related to insurance claims
11. Reviews encounter forms for accuracy before submission to data entry.
12. Codes procedures and diagnoses accurately
13. Telephones insurance companies with regard to delinquent claims
14. Communicates effectively with patients and insurance companies regarding payment policies and financial obligations.
15. Assists staff with the coding and reimbursement problems.

### **Module 110: Administrative Procedures in the Medical Office**

**100 Clock Hours/**

Theory Hours: 50 clock hours

Laboratory Hours: 50 clock hours

**7.5 Credits**

Designed to provide the student with an introduction to:

- Medical Office Administration
- Introduction to filing and computerized office skills
- Medical Front Office Skills
- Compliance with the E-Health Initiative
- Appointment Scheduling

- Bookkeeping
- Word processing applications
- Insurance Guidelines
- Health Information Management
- Computer application for the medical office

## **Module 120: Introduction to Healthcare Essentials**

**100 Clock Hours/**

**7.5 Credits**

Theory Hours: 50 clock Hours

Laboratory Hours: 50 clock hours

Designed to provide the student with an introduction to:

- Role of an Insurance Billing Specialist
- HIPAA Compliance and Privacy in insurance Billing & Coding
- Basic of health insurance
- Medical Documentations
- Preparing Health Insurance Forms
- Electronic Data Interchange
- Insurance Guidelines
- Billing of Claim forms
- Explanation of Benefits
- Insurance Collection Strategies
- Insurance Problem Solving Techniques

## **Module 130: Introduction to Medical Insurance Billing & Reimbursement Methodologies**

**100 Clock Hours**

**7.5 Credits**

Theory Hours: 50 Clock Hours

Laboratory Hours: 50 clock hours

Designed to provide the student with an introduction to:

- Private Insurance and Managed Care Plans
- Medicare
- Medicaid and Health Insurance State Programs
- TRICARE and CHAMPVA
- Worker's Compensation
- Disability Insurance and Benefit
- Hospital Billing
- Medicare Computer Web-Based Information

## **Module 210: Medical Terminology/ Anatomy Fundamentals**

**100 Clock Hours**

**7.5 Credits**

Theory Hours: 50 clock Hours

Laboratory Hours: 50 clock hours

Designed to provide the student with an introduction to:

- The Foundations of the Medical Languages
- Word Structure
- Prefix
- Suffix
- Combining Forms
- Abbreviations and Symbols Commonly used in Medical Records
- Anatomy Fundamentals of Different body system

## **Module 220: Introduction to Diagnostic Coding & Pathophysiology**

**100 Clock Hours**

Theory Hours: 50 clock Hours

Laboratory Hours: 50 clock hours

**7.5 Credits**

Designed to provide the student with an introduction to:

- An overview of the diagnostic coding systems
- History of ICD-9-CM
- ICD-9-CM Manual
- Volumes I, II, III
- Pathophysiology by Body System with an overview of the diagnostic ICD-9-CM systems
- Outpatient coding vs. Inpatient Coding
- Compliance issues
- The difference between ICD-9-CM Coding and CPT Coding
- Health Data Collection

## **Module 230: Medical Coding I: Introduction to Coding Fundamentals & HCPCS Level II**

**100 Clock Hours**

Theory Hours: 50 clock Hours

Laboratory Hours: 50 clock hours

**7.5 Credits**

Designed to provide the student with an introduction to:

- Role of Billing/Coding Specialist
- Evaluation and Management Services
- Anesthesia Services
- Modifiers
- Terminology
- Integumentary
- Guidelines in front of each of the Sections of the CPT
- Categories I, II, III
- Index information in the CPT
- Appendixes
- Difference between a Level I code and a Level II code
- Skills in coding CPT

## **Module 310: Medical Coding II**

**100 Clock Hours**

Theory Hours: 50 clock Hours

Laboratory Hours: 50 clock hours

**7.5 Credits**

Designed to provide the student with an introduction to:

- Coding surgical procedures and guidelines
- Reading Surgical reports
- Surgeries on different systems of the body
  - Digestive System
  - Urology
  - Reproductive System
  - Endocrine & Nervous System
  - Special Senses
- Coding the Radiology, Pathology/Laboratory and Medicine Sections of the CPT manual
- Coding from the Level II HCPCS National Codes for Medicines and Supplies
- Understanding the Guidelines for the last three sections of the CPT manual
- Understanding of component coding
- Modifiers used with the sections of the CPT manual

## Module 320 Externship

160 Clock Hours

5 Credits

Designed to provide the student with an introduction to all or part of the following:

- Abstracts health information from patient records
- Exhibits an understanding of ethical and medico/legal responsibilities related to insurance billing programs
- Operates computer to transmit insurance claims
- Follows employer's policies and procedures
- The ability to enhance knowledge and skills to keep up-to-date
- Files secondary insurance claims and maintains insurance files
- Tracks insurance claim payments received by clients
- Procedure and diagnostic code requirements, as well as health insurance terminology
- Assist patients in understanding insurance payments
- File and Post Explanation of Benefits information
- ICD-9-CM and CPT coding
- Front desk duties, appointments
- All other duties assigned



## Medical Assistant Program (MA)

Offered at Hawthorne and Van Nuys Campus (Residential classes)

**Program Disclosures (Reporting Period 07/01/10 to 06/30/11)**

**910 Clock Hours / 66 Quarter Credit Hours / Full-Time 36 Weeks / No Part Time**

**Type of Program: Certificate Program**

**CIP: 51.0801 Occupational Codes: 31-9092.00; 43-6013.00; 29-2071.00; 31-9094.00; 31-9093.00**

**Cost Breakdown: Tuition - \$11,708.00 / Books and Supplies - \$2,264.00**

**Debt at Program Completion:**

**Number of students completing the program between 07/01/10 – 06/30/11 = 55**

**Of the 218 reported above, the number of students completed with any loan debt = 52**

**Median Federal Student Loan Debt: \$6,800.00**

**Median Private Student Loan Debt: \$0**

**Median Institutional Loan Debt: \$0**

**Program Completion in Normal time:**

**Normal time in months to complete = 8months**

**Students completing in normal time (by course definition) = 4**

**Students completing in normal time (by students schedule) = 7**

**Job Placement Rate = 74%**

### What is a Medical Assistant?

Medical Assistants are unlicensed health professionals who perform routine administrative and clinical tasks under the supervision of a licensed physician. The supervising physician must be on the premises in order for medical assistants to perform their technical support services. All health care occupations are very rewarding, yet nurses might not get to know their patients as well as medical assistants do, and might not be as closely involved in their health maintenance and recovery path over the long run.

**Employment Opportunities:** The U.S. Census Bureau emphasizes that the current market trends along with cost control in the health care industry are making medical assisting and related occupations some of the hottest careers in today's job market. It is hard to imagine that the medical assistant career could ever go away. Medical assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics and group practices. These multi-skilled personnel can perform *administrative* and *clinical* procedures.

**Mission:** The mission of the Medical Assistant program is to provide quality instruction, a positive learning environment that encourages students to achieve their greatest potential to adapt and adjust to a diverse and ever-changing healthcare profession.

**Objectives:** The Medical Assisting Program is design to prepare an individual to obtain the necessary skills and confidence to achieve a career goal as a multi-skilled allied health professional who performs a variety of clinical and administrative duties in an Ambulatory Care setting or Medical Office. The Casa Loma College Medical Assistant Program consists of six modules plus externship; totaling 36 ½ weeks in length equivalent to 910 clock hours or 66 quarter credit hours; each module is 5 weeks in length or 125 clock hours. Students enrolled in the Medical Assistant Program at Casa Loma College will be eligible to register for the CMA or RMA certification test offered by The American Association of Medical Assistant (AAMA) or American Medical Technologist (AMT).

### Program Objectives:

- Provide students with a strong foundation of knowledge and skills relevant to medical assisting.
- Provide students with the necessary administrative and clinical skills to succeed as an entry level Medical Assistant.
- Prepare students to achieve a professionalism level to succeed as multi-skilled allied health professional.

## Program Overview and Course Description

The Medical Assisting Program is a 910 hour program that includes 750 hours of classroom and laboratory instruction followed by a 160 hour clinical externship. This is a modular based program and students must proceed in sequential order however, the college reserves the right to modify the sequence should the need arise. The maximum lecture and laboratory class will not exceed 20-25 students.

## Program Learning Outcomes

Upon completion of the program the students will be able to:

1. Participate in the overall patient management of the medical healthcare facility including patient reception, appointment scheduling, charting procedure and telephone technique
2. Perform administrative assisting skills including written communication, mail handling, bookkeeping, filing, and completion and processing of medical insurance claim forms.
3. Maintain the examination room including patient preparation, position and draping, taking and recording vital signs, and assisting the physician with examinations, treatments and minor surgery.
4. Demonstrate aseptic practices and techniques, including all methods of sterilization
5. Demonstrate knowledge of current OSHA regulations and guidelines
6. Perform routine venipuncture by butterfly, syringe, and vacutainer methods, and capillary draw for the purpose of hemoglobin, hematocrit and glucose determination
7. Perform routine visual, chemical, and microscopic examination set-up of urine for routine urinalysis.
8. Demonstrate knowledge and methods for administering Intradermal, subcutaneous, intramuscular injections.
9. Demonstrate knowledge in the different modes of drug administration and calculation of dosages.
10. Demonstrate proficiency in methods of electrocardiography including patient preparation, electrode placement, machine operation, and mounting of the tracings.

## Module 1: Introduction to Medical Assistant & Medical Terminology

125 Clock Hours

Theory clock hours:	86 Clock Hours	11 Quarter Credits
Lab clock hours:	39 Clock Hours	

Designed to provide the student with an introduction to Medical Terminology with emphasize in word parts, combine forms, prefix and suffix. Student will learn about creating the medical office environment; and how to take a therapeutic approach to patients. Coping skills for the medical assistant will be demonstrated as well as proper telephone techniques and patient scheduling skills.

## Module 2: Medical Office Billing

125 Clock Hours

Theory clock hours:	100 Clock Hours	10 Quarter Credits
Lab clock hours:	25 Clock Hours	

This module consists of learning the daily financial practices of the medical office: hands-on learning using the manual method of bookkeeping and the computer software program. Students will learn the various types of insurances such as Medicare, Medicaid, CHAMPUS/CHAMPVA, PPO, HMO and Coding, Billing, adjustments, and collection techniques.

## Module 3: Introduction to Medical Specialty and Anatomy & Physiology

125 Clock Hours

Theory clock hours:	75 Clock Hours	10 Quarter Credits
Lab clock hours:	50 Clock Hours	

Students are introduced to the structure and functions of the human body, different types of charting methods including SOAP, Problem-Oriented and Source-Oriented formats; documentation of a patient's chief complaint. Students will learn the various components of the physical examination by Medical Specialties, how to take and document vital signs and measurements.

#### **Module 4: Introduction to Clinical Laboratory & Phlebotomy**

125 Clock Hours

Theory clock hours: 75 Clock Hours 10 Quarter Credits

Lab clock hours: 50 Clock Hours

Students are introduced to Phlebotomy and the different method of Venipuncture. Methods discussed include syringe, vacutainer, butterfly, and capillary punctures. Hematology is reviewed covering the different types of cells, staining and various laboratory testing performed on blood.

#### **Module 5: Clinical Laboratory Procedures & Medical Specialties I**

125 Clock Hours

Theory clock hours: 75 Clock Hours 10 Quarter Credits

Lab clock hours: 50 Clock Hours

Students will be taught the difference between medical and surgical asepsis procedures, learn about infection control, the chain of infection and the effectiveness of hand washing. Procedures associated with minor surgeries will be practiced such as dressing and bandaging injuries, wound care hot and cold application, and suture removals.

#### **Module 6: Pharmacology: Calculations, Dosages & Medical Specialties II**

125 Clock Hours

Theory clock hours: 75 Clock Hours 10 Quarter Credits

Lab clock hours: 50 Clock Hours

Basic Pharmacology, calculation of medication dosage and medication administration is covered in this module. Students will learn how to calculate adult and children dosages, use the metric, household and apothecary systems; and understand ratios and proportions.

#### **Module 7: Externship**

160 Clock Hours

5 Quarter Credits

Externships provide the students practical experience in ambulatory health care facilities including hospitals, physician offices, clinics and/or other healthcare facilities. An evaluation of the site is performed prior to the student assignment to assure diversified learning experiences are available to the student.



## Diagnostic Medical Sonography Program (DMS)

- Associate of Science Degree

2515 Clock Hours / 104.5 Semester Credit Hours / Full-Time 100 Weeks

CIP: 51.0910 Occupational Codes: 29-2031.00

(Offered at Anaheim, Hawthorne and Van Nuys Campuses- (Residential and Online classes)

**What is an Ultrasound Technologist?** Diagnostic Medical Sonographers choose and set up the proper ultrasound equipment depending on the needs of the patient. They explain the procedure to the patient. They obtain the patient's medical history and record the pertinent details. They also assist the patient onto the examining table and may ask the patient to move into various positions. They apply a special scanning gel on the patient's body so that the transducer (a hand held scanning device) can make better contact with the skin. The transducer produces sound waves that are reflected by structures and organs in the body. The reflections are converted into an image on a screen. Sonographers operate and adjust the equipment to obtain the best images and record them. The sonographer then prepares the images for analysis by the interpreting physician. Ultrasound is perhaps most often associated with pregnancies, but now diagnostic medical Sonography is used to scan everything from the nervous system to the digestive system, blood vessels, tumors, the eyes and more.

**Employment Outlook:** Per the Bureau of Labor Statistics (2010-2011) employment of diagnostic medical sonographers is expected to increase by about 18 percent through 2018—faster than the average for all occupations. As the population continues to age, there will be an increasing demand for diagnostic imaging. Additional job growth is expected as healthcare providers increasingly utilize ultrasound imaging as a safer and more cost-effective alternative to radiological procedures. Employment is expected to grow rapidly in offices of physicians and in medical and diagnostic laboratories. Health care facilities such as these are expected to increase in number because of the strong shift toward outpatient care, encouraged by third-party payers and made possible by technological advances and less expensive ultrasound equipment that permit more procedures to be performed outside of hospitals.

The law does NOT require that a Diagnostic Medical Sonographer be licensed or ARDMS certified in order to work as a Sonographer, but some employers do require that potential employees be ARDMS certified, or eligible to sit for the ARDMS certifying examination within one year after hire.

Graduates of the Diagnostic Medical Sonography program, who hold a **BS or BA degree or higher** will be eligible to sit for the ARDMS certifying examination **immediately upon completion of the program.**

Graduates of the Diagnostic Medical Sonography program who have prior education in a **two year allied health care field (single subject) that is patient care related** will be eligible to sit for the ARMS certifying examination **immediately upon completion of the program.** A two year allied health education program is defined as (1) 24 consecutive calendar months OR (2) 60 semester credits OR (3) 84 quarter credits. Examples of such allied health occupations include, but are not limited to radiologic technologists (RT), registered nurse (RN), respiratory therapist, or occupational therapist.

Graduates, who hold an active **certification with Cardiovascular Credentialing International (CCI), or American Registry of Radiologic Technologists (ARRT), or Australian Society of Ultrasound in Medicine (ASUM),** will be eligible to sit for the ARDMS certifying examination **immediately upon completion of the program.**

Graduates **who do not have any of the above prior education prerequisites must work for one year (1680 hours) as a Diagnostic Medical Sonographer** before they are eligible to sit for the ARDMS examination.

**Working Environment:** Ultrasound Technologists can work in a number of places. The field of medicine involving ultrasound is expanding, as its technology is becoming more advanced. For example, a certified ultrasound technician can work in a sports therapy office, or in an OB/GYN doctor's office. There are many specialties involved in ultrasound. Casa Loma College's Ultrasound Program specializes in abdomen and small parts, obstetrics and gynecology. Upon completion graduates may take additional courses in vascular and echocardiography.

## **Mission Statement**

The mission of the Diagnostic Medical Sonography Program is to provide students a quality education for an entry-level career position in the field of Diagnostic Medical Sonography.

## **Objectives**

The objective of the Diagnostic Medical Sonography Program (General Concentration) is the thorough preparation of the student, through quality didactic, laboratory, and clinical instruction, in the theoretical knowledge, tasks, and responsibilities required of an entry-level general sonographer.

## **Program Overview**

The Diagnostic Medical Sonography Program of Casa Loma College is committed to excellence in education demonstrated by providing a comprehensive entry-level education program to students with quality didactic and clinical instruction. In combination, the seven program semesters, including a semester of prerequisites, ensures the adequacy of a well-rounded program through classes in didactic theory, application and practice of skill sets in the laboratory environment, and integration of didactic theory and acquisition of performance objectives in the clinical setting. The maximum class size does not exceed 20 students. The program is divided into seven semesters, each 15 weeks in length, with the exception of the last semester. Program hours of 2515 hours are divided between 1015 hours of theory, 540 hours of skills lab and 960 hours of clinical externship. All theory classes must be successfully completed, and in addition students must satisfactorily complete required ultrasound protocols prior to being placed in clinical externship.

## **Performance Objectives**

Upon completion of this program, the student will be able to:

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate ultrasound scanning procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
5. Demonstrate appropriate communication skills with patients and colleagues.
6. Act in a professional and ethical manner.
7. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic ultrasound techniques, and promote principles of good health.

## **Prerequisites to Diagnostic Medical Sonography**

Specific general education courses are required to be taken prior to taking the core program.

### **ANA 201 Human Anatomy & Physiology I**

Theory Hours: 45 clock hours      3 Semester Credits      8 weeks

(Prerequisite to Core Program)

This course is designed to introduce students to the study of the structure and function of the human body. Basic concepts of structural organization, structure and function of chemicals, atoms, molecules, cells, tissues, organs and systems shall be discussed. The course shall cover the musculoskeletal, central nervous, peripheral nervous, sensory, cardiovascular and respiratory systems, major component of the blood and their function, and organs of the endocrine system.

**ANA 202 Human Anatomy & Physiology II**

Theory Hours: 45 clock hours      3 Semester Credits      7 weeks

(Prerequisite to Core Program; ANA 101)

This course is designed to introduce students to the study of the structure and function of the human body. Basic concepts of structural organization, structure and function of chemicals, atoms, molecules, cells, tissues, organs and systems shall be discussed. The course shall cover the musculoskeletal, central nervous, peripheral nervous, sensory, cardiovascular and respiratory systems, major component of the blood and their function, and organs of the endocrine system. The course shall cover the structure and function of the heart, blood vessels, lymphatic system, immune system, digestive system, urinary system, reproductive system of the male and female, and the stages of fetal development.

**COM 102 Interpersonal Communications – General Education (Online)**

Theory Hours: 45 clock hours      3 Semester Credits      8 weeks

(Prerequisite to Core Program)

This online course explores the dynamics of interpersonal communication, the communication between two people. Students will first build a foundation for study by looking at the principal tools and skills of interpersonal communication. The second half of the course focuses on the core of interpersonal communication, namely, self and others. Students will explore more complex dynamics of interpersonal communication such as intimacy, communication climates, and interpersonal conflict.

**MAT 105 Introduction to College Algebra – General Education**

Theory Hours: 45 clock hours      3 Semester Credits      8 weeks

(Prerequisite to Core Program)

This course explores the representation of functions and relations as graphs, formulas, and tables. The types of functions studied will include linear, quadratic, polynomial, rational, exponential, and logarithmic. These functions will be used in solving a variety of equations, systems of equations and application problems. Other topics include: the algebra of real and complex numbers, inequalities, and an introduction to conic sections.

**PHYS 200 General Physics – General Education**

Theory Hours: 45 clock hours      3 Semester Credits      8 weeks

(Prerequisite to Core Program)

This is an introductory course of physics that surveys basic concepts, principles and laws of physics that includes the topics of mechanics, thermodynamics, heat, fluids, sound, waves and vibrations, electricity, magnetism, optics and radioactivity. It is specifically designed for students with no previous experience with physics. There is no lab with this course.

**PSY 101 Introduction to Psychology - General Education (Online)**

Theory Hours: 45 clock hours      3 Semester Credits      8 weeks

This is an introductory survey course about the theories and concepts within the field of psychology. Topics covered will include: research methods, biological foundations, health psychology, human development, learning and memory, sensation and perception, motivation and emotion, language and thinking, intelligence, consciousness, personality, psychological disorders, and social psychology.

**ENG 101 Introduction to Freshman Composition - General Education (Online)**

Theory Hours: 45 clock hours      3 Semester Credits      8 weeks

This course is an introduction to college level composition. This course covers methods of development, effective research and touches on specialized writing such as literary analysis and essay development. Students will also learn to use appropriate verbiage and word placement as well as other do's and don't's of effective and quality writing.

**DMS 210I and 210 Fundamentals of Sonography and Abdominal and Small Parts Ultrasound Imaging**

Theory Hours: 163 clock hours      10.5 Semester Credits      15 weeks

(Prerequisites: ANA 101, ANA 102, COM 102, MAT 105, PHY 100)

The first three weeks of this course provides a broad overview of the field of diagnostic medical Sonography, including the history and evolution of ultrasound as an imaging modality, the sonographer's role and scope of practice, required skills and abilities, and effective learning techniques. The student will also learn how the body is organized by systems, and common pathologies affecting

those systems. Focus is placed on the anatomy and physiology of the digestive system, specifically the liver, biliary tree, and pancreas. The remainder of the module is focused on the interpretation of normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying normal sonographic protocols for abdomen and small parts; interpretation of abnormal anatomy, identification and interpretation of pathological conditions affecting the abdominal organs and small parts.

#### **DMS 210L LAB**

Theory Hours: 135 clock hours      4.5 Semester Credits      15 weeks

#### **(Concurrent Enrollment in DMS 210I/DMS 210)**

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

#### **DMS 220I and 220 Patient Care for Sonographers and Obstetrics and Gynecology Ultrasound Imaging**

Theory Hours: 163 clock hours      10.5 Semester Credits      15 weeks

#### **(Prerequisites: ANA 101, ANA 102, COM 102, MAT 105, PHY 100)**

This course presents the student with various aspects of patient care that are relevant to the sonographer. Focus is placed on patient / sonographer interaction, and patient confidentiality and HIPAA compliance. Students will learn patient care skills that apply to practice as a sonographer. Emphasis is placed on vital signs, body mechanics for patient transfer, and care techniques for patients with tubing, standard precautions for infection control, aseptic / sterile techniques, isolation techniques, and emergency medical situations. In addition, this course will cover anatomy and physiology of the male and female reproductive system, and common conditions and pathologies that affect those systems.

The remainder of the module will be cover the normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying normal sonographic protocols for gynecologic and obstetric ultrasound examinations. Interpretation of abnormal anatomy and identification and interpretation of pathological conditions affecting the female pelvic organs, the neonate, and the developing fetus. Includes role of differential diagnoses in ultrasound examinations

#### **DMS 220L LAB**

Theory Hours: 135 clock hours      4.5 Semester Credits      15 weeks

#### **(Concurrent Enrollment in DMS 220I/DMS 220)**

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

#### **DMS 230I and 230 Patient Sonographer Interactions and Introduction to Vascular Ultrasound Imaging**

Theory Hours: 163 clock hours      10.5 Semester Credits      15 weeks

#### **(Prerequisites: ANA 101, ANA 102, COM 102, MAT 105, PHY 100)**

Student will learn how to communicate with patients and other health care professionals, care for those patients with special needs, prepare patients for different types of ultrasound examinations, learn about laboratory values, and their relationship to the ultrasound examination ordered, and examine the role of different imaging modalities in patient diagnosis. During this course, the anatomy, physiology, and common pathologies of the circulatory and nervous systems will be covered. Introduction to the basics of Vascular Ultrasound Imaging. Overview of normal and pathological sonographic data: arterial and venous peripheral vascular, abdominal vasculature and extra cranial carotid.

**DMS 230L LAB**

Theory Hours: 135 clock hours      4.5 Semester Credits      15 weeks

**(Concurrent Enrollment in DMS 230I/DMS 230)**

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

**DMS 240I and 240 Professional Aspects of Sonography and Physical Principles and Instrumentation of Ultrasound**

Theory Hours: 163 clock hours      10.5 Semester Credits      15 weeks

**(Prerequisites: ANA 101, ANA 102, COM 102, MAT 105, PHY 100)**

This fifteen-week course covers the aspects of Sonography as a career. Topics of discussion include Sonography career ladder The aspects of sonography as a career choice will be examined in this course. Topics of discussion include sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, sonographer safety, medical ethics and legal aspects of sonography, professional behavior, sonography employment venues, resume writing and interview techniques. In addition, medical terminology and abbreviations, anatomy and physiology of the thyroid, parathyroid, and urinary tract will be covered.

**DMS 240L LAB**

Theory Hours: 135 clock hours      4.5 Semester Credits      15 weeks

**(Concurrent Enrollment in DMS 240I/ DMS 240)**

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

**DMS 250 Clinical Practicum I**

Externship: 560 clock hours      12.0 Semester Credits      14 weeks

**(Prerequisites: ANA 101, ANA 102, COM 102, MAT 105, PHY 100, DMS 210, DMS 220, DMS 230, DMS 240)**

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

**DMS 300: Physics Principles and Instrumentation Review**

Theory: 48 clock hours      3.0 Semester Credits      1 week

**(Prerequisites: ANA 101, ANA 102, COM 102, MAT 105, PHY 100, DMS 210, DMS 220, DMS 230, DMS 240)**

This course is intended as comprehensive review class for students who need fundamental knowledge of the physical principles and instrumentation of diagnostic ultrasound. It is intended for students prior to challenging the ARDMS SPI registry exam.

**DMS 260 Clinical Practicum II**

Externship: 560 clock hours      12.0 Semester Credits      14 weeks

**(Prerequisites: ANA 101, ANA 102, COM 102, MAT 105, PHY 100, DMS 210, DMS 220, DMS 230, DMS 240, DMS 250)**

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



## Physical Therapist Assistant Program (PTA)

-Associate of Applied Science Degree

1,721 Clock Hours/72 Semester Credit Hours/ Full Time 75 weeks

CIP: 51.0806 Occupational Codes: 31-2021

(Offered at Van Nuys Campus residentially)

According to the American Physical Therapy Association (APTA) a Physical Therapist Assistant is a technically educated health care provider who assists the Physical Therapist in the provision of physical therapy interventions. The Physical Therapist Assistant is the only paraprofessional specifically educated to provide physical therapy interventions. Physical Therapist Assistants (PTAs) work as valued member of a professional medical team under the direction and supervision of a licensed Physical Therapist with the goal to enhance human movement and function and to prevent and treat movement dysfunction and physical disabilities. Typical responsibilities include:

- implementing exercise programs
- assessing patient status
- administering modalities for pain
- gait training and balance training
- teaching patients how to use assistive devices
- wound care
- cardiopulmonary therapies
- transfer training and bed mobility
- use of therapeutic modalities
- analyzing treatment effectiveness
- gathering data related to the interventions provided

For more complete information, please visit [www.apta.org](http://www.apta.org).

### Program Overview

The PTA program is presented over a period of 5 semesters of 15 weeks each totaling 75 weeks. This consists of 72 credits of which 1051 clock hours are spent in the classroom and laboratories and 640 are spent in clinical internships. Total clock hours for the program are 1791. Clinical internships are 40 hours per week. There is a one week recess between semesters. Students must successfully complete all PTA-designated courses and BIO155 & BIO116 in sequence to progress through the program. Failure to complete coursework in sequence may require students to reapply to the program and join the next cohort (approximately 48 weeks) to retake the coursework.

**The goals and objectives reflect the mission of the PTA program and of Casa Loma College. They are:**

### Competent and Ethical:

- To prepare students to provide physical therapy services effectively, under the direction and supervision of a licensed physical therapist:
- At least 90% of graduates will demonstrate entry-level competence in performing safe, effective and ethical physical therapy services at the completion of the final terminal clinical internship with final CPI scores of Entry-Level for criteria relating to safety, interventions and data collection, clinical problem solving, integrity, reliability, ethics and accountability, communication, cultural competence, documentation and resource management.
- At least 85% of responding employers will report an average satisfaction score of 3/5 or greater on the Employer Satisfaction Survey.
- At least 85% of responding graduates will report an average satisfaction score of 3/5 or greater on the Student Exit Survey.

**Entry-level:**

- To prepare students to become licensed Physical Therapist Assistants:
- The program will achieve and maintain accredited status through CAPTE.
- At least 85% of PTA program graduates will pass the NPTE administered by FSBPT.
- At least 95% of program graduates who seek work as a PTA will be employed within 6 months of passing the NPTE.

**Grow and Thrive:**

- To prepare students to become critical thinkers and life-long learners contributing to leadership in the field of physical therapy:
- Faculty will model and promote the importance of lifelong learning and career development.
- 100% of program faculty will maintain current professional licensure in the state of California which includes regular completion of relevant continuing education activities.
- 100% of program full-time core faculty will complete at least one professional development activity related to teaching and learning skills.
- At least 50% of program clinical education faculty will be APTA Credentialed Clinical Instructors.
- At least 50% of responding graduates will indicate membership in the APTA on the Graduate Satisfaction Survey.
- At least 90% of graduates will demonstrate entry-level competence in lifelong learning and career development skills at the completion of the final terminal clinical internship with final CPI scores of Entry-Level for criteria relating to self-assessment and lifelong learning

**Semester 1****BIO100 Medical Terminology**

2.0 credits theory

Theory Hours: 30 clock hours

This course presents theoretical foundation for the use and understanding of medical terminology using word analysis of Greek and Latin roots, prefixes and suffixes. Students will learn the meanings, spelling and pronunciation of medical terms and utilize correct terminology in writing and in reading professional medical writing.

**COM120 Communications for the Health Professions**

2.0 credits theory

Theory Hours: 30 clock hours

This course is designed to develop fundamental written, verbal and non-verbal communication skills from the perspective of a medical professional. Focus is on communicating clear, accurate and complete information free of grammar and usage errors. Included is practice in usage of common software designed to enhance electronic communication.

**ANA120 Anatomy & Physiology I**

3.0 credits theory, 1.5 credits lab

Theory Hours: 30 clock hours / Lab Hours: 45 clock hours

This course will present the fundamentals of human anatomy and physiology. This course will place emphasis on the interrelatedness of body systems as well as providing a basis for more complex applications to future classes in the field of physical therapy. Topics covered are homeostasis, cells, tissues, skeletal and muscular systems. The course includes a lab for specific identification of anatomical structures of the musculoskeletal system.

**PTA180 Introduction to Physical Therapy**

3.0 credits theory

Theory Hours: 45 clock hours

This course will utilize lecture, group discussion and activities as instruction methods to present the student with an introductory, but comprehensive description of the profession and practice of physical therapy from its early development to the present day complexities of our professional organization. The emphasis will be on the role of the PTA, scope of practice for the PTA and professional organizations. The course will provide the PTA student with an introduction to the various types of PT practice areas and settings. Other topics include ethical standards, cultural competency and lifelong professional growth and development.

**PHY100 Basic Introduction to Physics**

3.0 credits theory

Theory Hours: 45 clock hours

This is an introductory course of physics that surveys basic concepts, principles and laws of physics that includes the topics of mechanics, thermodynamics, heat, fluids, sound, waves and vibrations, electricity, magnetism, optics and radioactivity. It is specifically designed for students with no previous experience with physics. There is no lab with this course.

**Semester 2****PTA142 PTA Techniques**

2.0 credits theory, 1.5 credits lab

Theory Hours: 30 clock hours / Lab Hours: 45 clock hours

Prerequisites: ANA 120, PTA 180

This course consists of lecture and lab sessions designed to provide students with the skills necessary to employ effectively the various assessment and intervention techniques encountered in the practice of physical therapy. This course will emphasize theory and application of basic assessment skills, interventions, and safety considerations for bed mobility, transfers, assistive devices and other basic techniques.

**PTA140 Pathophysiology**

3.0 credits theory

Theory Hours: 45 clock hours

Prerequisites: ANA 120, PTA 180

This course presents pathological functions of the body's systems. Emphasis is placed on those conditions which would affect function and mobility of a person and how those conditions also affect the outcome of physical therapy treatment.

**PTA220 Evidence Based Practice**

1.0 credit theory

Theory Hours: 15 clock hours

Prerequisites: ANA 120, PTA 180

In this course, students learn the importance of evidence based practice and to be skilled consumers of the professional literature in the field of physical therapy.

**ANA121 Anatomy & Physiology II**

3.0 credits theory, 1.5 credits lab

Theory Hours: 45 clock hours / Lab Hours: 45 clock hours

Prerequisites: ANA 120

This course will build upon the material covered in BIO115. The anatomy and physiology of the following systems are covered: neurological, circulatory including lymphatic, respiratory, urinary, and digestive and immune systems. The lab sessions will continue with the identification and palpation of the muscles, tendons, ligaments and bony landmarks of the musculoskeletal system as well as identification of major structures of the other systems on laboratory models.

**PTA217 Clinical Biomechanics of Upper Extremities**

3.0 credits theory, 1 credit lab

Theory Hours: 45 clock hours / Lab Hours: 30 clock hours

This course will present theory and application of human kinesiology as it relates to both function and dysfunction of the upper extremity. Also covered are data collection skills of joint range of motion, muscle length, manual muscle testing and posture.

**Semester 3****PTA218 Clinical Biomechanics of Lower Extremities**

3.0 credits theory, 1 credit lab

Theory Hours: 45 clock hours / Lab Hours: 30 clock hours

Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 220

This course will present theory and application of human kinesiology as it relates to both function and dysfunction of the lower extremities. Also covered are data collection skills of joint range of motion, muscle length, manual muscle testing and normal and abnormal gait.

**PTA 245 Physical Therapy Modalities**

2.0 credits theory, 1.5 credits lab

Theory Hours: 30 clock hours / Lab Hours: 45 clock hours

Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 220

This course will introduce principles and basic techniques of application of selected modalities skills. Emphasis is on patient safety. Modalities include applications of heat, cold, ultrasound and electrotherapeutics.

**PTA252 Cardiopulmonary & Integumentary Pathology & Intervention**

2.0 credits theory, 1.0 credit lab

Theory Hours: 30 clock hours / Lab Hours: 30 clock hours

Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 220

Students learn diagnoses, assessments and treatments for cardiopulmonary and integumentary disorders. Anatomy and physiology of the cardiopulmonary and integumentary systems are reviewed. Also covered are basic wound care, conditioning and chest physiotherapy techniques.

**PTA210 Lifespan Development**

2.0 credits theory

Theory Hours: 30 clock hours

Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 220

Students learn normal human development throughout the life span. Motor behavior, skill performance and aging changes are presented as they relate to physical therapy intervention.

**PTA221 Professional Skills**

3.0 credits theory

Theory Hours: 45 clock hours

Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 220

This course presents topics relating to professional practice, including laws and regulations, ethics, and finance. Topics include supervision and delegation of duties, resource management, documentation, resume preparation and job interview skills. Problem solving skills, professional communication, and case management are further developed during this class.

**Semester 4**

**PTA255 Neurological Pathology & Intervention**

2.0 credits theory, 1.5 credits lab

Theory Hours: 30 clock hours / Lab Hours: 45 clock hours

Prerequisites: PTA 210, PTA 218, PTA 221, PTA 245, PTA 252

Students learn diagnoses, identification and treatments for various neurological impairments including weakness, abnormal muscle tone, sensory and perceptual dysfunction, in coordination and balance dysfunction. Identification and treatment skills are utilized in a case study involving neurological diagnosis.

**PTA258 Orthopedic Pathology & Intervention**

2.0 credits theory, 1.5 credits lab

Theory Hours: 30 clock hours / Lab Hours: 45 clock hours

Prerequisites: PTA 210, PTA 218, PTA 221, PTA 245, PTA 252

Students learn diagnoses, identification and treatments for various musculoskeletal disorders of the spine and extremities including joint replacement sports injuries and chronic pain. Identification and treatment skills are utilized in a case study involving musculoskeletal diagnosis.

**PTA249 Rehabilitation of Special Populations and Advanced Therapeutic Exercise**

2.0 credits theory, 1.5 credits lab

Theory Hours: 30 clock hours / Lab Hours: 45 clock hours

Prerequisites: PTA 210, PTA 218, PTA 221, PTA 245, PTA 252

This course focuses special attention on the principles and strategies used to deliver physical therapy and wellness services to special populations. Emphasis is placed on the student's ability to employ advanced therapeutic exercise interventions. Topics include the acutely ill patient, amputees, orthotics/prosthetics, women's health issues, interventions in gerontologic and vestibular disorders, pediatrics, workplace injuries and health, athletic rehabilitation and fitness, and the use of aquatics in physical therapy. Laboratory sessions focus on obtaining proficiency in "hands on" techniques.

**PTA 280 Clinical Internship I**

1.0 credits clinical

Clinical Hours: 80 clock hours

Prerequisites: PTA 210, PTA 218, PTA 221, PTA 245, PTA 252

This course is the student's first experience with direct patient care. The goal of this class is for the student to begin to observe and participate in patient care assessment and treatment procedures under the direct supervision of a licensed physical therapist or physical therapist assistant. This will be accomplished in two weeks of full time (40 hours) per week rotations in Physical Therapy Clinics.

**Semester 5**

**PTA282 Clinical Internship II**

6.0 credits clinical

Clinical Hours: 280 clock hours

Prerequisites: PTA 249, PTA 225, PTA 258, PTA 280

This course is a continuation of PTA 282 and provides students with the opportunity to apply learned theories and skills in a clinical setting under direct supervision of a Licensed Physical Therapist or Licensed/Certified (if regulated by state law) Physical Therapist

Assistant. This practicum consists of 7 weeks of full time (40 hours/week) clinical time. This internship includes preparation and presentation of one 30-minute in-service to clinical site staff.

**PTA 290 Clinical Internship III**

6.0 credits clinical

Clinical Hours: 280 clock hours

Prerequisites: PTA 282

This course is the student's final full time clinical internship. The goal of this internship is for the student to manage patient care assessment and treatment under the direction and supervision of a licensed Physical Therapist or Physical Therapist Assistant. This practicum consists of 7 weeks of full time (40 hours/week) clinical time. This internship includes preparation of a comprehensive case study for presentation to the class following the internship.

**PTA240 Seminar**

1.0 credit theory

Theory Hours: 16 clock hours

Prerequisite: PTA 290

This course will prepare the student for entry into the field of physical therapy as a generalist entry level PTA. It includes formulating a study plan and mock exam in preparation for the national PTA exam, California state jurisprudence exam and other licensing preparation and assembling a professional portfolio.

**PTA242 Case Study**

1.0 credit theory

Theory Hours: 15 clock hours

Prerequisite: PTA 290

This is an interactive course in which students will present case studies done as part of their final clinical internship. Classmates will ask questions and critique the presentation.

## Customized Training

Casa Loma College is an approved vendor for the South Bay Workforce Investment Board and is listed on the I-Train Provider Vendor Listing. Students entering through these programs must meet specific eligibility criteria of the agency and the college. These programs are developed and customized for the needs of the specific agency, and therefore, do not fall under the schedules of program starts or tuition fees as outlined in this school catalog. More information is available through the Admissions Representative, and through the specific agency. Those students interested in attending these customized programs should contact the Admission Representative for further information.



**These are not students or facilities of Casa Loma College**

## Miscellaneous Information

### Catalog Certification

Casa Loma College certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Casa Loma College. If changes are made to the information in this catalog, informational addendum will be provided.





## Casa Loma College

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Don Kelley	Corporate Counsel
Monika Malone	Board Member

### Management

Malone, Gregory: Chief Executive / Chief Financial Officer  
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M.B.T. University of Southern California

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B.S. California State University, Northridge

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B.S. California State University Northridge

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B.A. Kanpur University, India

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BS, UC San Diego  
MA, Point Loma Nazarene University

N'Diaye, Sabrina: Online Instructor  
M.S.W. Hunter College School of Social Work  
BA Psychology, University of California, Los Angeles

Scotto, Vanessa: Online Instructor  
B.A. Rutgers College, Rutgers University  
M.S. Pacific College of Oriental Medicine  
M.A. California Institute of Integral Studies, San Francisco

**CASA LOMA COLLEGE**  
**2012 SCHOOL HOLIDAYS**

<b>2012 SCHOOL HOLIDAYS</b>	
New Year's Day	January 2 (Mon)
Martin Luther King Day	January 16 (Mon)
President's Day	February 20 (Mon)
Memorial Day	May 28 (Mon)
Independence Day	July 4 (Wed)
Labor Day	September 3 (Mon)
Veteran's Day	November 12 (Mon)
Thanksgiving	November 22 - 23 (Thurs & Fri)
Winter Recess (2012)	December 24 - January 1, 2013 (resume 1/2/13) <i>(student's only)</i>
<b><i>The college's business office will be closed 12/24, 12/25, 12/31 and 1/1/13</i></b>	

**CASA LOMA COLLEGE**  
**2013 SCHOOL HOLIDAYS**

<b>Leap Year</b>	
New Year's Day	January 1 (Tues)
Martin Luther King Day	January 21 (Mon)
President's Day	February 18 (Mon)
Memorial Day	May 27 (Mon)
Independence Day	July 4 (Thurs)
Labor Day	September 2 (Mon)
Veteran's Day	November 11 (Mon)
Thanksgiving	November 28-29 (Thurs & Fri)
Winter Recess (2013)	December 23 - January 1, 2014 (resume 1/2/14) <i>(student's only)</i>
<b><i>The college's business office will be closed 12/24, 12/25, 12/31 and 1/1/2014</i></b>	

# Program Start Dates

## Anaheim Campus – Magnetic Resonance Imaging

CLASS SCHEDULE 2011-2012									
Class	MRI 1105C	MRI 1201C	MRI 1209C	MRI 1305C	MRI 1309C				
Start	5/23/2011	1/23/2012	9/24/2012	05/13/2013	09*/24/2013				
Est. Completion	5/4/2013	1/24/2014	9/26/2014						

## Anaheim Campus – Diagnostic Medical Sonography

CLASS SCHEDULE 2011-2012									
	Days	Days	Eve	EVE					
Start	8/22/2011	3/5/2012	7/19/2012	10/04/12					
Est. Completion	6/28/2013	5/30/2014	9/5/2014	11/14/2014	<i>The DMS Program will not offer any additional classes until Spring 2013.</i>				

## Hawthorne Campus - Medical Assistant - Day

CLASS SCHEDULE 2011-2012										
Start	1/16/2012	2/27/2012	4/9/2012	5/21/2012	7/2/2012	8/13/12	9/24/12	11/5/12	12/7/12	
Est. Completion	11/5/2012	12/7/12	2/11/2013	3/25/13	5/6/2013	6/7/2013	7/29/2013	9/9/2013	10/21/2013	

## Hawthorne Campus - Medical Assistant - Evening

CLASS SCHEDULE 2011-2012										
Start	9/12/2011	10/31/2011	1/9/2012	3/5/2012	4/23/2012	6/11/2012	7/30/2012	9/17/2012	11/5/2012	
Ext. Completion	8/30/2012	10/17/2012	12/5/2012	2/10/2013	4/4/2013	5/22/2013	7/10/2013	8/29/2013	9/6/2013	

## Hawthorne Campus – Medical Insurance Billing and Coding

CLASS SCHEDULE 2011-2012										
Start		9/6/2011	10/17/2011	11/28/2011	5/7/2012	6/11/2012	7/23/2012	8/27/2012		
Est. Completion		7/16/2012	8/16/2012	10/1/2012	3/4/2013	4/25/2013	6/10/2013	7/22/2013		

## Hawthorne Campus – Vocational Nursing

CLASS SCHEDULE 2011-2012										
Class	1107B	1110B	1112B	1202B	1204B	1207B	1210B	1212B	1303B	1305B
Start	7/25/2011	10/10/2011	11/28/2011	2/13/2012	4/30/2012	7/16/2012	10/1/2012	12/10/2012	03/04/13	05/20/13
Est. Completion	8/3/2012	10/12/2012	12/7/2012	3/11/2013	5/31/2013	8/9/2013	10/25/13	1/10/2014	03/25/2014	6/14/2014

## Hawthorne – Diagnostic Medical Sonography

CLASS SCHEDULE 2011-2012										
	Days	Days	Eve							
Start	8/22/2011	4/16/2012	7/19/2012							
Est. Completion	9/13/2013	5/30/2014	9/5/2014	<i>The DMS Program is currently impacted and will not start classes until Spring 2013.</i>						

**Van Nuys Campus - Medical Assistant – Day**

CLASS SCHEDULE 2011-2012									
<b>Start</b>	1/16/2012	2/27/2012	4/9/2012	5/21/2012	7/2/2012	8/13/12	9/24/12	11/5/12	12/7/12
<b>Est. Completion</b>	11/5/2012	12/7/12	2/11/2013	3/25/13	5/6/2013	6/7/2013	7/29/2013	9/9/2013	10/21/2013

**Van Nuys Campus - Medical Assistant – Evening**

CLASS SCHEDULE 2011-2012									
<b>Start</b>	9/17/2012	11/5/2012							
<b>Est. Completion</b>	8/29/2013	9/6/2013							

**Van Nuys Campus – Magnetic Resonance Imaging**

CLASS SCHEDULE 2011-2012									
<b>Class</b>	1108A	1204A	1212A	1308A					
<b>Start</b>	8/15/2011	4/16/2012	12/3/2012	8/15/2013					
<b>Est. Completion</b>	8/17/2013	2/28/2014	10/31/2014						

**Van Nuys Campus – Vocational Nursing**

CLASS SCHEDULE 2011-2012									
<b>Class</b>	1102A PT	1107A	1110A	1201A	1204A	1207A	1210A	1301A	1304A
<b>Start</b>	2/8/2011	7/11/2011	10/3/2011	1/9/2012	4/2/2012	7/9/2012	10/01/12	01/07/13	04/08/13
<b>Est. Completion</b>	10/30/2012	8/3/2012	10/19/12	2/1/2013	4/26/13	8/2/2013	10/18/2013	01/31/2014	05/02/2014

**Van Nuys Campus – Diagnostic Medical Sonography**

CLASS SCHEDULE 2011-2012									
	Days	Days	Day	Eves					
<b>Start</b>	8/29/2011	3/5/2012		4/9/2012					
<b>Est. Completion</b>	9/19/2013	4/8/2014		5/1/2014	<i>THE DMS Program is currently impacted and will not start classes until Spring 2013.</i>				

These are approximate starting and completion dates. Dates may change based on class size and availability.

## **Student Tuition Recovery Fund**

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party." (b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges: "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education."

"You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1) The school closed before the course of instruction was completed; 2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school; 3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs; 4) There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau; 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

# Program Fee Schedules

## Diagnostic Medical Ultrasound - Student Tuition and Fees

ITEM NAME	ISBN	MODULES	PRICE
APPLICATION FEE			\$ 100.00
<b>TUITION</b>			<b>\$ 34,212.00</b>
<b>TEXTBOOK FEES</b>			
BLS for Healthcare Providers	9780874934618	201	\$ 17.80
College Writing Essentials: Rhetoric, Reader, Research Guide, and Handbook 1E	9780205572533	ENG 101	\$ 44.70
Visualizing Psychology, 2e	9780470410172	PSY 101	\$ 137.30
Messages: The Communications Skills Book	9781572245921	COM 102	\$ 21.37
Crucial Conversations: Tools for talking When the Stakes are High, 1e	9780071401944	COM 102	\$ 20.30
College Algebra, 7e	9781439048610	MAT 105	\$ 226.57
Essentials Of Anatomy & Physiology	9780321576538	101/102	\$ 138.23
Conceptual Physics	9780321568090	PHY 200	\$ 145.45
Essentials of Sonography and Patient Care 2E	9781416001706	210	\$ 65.34
Ultrasound Scanning: Principles & Protocols 3E	9780721606361	210	\$ 112.75
Stedmans Medical Dictionary for Health Professions and Nursing	9780781744263	210	\$ 48.43
Textbook of Diagnostic Sonography Set 7e	9781608316922	210/220	\$ 349.53
Techniques in Non-Invasive Vascular Diagnosis: An Encyclopedia of Vascular Testing 3E	9780972065368	230	\$ 90.14
Sonography Principles and Instruments 8e	9781437709803	240	\$ 100.29
Edelman's Understanding Ultrasound Physics	9780962644443	240	\$ 100.35
<b>TEXTBOOK FEES SUB TOTAL</b>			<b>\$ 1,618.55</b>
<i>The price of textbooks includes all applicable state taxes, handling, and shipping cost</i>			
<b>PROGRAM FEES</b>			
ID Picture Badge		SEM 1	\$ 10.00
Nursing Uniform T-Shirts Long Sleeve (2)		SEM 1	\$ 23.92
Nursing Uniform T-Shirts Short Sleeve (2)		SEM 1	\$ 19.03
Nursing Uniform Lab Coat		SEM 1	\$ 19.84
Nursing Uniform Sweat Jacket		SEM 1	\$ 29.36
Nursing Uniform Pants (4)		SEM 1	\$ 68.51
Nursing Uniform Tops (4)		SEM 1	\$ 60.33
Blood Pressure Cuff/Stethoscope Set		SEM 1	\$ 21.75
Physical Exam		SEM 1	\$ 33.00
Laboratory Blood Draw Fee		SEM 1	\$ 93.38
Hepatitis B (3 @ \$65.00 each)		SEM 1	\$ 195.00
PPD - Tuberculin Skin Sensitivity		SEM 1	\$ 10.00
T dap- Diphtheria, Pertussis, Tetanus		SEM 1	\$ 50.00
MMR - Measles, Mumps, Rubella		SEM 1	\$ 70.00
Graduation Cap/Gown/Sash		EXTERN	\$ 50.75
Program Handouts & Documents		All SEM	\$ 308.03
<b>PROGRAM SUPPLIES FEES SUB TOTAL</b>			<b>\$ 1,062.90</b>
CPR Class		201	\$ 45.00
InfoLink Background Check		SEM 1	\$ 85.05
SPI Exam Fee		EXTERN	\$ 200.00
Moodle Online Course Fee		ALL	\$ 50.00
Mal-Practice Insurance (non-refundable)		SEM 1	\$ 45.00
<b>MISC. FEES SUBTOTAL</b>			<b>\$ 425.05</b>
Student Tuition Recovery Fund (non-refundable)		SEM 1	\$ 92.50
<b>TOTAL PROGRAM COST</b>			<b>\$ 37,411.00</b>

Financial aid available for qualified candidates

**Medical Assistant - Student Tuition and Fees**

ITEM NAME	ISBN	MODULE	PRICE	
<b>APPLICATION FEE</b>			\$	<b>100.00</b>
<b>TUITION</b>			\$	<b>11,582.00</b>
<b>TEXTBOOKS FEES (non-refundable)</b>				
Kinn's the Medical Assistant: An Applied Learning Approach 10E & SG	9781416024200	1,2,4,5,6	\$	142.98
Visual Atlas of Medical Assisting Skills	9780781762021	1,2,3,4,5,6	\$	64.21
Medical Terminology for Health Professions, 6E	9781418072520	1, 2	\$	111.57
Webster's Dictionary, 3E	9781418000578	1,2,3,4,5,6	\$	40.53
Practice Office Skills Kit w/ Med Trac System	9781416061632	1, 2	\$	213.10
BLS for Healthcare Providers	9780874934618	3	\$	17.80
Body Structures and Functions Study Guide, 11E	9781428304215	3	\$	68.72
Body Structures and Functions Text, 11E	9781428304208	3	\$	134.12
Pkt Guide for Med Asst	9780781780537	7	\$	41.66
Medical Assisting Exam Review Online		1,2,3,4,5,6	\$	93.53
<b>TEXTBOOK FEES SUB TOTAL</b>			\$	<b>928.22</b>
<i>The price of textbooks includes all applicable state taxes, handling, and shipping costs)</i>				
<b>UNIFORM AND SUPPLIES FEES</b>				
Nursing Uniform - 1 Lab Coat		1	\$	19.84
Nursing Uniform Sweater (1)		1	\$	29.36
Nursing Uniform - 5 Bottoms		1	\$	81.89
Nursing Uniform - 5 Tops		1	\$	75.41
Nursing Uniform T-Shirts Long Sleeve (2)		1	\$	23.92
Nursing Uniform T-Shirts Short Sleeve (3)		1	\$	28.54
Watch		Entering Mod.	\$	18.48
Stethoscope/Blood Pressure Cuff Set		Entering Mod.	\$	21.75
Physical Exam		Entering Mod.	\$	33.00
Laboratory Blood Draw Fee		Entering Mod.	\$	93.38
Hepatitis B (3 @ \$65.00 each)		Entering Mod.	\$	195.00
PPD - Tuberculin Skin Sensitivity		Entering Mod.	\$	10.00
T dap- Diphtheria, Pertussis, Tetanus		Entering Mod.	\$	50.00
Flu Shot		Entering Mod.	\$	25.00
MMR - Measles, Mumps, Rubella		Entering Mod.	\$	70.00
College Patches (7)		Entering Mod.	\$	28.07
ID Picture Badge		Entering Mod.	\$	10.00
Laboratory Skills Fee		1 thru 6	\$	589.84
Program Handouts & Documents		1 thru 6	\$	169.50
Graduation Cap/Gown/Sash		7	\$	50.75
<b>PROGRAM SUPPLIES FEES SUB TOTAL</b>			\$	<b>1,623.73</b>
CPR / First Aide Class		3 Entering Mod.	\$	48.00
Info Link Background Check		Entering Mod.	\$	89.05
Mal-Practice Insurance (non-refundable)		Entering Mod.	\$	45.00
CMA Application & Certification Fee		6	\$	125.00
AAMA Membership		6	\$	37.50
<b>MISC. FEES SUBTOTAL</b>			\$	<b>344.55</b>
Student Tuition Recovery Fund (non-refundable)		Entering Mod.	\$	37.50
<b>TOTAL COST</b>			\$	<b>14,516.00</b>

**Financial aid available for qualified candidates**

**Medical Insurance Billing and Coding - Student Tuition and Fees**

ITEM NAME	ISBN	MODULES	PRICE	
<b>APPLICATION FEE</b>				<b>\$ 100.00</b>
<b>TUITION</b>				<b>\$ 11,098.00</b>
<b>TEXTBOOK FEES</b>				
Medical Office Administration A Worktext 2E	9781416052999	110	\$	94.65
Microsoft Office 2007 Illustrated: Intro Premium Video	9780324827088	110	\$	140.88
Insurance Handbook for the Medical Office 10E	9781437701289	120 / 130	\$	104.80
Workbook for Insurance Handbook for the Medical Office 10E	9781437701326	120 / 130	\$	42.79
Mosby's Medical Dictionary	9780323052900	ALL	\$	46.17
Practice Kit for Medical Front Office Skills v.14	9781416061632	120 / 130	\$	213.10
Anatomy, Physiology and Pathology for Allied Health	9780073373959	210 / 220	\$	72.05
Medical Terminology for Insurance and Coding 1E	9781428304260	210	\$	68.72
BLS for Healthcare Providers	9780874934618	210	\$	17.80
Step by Step Medical Coding Text 2010E & Study Guide	9781437715996	220		
CPT 2012 Professional Edition	9781603592178	230		
2012 ICD-9-CM, Vol. 1,2 Standard Edition	9781437711912	230	\$	452.60
2012 HCPCS Level II	9781437708189	230		
CPC Exam Study Guide & CPC Workbook	AAPC	310	\$	112.69
<b>TEXTBOOK FEES SUB TOTAL</b>				<b>\$ 1,366.25</b>
<i>The price of textbooks includes all applicable state taxes, handling, and shipping cost</i>				
<b>UNIFORM and SUPPLIES</b>				
Uniform Pants (3)		Entering Mod	\$	51.38
Uniform Sweater Jacket		Entering Mod	\$	29.36
Uniform Tops (3)		Entering Mod	\$	45.25
Uniform T-Shirts LS (1)		Entering Mod	\$	11.96
Uniform T-Shirts SS (1)		Entering Mod	\$	9.51
Physical Exam		Entering Mod	\$	33.00
Laboratory Blood Draw Fee		Entering Mod	\$	93.38
PPD - Tuberculin Skin Sensitivity		Entering Mod	\$	10.00
T dap- Diphtheria, Pertussis, Tetanus		Entering Mod	\$	50.00
MMR - Measles, Mumps, Rubella		Entering Mod	\$	70.00
Graduation Cap/Gown/Sash		320	\$	50.75
Program Handouts/Documents & Supplies		ALL MODS	\$	148.61
<b>PROGRAM SUPPLIES FEES SUB TOTAL</b>				<b>\$ 603.20</b>
Mal-Practice Insurance (non-refundable)		Entering Mod	\$	45.00
Info Link Background Check		Entring Mod	\$	89.05
Certified Procedural Coder-Associate Certification Exam		320	\$	285.00
AAPC Student Membership		230	\$	70.00
<b>MISC. FEES SUBTOTAL</b>				<b>\$ 489.05</b>
Student Tuition Recovery Fund (non-refundable)		Entering Mod	\$	32.50
<b>TOTAL PROGRAM COST</b>				<b>\$ 13,589.00</b>

**Financial aid available for qualified candidates**

**Magnetic Resonance Imaging (MRI) Program - Student Tuition and Fees**

ITEM NAME	ISBN		PRICE
<b>APPLICATION FEE</b>			<b>\$ 100.00</b>
<b>TUITION</b>			<b>\$ 26,796.00</b>
<b>TEXTBOOKS</b>		<b>COURSE</b>	
Human Anatomy & Physiology w /Interactive Physiology, 8e	9780321570901	ANA 101 - 102	\$ 193.42
College Writing Essentials: Rhetoric, Reader, Research Guide, and Handbook 1E	9780205572533	ENG 101	\$ 46.17
Medical Language	9780131791107	BIO 121	\$ 66.47
Nutrition Now 6E	9781439049037	BIO 140	\$ 153.28
Sectional Anatomy for Imaging Professionals 2E	9780323020039	MRI 120-121	\$ 108.18
Handbook of MRI Technique, 3e	9781405160858	MRI 200A	\$ 93.57
Thinking Critically About Ethical Issues 7E	9780073535685	PHI 102	\$ 74.87
Successful Time Management	9780749455507	SOC 105	\$ 16.86
Develop Your Leadership	9780749449193	SOC 105	\$ 17.01
Visualizing Psychology, 2e	9780470410172	PSY 101	\$ 134.12
Beyond Feelings: A Critical Guide To Thinking 9E	9780073535692	COM 102/ENG 105	\$ 78.87
Crucial Conversations: Tools for Talking When Stakes Are High 1E	9780071401944	COM 102	\$ 20.30
Messages: The Communications Skills Book	9781572245921	COM 102	\$ 21.37
Pharmacology & Drug Administration for Imaging Technologists, 2e	9780323030755	MRI 132	\$ 56.32
Introduction to Radiologic Sciences and Patient Care, 5e	9781437716467	MRI 132	\$ 76.61
Society the Basics. 11e	9780205003785	HUM 101	\$ 107.68
Comprehensive Stress Management 12E	9780073380919	PSY 225	\$ 147.31
MRI in Practice	9781405127875	MRI 101/102	\$ 58.62
College Algebra, 7e	9781439048610	MAT 105	\$ 226.57
The World's Religions	9780061660184	HUM 102	\$ 19.16
Guerilla Marketing for Job Hunters	9780470455845	CDV 100	\$ 24.75
BLS for Healthcare Providers	9780874934618	CPR	\$ 17.80
<b>TEXTBOOK FEES SUB TOTAL</b>			<b>\$ 1,759.31</b>
<i>The price of textbooks includes all applicable state taxes, handling, and shipping costs)</i>			
<b>PROGRAM FEES</b>			
Uniform - Lab Coat		SEM 1	\$ 19.84
Uniform Bottoms (2)		SEM 1	\$ 34.25
Uniform - Top (2)		SEM 1	\$ 30.16
LS T Shirt (1)		SEM 1	\$ 11.96
SS T Shirt (1)		SEM 1	\$ 9.51
ID Badge		SEM 1	\$ 7.50
Physical Exam		SEM 3	\$ 33.00
Laboratory Blood Draw Fee		SEM 3	\$ 93.38
Hepatitis B (3 @ \$65.00 each)		SEM 3	\$ 195.00
PPD - Tuberculin Skin Sensitivity		SEM 3	\$ 10.00
T dap- Diphtheria, Pertussis, Tetanus		SEM 3	\$ 50.00
Flu Shot		SEM 3	\$ 25.00
MMR - Measles, Mumps, Rubella		SEM 3	\$ 70.00
Program Handouts & Documents		ALL SEM	\$ 289.91
Graduation Cap/Gown/Sash		EXTERN	\$ 50.58
<b>PROGRAM SUPPLIES FEES SUB TOTAL</b>			<b>\$ 930.09</b>
Lab Fees		SEM 2 & 3	\$ 642.00
Moodle Online Student Fee		ALL SEMS	\$ 50.00
CPR Class		SEM 4	\$ 45.00
Info Link Background Check & Drug Screening		SEM 1 & 3	\$ 178.10
IV Access		SEM 4	\$ 65.00
Trajecsys Tracking System		SEM 5 & 6	\$ 100.00
Mal-Practice Insurance (non-refundable)		SEM 1	\$ 45.00
ARMRIT Exam Fee		EXTERN	\$ 365.00
<b>MISC. FEES SUBTOTAL</b>			<b>\$ 1,490.10</b>
Student Tuition Recovery Fund (non-refundable)		SEM 1	\$ 77.50
<b>TOTAL PROGRAM COST</b>			<b>\$ 31,053.00</b>

Financial aid available for qualified candidates

**Van Nuys Campus: Vocational Nursing - Student Tuition and Fees**

ITEM NAME	ISBN	LEVEL	PRICE
<b>APPLICATION FEE</b>			<b>\$ 100.00</b>
<b>TUITION</b>			<b>\$ 28,312.00</b>
<b>TEXTBOOKS</b>			
BLS for the Healthcare Provider	9780874934618	1	\$ 17.80
ATI CARP and total Success ( <i>non-refundable</i> )		1	\$ 790.38
Fundamental Concepts & Skills for Nursing	9781416052289	1	\$ 87.89
Fundamental Concepts & Skills Student Learning Guide	9781416062349	1	\$ 33.77
Memmlers Human Body in Health & Disease Text/SG 11E	9780781765787	1	\$ 83.61
Stedman Medical Dictionary of Health Professions and Nurses 6E	9781608316922	1	\$ 48.43
Nurse's Fast Facts 3E	9780803611610	1	\$ 39.41
Saunders Comprehensive Review for NCLEX-PN 4E	9781416047308	2	\$ 54.06
Medical Surgical Nursing Concepts & Practice Text & SG	9781416055488	2	\$ 126.17
Klossner Introduction to Maternity & Pediatric Nursing 2E	9780871785587	5	\$ 93.57
I.V. Therapy Made Incredibly Easy	9781605471983	5	\$ 52.94
<b>TEXTBOOK FEES SUB TOTAL</b>			<b>\$ 1,428.03</b>
<i>The price of textbooks includes all applicable state taxes, handling, and shipping cost</i>			
<b>PROGRAM FEES</b>			
Physical Exam		1	\$ 33.00
Laboratory Blood Draw Fee		1	\$ 93.38
Hepatitis B (3 @ \$65.00 each)		1	\$ 195.00
PPD - Tuberculin Skin Sensitivity		1 & 3	\$ 20.00
T dap- Diphtheria, Pertussis, Tetanus		1	\$ 50.00
Flu Shot		1	\$ 25.00
MMR - Measles, Mumps, Rubella		1	\$ 70.00
ID Picture Badge & NCLEX Picture		1	\$ 15.00
Nursing Uniform - 1 Lab Coat		1	\$ 19.84
Nursing Uniform Sweater (1)		1	\$ 29.36
Nursing Uniform - 5 Bottoms		1	\$ 81.89
Nursing Uniform - 5 Tops		1	\$ 75.41
Nursing Uniform T-Shirts Long Sleeve (2)		1	\$ 23.92
Nursing Uniform T-Shirts Short Sleeve (3)		1	\$ 28.54
Penlight		1	\$ 5.16
Scissors		1	\$ 2.99
Stethoscope		1	\$ 18.48
Caduceus		2	\$ 2.76
Program Handouts & Documents		1 thru 5	\$ 326.44
Graduation Cap/Gown/Sash		5	\$ 50.75
<b>PROGRAM SUPPLIES FEES SUB TOTAL</b>			<b>\$ 1,166.92</b>
CPR Class		1	\$ 45.00
Moodle Online Student Fee		1-5	\$ 50.00
Nursing Lab Fees		1-5	\$ 75.00
Info Link Background Check		1	\$ 89.05
Drug Test-Mandated Clinical		1	\$ 44.00
Mal-Practice Insurance (non-refundable)		1	\$ 45.00
IV Therapy & Blood Withdrawal Class		5	\$ 250.00
BVNPT Exam Fee		5	\$ 150.00
Dept. of Justice Clearance Process Fee		1	\$ 32.00
FBI Criminal Clearance Processing Fee		1	\$ 24.00
Live Scan Fee		5	\$ 19.00
NCLEX Testing Fee		5	\$ 200.00
<b>MISC. NURSING FEES</b>			<b>\$ 1,023.05</b>
Student Tuition Recovery Fund (non-refundable)		1	\$ 80.00
<b>TOTAL COST</b>			<b>\$ 32,010.00</b>

Financial aid available for qualified candidates

**Hawthorne Campus: Vocational Nursing - Student Tuition and Fees**

ITEM NAME	ISBN	LEVEL	PRICE
<b>APPLICATION FEE</b>			<b>\$ 100.00</b>
<b>TUITION</b>			<b>\$ 28,312.00</b>
<b>TEXTBOOKS</b>			
BLS for the Healthcare Provider	9780874934618	1	\$ 17.80
ATI CARP and total Success ( <i>non-refundable</i> )		1	\$ 790.38
Fundamental Concepts & Skills for Nursing	9781416052289	1	\$ 87.89
Fundamental Concepts & Skills Student Learning Guide	9781416062349	1	\$ 33.77
Memmlers Human Body in Health & Disease Text/SG 11E	9780781765787	1	\$ 83.61
Stedman Medical Dictionary of Health Professions and Nurses 6E	9781608316922	1	\$ 48.43
Nurse's Fast Facts 3E	9780803611610	1	\$ 39.41
Saunders Comprehensive Review for NCLEX-PN 4E	9781416047308	2	\$ 54.06
Medical Surgical Nursing Concepts & Practice Text & SG	9781416055488	2	\$ 126.17
Klossner Introduction to Maternity & Pediatric Nursing 2E	9780871785587	5	\$ 93.57
I.V. Therapy Made Incredibly Easy	9781605471983	5	\$ 52.94
<b>TEXTBOOK FEES SUB TOTAL</b>			<b>\$ 1,428.03</b>
<i>The price of textbooks includes all applicable state taxes, handling, and shipping cost</i>			
<b>PROGRAM FEES</b>			
Physical Exam		1	\$ 33.00
Laboratory Blood Draw Fee		1	\$ 93.38
Hepatitis B (3 @ \$65.00 each)		1	\$ 195.00
PPD - Tuberculin Skin Sensitivity		1	\$ 10.00
T dap- Diphtheria, Pertussis, Tetanus		1	\$ 50.00
MMR - Measles, Mumps, Rubella		1	\$ 70.00
ID Picture Badge & NCLEX Picture		1	\$ 15.00
Nursing Uniform - 1 Lab Coat		1	\$ 19.84
Nursing Uniform Sweater (1)		1	\$ 29.36
Nursing Uniform - 5 Bottoms		1	\$ 81.89
Nursing Uniform - 5 Tops		1	\$ 75.41
Nursing Uniform T-Shirts Long Sleeve (2)		1	\$ 23.92
Nursing Uniform T-Shirts Short Sleeve (3)		1	\$ 28.54
Penlight		1	\$ 5.16
Scissors		1	\$ 2.99
Stethoscope		1	\$ 18.48
Caduceus		2	\$ 2.76
Program Handouts & Documents		1 thru 5	\$ 326.44
Graduation Cap/Gown/Sash		5	\$ 50.75
<b>PROGRAM SUPPLIES FEES SUB TOTAL</b>			<b>\$ 1,131.92</b>
CPR Class		1	\$ 45.00
Moodle Online Student Fee		1-5	\$ 50.00
Info Link Background Check		1	\$ 89.05
Nursing Lab Fees		1-5	\$ 75.00
Drug Test-Mandated Clinical		3	\$ 44.00
Mal-Practice Insurance (non-refundable)		1	\$ 45.00
IV Therapy & Blood Withdrawal Class		5	\$ 250.00
BVNPT Exam Fee		5	\$ 150.00
Dept. of Justice Clearance Process Fee		5	\$ 32.00
FBI Criminal Clearance Processing Fee		5	\$ 24.00
Live Scan Fee		5	\$ 19.00
NCLEX Testing Fee		5	\$ 200.00
<b>MISC. NURSING FEES</b>			<b>\$ 1,023.05</b>
Student Tuition Recovery Fund (non-refundable)		1	\$ 80.00
<b>TOTAL COST</b>			<b>\$ 31,975.00</b>

Financial aid available for qualified candidates

**Physical Therapist Assistant - Student Tuition and Fees**

ITEM NAME	ISBN	COURSE	PRICE
<b>APPLICATION FEE (not included in total cost of program)</b>			<b>\$ 100.00</b>
<b>TUITION</b>			<b>\$ 33,958.00</b>
<b>TEXTBOOKS</b>			
Basic Medical Language	9780323052863	BIO 100	\$ 56.82
		COM	
Professional Communications	9781121515710	120	\$ 36.21
		ANA	
Anatomy & Physiology	9780323055321	120	\$ 183.14
		ANA	
Atlas of the Human Body	9781416059516	120	\$ 92.08
Physical Therapy Clinical Handbook for PTAs	9781449647582	PTA 180	\$ 73.88
Introduction to Physical Therapy for Physical Therapists Assistants	9780763781309	PTA 180	\$ 77.29
Reference to the Laws and Regulations Governing the Practice of PT		PTB of CA	\$ 15.00
Conceptual Physics	9780321568090	PHY 100	\$ 146.74
Principles and Techniques of Patient Care	9781416031192	PTA 142	\$ 97.77
Physical Rehabilitation for the Physical Therapist Assistant	9781437708066	PTA 142	\$ 71.61
Musculoskeletal Assessment; Joint Range of Motion & Manual Muscle Strength	9780683303841	PTA 142	\$ 85.26
Pathology for the Physical Therapist Assistant	9780803607866	PTA 140	\$ 72.74
Essentials Of Kinesiology for the Physical Therapist Assistant	9780323036160	PTA 217	\$ 61.37
Lukan's Documentation for Physical Therapists Assistants	9780803617094	PTA 221	\$ 44.31
Physical Agents in Rehabilitation	9781416032571	PTA 245	\$ 90.94
Functional Movement Across the Lifespan	9780721681221	PTA 210	\$ 73.88
Neurological Interventions for Physical Therapist Assistant	9780721604275	PTA 255	\$ 87.53
Therapeutic Exercise: Foundations & Techniques	9780803615847	PTA 258	\$ 82.98
Fundamental Orthopedic Management for the Physical Therapist Assistant	9780323056694	PTA 258	\$ 61.37
PTA Exam: The Complete Study Guide	9781890989231	PTA 240	\$ 85.31
<b>TEXTBOOK FEES SUBTOTAL</b>			<b>\$ 1,596.23</b>
<i>The price of textbooks includes all applicable state taxes, handling, and shipping cost</i>			
<b>PROGRAM FEES</b>			
Physical Exam		1	\$ 33.00
Laboratory Blood Draw Fee		1	\$ 93.38
Hepatitis B (3 @ \$65.00 each)		1	\$ 195.00
PPD - Tuberculin Skin Sensitivity		1	\$ 10.00
T dap- Diphtheria, Pertussis, Tetanus		1	\$ 50.00
MMR - Measles, Mumps, Rubella		1	\$ 70.00
ID Picture Badge		1	\$ 15.00
PTA Polo Shirt (5)		1	\$ 97.85
Sweater (1)		1	\$ 29.36
PTA Khaki Pants (5)		1	\$ 124.78
Lab Coat		1	\$ 19.84
Program Handouts & Documents		ALL SEM	\$ 362.16
Graduation Cap/Gown/Sash		5	\$ 50.75
<b>SUPPLIES SUBTOTAL</b>			<b>\$ 1,151.12</b>
CPR Class		1	\$ 45.00
Moodle Online Student Fee		1-5	\$ 50.00
Info Link Background Check		1	\$ 85.05
CPI - Clinical Performance Instrument		4 & 5	\$ 110.00
APTA Membership		1	\$ 103.00
NPTAE Exam Fee		5	\$ 370.00
Prometric Sitting Fee		5	\$ 70.60
California Law Exam (CLE)		5	\$ 50.00
Live Scan		5	\$ 51.00
Mal-Practice Insurance (non-refundable)		1	\$ 45.00
<b>MISC. FEES SUBTOTAL</b>			<b>\$ 979.65</b>
Student Tuition Recovery Fund (non-refundable)		1	\$ 90.00
<b>TOTAL COST</b>			<b>\$ 37,775.00</b>

Financial aid available for qualified candidates

**Current Period of Attendance Charges:**

<b>Vocational Nurse – Van Nuys Campus</b>				
<b>Payment Period</b>	<b>1<sup>st</sup> 15 weeks</b>	<b>2<sup>nd</sup> 15 weeks</b>	<b>3<sup>rd</sup> 15 weeks</b>	<b>4<sup>th</sup> 9 weeks</b>
<b>Application Fee</b>	<b>\$100.00</b>	-	-	-
<b>Tuition</b>	<b>\$8,320.50</b>	<b>\$8,230.50</b>	<b>\$5,835.50</b>	<b>\$5,835.50</b>
<b>Books &amp; Supplies</b>	<b>\$3,618.00</b>	-	-	-
<b>STRF</b>	<b>\$ 80.00</b>	-	-	-
<b>TOTAL CHARGES</b>	<b>\$12,018.50</b>	<b>\$8,320.50</b>	<b>\$5,835.50</b>	<b>\$5,835.50</b>
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>	<b>\$12,018.50</b>			

<b>Vocational Nurse – Hawthorne Campus</b>				
<b>Payment Period</b>	<b>1<sup>st</sup> 15 weeks</b>	<b>2<sup>nd</sup> 15 weeks</b>	<b>3<sup>rd</sup> 15 weeks</b>	<b>4<sup>th</sup> 9 weeks</b>
<b>Application Fee</b>	<b>\$100.00</b>	-	-	-
<b>Tuition</b>	<b>\$8,320.50</b>	<b>\$8,230.50</b>	<b>\$5,835.50</b>	<b>\$5,835.50</b>
<b>Books &amp; Supplies</b>	<b>\$3,583.00</b>	-	-	-
<b>STRF</b>	<b>\$ 80.00</b>	-	-	-
<b>TOTAL CHARGES</b>	<b>\$11,983.50</b>	<b>\$8,320.50</b>	<b>\$5,835.50</b>	<b>\$5,835.50</b>
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>	<b>\$11,983.50</b>			

<b>Diagnostic Medical Sonography</b>				
<b>Payment Period</b>	<b>30 units/30 weeks</b>	<b>30 units / 30 weeks</b>	<b>33 units / 30 weeks</b>	<b>11.5 units / 10 weeks</b>
<b>Application Fee</b>	<b>\$100.00</b>	-	-	-
<b>Tuition</b>	<b>\$9,821.64</b>	<b>\$9,821.64</b>	<b>\$10,803.80</b>	<b>\$3,764.92</b>
<b>Books &amp; Supplies</b>	<b>\$3,106.50</b>	-	-	-
<b>STRF</b>	<b>\$ 92.50</b>	-	-	-
<b>TOTAL CHARGES</b>	<b>\$13,020.64</b>	<b>\$9,821.64</b>	<b>\$10,803.80</b>	<b>\$3,764.92</b>
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>	<b>\$13,020.64</b>			

<b>Magnetic Resonance Imaging</b>				
<b>Payment Period</b>	<b>32.92 Units / 32 weeks</b>	<b>32.92 units / 32 weeks</b>	<b>28.16 units / 32 weeks</b>	<b>-</b>
<b>Application Fee</b>	<b>\$100.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Tuition</b>	<b>\$9,384.17</b>	<b>\$9,384.17</b>	<b>\$8,027.66</b>	
<b>Books &amp; Supplies</b>	<b>\$4,179.50</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>STRF</b>	<b>\$ 77.50</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CHARGES</b>	<b>\$13,641.17</b>	<b>\$9,384.17</b>	<b>\$8,027.66</b>	
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>	<b>\$13,641.17</b>			

<b>Medical Assistant</b>				
<b>Payment Period</b>	<b>15 weeks</b>	<b>15 weeks</b>	<b>-</b>	<b>-</b>
<b>Application Fee</b>	<b>\$100.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Tuition</b>	<b>\$4,541.00</b>	<b>\$4,541.00</b>		
<b>Books &amp; Supplies</b>	<b>\$2,459.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>STRF</b>	<b>\$ 35.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CHARGES</b>	<b>\$8,043.00</b>	<b>\$5,549.00</b>	<b>-</b>	<b>-</b>
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>	<b>\$8,043.00</b>			

<b>Medical Insurance Billing and Coding</b>				
<b>Payment Period</b>	<b>1<sup>st</sup> 20 weeks</b>	<b>2<sup>nd</sup> 20 weeks</b>	<b>-</b>	<b>-</b>
<b>Application Fee</b>	<b>\$100.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Tuition</b>	<b>\$5,549.00</b>	<b>\$5,549.00</b>		
<b>Books &amp; Supplies</b>	<b>\$2,459.50</b>			
<b>STRF</b>	<b>\$ 32.50</b>			
<b>TOTAL CHARGES</b>	<b>\$8,043.00</b>	<b>\$5,549.00</b>		
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>	<b>\$8,043.00</b>			

# Addendums

*This section of the school catalog is for information that may change within the year. If there are any changes and/or additions to any policy or procedure as set forth in this catalog, addendums will be distributed to all students in order to update and keep the school catalog current.*

## **Addendums to Policy**

Policies will be amended whenever applicable federal or state laws or regulations are changed. The Chief Executive Officer is authorized to incorporate and implement changes required in the probationary policy by federal or state law or regulations. The Administrative Committee is to be appraised of these changes. Other amendments to the policy, not required by changes in law or regulations, will be considered through the revision procedures of the Administrative Committee.



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**Van Nuys, CA 91405-4523**

**(818) 785-2726**

**Hawthorne Campus**

**Non-Main Campus**

**12540 Crenshaw Blvd.**

**Hawthorne, CA 90250-3327**

**(310) 220-3111**

**Anaheim Campus**

**Non-Main Campus**

**2641 W La Palma Ave.**

**Anaheim, CA. 92801-2666**

**(714) 484-6995**

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