



# ANGELES COLLEGE

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## ***2011-2012*** ***College*** ***Catalog***

***BPPE School Code: 32878375***

***OPEID No: 041604***

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## SCHOOL CATALOG 2011-2012

### 1. GENERAL INFORMATION

#### 1.1 Disclaimer Information

This catalog has been published for informational purposes. Every effort has been made to ensure its accuracy. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and Angeles College (hereinafter referred to as AC). AC reserves the right to change any provisions or requirements at any time, while taking precautions that such changes do not cause hardships towards students enrolled. Students should consult the current schedule of classes for supplementary information.

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  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833  
Phone: (916) 431-6959  
Toll Free: (888) 370-7589  
Main Fax: (916) 263-1897

#### 1.2 Accreditation and Approvals

AC was incorporated in March, 2004 as a private education institution in Los Angeles, California and has operated under the approval of the Bureau for Private Postsecondary and Vocational Education since June, 2005. The Department of Health Services has approved our Nurse Assistant Program and Home Health Aide Program since June of 2005 and December of 2005 respectively and our Phlebotomy Technician Program since January of 2006. AC's Vocational Nursing Program has been approved by the Board of Vocational Nursing and Psychiatric Technicians since November of 2006. Angeles College has been accredited by the national accrediting agency, ABHES, since July of 2009.

#### Institutional

Accredited by the Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia 22043  
Phone: (703) 917-9503  
Web site: [www.abhes.org](http://www.abhes.org)  
E-mail: [info@abhes.org](mailto:info@abhes.org)

Approved by the Bureau for Private Postsecondary Education (The California Department of Consumer Affairs)  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Phone: (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)

Approved by the U.S. Immigration and Customs Enforcement (ICE/SEVIS) to provide F1/M1 visa to enroll non-immigrant alien students  
500 12th Street, SW, Washington, DC 20536  
Phone: (703) 603-3400  
Web site: [www.ice.gov/sevis](http://www.ice.gov/sevis)  
E-mail: [SEVP@dhs.gov](mailto:SEVP@dhs.gov)

#### Vocational Nursing Program

Accredited by the California Bureau of Vocational Nursing and Psychiatric Technicians (BVNPT)  
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833  
Phone: (916) 263-7800  
Web site: [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)  
E-mail: [bvnpt@dca.ca.gov](mailto:bvnpt@dca.ca.gov)

#### Nurse Assistant/Home Health Aide Programs

Approved by the California Department of Health Services Licensing and Certification Program (L&C)  
Aide and Technician Certification Section (ATCS)  
1615 Capitol Avenue, MS 3301  
P.O. Box 997416  
Sacramento, CA 95899-7416  
Phone: (916) 327-2445  
Web site: [www.cdph.ca.gov](http://www.cdph.ca.gov)  
E-mail: [cna@cdph.ca.gov](mailto:cna@cdph.ca.gov)

#### Phlebotomy Technician Program

Approved by the California Department of Health Services Laboratory Field Services (LFS)  
850 Marina Bay Parkway, Building P, 1st floor  
Richmond, CA 94804-6403  
Web site: [www.cdph.ca.gov/lfs](http://www.cdph.ca.gov/lfs)  
E-mail: [LFSRecep@cdph.ca.gov](mailto:LFSRecep@cdph.ca.gov)

#### Other Programs

Approved by the Bureau for Private Postsecondary Education (The California Department of Consumer Affairs)  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Phone: (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)

### 1.3 Ownership & Governance

Angeles College, owned by John Krause, is incorporated in the state of California as a private proprietary corporation, duly formed and organized under the laws and regulations of the Secretary of State for the State of California. The Articles of Incorporation were filed with the Secretary of State on March 11, 2004.

### 1.4 History

The Angeles College was founded in 2004 by John Krause who recognized the demand for qualified healthcare professionals in a community where the patients are diverse and proficient care is at a deficit. AC was incorporated in March, 2004 as a private education institution in Los Angeles, California and has operated under the approval of the Bureau for Private Postsecondary and Vocational Education since June, 2005. Throughout its history, AC has been providing a comprehensive education in the fields of healthcare by offering courses that will culminate into careers in vocational nursing, phlebotomy and other health professions.

### 1.5 Mission Statement and Objectives

Reflecting our diverse and vast community, it is our mission to train, educate, and prepare multiethnic healthcare professionals. It is our objective to leverage the cultural and multi-lingual knowledge of individuals and to train them for a successful career in the healthcare field. Currently, the patient-to-healthcare professional ratio is disproportionate; due to the large size of the community, the number of “beds” available and the shortage of qualified healthcare professionals. It is our goal to strive to meet the medical needs of our socially diverse community by instructing and developing qualified professionals with multilingual skills and/or multiethnic understanding.

It is our intent to successfully train and prepare students by adhering to the philosophy of a “patient-centered approach.” Students completing the programs will be able to confidently demonstrate and practice requisite skills and knowledge.

#### Objectives:

Upon completion of the program, our graduates will be equipped to implement patient-centered care based on their previous experience in problem solving and practicum learning in their fieldwork. Specifically, the healthcare professional will practice and engage in the following attributes:

1. Recognize the role of the healthcare professional as an advocate for the patient and family
2. Utilize competent technical skills and abilities when providing care
3. Reflect regard for patient safety in all patient care activities
4. Uphold ethical standards consistently in the course of practice
5. Establish positive, cooperative relationships with all members of the healthcare team
6. Understand the limits of practice and seek guidance and supervision as appropriate

### 1.6 Administration & Faculty

The following provides the minimum qualifications faculty members must have to maintain employment in any/all programs at Angeles College:

- i. Graduation from an accredited program recognized by the U.S Secretary of Education of the Council for Higher Education Accreditation or an otherwise recognized training entity (e.g., hospital-based program) in their specialty field. Additionally, the faculty member must have two years of occupational experience in the subject field in which they teach; OR
- ii. A minimum of four years of job-related training and experience for those instructors who are not graduates of an accredited program in the field in which they teach.
- iii. Hold current licenses, certifications or other designations as required by local, state or federal laws to work in the field.

### **1.65 Faculty/Staff Directory**

See insert in the back of the catalog.

### **1.7 Disclosure of Language Used in Program Study**

All courses in every AC program are delivered in English. An English entrance exam must be taken in order to determine a student's eligibility.

### **1.8 Facilities**

The campus of Angeles College occupies 8,879 square feet on the 3rd floor of Central Plaza, LLC located at 3440 Wilshire Boulevard, Suite 310, Los Angeles, California. All classes will be held at this location unless otherwise specified.

The building is one of three identical structures that occupy the south side of Wilshire Blvd., between Mariposa and Normandie. Angeles College is located close to the I-10, I-5, I-110, and US Route-101 freeways and is readily accessible by both public and private transportation.

The atmosphere and design of the facility is highly conducive to learning. It includes laboratory/clinical classrooms, a library resource center, a computer classroom and administrative offices. The lab room consists of additional equipment and supplies representing a traditional lecture setting. The facility and equipment comply with all federal, state and local ordinances and regulations including those concerning fire safety, building safety and general well-being and health. AC is not responsible for property theft, property damage, etc.

Angeles College is affiliated with the following healthcare organizations to meet the needs of clinical and externships training: L.A. Metropolitan Medical Center, Kindred Hospital-Los Angeles, St. Andrews Healthcare Center, Garfield Medical Center, Fatima Medical Clinic, Kennedy Care Center, Downey Rehabilitation Center, Heritage Rehabilitation Center, Clinica Medica San Miguel and Country Villa Wilshire and South.

## 2. ACADEMIC CALENDAR

### 2.1 Definition of Academic Year and Fiscal Year

For the purpose of awarding Federal Student Aid\*, the definition of an Academic Year at AC is 900 hours and 26 weeks (35 weeks for Evening/Weekend classes). The Academic Year is part of a large Fiscal Year that runs from July 1, 2011 through June 30, 2012. This includes day time classes (5 days per week) and evening/weekend classes (4 days per week).

\*Currently, this definition ONLY applies to the Vocational Nursing Program.

### 2.2 Academic Calendars/Schedule of Classes

Angeles College is a non-traditional term institution and does not operate according to a conventional academic calendar. New classes typically begin five to six times per year; however, start dates are varied, unlike a traditional four-term school year. Typically, VN courses meet for either 42 or 60 weeks, depending on whether the student is full or part time; the ESL program meets for 72 weeks; the Phlebotomy Technician program for beginners meets for approximately 8 weeks; the Advanced Phlebotomy Technician program meets for approximately 4 weeks; and other programs meet between 2 and 40 weeks, depending on the program.

This diverse and often intensive calendar allows students to achieve their educational goals in a more time-efficient manner. AC's low student/faculty ratio and class size, that averages fewer than 15 students per class, facilitates active learning and collaboration. All program schedules include national holidays. No program shorter than 10 weeks will be scheduled during a time when winter vacation will interrupt the schedule of classes.

CODE	Program	Pre-requisite	Hours/Days 30 min for lunch break included	Length	Break
VNF VNP	Vocational Nursing	None	Full Time: 8:00a-4:00p MT (Theory) 7:00a-3:30p W~F (Clinical) or 8:00a-4:00p ThF (Theory) 7:00a-3:30p M~W (Clinical)  Part Time: 60 weeks 6:00p-11:00p TTh (Theory) 7:00a-3:30p SaSu (Clinical)	1,557 hours FT: 42 wks PT: 60 wks	1 week following each Term
ESL	English as a Second Language	Appro- priate placement score	9:00a-2:00p M~Th	1296 hours 72 weeks	1 week summer break, 2 weeks winter break
MA	Medical Assistant	None	8:00a-2:30p M~Th	720 hours 30 weeks	None
PHLEB	Phlebotomy Technician	None	9:00a-3:30p Sat	80 hours Theory:40	None

				hrs/ 8 wks Externship: 40 hrs/1 wk	
PHLEB-A	Phlebotomy Technician Advanced	1040 or more job exp.	9:00a-3:30p Sat	20 hours 4 weeks	None
NA	Nurse Assistant	None	8:00a-4:00p (Theory) 7:00a-3:30p (Clinical) M~Th	164 hours 6 weeks	None
HHA	Home Health Aide	None	9:00a-5:30p M~F	40 hours 1 week	None

AC reserves the right to modify this schedule with reasonable advance notice to students.

### 2.3 Holidays

AC observes/recognizes the following holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Constitution Day\*
- Thanksgiving Day
- Christmas Day

*\* Constitution Day is recognized on September 17th, the day the U.S. Constitutional Convention signed the constitution in 1787.*

### 3. ADMISSION/ENROLLMENT INFORMATION

#### 3.1 Eligibility

All applicants must meet the following qualifications:

- Must show proof of 12th grade education or equivalent. Applicant must hold at least a high school diploma or GED certificate or sign an attestation that the applicant has completed high school
- The applicant must verbally demonstrate that he/she has reasonable expectations of how the program would benefit him/her in terms of skill acquisition, academic gains or job marketability
- The student must successfully pass the entrance exam. Transfers from another vocational nursing or registered nursing institution into AC's vocational nursing program may submit proof of previous studies via an official transcript and/or equivalent.

#### 3.2 Procedures for Enrollment

##### ✓ **Registration for Admission**

Prospective students applying for admission to AC's programs begin the admission and enrollment process by submitting a complete and accurate enrollment agreement and contract along with the non-refundable \$50 registration fee. AC's registration fee covers the student's entrance exam.

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. An Enrollment Agreement which is later verified to contain incomplete, false, or misleading information may be grounds for dismissal. Once the contract and fee have been received by AC, applicants are responsible for ensuring the completion of their admission file.

AC will advise students regarding the documents required in order to begin a program of study. Vocational nursing students have a maximum of 30 days after the first day of class to submit all admission documentation. Students who have not submitted all documents required by the 30th day of class must withdraw until such time as they are formally admitted by AC.

Classes are filled on a first-come, first-serve basis. The applicant initially meets with an admissions representative to discuss career opportunities and the process of enrollment.

##### ✓ **Entrance Exam**

Following an interview with an admissions representative covering the prospective

student's personal, educational and employment history, the student will take an Entrance Exam. Passing the Entrance Exam demonstrates that he/she can perform in the classroom at the level required for each program, the institution may proceed with enrollment. Students applying for the Vocational Nursing Program must pass the Test of Essential Academic Skills, Version Five (TEAS-V) with an overall cut score of Basic Level or higher. Students applying toward other programs must meet or exceed the following GED-based levels: Verbal score 1 and Math score 1 on the Wonderlic Basic Skills Test (WBST) to show that they are well-suited to study in the specific program for which they have applied.

✓ **Admissions Status**

A student is granted Admitted status by AC after all documents have been received, the applicant's admission file has been reviewed and all admission requirements have been met.

✓ **Official Diploma/Transcript**

As appropriate, an applicant must submit an official high school diploma/transcript or official degree/transcript reflecting all work taken at institutions of education. Applicants who did not graduate from an accredited high school, but received a General Education Development (GED) certificate must provide documentary proof of GED certification or official transcripts reflecting all work taken at institutions of higher education.

✓ **Foreign Transcripts**

All academic records from countries other than the United States must be evaluated by a nationally-acknowledged evaluation service approved by AC (for VN & Phlebotomy Technician students only). *Please see an admissions representative for a list of approved services.*

✓ **Assessment for Admission**

The school retains the right to accept or reject an applicant based on the applicant's character reference, scholastic status and/or financial status. Presuming all requirements and standards of admissions are met and the applicant is motivated and prepared to make the financial and personal commitment toward his/her chosen training program, an enrollment agreement between the school and the applicant is signed, the first payment is received (the student is required to pay in full, the registration fee, cost of books & equipment and the first tuition payment prior to the first day of class unless other arrangements are made) and a start date is set.

### 3.3 Orientation

Each prospective new student must be on campus prior to the first day of class so as to complete the enrollment process and orientation.

The purpose of orientation will be to review and explain:

- All attendance and classroom policies
- Students' responsibility concerning preparedness for classes
- The services provided by the school
- The conduct expected of AC students and graduates in their field of study

### **3.4 Re-enrollment**

Any student who wishes to re-enroll in the same program should first submit in writing a letter to AC, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the current tuition rate.

Re-enrollment is appropriate if a student:

- Withdrew from the College
- Interrupted continuous program enrollment during class
- Was dismissed or suspended for nonacademic reasons
- Invalidated a leave of absence
- Plans to return for graduation

Students who left in good standing and who are re-enrolling in their previous major will be approved to re-enroll. Every re-enrollment request will be reviewed and a status report will be returned to the student.

### **3.5 Reinstatement Policy**

Whether due to probation, termination, suspension or personal reasons, students who have been in any one of these conditions may be reinstated upon approval of the school director. Students must request reinstatement in writing and deliver it to AC. All conditions are determined on an individual basis. Please submit a request in person to an admissions representative at 3440 Wilshire Blvd. Suite 310, Los Angeles, CA 90010.

## 4. FINANCIAL INFORMATION

Trained staff members are available to assist students with general financial questions regarding the loan application process, file status, state funding programs, policies and procedures.

### 4.1 Tuition and Other Fees\*

Program Title	Tuition	Reg. Fee	Books & Equip.	Total Cost
English as a Second Language	\$5,200.00	\$50.00	Not included	\$5,250.00
Home Health Aide	\$592.00	\$50.00	\$54.00	\$696.00
Medical Assistant	\$7,050.00	\$50.00	\$400.00	\$7,500.00
Nurse Assistant	\$2,765.00	\$50.00	\$185.00	\$3,000.00
Phlebotomy Technician	\$1,240.00	\$50.00	\$85.00	\$1,385.00
Phlebotomy Technician-Adv.	\$680.00	\$50.00	\$70.00	\$800.00
Vocational Nursing	\$26,250.00	\$50.00	\$700.00	\$27,000.00

\*Students receiving assistance may have varying fees associated with their chosen field of study which are not reflected in the table above.

### 4.2 Student Tuition Recovery Fund (STRF)

California law requires that, upon enrollment a fee be assessed to the cost of tuition (Education Code §94923; Title 5, California Code of Regulations §76120-76140). These fees support the Student Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of school closure, the institution's breach or anticipatory breach of the agreement for the course of instruction, or a decline in the quality of the course of instruction with a 30 day period before the instruction closure. The fund protects only California students.

The Student Tuition Recovery Fund (STRF) assessment rate for enrollment agreements signed on or after February 1, 2010, is \$2.50 per \$1,000 of institutional charges rounded to the nearest thousand dollars from each student.

### 4.3 Tuition Payment Policy

All arrangements for payment of tuition are to be made in advance. The student is solely responsible for payment of all tuition and must be paid in full in order to graduate. The school can deny a document of completion to a student who has not fully paid their obligation to the school.

AC is not a lending institution. For any program, tuition should be paid on a pre-arranged date according to the contract. Should payment not be made per the agreement, the student may be

suspended until such time as tuition is current. Such a situation may necessitate the student continuing his/her studies with another group.

#### **4.4 Processing Fees & Late Fees**

A late fee of \$25.00 will be assessed for every course for which the student's tuition payment has not been received according to the terms of the student's financial agreement. A processing fee of \$25.00 will be charged for checks returned for any reason. If a student completes a program of study with a balance remaining on the account, the student must pay the account in full before graduation will be completed. A nominal fee will be charged for all credit card transactions.

#### **4.5 Refund Policies**

The Student has the right to withdraw from the program of instruction at any time. To withdraw or cancel enrollment, the Student must send a signed Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the fifth business day following the first day of class (or delivered to the school before midnight of the same day). Compliance with this policy will result in a full refund.

After the fifth business day, the tuition divided by the total number of hours is the hourly charge for instruction. The School will pay a refund in the amount of the hourly charge for instruction by the total hours of instructions left at the time of the submission of the Letter of Withdrawal.

EXAMPLE: If the Student paid \$2000.00 in tuition for 100 hours of class and submits a Letter of Withdrawal after taking 25 hours of class, \$1500.00 will be refunded.

The amount of the Registration Fee and the Equipment Fee, as provided in the Registration Form, will not be refunded when the Notice of Cancellation or Letter of Withdrawal is given after the fifth business day following the first day of class. A business day is defined as any day except Saturdays, Sundays and Holidays. The refund will be given within 30 days after the submission of the Notice of Cancellation or Letter of Withdrawal.

However, if the Student owes the School equipment, the Student must return the equipment in good condition to the School within 30 days before receiving the refund. If the Student fails to return it within 30 days, the fair market value of the equipment will be deducted from the amount of the refund.

If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the State or Federal agency that guaranteed or insured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any Student Financial Aid Program from which the Student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the Student.

Within 10 days of the day on which the refund is made, the School shall notify the Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.

#### 4.6 Refund Table

Assume you, upon enrollment in a 100-hour course, pay \$2,000 for tuition and \$50 for registration, and withdraw after completing 25 hours. The table below indicates the Refund amount equivalent to the completed coursework.

<b>\$2,050</b>	<b>- \$50</b>	<b>25 hrs of Instruction - \$500</b>	<b>= \$1,500</b>
<b>Amt paid</b> \$2,000 Tuition + \$50 Reg.	Reg. fee Retained by the School	<b>Completed Instruction</b>	<b>Actual Refund amount for 75 hrs Instruction, paid for &amp; not received</b>

#### 4.7 Comparison of Return of Title IV Funds Policy to AC's Tuition Refund Policy

The return of Title IV funds is separate from AC's tuition refund policy. See the Return of Title IV Fund Policy under 5. Financial Aid

#### 4.8 Statement of Indebtedness

The student is responsible for the amount of course instruction. If the student obtains a loan for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed or insured by the State or Federal government and the student defaults on the loan:

- I. The Federal or State government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- II. The student may not be eligible for any other Federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

## 5. FINANCIAL AID

### 5.1 General comment on Consumer Information

Each Financial Aid Officer within the Financial Aid Office is apprised of the information here within and will be able to direct enrolled and/or prospective students and their families as required during normal business hours. See 5.2 for financial aid office business hours. Visit <http://ifap.ed.gov/sfahandbooks/attachments/0203V2C7.pdf> for all financial aid consumer information.

### 5.2 About Financial Aid

Angeles College offers a variety of financial aid programs to help students with education-related expenses. These include grants and loans.

Detailed information, application forms, and professional aid advising are available in the Financial Aid Office. Application Workshops are available to assist students with their aid applications. Call or visit the Financial Aid Office for workshop schedules.

### 5.3 Financial Aid Office & Business Hours

Financial Aid Office is located at 3440 Wilshire Blvd., Rm #313, Los Angeles, CA 90010.

Days	Hours
Monday through Friday	9:00 a.m. – 6:00 p.m.

Phone (213) 487-9911  
Fax (213) 487-2299  
E-mail Kathy Torrance, Dir. Of Financial Aid [ktorrance@angelescollege.edu](mailto:ktorrance@angelescollege.edu)  
Almira Morales, Financial Aid Officer [mmorales@angelescollege.edu](mailto:mmorales@angelescollege.edu)

### 5.4 Financial Aid Links

[www.pin.ed.gov](http://www.pin.ed.gov)

Your source of information for the Federal Student Aid PIN. Your PIN can be used each year to electronically apply for and access your Federal Student Aid. Your PIN serves as your electronic signature.

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

View general information and apply for financial aid.

[www.federalstudentaid.ed.gov/completfafsa](http://www.federalstudentaid.ed.gov/completfafsa)

This Web site explains how to complete the FAFSA and the purpose of FAFSA questions.

[www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov)

To find information on federal student aid.

<http://ifap.ed.gov/sfahandbooks/attachments/0203V2C7.pdf>

For all financial aid consumer information.

[www.ed.gov/directloan](http://www.ed.gov/directloan)

To find out more information on the Direct Loan Program: repayment options, automated estimates, projected interest rates, etc.

[www.studentloans.gov](http://www.studentloans.gov)

Your source from the U.S. Department of Education about how to manage your student loans. Use this Web site to complete Loan Entrance/Exit counseling, and much more.

[www.dl.ed.gov](http://www.dl.ed.gov)

Use this Web site to make Direct Loan online payments, view account balance, change billing options, enroll in electronic services, Entrance & Exit counseling and much more.

[www.nslsds.ed.gov](http://www.nslsds.ed.gov)

View the history of your own loans and grants.

## 5.5 Financial Aid Student Eligibility

To qualify for financial aid and maintain eligibility for the programs, federal and state regulations indicate that you must:

- Apply for financial aid using the Free Application for Federal Student Aid (FAFSA), the renewal FAFSA, or online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov);
- Be a United States citizen, permanent resident or eligible non-citizen;
- Must show proof of 12<sup>th</sup> grade education or equivalent that is approved by the Secretary of the Department of Education;
- Be enrolled in good standing;
- Maintain Financial Aid Satisfactory Academic Progress;
- Demonstrate financial need;
- Be registered with the Selective Service System (for male students between 18 and 25 years old and not a current member of the active armed forces);
- Enroll in the *Vocational Nursing*\* program;
- Not be in default on any educational loan and not owe a refund on a grant received for attendance at any post-secondary institution.

\* *Currently applies to Vocational nursing program only.*

## 5.6 Available Financial Aid Programs

### ✓ Federal Pell Grant

The Federal Pell Grant is a type of post-secondary, educational federal grant that does not require repayment and is awarded on a “financial need” formula determined using criteria submitted through the FAFSA. For 2011-2012, the maximum Pell Grant awarded

is \$5,550.00. Pell Grant awards are available only to students who have not received a Bachelor's Degree.

✓ **Federal Direct Student Loans**

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education.

- Direct Subsidized Loan – Offered to students based on demonstrated financial need. Interest is paid by the federal government while the student is in school, during the grace period (6-months after graduation) and during authorized deferment.
- Direct Unsubsidized Loan – Students are responsible for all the interest that accrues while enrolled in school. Interest may be deferred throughout enrollment. Unpaid interest that is deferred until after graduation is capitalized (added to the loan principal).
- Direct PLUS loans – Direct PLUS loans are low-interest loans available to parents of dependent students and to graduate and professional degree students. Interest is charged during all periods.

### 5.7 Loss of Eligibility

Academic progress for financial aid will be reviewed at the end of each payment period throughout the program. Students who do not meet standards of Satisfactory Academic Progress (SAP) for financial aid after one payment period will be placed on probation for that. During probationary period, you will receive financial aid on the following payment period. Successful completion of SAP will clear the denied status. Unsuccessful completion of SAP will result in a termination of financial aid. Eligibility will not be reinstated until standards of Satisfactory Academic Progress are met. Students may appeal a termination of aid if the circumstance that caused the termination was the result of extreme/unusual circumstances and documentation can be provided to support the cause. Appeals will be reviewed on a case-by-case basis. *See the SAP Policy section of this book.*

### 5.8 Steps to Apply for Financial Aid

#### Step 1. FAFSA

Complete 2010-2011 Free Application for Federal Student Aid (FAFSA) on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

#### Step 2. Initial Estimate

After we receive your application, we will review the information and furnish you an Initial Estimate. Pell Grant and Federal Direct Loan estimates are provided. An additional process is entailed to receive Loan Funds.

#### Step 3. Verification

For students who have completed Registration into the program, your application along with the supporting documents is reviewed for verification and accuracy. During this process, it may be necessary to request additional information for clarification or to resolve discrepancies.

#### Step 4. Submit Documents

Submit all documents requested as soon as possible. Make copies of all documents before submitting. Documents may be submitted by mail or in person to the office and are due within 30 days of notice. No award will be processed until this is completed.

#### Step 5. Award Notification Letter

A financial aid award letter detailing amounts and the types of aid programs offered to you is mailed to the address on record with AC Enrollment services.

#### Step 6. Disbursement

To receive your funds, you must accept your award(s) on the Award Notification Letter. If you choose to apply for a loan, promptly submit required loan documents.

**Note:** You must meet Satisfactory Academic Progress (SAP) requirements to continue to receive financial aid. Refer to the Satisfactory Academic Progress Policy (included in this Catalog) for more information on this requirement.

### 5.9 Tips for Students

- ✓ Apply On-line: Statistics show that students who apply on line make fewer errors and get faster results.
- ✓ Do not wait to enroll before completing the FAFSA. Apply as early as possible. The quality of your award will depend in part on the timing of your application.
- ✓ Students with special circumstances may need to see a financial aid representative at Angeles College before filing the FAFSA. Contact the Office of Financial Aid (Room #313) for more information.

### 5.10 Return of Title IV Fund Policy

The Financial Aid Office at Angeles College (AC) is required by federal and state regulations to have a written policy for the return and repayment of federal aid received by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or period of enrollment\* for which payment has been received. These policies are effective only if the student completely terminates enrollment or stops attending all their classes before completing more than 60 percent of the payment period or period of enrollment. The Title IV financial aid and/or state-awarded programs must be recalculated in these situations.

Depending upon when this action is taken, students may be refunded all or part of their tuition and fee charges. If the student is a financial aid recipient, Angeles College, as well as the student, may be required to return to the federal government, all or a portion of the aid that had been disbursed to the student and/or the student's account.

*\* Typically AC uses the payment period. An exception may be allowed for students who transfer to or reenters into a program.*

The federal government mandates that students who withdraw from all classes may only keep the financial aid they have “earned” up to the time of withdrawal. Title IV funds that were disbursed in excess of the earned amount must be returned by Angeles College, the government, or both.

### **5.11 Federal Refund Requirements**

Students who withdraw from all classes prior to completing 60% of a payment period of period of enrollment will have their financial aid eligibility recalculated. Based on the percentage of the term completed, students will be required to repay any unearned financial aid they received.

### **5.12 Withdrawal Date**

A student’s withdrawal date varies depending on the type of withdrawal.

**At Angeles College, a student’s withdrawal date is:**

- 1) the date the student officially notified the Admissions Office of his/her intent to withdraw
- Or-
- 2) the student’s last date of attendance as documented by the school.

#### **Official Notification Provided by the Student**

A student is considered officially withdrawn if the Admissions and Registrar’s Offices are notified by the student in writing of intent to withdraw. If a student sends written notification of intent to withdraw, the withdrawal date is the date the letter is received via postal, electronic or fax mail.

#### **No Official Notification Provided by the Student**

If a student ceases attendance without providing official notification, the withdrawal date will be the last day of attendance at an academically-related activity, as documented by AC. In the case when an official notification was not provided by the student because of circumstances beyond the student’s control (e.g., illness, accident, grievous personal loss or other circumstances), the date related to the onset of that circumstance will be used as the withdrawal date. The date will be determined by the Assistant School Director or Chief Academic Officer.

Students whose circumstances require that they withdraw from the program are strongly encouraged to contact the Financial Aid Office and their academic advisor before doing so. At

that time, the consequences of withdrawing from all classes can be explained and clearly illustrated.

### 5.13 Calculation of Earned Title IV Assistance

The amount of Federal Title IV financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60% of the payment period or period of enrollment, all financial aid assistance is considered to be earned.

To determine the amount of aid the student has earned up to the time of withdrawal, the Financial Aid Office will divide the number of clock hours the student attended classes by the total number of clock hours in the payment period or period of enrollment.

- **Percent earned** =  $\frac{\text{Number of clock hours scheduled to complete upon withdrawal date}}{\text{Total clock hours in the payment period or period of enrollment}}$
- **Percent unearned** = 100% minus Percent Earned

The resulting percentage is then multiplied by the total federal funds that were disbursed to the student's college account for the payment period or period of enrollment. This calculation determines the amount of aid earned by the student which he/she may keep.

#### When a student has received Federal financial aid in excess of earned aid,

- **AC returns the lesser of:**
  - Institutional charges multiplied by the unearned percentage, or
  - Title IV Federal financial aid disbursed multiplied by the unearned percentage
- **the student:**
  - Repays any loan funds in accordance with the terms of the promissory note.
  - Returns any grant amount the student has to repay. This is considered a grant overpayment and arrangements must be made with the school or Department of Education to repay the funds.

### 5.14 Post-Withdrawal Disbursement

If the total amounts of the Title IV grant and/or loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event that there are outstanding charges on the student's account, AC will credit the student's account for all or part of the amount of the post-withdrawal disbursement of grant assistance (not loan), up to the amount of the allowable charges.

Any amount of a post-withdrawal disbursement that is not credited to a student's account will be offered to the student within 30 days of the date that the institution determined that the

student withdrew. Upon receipt of timely response from the student, AC will disburse the funds within 90 days of the date of determination of the student's withdrawal date.

AC maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent. If AC decides not to make this post-withdrawal disbursement, it will inform the student in writing.

### **5.15 Return of Unearned Funds to Title IV**

If the total amount of Title IV grant and/or loan assistance that was earned as of the withdrawal date is less than the amount that was disbursed to the student, the difference between the two amounts will be returned to the Title IV program(s) and no further disbursement will be made.

If a student has received excess funds: AC must return a portion of the excess equal to the lesser of:

- **AC must return a portion of the excess equal to the lesser of:**
  - The student's institutional charges multiplied by the unearned percentage of funds, or
  - The entire amount of the excess funds.
  - Unearned Title IV Federal financial aid shall be repaid to the following programs in the following order within 45 days from the date of determination that a student withdrew:
    1. Federal Unsubsidized Stafford Loan
    2. Federal Subsidized Stafford Loan
    3. Federal PLUS (Parent) Loan
    4. Federal Pell Grant
    5. Other Federal Loan and Grant Assistance.
- **the student:**
  - In the event that there is remaining unearned aid, the student is responsible for returning those funds. If the aid to be returned is in the form of a loan that has been released to the student or parent of a PLUS loan borrower, the student (or parent) can repay the loan in accordance with the terms of the promissory note over a period of the time.

Both the school's portion and the student's portion of unearned aid returned to programs will be charged back to the student's account, as provided for in federal regulations.

### **5.16 Comparison of Return of Title IV Funds Policy to AC's Tuition Refund Policy**

The return of Title IV funds is separate from AC's tuition refund policy.

### **5.17 Loan Dispute Intervention**

If you have a dispute over a loan in one of the following programs and you cannot resolve it with your school, your lender, or your guarantor, contact the Office of the Ombudsman for Student Financial Assistance at the U.S. Department of Education.

- Federal Direct Student Loan Program (FDSLP) Stafford
- Federal Direct Student Loan Program (FDSLP) Parents Loan For Undergraduate Students (PLUS)

U.S. Department of Education  
FSA Ombudsman  
830 First Street, NE  
Fourth Floor  
Washington, DC 20202-5144  
Phone (877)557-2575  
Fax (202)275-0549  
<http://ombudsman.ed.gov>

### 5.18 Satisfactory Academic Progress (SAP) Policy for Title IV

In order to receive Title IV financial aid, students must maintain Satisfactory Academic Progress (SAP). Angeles College has adopted the following standards of Satisfactory Academic Progress in order to comply with requirements of the U.S. Department of Education.

These standards are for financial aid purposes only and do not replace nor override the academic policies of Angeles College (AC). Academic progress will be reviewed at the end of each payment period throughout the program for currently enrolled financial aid recipients.

It is the students' responsibility to stay informed of the College's SAP standards and policy.

#### SAP Requirements

GPA/Qualitative	Completion Rate/Quantitative	Overall Maximum time Frame
2.0	67%	150%

Academic progress for federal and state financial aid program is based on three measures: cumulative grade-point average (Qualitative), completion rate based on hours earned compared to hours attempted, and a maximum timeframe for certificate completion (Quantitative). The following describes the AC's standards for each of these measures.

#### I. Cumulative Grade Point Average (Qualitative)

After this number of weeks*	9	27	45	63
Student must have at least this cumulative grade average	75%	75%	75%	75%
Cumulative GPA	2.0	2.0	2.0	2.0

\*Based on a 42 week program

These charts denote the minimum acceptable grade point average based on the number of hours the student has attempted.

## II. Completion Rate based on hours earned compared to hours attempted

Students must complete two-thirds of all hours attempted at Angeles College (AC). All attempted hours will be totaled and multiplied by 67% to determine the number of clock hours a student must have earned.

$$\text{AC Completion Rate} = \frac{\text{Clock Hours Passed}}{\text{Clock Hours Attempted}} \quad \text{Example: } \frac{1,043 \text{ Passed}}{1,557 \text{ Attempted}} = 67\%^*$$

\* VN is a 1,557-clock hour, 42-week certificate program. Maximum time frame is 63 weeks. 42 divided by 63 = 67%

Grades of Withdrawal (W), Incomplete (I) and Failing (F) are counted as attempted hours, yet will NOT count as earned hours. Retaking courses will add to the attempted total but will count only once as earned credit.

After this number of weeks*	9	27	45	63**
Clock hours attempted	246	948	1650	2,335
Students must have completed at least this number of clock hours	164	632	1100	1,557***

\*Based on a 42 week program

\*\*Maximum time frame is based on number of weeks and enrollment status (Full-time = 42 weeks, maximum weeks of 63: 150% of 42 weeks)

\*\*\*Based on total clock hours of 1,557

## III. Maximum Time Frame (Quantitative)

The Maximum time frame in which a student must complete his/her certificate cannot be longer than 150% of the published length of the program. All courses and clock hours attempted are used towards the maximum time frame allowance regardless of whether the student received financial aid during the time frame. All repeated courses, failed courses, withdrawals and transferred hours will count as clock hours attempted toward the maximum time frame.

Example: A program John enrolled in requires 1,557 clock hours for graduation, John could attempt up to 2,335 clock hours (1,557 X 150%). Once 2,335 hours are exceeded, aid would be suspended.

### 5.19 Academic Progress Status

Once grades are *confirmed* at the end of each payment period, Financial Aid SAP Status will be updated for the next *payment period*. Students will be assigned a new status based on the results:

### SAP Status

Academic Progress	Status	Result
Meeting Completion Rate & GPA	Eligible	Eligible
1 <sup>st</sup> Failure	Warning	Provisional Eligibility
2 <sup>nd</sup> Failure	Probation	Provisional Eligibility
3 <sup>rd</sup> Failure	Denied	Not Eligible

#### 5.20 Probation and Reinstatement Procedures

In the event that a student fails to meet *any* of the above criteria for a specified period, the student will be placed on probation for one payment period. A student in this category may receive financial aid for the probation period. However, by the end of the probation period, the student must meet the stated minimum grade and completion requirements as defined on the above chart in order to receive additional financial aid.

If a student fails to meet one or more of the requirements by the end of the probation period, the student will no longer be making Satisfactory Academic Progress and will be ineligible for Federal Financial Aid.

Students terminated from receiving Financial Aid can re-establish eligibility by successfully completing the required number of hours and by attaining the overall required cumulative grade average by the end of the next period. Withdrawal from AC has no effect on the student's Satisfactory Academic Progress upon re-entering.

#### 5.21 Appeal Procedures

If a student is found to be ineligible for Federal Financial Aid because SAP requirements were not met, the student may appeal this decision to the school's Director of Financial Aid by stating, in writing, the reasons why the minimum requirements were not met and why financial aid should not be terminated.

The Director of Financial Aid will review the appeal and determine whether suspending Financial Aid is justified. The student will be advised, in writing, of the decision.

#### 5.22 Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) is a fund established by the State of California for the purpose of reimbursing students when their state-approved schools close untimely. When students enroll in a program, a fee is assessed in relation to the cost of tuition. When school closure occurs, students may file within sixty days a claim for reimbursement from STRF for prepaid but unused tuition. Students should keep a copy of their enrollment agreements, tuition receipts or other financial documents that can be used to support a claim for reimbursement. For claim instructions or further information contact the CA BPPE.

\*\*STRF fees are \$2.50 per \$1,000 of tuition.\*\*

## 6. ACADEMIC POLICIES

### 6.1 Grading Policy

Students must finish with a minimum score of 75% in order to pass the class. Evaluation may be measured by means of written tests, projects, reports, term papers and clinical performance. The final grade is a composite of all evaluation measures taken.

### 6.2 Grading Standards

The grading standard is according to the following system:

#### Theory

Grade	Score (%)	Grade Explanation	Grade Point
A	100 – 90	Excellent	4.0
B	89 – 80	Very Good	3.0
C	79 – 75	Good	2.0
F	Below 75	Failing	0
CR		Credit	Credit
NC		No Credit	N/A
I		Incomplete	N/A
W		Withdrawal	N/A

All numerical grades are rounded to the nearest whole number (e.g. 74.51 rounded to 75%)  
“I” may be made up upon arrangement with the instructor.

These letter grades are used on transcripts and in computing grade point averages. Instructors may use plus (+) or minus (-) notations, but such notations are not used in final GPA computations. English as a Second Language (ESL) Program courses will receive letter grades which are not included in the GPA calculation.

#### Clinical

Grade	Score (%)	Grade Explanation
Pass	100 to 75	Complete Clinical Objectives & Satisfactory Clinical Evaluation
Fail	Below 75	Incomplete Clinical Objectives & Unsatisfactory Clinical Evaluation

Additional codes include:

Code	Explanation of Code
RP	Repeat a Course
T	Transfer Credit/Course
AU	Audit
R	Remediation

### 6.3 Satisfactory Academic Progress (SAP)

A student must maintain Satisfactory Academic Progress (SAP) in order to remain in training. SAP is cumulative and it includes all periods of attendance, which are counted toward the maximum time frame allotted. SAP is applied to all students equally and measured throughout each course.

The following requirements must be met in order for students to achieve SAP and be awarded Certificate of Completion from AC.

**Standards of Satisfactory Academic Progress (SAP) are measured using the following criteria:**

- I. Grade Point Average (GPA)
- II. Clock Hours Completed
- III. Maximum Time Frame (MTF) for completion of educational objective.

**In order to comply with the school's SAP, the student must:**

1. Maintain a cumulative grade average of 75% or higher (or a C on a letter scale)
2. Maintain satisfactory attendance
3. Complete his/her program within the maximum time allowed (150% of the normal program length)
4. Once a student shows he/she has attempted more than 125 percent of his/her certificate clock hour requirements a student will receive a timeframe warning.

The instructor shall inform the Director of Nursing of any student who is failing the class. The Director shall schedule a meeting with the student within a week of this notification. At the meeting, the Director shall advise the student ways to improve his/her academic performance and shall make clear other available options, such as withdrawal or leave of absence from the program.

Two (2) verbal and one written warnings will be given to students prior to placing the student on one (1) week probation. A student who fails a class will be automatically placed on academic probation until he/she has brought his/her coursework back to a satisfactory level (within 1-week period) and has made-up failed class hours. A note describing this remedial action will be placed in the student's file.

The Director of Nursing will inform the School Director of any student on probation. The Director of Nursing will ensure that adequate counseling and support is given to any student failing his/her coursework. If improvement is not evident immediately after the terms of the probation and the reasons behind it have been made known to the student, the student will face dismissal from the school. If the director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits. If improvements are made by the student, the Director of Nursing will reinstate the student in the program of study.

Students regaining eligibility through the appeal process will be placed on probation status and will have specific requirements to meet in order to regain and maintain financial assistance eligibility.

#### **6.4 Probation Policy**

All students whose scores fall below the 75% requirement will be placed on probation. Students on probation must maintain a program grade level of 75% on all exams and final evaluations for a period of two terms. These students will arrange a remediation session with the instructor at a time other than scheduled class time.

During Theory remediation, the instructor will review the subject matter of the test which the student failed. The student will respond correctly to questions asked by the instructor.

During Clinical remediation, the instructor will observe the student performing clinical skills which the student did not perform correctly in the clinical area. These skills will be reviewed with the student prior to the performance.

Following remediation, the remediation form will be completed by both the student and the instructor.

#### **6.5 Non-Punitive (pass/fail) grades**

AC does offer Non-Punitive (pass/fail) grades.

#### **6.6 Make-Up Classes**

Any missed classes must be made up and paid for by the student in order to progress to the next term/earn graduate status.

#### **6.7 Auditing a Class, Non-Credit Courses and Repeating a Class**

AC does not charge for auditing a course or for any course which a grade assigned is not used in computing requirement for graduation. This includes repeats of final average of 75% or better and courses which are not applicable to the declared certificate/program objective. This does not apply to repeats of required courses which the student has failed.

#### **6.8 Testing Policy**

1. If possible, the student must inform the instructor in advance if the student will be unable to attend class on a scheduled examination day.
2. If the absence is due to illness or emergency, written verification must be submitted to the instructor in order to be eligible for a make-up examination.
3. Students will be permitted to a retest for any grade below passing at the discretion of the instructor.

4. Make-up testing schedule is determined by each individual instructor and presented at the beginning of a class.

### 6.9 Failure to Complete the Program

There are four possible results if students fail to complete the program as originally enrolled. Failure to take the appropriate steps can lead to an F in the student's permanent records.

1. **Withdrawal:** It is the student's responsibility to process an official withdrawal from class either in person or in writing to be sent to the Registrar. Students must withdraw by the end of the second week of classes or an Incomplete will result.
2. **Leave of Absence:** A LOA status can be granted once during a student's academic career. The leave cannot exceed a maximum of 120 days. Please refer to the LOA policy (6.15) for further information.
3. **Incomplete:** After the second week of class, a withdrawal from class receives an incomplete grade. Incomplete grades may be made up upon arrangement with the instructor. Students are entitled to a prorated refund (see refund policy).
4. **Fail:** A student below 75% fails the course, receiving an F. These students may be readmitted the following term to strive for a higher grade.

### 6.10 Withdrawal from Courses

Any student who finds it necessary to interrupt his/her attendance by withdrawing from AC can complete the official withdrawal process by contacting the registrar. The official withdrawal form will assist AC in a timely withdrawal processing so that no additional services are rendered or charges incurred.

#### Withdrawal Date

A student's withdrawal date varies depending on the type of withdrawal.

At Angeles College, a student's withdrawal date is:

- 1) the date the student officially notified the Admissions and Registrar's Offices of his/her intent to withdraw, or
- 2) the midpoint of the term for a student who leaves without notifying the college, or
- 3) The student's last date of attendance as documented by the school.

### **Official Notification Provided by the Student**

A student is considered officially withdrawn only when the Admissions and Registrar's Offices have been notified of intention by the student in writing. If a student sends written notification of intent to withdraw, the withdrawal date is the date the letter is received via postal, electronic or fax mail.

The student will receive a refund based upon the date of withdrawal (see refund table 8.4).

If the student has equipment belonging to the school, it must be returned in good condition within 30 calendar days, before receiving the refund. Failure to do so will result in fair market value of the equipment to be deducted from the refund.

### **Official Notification Provided by the School**

If a student ceases attendance without providing official notification, the withdrawal date will be the last day of attendance at an academically-related activity, if documented by AC. In cases where an official notification was not provided by the student because of circumstances beyond the student's control (e.g., illness, accident, grievous personal loss or other circumstances), the date related to the onset of that circumstance will be used as the withdrawal date. The date will be determined by the Assistant School Director.

If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or to the state or federal agency that guaranteed or insured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall first be used to repay any student financial aid program from which the student received benefits, in proportion to the amount of the benefits received. The remaining amount shall be returned to the student.

Within 10 days of the day on which the refund is made, AC shall notify the student in writing of the refund date, the amount of the refund, the method of calculating the refund and the name and address of the entity to which the refund was sent. Refunds will be made within 30 days of the determined date of withdrawal.

## **6.11 Transfer of Credits Policy for Vocational Nursing Program**

Angeles College (AC) considers credit from other institutions accredited by an agency recognized by the United States Department of Education (ED) or the Council for Higher Education Accreditation (CHEA).

Credit toward curriculum requirements may be given to students who are admitted to the Vocational Nursing Program if the following requirements are met:

1. The previous education must have been completed within the last five years and completed with a passing grade of C, a passing score from a previous institution, or better.
2. Transcripts from a previous institution must be submitted before credit is granted.

3. The following courses are acceptable for credit:
  - a. Accredited vocational or practical nursing courses
  - b. Accredited nurse assistant programs
  - c. Accredited registered nursing courses
  - d. Accredited psychiatric technician courses
  - e. Armed service nursing courses
  - f. Other courses the school determines are equivalent to courses in the program.
  
4. Any credit granted is always at the discretion of school administration and follows the regulations of the Bureau of Vocational Nursing and Psychiatric Technicians.

**INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION:** The formula used to calculate the number of semester units is as follows:

A semester unit equals fifteen (15) hours of lecture hours

A semester unit equals thirty (30) hours of laboratory hours

A semester unit equals forty five (45) hours of externship/worked-based activities

**A CLOCK HOUR IS DEFINED AS:** "A period of sixty (60) minutes with minimum of fifty (50) minutes of instruction and 10 minutes are allowed for a student break."

### **6.12 Advanced Placement and Credit for Experiential Learning**

AC does not offer Advanced Placement nor does it provide credit for experiential learning.

### **6.13 Attendance Policy**

A student is expected to attend ALL clock hours of the program in which he/she is enrolled. Missed clock hours have to be made-up within a specified schedule (coordinate make-up schedule with Instructor/Program Director). The student is held responsible for all material presented during the absence.

A student who is late by more than 15 minutes is considered tardy. Three incidents of tardiness will be considered as one absence.

Excessive absences can result in a drop or dismissal from class. If a student's absences in a specific period exceed the number of hours the class meets per week, the student may be prohibited from further attendance in the class.

### **6.14 Expulsion Policy**

Students may be expelled from the college when their conduct is deemed unacceptable or for the following reasons:

- Failure to maintain satisfactory grades

- Failure to achieve satisfactory clinical performance
- Failure to represent Angeles College in a professional and ethical way
- Failure to abide by the college's rules, including attendance policy

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

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for a scheduled program break. However, a scheduled break may occur during an LOA.

A LOA status can be granted once during a student's academic career. The leave cannot exceed a maximum of 120 days. Students who do not return to full-time status at the end of their leave are considered to have withdrawn from Angeles College.

- I. One (1) LOA will be allowed for emergency, illness or pregnancy. Students will be required to continue their instruction in the next available class at the point where their studies were interrupted, at the discretion of the Director of Nursing or School Director and pending space availability.
- II. The LOA must not exceed a total of 120 days within a payment period or period of enrollment.
- III. The time taken for a LOA will not be counted against the maximum allowable time for program completion. Hours of the program will resume when the LOA is officially completed.

#### **Requesting LOA Procedure:**

1. Students must outline the reason for their leave in writing and submit it to the Registrar who will present the request for approval to the Director of Nursing.
2. The Registrar will notify students approved for leave with a letter.

#### **Returning from a LOA Procedure:**

1. Students on personal leave must meet with their admissions counselor prior to resuming studies.
2. Any conditions set for a return from leave, such as a letter of clearance from the student's physician for medical leave of absence that are specified in the letter of approval from the Director of Nursing, must be met before the student may resume his/her studies.
3. Copies of said forms must be forwarded to the Registrar.

### Effect on Financial Aid Eligibility

A student granted a LOA that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. Upon the student's return from leave, he/she will continue to earn the federal student aid previously awarded for the period.

**Warning:** LOA and other changes of status can have an adverse effect on students applying for Title IV funds. AC cannot guarantee a particular return date for students interrupting their training. Consult with the school catalog and your counselor before considering taking a LOA.

### 6.16 Graduation Requirement

Students enrolled into any program will be considered "graduates" after meeting the following requirements:

- Must achieve passing grades for the program
- Must maintain satisfactory attendance
- Must have completed the program within 150% of the planned program length
- Must be in good financial standing with the college
- VN students must also pass the exit exam within 150% of the planned program length

A Certificate of Completion will be awarded to each graduate upon completion of the program.

#### 6.16.1 Mandatory NCLEX-PN Review & Exit Exam Policy

1. Students enrolled in the Vocational Nursing Program at AC are required to pass an exit exam in order to complete the program.
2. Prior to taking the 1<sup>st</sup> Exit Exam, AC provides a review course to prepare students for the nursing licensure examination. **This review course is mandatory.** The review course will be provided to students at no cost for those who have completed all course work, achieved a Grade Point Average (GPA) of 75% or better and have satisfied the attendance requirement (hours). Successful completion of a review course is required for program completion.
3. Students are not considered "graduates" until they have satisfactorily passed the exit exam with a passing score determined by AC.
4. Students are not required to pay for the exit exam on their first attempt. However, if a student does *not* pass, he/she must pay for a retest.

Attempt	Fee
First	No Charge
Second	\$50.00

- If a student fails both attempts, he/she will immediately be required to participate in an approved remediation as well as additional set of review courses (**at the student's expense**). After successful completion of these courses, a student will be eligible to sit for a 3<sup>rd</sup> and final exit exam and pay the fee.

Attempt (After completion of an approved remediation and review courses)	Fee
Third (Final)	\$50.00

- The maximum time frame** in which a student must pass an exit exam **cannot be longer than 150%** of the published length of the program (including the mandatory review class).
- A student will receive an "Incomplete" on his/her transcript if he/she fails three (3) exit exam attempts and he/she is considered a non-graduate.
- If a student does not pass his/her a final exit exam, the student can submit a formal request for reconsideration by the Appeals Committee. The decision of the Appeals Committee is final and may not be further appealed.

### 6.17 Licensure/Certification Process

Completion of the following programs enables the student to take or submit application with appropriate fees for licensure or a certification examination.

#### Vocational Nursing

- Must complete application to the Bureau of Vocational Nursing & Psychiatric Technicians (BVNPT) and pay appropriate fees;
- Must complete application for National Council Licensure Exam and pay appropriate fees; and
- Must schedule a computer Adapted Testing Exam time with the appropriate agency.

#### Nurse Assistant

- Must complete application to the California Department of Public Health: Aide and Technician Certification Section (CDPH: ATCS); and
- Must schedule the Competency Examination with the appropriate agency

#### Home Health Aide

- Must complete to the California Department of Public Health: Aide and Technician Certification Section (CDPH: ATCS)

#### Phlebotomy Technician

- Must complete application to the certifying organizations and pay appropriate fees
- Must pass an approved national Phlebotomy certification examination
- Must complete an application to the California Department of Public Health - Laboratory Field Services (CA CDPH-LFS) and pay appropriate fees

### **Medical Assistant**

1. Eligible to apply for certification through the AAMA (or other organizations), earning them the title such as Certified Medical Assistant (CMA)

### **6.18 Transcript Requests**

Transcript requests from graduates of Angeles College should allow up to five business days to process. The first transcript is free, followed by a \$10 fee\* for each additional transcript.

*\*Effective as of July 1, 2010*

## 7. STUDENT RIGHTS

### 7.1 Notice of Student's Right to Cancel

The Student has the right to withdraw from the program of instruction at any time. To withdraw or cancel enrollment, the Student must send a signed Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the fifth business day following the first day of class (or delivered to the school before midnight of the same day). Compliance with this policy will result in a full refund.

Notice of Cancellation or Letter of Withdrawal must be sent to:

Office of the Registrar  
Angeles College  
3440 Wilshire Blvd. Suite 310  
Los Angeles, CA 90010

If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education (The California Department of Consumer Affairs) 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website at <http://www.bppe.ca.gov>

### 7.2 Student's Right to Privacy (FERPA)

Angeles College (AC) maintains compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA defines requirements which are designed to protect the privacy of student records maintained by AC. The law requires that:

1. Students should be provided access to official records directly related to them. Students who wish to see their records must make an appointment or submit a written request through AC's Registrar's Office.
2. Students may not remove any materials, but are entitled, at their expense, to one copy of any materials contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document.
3. Students should be given the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the faculty member.
4. Students' written consent must be received prior to releasing personally identifiable student data from their records to other than a specified list of exceptions. AC is authorized to release public directory information concerning students. Directory information includes the

student's name, address, phone number, date and place of birth, major field of study, dates of attendance, certificates and awards received and the most recent previous educational agency or institution attended by the student. Directory information is subject to release by AC at any time unless the Registrar has received a prior written request from the student specifying that the information not be released.

AC is authorized to provide access of student records to AC officials and employees who have legitimate educational interests. These are persons who have responsibilities in AC academic, administrative, service or research functions.

A copy of AC's FERPA policy is available to students through the Registrar's Office. Education records will be released pursuant to a judicial order or a lawfully issued subpoena, but only after the student is given reasonable and necessary notification of AC's intent to comply with the subpoena before release of the records.

Students have the right to restrict disclosure of directory information. Written requests for privacy holds should include name, address, specific records to be withheld and/or to whom the privacy hold applies, and the student's signature and date. Requests are valid throughout student's enrollment unless otherwise notified.

Congress has provided the Family Education Rights and Privacy Act in that a student have certain rights of access to his/her education records (available in the front office).

### **7.3 Non-Discrimination Policy**

Angeles College (AC) does not deny admission or discriminate against students currently enrolled on the basis of race, color, religion, sex, age, disabilities and area of origin, residence or sexual orientation from participating in any of the school's activities. AC will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

### **7.4 Educational Safety Environment**

Due to requirements set forth by the Occupational Safety and Health Administration (OSHA), proper attire including shoes, eyewear and other articles should be worn during all class hours.

### **7.5 Americans with Disability Act (ADA)**

Angeles College recognizes and accepts its obligations under the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination on the basis of a disability and requiring AC to provide reasonable accommodations to qualified disabled students in all programs and activities. Students have the responsibility to both self-disclose and request accommodation through the school's ADA Compliance Officer. Communication with faculty or other staff members does not constitute in itself fulfilling the ADA accommodation requirements.

Verification through documentation from a health care provider is required prior to accommodations being determined and fulfilled. AC's ADA Compliance Officer will review documentation for accommodation consideration. No student shall be retaliated against for seeking accommodation under this policy or for participating in any complaint procedures brought against AC for its non-compliance with the policy.

### **7.6 Equal Opportunity**

To ensure proper handling of all equal opportunity matters, including the Civil Rights Act and Americans with Disabilities Act, discrimination, accommodation and compliance issues, inquiries should be directed to following individual:

Compliance Officer/Chief Operations Officer at (213) 487-2211, for the following matters:

- Sexual Harassment
- Discrimination - Education
- Discrimination - Workplace - Hiring/Promotion
- Training
- ADA
- EEO - Hiring/Promotion
- Gender Equality

### **7.7 Student Grievance Policy**

The grievance procedure may be initiated by a student or group of students who reasonably believe he/she/they have been subjected to unjust action or denied rights that adversely affect his/her/their status, rights or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

The programs offered at Angeles College are difficult and demanding programs. Students enrolled in these programs may sometimes experience problems. The school will make every effort to help resolve these problems when made aware of them. The following procedure is designed to assist students to resolve any problems they identify.

1. First, discuss the problem with your instructor rather than with other students.
2. Next, make an appointment to approach the Director of Nursing program if you and the instructor were unable to resolve the problem.
3. If the problem is still not resolved, the student will make an appointment to discuss the matter with the School Director.
4. If the problem involves the VN program, you may contact the Board of Vocational Nursing and Psychiatric Technicians.

**Board of Vocational Nursing and Psychiatric Technicians (BVNPT)**

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833  
T: 916-263-7800 Web: [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov) E-mail: [bvnpt@dca.ca.gov](mailto:bvnpt@dca.ca.gov)

5. For other problems, you are able to contact

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

2535 Capitol Oaks Drive, Suite 400, CA 95814  
T: 888-370-7589 Web: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

**Accrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia 22043  
T: (703)917-9503 Web: [www.abhes.org](http://www.abhes.org) E-mail: [info@abhes.org](mailto:info@abhes.org)

### 7.8 Right to Appeal

Students may submit a written appeal of the decision of the AC Program Director, Instructor or the Office of Admissions to the Assistant School Director who will present the appeal to the Board. It is the responsibility of the student to submit to the Board all relevant documents or statements of support with their appeal letter. Appeals should be brought or mailed to:

Angeles College  
Attn: Assistant School Director  
3440 Wilshire Blvd, Suite 310  
Los Angeles, CA 90010

In all cases of student grievances, if the complaint cannot be resolved after exhausting the Board's procedures, the student may file an external complaint.

## 8. STUDENT RESPONSIBILITIES

### 8.1 Student Conduct

Students are expected to conduct themselves ethically, honestly and with integrity as responsible members of AC's academic community. This requires the demonstration of mutual respect and civility in academic and professional discourse. Angeles College reserves the right to suspend or terminate any students whose conduct is deemed unacceptable. Such conduct includes excessive number of absences or tardiness, failure to maintain satisfactory academic standing, failure to achieve satisfactory clinical performance, inappropriate behavior toward fellow students, faculty, staff or affiliates, failure to abide by school rules and other conduct deemed inappropriate.

### 8.2 Standards of Student Conduct

Students are responsible for learning all required material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the City, County, State and Nation.

Student conduct must conform to AC rules and regulations. Violations of such rules and regulations will subject students to disciplinary action. Such violations include, but are not limited to, the following:

- Uniforms not worn in class in accordance with uniform policy
- Harassment of any kind
- Disruptive behavior that hinders or interferes with the educational process
- Any act or statement which threatens or violates the personal safety of any member of the faculty, staff or student body
- Violation of the student Code of Conduct
- Failure to comply with any reasonable directive from faculty or school officer
- Carrying weapons on campus
- Falsification or invention of any information citation or document, lying during a school investigation, or plagiarizing any piece of writing
- Helping another student cheat, fabricate, plagiarize or unlawfully acquire or use copyrighted works
- Violation of any state, federal, or school laws, regulations or rules

### 8.3 Discipline Procedures

If a student is in violation of a rule or regulation, the issue will be investigated immediately. The student will be notified of the issue and investigation. A committee will review the investigation, discuss the findings and make recommendations to the Assistant School Director. The student will be afforded the opportunity to address the committee to plead his/her case. If a violation is found, the student will receive sanctions relative to the seriousness of the violation. The sanctioning decision will be made by the Assistant School Director who will report this decision to the student. If the student feels the decision was in error, the student may request an appeal within 10 days of the decision. The student must submit an appeal in writing to the Committee who will review the appeal and make a decision. The decision of the Committee is final.

## 9. CAMPUS SECURITY AND SAFETY POLICY

Angeles College is committed to assisting all members of the community in providing for their safety and security. The 2011 Angeles College community consists of approximately 100 students plus 20 faculty and staff. Being situated within the city of Los Angeles, the Angeles College shares many of the same interests and concerns as the city, one of which is providing a safe environment for its students, faculty, and staff. As safety and security is everyone's responsibility, your actions and behaviors can significantly reduce your risk of personal harm.

At Angeles College, we understand the concern everyone has about campus safety. Our desire is for students, faculty and staff to enjoy their academic years free from threats to their safety or well-being. The purpose of this publication is to share with you information relating to the safety and security of campus facilities, the office involved in the coordination of campus safety and security, campus crime statistics, campus substance abuse policies, campus sexual assault policies, and timely warnings in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### 9.1 The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (or Clery Act)

The Jeanne Clery Crime Awareness and Campus Security Act of 1990 (Clery Act) requires colleges and schools to provide students and applicants a detailed report of crime statistics for the prior three years. The Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

### 9.2 Geography: Location

The campus of Angeles College occupies 8,879 square feet on the 3<sup>rd</sup> floor of Central Plaza, LLC located at 3440 Wilshire Boulevard, Suite 310, Los Angeles, California. The building is one of three identical structures that occupy the south side of Wilshire Boulevard, between Mariposa Avenue and Normandie Avenue. For purposes of Clery Act data collection and reporting, the following definitions apply:

- **Campus:** Areas of buildings which are leased, owned or controlled by Angeles College, including any classrooms, administrative offices, faculty offices, along with any hallways, lavatories, storage areas, stairwells, elevators or other areas used exclusively by Angeles College staff, faculty or students.
- **Non-Campus Property:** All other areas of campus buildings that are not otherwise included in the definition of "campus" (above), including any hallways, elevators or outdoor areas owned or controlled by the building/development owners and routinely used by Angeles College's students. These areas are considered part of the "campus" for the purposes of the statistics above.
- **Public Property:** Any public thoroughfares, streets, alleys, sidewalks and/or public parking facilities that is immediately adjacent to, and accessible from, the campus.

### 9.3 Annual Campus Security Report

Angeles College is committed to assisting all members of the Angeles College community in providing for their safety and security. The annual security compliance document is available on the Angeles College website at <http://www.angelescollege.edu>

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or properties owned or controlled by Angeles College; and on public properties within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the Angeles College administration office which is located in front of the 3<sup>rd</sup> floor elevators. If you would like to receive the Annual Campus Security Report that contains this information, you can stop by the Angeles College Administration Office at 3440 Wilshire Blvd., Suite 310, Los Angeles, CA 90010 or you can request that a copy be mailed to you by calling (213) 487-2211.

### 9.4 Campus Crime Statistics

The detailed statistics in this policy reflect the number of crimes reported and referrals made at Angeles College for the past three calendar years (2008-2010). Those cases are as follows:

#### 2010 Clery Campus Crime Statistics

##### Total Crimes:

OFFENSE	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC AREA
<b>Murder/Non-negligent Manslaughter</b>	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
<b>Negligent Manslaughter</b>	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
<b>Sex Offenses, Forcible</b> (Forcible rape, sodomy, sexual assault w/object, forcible fondling)	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
<b>Sex Offenses, Non-Forcible</b> (incest and statutory rape)	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
<b>Robbery</b>	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
<b>Aggravated Assault</b>	2010	0	0	0

	2009	0	0	0
	2008	0	0	0
<b>Burglary</b>	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
	2010	0	0	0
<b>Motor Vehicle Theft</b> (Includes theft attempts)	2009	0	0	0
	2008	0	0	0
<b>Arson</b>	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
<b>Liquor Law Arrests</b>	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
<b>Drug Arrests</b>	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
<b>Weapon Law Arrests</b>	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
<b>HATE CRIMES</b>	2010	0	0	0
	2009	0	0	0
	2008	0	0	0

Disciplinary Actions:

OFFENSE	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC AREA
<b>Liquor Law Violations</b>	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
<b>Drug Law Violations</b>	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
<b>Illegal Weapons Possession</b>	2010	0	0	0
	2009	0	0	0
	2008	0	0	0

For more information, please visit [http://www.lapdonline.org/crime\\_mapping\\_and\\_compstat](http://www.lapdonline.org/crime_mapping_and_compstat)

**9.5 Timely Warning**

In addition to the required Annual Campus Security Report, Angeles College will provide a timely warning to the campus community of any occurrences of crimes considered to represent serious or continuing threat to students and employees whether they are reported to campus officials or the local police agencies. Crimes that Angeles College view as serious includes but not limited to:

- homicide
- sex offense
- robbery
- burglary
- aggravated assault
- motor vehicle theft
- arson
- hate crimes
- arrests for liquor/drug or weapons violations
- campus discipline for liquor/drugs/weapons

If the school is aware of such a crime, and the management of the school feels that a serious and continuing threat to students and employees exists, the Campus Security Director will post appropriate warning notifications in various locations throughout the campus, including all entrance/exit doors of the campus buildings. These warning notifications will remain in place for ten days or longer if school management feels that a continuing threat remains.

### **9.6 Security of Campus Facilities**

Angeles College campus facilities are private property. All visitors must report to the reception desk and be admitted to the campus grounds/buildings. Any unauthorized visitation or other trespassing on Angeles College's facilities, including trespassing by students during non-business hours, is strictly prohibited.

### **9.7 Campus Law Enforcement**

Angeles College does not maintain a law enforcement department or employ a security force. However, the building in which Angeles College facilities are housed does maintain security personnel. All crimes and other emergencies will be handled by the building security or local law enforcement agencies appropriately. The building security officers patrol the campus around the clock. Foot and vehicle patrols enable officers to monitor and maintain security on campus, and promote contact between the campus community and building security officers.

### **9.8 Drug, Alcohol and Tobacco Policies**

It is the policy of Angeles College to provide a safe and productive environment for all its students. The goal of this policy would be severely compromised by drug or alcohol abuse. Angeles College requires that every student be free of alcohol, illegal drugs and controlled substances.

Angeles College prohibits following: possession of controlled substances which would constitute a violation of the California Health and Safety Code Section 11350 or the Business and Professions Code Section 4230; use of alcoholic beverages while on any property owned or used by Angeles College. The "controlled substances," as used in this section, include, but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants and cocaine.

Smoking is not permitted in any classroom or other enclosed facility that any student is required to occupy or which is customarily occupied by students, faculty, staff and/or administrator. Smoking is only allowed at locations outside the main building in designated smoking areas.

### **9.9 Sexual Assault Prevention/Reporting**

Angeles College does not maintain dormitories or other facilities that are used outside of regular school hours. Sufficient faculty and staff are available throughout the building and grounds during business hours to accommodate each student's need. Any crime, including sexual assault, on or off campus, should be reported immediately to the local police department or other appropriate law enforcement agency.

However, Angeles College realizes that the decision to report a rape or sexual assault can be a difficult one. We do, however, strongly encourage immediate reporting of these crimes to appropriate agencies. A rape or sexual assault is a serious crime and the reporting of the incident may prevent another unsuspecting individual from becoming a victim. Victims are encouraged to call any law enforcement agency by dialing "9-1-1" immediately for criminal investigation, medical treatment, and referral to crisis counseling and legal advocacy services. Victims may request the entire reporting process remain confidential.

If both the victim and the suspect are enrolled students, a college disciplinary action may be sought. In this event, the accuser and the accused are entitled to same opportunities to have others present during a campus disciplinary proceeding held by school committee. Both parties shall be informed of the proceeding outcomes after a decision has been made by the committee. If found to be in violation of Angeles College's Code of Student Conduct, the offender may be placed on probation, suspended, expelled, and/or excluded from the campus. If certain circumstances the victim may request changes in academic arrangements.

If you become a victim of a sexual assault on or off campus:

- Go to a safe place
- Immediately contact the local police department
- Contact someone you trust to be with you or ask the police department dispatcher to do so for you
- Do not shower, bath, douche, change or destroy your clothing
- Do not clean or straighten up the area

A police officer will arrange for forensic and medical services as appropriate and a report will be accepted in confidence through a 3rd-party or anonymously.

### **9.10 Hate Crimes and the Law**

Angeles College is mandated to protect all members of the campus community by preventing and prosecuting bias or hate crimes that occur within the campus jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Anyone committing such acts can be referred to the Angeles College Administration for disciplinary action, as well as facing prosecution under the California law.

### **9.11 Distribution of Report/Policy**

A notice of this report and policy statement will be given to all students and employees annually. Those wishing a printed copy of this report may print directly from our webpage, or may contact any member of the Angeles College administration for a printed copy sent by mail or picked up.

### **9.12 Crime Prevention**

Angeles College does not maintain dormitories or other facilities that are used outside of regular school hours. Sufficient faculty and staff are available throughout the building and grounds during business hours to reduce the likelihood of crime during school hours. Students and employees are encouraged to be vigilant and observant when in the non-campus or public areas, and to protect themselves and each other by reporting suspicious or illegal activity to proper authorities immediately. To help students and employees protect themselves and their properties, Angeles College develops and makes available to students and an updated crime log and safety tips.

### **9.13 Daily Crime Log**

The Clery Act requires that institutions of higher education maintain a daily crime log. This log may be publicized as a hard copy log and it will be accessible on campus. The crime log for the "most recent 60-day period" must be available for public review during normal business hours. Any requests to view logs older than the 60 day recent period must be made available within two business days of the request for public inspection.

A hard copy of the daily crime log for Angeles College is maintained in the Campus Security and Safety Department located in the administration office. Angeles College does not make available an electronic version of the daily crime log. The business hours of the Campus Safety and Security Office are M-F, 9:00 a.m.-6:00 p.m.

### **9.14 Emergency Notification**

Angeles College Alerts will deliver messages using some or all of the following channels:

- The Angeles College homepage;
- Broadcast e-mail to all Angeles College students;
- Blackboards in classrooms;
- Phone Alerts;
- Classroom/hallway alarms.

## 9.15 Safety Tips

Effective policing is a community activity. Protect yourself against crime by taking the following common-sense precautions.

### ✓ Emergencies

- Fire: Leave the building and call 911
- Health/Medical: call 911

### ✓ On Campus

- Report unusual or suspicious activities to the Angeles College Administration Office in person or call at (213) 487-2211.
- Keep small valuable items (jewelry, cash, wallets, purses, etc.) out of sight or in a closed/locked backpack.
- Small electronics such as iPods, mp3 players, cell phones, thumb drives, and laptops are easily taken by thieves and *must* be secured.

### ✓ Parking Lots

- Do not walk alone to your car.
- Lock your car at all times.
- Take your valuables with you or lock them in the trunk.
- Use anti-theft and safety devices, including remote key access for lighting, car alarms, and steering wheel locks.

### ✓ Personal Safety

- Always let someone know where you are.
- Never walk alone at night, always walk with a friend.
- Do not leave a party or bar with a casual acquaintance.
- Never leave drinks of any type alone, when at a social gathering.
- Report any rape or sexual assault, even if you know the assailant. It's still a crime.
- Report unusual or suspicious activities to the Angeles College Administration Office immediately at (213) 487-2211.
- In Your Car
- Do not signal breakdowns or request help from strangers.
- Check the back seat before entering your car.
- Do not open your window more than an inch if you respond to strangers who approach your car.

### ✓ In General

- Be aware of your surroundings.
- Keep your door locked at all times.

- Don't walk alone late at night.
- Keep your valuables locked up in a safe place.
- Don't leave your laptop computer unattended.
- Mark your valuables with your name.

✓ **Notice, Remember and Report**

- License plate number
- Which way the car or person went
- Anything left at the scene by the assailant or the victim
- Description of car (color, number of doors, rust)
- Description of person, including
  - approximate age, weight, height, and build
  - gender
  - color and length of hair
  - color of eyes
  - color of skin
  - clothing
  - distinctive marks including scars, tattoos
  - distinctive accessories including rings, earrings, piercings

✓ **Your Identity**

- Don't give out personal information on the phone, through the mail, or on the Internet unless you initiated the contact or are sure you know who you are dealing with.
- Don't carry your SSN card in your wallet; store it in a secure place.
- Keep your purse or wallet in a safe place; do the same with copies of administrative forms that have your sensitive personal information.

✓ **Preventing Fires**

Fire prevention and safety programs at Angeles College include:

- Fire drills (Building Services)
- Inspection and maintenance of fire-detection and fire-fighting equipment (Campus Services)
- Routine checks of emergency firefighting equipment (Campus Services)

✓ **Preventing Fire-Related Crimes**

The following activities are illegal:

- Causing a false alarm
- Maliciously activating building fire alarm system

- Discharging a fire extinguisher mischievously
- Tampering with fire-detection and fire-prevention equipment (smoke detectors, sprinklers)
- arson

Any student who commits these crimes will be referred to the College Disciplinary Board. Criminal charges may also be filed.

✓ **In Case of Fire Drill**

When the alarm sounds:

- Always leave the building immediately. Never assume the alarm is a false alarm.
- Continue to evacuate the building even if the alarm stops.
- Use the nearest exit. If the nearest exit is blocked by fire, heat or smoke, go to another exit.
- Always use the stairs. Stairway fire doors will keep out fire and smoke if they are closed and will protect you until you get outside. Never use an elevator. If the power fails, you will be trapped.

✓ **When to use 9-1-1 versus 7-digit telephone lines**

- Call 9-1-1 when there is a life or death emergency that requires the immediate response of emergency service such as police, fire or paramedic. Always call 9-1-1 when there is a medical problem or something that requires the Los Angeles Fire Department to respond, because they do not have non-emergency lines.
- When there is a situation that requires police response but is not an emergency, use non-emergency dial 1-877-ASK-LAPD (1-877-275-5273) or The Los Angeles Police Department (LAPD) Olympic Community Police Station 1-213-382-9102.

It is a misdemeanor under California Penal Code Section 148.3 for any person to willfully use the 9-1-1 system for any purpose other than reporting an emergency. It is a felony if someone is injured or dies as a result of emergency service response to a false call.

### 9.16 Important Security/Safety Phone Numbers

Angeles College – Campus Security Department  
3440 Wilshire Blvd. Suite 310  
Los Angeles, CA 90010  
1-213-487-2211

The Los Angeles Police Department (LAPD)  
Olympic Community Police Station  
1130 S. Vermont Ave.  
Los Angeles, CA 90006  
1-213-382-9102  
Or Main Number 1-877-ASK-LAPD (1-877-275-5273)

ABM Security Services Inc – Central Plaza LLC (Jameson Properties Co Inc)  
3580 Wilshire Blvd.  
Los Angeles, CA 90010  
1-213-487-9404

The ABM Security Services operates 24 hours a day, 365 days a year.

◆ **Please Remember to Call 9-1-1 when there is a life or death emergency that requires the immediate response of emergency service such as police, fire or paramedic.**

## 10. STUDENT SERVICES

### 10.1 New Student Orientation

All new students are required to attend an orientation session conducted by the AC Admissions Office. Orientation will walk students through the registration/admissions process.

### 10.2 Career Counseling and Placement Assistance Services

The Career Counseling and Placement Assistance Services provide students with:

- Individual and group counseling, exploration of career options and information on occupational fields and employment trends
- Overseeing a variety of educational and career options, including non-credit programs, ESL classes and vocational assistance
- Seminars in resume writing, interviewing skills, working with people and other job-related topics

#### **Disclaimer on Job Placement**

The purpose of the certificate programs offered by AC is to extend the nature and range of careers available to our students by providing a quality education that integrates theory with practical application. However, AC cannot offer guarantees of job placement, advancement, or continued employment.

### 10.3 Library and Computer Lab

The Library and The Computer Lab offer students access to books, periodicals and newspaper subscriptions, the internet, and many nursing pamphlets. These facilities offer group-study space, a reading room and access to current word processing software and the internet.

### 10.4 Student Parking

Student parking is available in a parking structure adjacent to and/or areas within walking distance of the college's location. AC is not responsible for parking violations, property theft, property damage, etc. Please keep vehicles locked at all times.

### 10.5 Advising/Counseling

AC staff makes every effort to maintain close communication with its students. Students have access to the faculty and administrative staff for vocational and academic advising.

### 10.6 Student Lounge

The Student Lounge is available for students during school hours to relax, study and eat.

### 10.7 Housing

Although Angeles College does not provide housing, the Office of Student Services can assist in arranging a hotel, apartment, or homestay for students who wish to live near campus or in Koreatown.

## 11. NON-DEGREE PROGRAM INFORMATION

The programs listed below are evaluated as Non-Degree granting programs (as defined by Article 6, 7 and Article 9 of the Reform Act of the Private Postsecondary and Vocational Education Reform Act.)

### 11.1 English as a Second Language (ESL)

Weeks/Hours: 72 weeks / 1296 hours (18 hours per week)

Prerequisite: Appropriate placement score

#### Program Description

This is a 72 week-long intensive program in English as a Second language. Instructions are provided 18 hours per week. The program is divided into six levels, 1-Beginning, 2-Low Intermediate, 3-Intermediate, 4-High Intermediate and 5 & 6-Advanced. The school utilizes a placement test to determine the student's existing skills and places students accordingly. The program stresses the development of listening, speaking, reading and writing skills and incorporates elements of the American culture.

#### Program Objectives

- To develop the individual student's ability to read, listen, speak and write the English language
- To use English idiomatic expressions as spoken in the United States
- To be able to read documents in English and communicate them in the workforce

#### Program Delivery

Residential  
Direct Classroom Instruction

**At the completion of the program, the student will be able to:**

- Communicate in English, including in a work environment
- Possess a general understanding of American culture, pronunciation and vocabulary in order to live and work in the United State

#### Course Description

Course Module/Title	Scope and Sequence	Course Description	Hours
ESL Level 1	18 hours per week for 12 weeks	This is a beginning course in English with emphasis on listening and speaking. Language (vocabulary) is presented thematically. Each lesson promotes a set of grammatical structures. Students are introduced to American culture.	216 Lecture

ESL Level 2	18 hours per week for 12 weeks	This is a low intermediate-level course in English. Students are introduced to reading and short writing exercises. The course emphasizes the development of the student's listening and speaking skills. Language (vocabulary) is presented thematically. Each lesson promotes a set of grammatical structures. Students continue studying American culture.	216 Lecture
ESL Level 3	18 hours per week for 12 weeks	This is an intermediate course in English with emphasis on listening and speaking. Language (vocabulary) is presented thematically. Each lesson promotes a set of grammatical structures. Students continue studying American culture.	216 Lecture
ESL Level 4	18 hours per week for 12 weeks	This is a high-intermediate course in English with emphasis on listening and speaking as well as writing. Language (vocabulary) is presented thematically. Each lesson promotes a set of grammatical structures. Students discuss and write about American and their own culture and experience.	216 Lecture
ESL Level 5	18 hours per week for 12weeks	This is an advanced course in English. Emphasis is placed on vocabulary development. Each lesson promotes a set of grammatical structures. Students acquire workplace vocabulary. All students work to demonstrate advanced-level skills in speaking, listening, reading and writing.	216 Lecture
ESL Level 6	18 hours per week for 12 weeks	This is an advanced course in English. Emphasis is placed on vocabulary development. Each lesson promotes a set of grammatical structures. Students acquire workplace vocabulary. All students work to demonstrate advanced-level skills in speaking, listening, reading and writing.	216 Lecture
<b>Total</b>			<b>1,296</b>

## 11.2 Home Health Aide

Weeks/Hours: 2 weeks / 40 hours (20 hours of lecture; 20 hours of clinical)

Prerequisite: Be a Certified Nurse Assistant

### Description

Home Health Aide workers (HHA) offer in-home treatment to patients who do not require the full services offered by a hospital or extended-stay facility. HHAs are trained in patient interaction, medicating practices, personal care services, physical therapy and other more specific skills as dictated by their patients' needs. This 40-hour Home Health Aide Program

prepares the Certified Nurse Assistant (CNA) to work as a Home Health Aide, providing basic care to clients and their families coping with an illness or disability in their homes.

### Objectives

- Provide personal care and other services as needed in the client's home under the direction, instruction and supervision of a licensed nurse
- Students enhance their personal competence and discover their value as part of the health care team
- Meet the requirements of CNA to work specifically in the home of clients and their families coping with an illness or disability

### Program Delivery

Residential  
Classroom and Clinical Instruction

### At the completion of the program, the student will:

- Be eligible for Certification by the California Department of Public Health
- Be qualified to work in long-term health care institutions or with a home health agency

### Course Description

Course Module/Title	Scope and Sequence	Course Description	Hours
Module 1 Introduction to Home Health Aide and Agency	8 hours per day for 1 week	1. Role of the Home Health Agency a. Employment Practices b. Supervision/Limitations c. Ethics, Liability, Confidentiality d. Agency Credential e. Function of Home Health Agency f. Payment for Services g. Home Care Bills of Rights h. Home Health Agency Personnel  2. Role of the Home Health Aide a. Responsibilities b. Functions c. Rights of the Home Health Aide	2 Theory 0 Clinical
Module 2 Interpretation of Medical and Social Needs		1. Basic description of diseases and its effects on the individual and family 2. Personal adjustment of the individual and family to illness and disability	5 Theory 0 Clinical
Module 3		1. Assisting patients with personal hygiene	5

Personal Care Services		2. Assisting patient in self-care activities 3. Assisting with mobility	Theory 15 Clinical
Module 4 Nutrition		1. Basic principles of diet 2. Meal planning and serving 3. Food purchasing 4. Food preparation, sanitation and storage	5 Theory 3 Clinical
Module 5 Cleaning and Care Tasks at Home		1. Home safety measures 2. Economical cleaning materials and method of use 3. Maintenance of cleanliness where dishes and food are stored 4. Principles of general cleanliness of environment	3 Theory 2 Clinical
<b>Total</b>			<b>40</b>

### 11.3 Medical Assistant

Weeks/Hours: 30 weeks / 720 hours (240 hours of lecture; 180 hours of lab; 300 hours of clinical externship)

Prerequisite: None

#### Program Description

The Medical Assistant Program prepares multi-skilled healthcare professionals qualified to perform administrative and clinical duties and laboratory procedures. The program will be taught through lectures, laboratory and externship training at clinical sites.

#### Program Objectives

- Demonstrate effective written and oral communication skills with consumer and co-workers in the role of Medical Assistant
- Use critical thinking to recognize, analyze and solve problems related to administrative, clinical and laboratory procedures
- Understand and use policies and manuals related to administrative, clinical and laboratory procedures
- Perform mathematic calculations related to generating laboratory results and preparing and administering medications
- Demonstrate competency in the knowledge and skills required for entry-level in Medical Assisting practice
- Display professionalism by projecting a positive attitude, working as a team member and showing initiative and responsibility
- Practice in a legal and ethical manner

#### Program Delivery

Residential  
Classroom and Clinical Instruction

**At the completion of the program, the student will be able to:**

- Perform pre-analytical procedures such as specimen collection
- Assist in processing of specimens
- Assist Doctors and Nurses with patient care services
- Perform injections safely with over 70% accuracy
- Safely assist in operating and maintaining diagnostic test equipments
- Demonstrate good understanding of standard and universal precautions
- Assist in minor surgical procedures

**Course Description**

Course Module/Title	Scope and Sequence	Course Description	Hours
MA 101 Introduction to MA	24 hours per week for 9 weeks	1. Medical Terminology 2. Anatomy & Physiology 3. Infection Control 4. Specimen Collection 5. Specimen Processing 6. Quality Assurance 7. Quality Control 8. Drug Calculation 9. Basic Pharmacology 10. First Aid & CPR	120 Theory 90 Lab
MA 102 Clinical Skills	24 hours per week for 9 weeks	1. Vital Signs 2. Role of Assistive Personnel 3. Surgical Asepsis 4. Assisting in Wound Care 5. Assisting in Urinary Elimination 6. Assisting in Oxygen Therapy 7. Assisting in Nutrition 8. Assisting in IV Therapy 9. Obtaining EKG 10. Injections 11. Sterile Techniques 12. Stocking Supplies 13. Patient History Taking	120 Theory 90 Lab
MA 103 Externship	12 weeks	Clinical Application of Skills	300 Externship
<b>Total</b>			<b>720</b>

**11.4 Nurse Assistant**

Weeks/Hours: 6 weeks / 164 hours (50 hours of lecture; 114 hours of lab/clinical study)

Prerequisite: None

### Program Description

This program prepares the student to function as an entry-level worker on a healthcare team. Focus will be on preparing the student to provide direct care to the patient/resident; promote comfort measures; and collect, record and report data to licensed personnel. Principles of critical thinking, team membership, ethics, caring, communications and cultural sensitivity are integrated throughout the program. The program includes classroom, laboratory and clinical care experiences.

### Program Objectives

- Prepare a competent, nurse assistant to function effectively in acute, long-term care, and ambulatory settings
- Provide a collaborative learning environment in which the student will develop and apply principles of systematic reasoning through critical thinking
- Guide the learner in the continuing process of personal and professional growth

### Program Delivery

Residential  
Classroom and Clinical Instruction

**At the completion of the program, the student will be able to:**

- Function in the delivery of care to clients
- Communicate with clients, client families and members of the healthcare team
- Perform nursing skills applying critical thinking
- Integrate ethical, professional and legal responsibility and accountability into actions and decisions
- Assume responsibility for personal and professional growth
- Sit for the State certification board exam

### Course Description

Course Module/Title	Scope and Sequence	Course Description	Hours
Module 1		A. Role and Responsibilities of Certified Nursing Assistants B. Title 22 Division 5 California Code of Regulations overview C. Requirements for Nursing Assistant Certification	2 Theory 0 Clinical

		D. Professionalism E. Ethics and Confidentiality	
Module 2 Interpretation of Medical and Social Needs		A. Title 22 B. Health and Safety Code C. Code of Federal; Regulations	2 Theory 1 Clinical
Module 3 Personal Care Services		A. Communications B. Defense Mechanism C. Socio-cultural factors D. Attitudes towards illness / healthcare E. Family Interactions	2 Theory 0 Clinical
Module 4 Nutrition		A. Emergency B. General safety rules C. Fire and disaster plans D. Roles and procedures for Certified Nursing Assistants E. Patients safety	1 Theory 1 Clinical
Module 5 Cleaning and Care Tasks at Home		A. Basic rules of body mechanics B. Transfer techniques C. Ambulation D. Proper use of body mechanics and positioning techniques	2 Theory 4 Clinical
Module 6 Medical & Surgical Asepsis		A. Micro-organisms B. Universal precautions for infection control including methods to handle patients and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce the risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and health care workers.	2 Theory 8 Clinical
Module 7 Weights & Measures	Theory Hrs: 8 hrs per day for 6.5 days	A. Metric system B. Weight, length and liquid volume C. Military time (i.e., a twenty-four (24) clock)	1 Theory 1 Clinical
Module 8 Patient Care Skills	Clinical Hrs: 8 hrs per day for 15 days	A. Prosthetic devices B. Bowel and bladder training C. Weighing and measuring the patient D. Bathing and medicinal bath which includes substances such as bran, oatmeal, starch, sodium bicarbonate, Epsom salts, pie products, tar, sulfur, potassium permanganate or salt. E. Dressing F. Oral hygiene G. Hair care, hair shampoo, medicinal shampoo,	14 Theory 50 Clinical

		nail care and shaving H.Skin care including prevention of decubitus ulcers I. Elimination needs	
Module 9 Patient Care Procedures		A. Collection of specimens, including stool, urine and sputum B. Care of patients with tubing to include but not to be limited to urinary, gastric oxygen and intravenous. This care does not include inserting, suctioning or changing the tubes. C. Intake and output D. Bed making E. Cleansing enemas and laxatives suppositories F. Admissions, transfers and discharges G. Bandages and non-sterile dry dressing, including the application of non-legend topical ointments to intact skin surfaces.	7 Theory 26 Clinical
Module 10 Vital Signal		A. Purpose of vital signs B. Factors affecting vital signs C. Normal Ranges D. Methods of measurements E. Temperature, pulse, respiration F. Blood pressure G. Abnormalities H. Recording	3 Theory 6 Clinical
Module 11 Nutrition		A. Proper nutrition B. Feeding techniques C. Diet therapy	2 Theory 6 Clinical
Module 12 Emergency Procedures		A. Signs and symptoms of distress B. Immediate and temporary interventions C. Emergency codes	2 Theory 1 Clinical
Module 13 Long-Term Care Patient		A. Needs of persons with developmental and mental disorders including mental retardation, Alzheimer's disease, cerebral palsy, epilepsy, dementia and mental illness B. Introduction to Anatomy and Physiology C. Physical and behavioral needs and changes D. Community resources available E. Psychological, social and recreational needs F. Common diseases and disorders including signs and symptoms	2 Theory 0 Clinical
Module 14 Rehab.- Nursing		A. Promoting patient's potential B. Devices and Equipment C. Activities of daily living	2 Theory 4

		D. Family interactions E. Complications of inactivity F. Ambulation G. Range of motion	Clinical
Module 15 Observation & Charting		A. Observation of patients and reporting responsibility B. Patient care plan C. Patient care documentation D. Legal issue charting E. Medical terminology and abbreviations	4 Theory 6 Clinical
Module 16 Death & Dying		A. Stages of grief B. Emotional and spiritual needs of the patient and family C. Rights of the dying patient D. Signs of approaching death E. Monitoring of the patient F. Post-mortem care	2 Theory 0 Clinical
<b>Total</b>			<b>164</b>

### 11.5 Phlebotomy Technician

Weeks/Hours: 8 weeks / 80 hours (40 hours of lecture; 40 hours of clinical)

Prerequisite: None

#### Description

This program is designed for students planning to become a California Certified Phlebotomist Technician I. After completion of the program and passing the approved certifying exam, the students will be eligible to apply for certification by the Laboratory Field Services, California Department of Public Health. The class also serves as an introduction to health care professions with emphasis on clinical laboratory science.

#### Objectives

- Learn the technical skills needed to competently and safely collect and handle blood specimens from a variety of patients
- Essential phlebotomy techniques, basic phlebotomy step-by-step procedures, and specimen collection theory

#### Program Delivery

Residential  
Classroom and Practical Instruction

**At the completion of the program, the student will:**

- Be able to safely collect and handle blood specimens from a variety of patients
- Be eligible to apply for and take the board exam. Upon successful passing the board exam, the graduates will apply for certificate by the Laboratory Field Services, California Department of Public Health

### Course Description

Course Module/Title	Scope and Sequence	Course Description	Hours
Module 1 Basic Phlebotomy	6 hours per week for 3.5 weeks	<ol style="list-style-type: none"> <li>1. Infection control</li> <li>2. Basic anatomy</li> <li>3. Medical terminology (maybe contained in other topics)</li> <li>4. Patient identification</li> <li>5. Proper vein selection and skin puncture site selection</li> <li>6. Collection equipment</li> <li>7. Post puncture care</li> <li>8. Waste disposal</li> </ol>	20 Theory
Module 2 Advanced Phlebotomy	6 hours per week for 3.5 weeks	<ol style="list-style-type: none"> <li>1. Advanced infectious disease control and biohazards</li> <li>2. Anticoagulation theory</li> <li>3. Knowledge of pre-analytical sources of error</li> <li>4. Anatomical site selection and patient preparation</li> <li>5. Risk factors and appropriate responses to complications that may rise from phlebotomy</li> <li>6. a. Recognition of problems with requisitions, specimen transport and processing b. How to take corrective actions for problems with requisitions, specimen processing and transport</li> <li>7. Communication skills and interpersonal relationships, stress management, ethics, legal issues</li> <li>8. Quality assurance for accurate and reliable results</li> <li>9. Legal issues related to blood collection</li> </ol>	20 Theory
Externship	8 hrs per day for 1 week	Clinical Application of Skills	40 Externship
<b>Total</b>			<b>80</b>

### 11.6 Phlebotomy Technician - Advanced

Weeks/Hours: 4 weeks / 20 hours of lecture

Prerequisite: Minimum of 1,040 hours on-the-job experience, which includes having a minimum of 50 venipunctures, 10 skin punctures and has observed a minimum of 2 arterial punctures. Documented proof of experience must be submitted prior to program start date.

### Description

This program is designed for persons employed or those who plan to be employed by licensed clinical laboratory or public health agency and have equal to or more than 1,040 hours of on-the-job experience. After completion of the program and passing the approved certifying exam, the students will be eligible to apply for certification by the Laboratory Field Services, California Department of Public Health.

### Objectives

- Will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely
- Essential phlebotomy techniques, advanced phlebotomy step-by-step procedures and specimen collection theory

### Program Delivery

Residential  
Classroom Instruction

### At the completion of the program, the student will:

- Be able to safely collect and handle blood specimens from a variety of patients
- Be eligible to apply for and take the board exam. Upon successful passing the board exam, the graduates will apply for certificate by the Laboratory Field Services, California Department of Public Health

### Course Description

Course Module/Title	Scope and Sequence	Course Description	Hours
Module 2 Advanced Phlebotomy	7 hours per week for 3 weeks	1. Advanced infectious disease control and biohazards 2. Anticoagulation theory 3. Knowledge of pre-analytical sources of error 4. Anatomical site selection and patient preparation 5. Risk factors and appropriate responses to complications that may rise from phlebotomy 6. a. Recognition of problems with requisitions, specimen transport and processing	20 Theory

		b. How to take corrective actions for problems with requisitions, specimen processing and transport 7. Communication skills and interpersonal relationships, stress management, ethics, legal issues 8. Quality assurance for accurate and reliable results 9. Legal issues related to blood collection	
<b>Total</b>			<b>20</b>

### 11.7 Vocational Nursing

Weeks/Hours: 42 weeks (Full-time), 60 weeks (Part-time) / 1,557 hours (classes meet 39 hours per week for Full-time/26 hours per week for Part-time)

Prerequisite: None

#### Description

This program requires 42 full-time and 60 part-time weeks of attendance days. Students will learn proper patient care, medical terminology, medication administration, body systems, body growth and development, patient care assessment and nursing procedures. Upon successful completion of the program, graduates will be eligible to apply for and take the NCLEX-PN. Successfully passing the NCLEX-PN leads directly to licensure.

#### Objectives

- To prepare students to meet basic standards in quality Vocational Nursing
- To prepare to deliver quality nursing care and function successfully in the health care system in both the long term, acute care and outpatient care environments
- To prepare students to help meet the current demand for health care providers
- To prepare students to pass the NCLEX-PN
- To prepare students to obtain a Vocational Nursing education and become gainfully employed

#### Program Delivery

Residential  
Classroom and Practical Instruction

**At the completion of the program, the student will be able to:**

- Function in the delivery of care to clients
- Communicate with clients, client families, and members of the healthcare team
- Perform nursing skills applying critical thinking

- Integrate ethical, professional, legal responsibility and accountability into actions and decisions
- Assume responsibility for personal and professional growth
- Eligible to apply for and take the board exam. Upon successful passing the board exam, the graduates will apply for certificate by the California Bureau of Vocational Nursing & Psychiatric Technicians

### Course Description

Course Module/Title	Scope and Sequence	Course Description	Hours
Fundamentals		<ol style="list-style-type: none"> <li>1. Introduction: Patient's Rights, Interpersonal Skills</li> <li>2. Prevention and management of catastrophe and unusual occurrences, body mechanics, medical and surgical asepsis, weights and measurements</li> <li>3. Patient care skills</li> <li>4. CPR skills</li> <li>5. Patient care skills</li> <li>6. Patient care procedures</li> <li>7. Patient care procedures, vital signs</li> <li>8. Nutrition, emergency procedures, long-term care patient</li> <li>9. Rehab nursing, observing and charting</li> <li>10. Death and dying</li> </ol>	<p>50 Theory 114 Clinical</p>
Term I	<p><b>Full Time:</b> 7.5 Theory hours per day for 2 days per week and 8 Clinical hours per day for 3 days per week (Total of 39 hrs per week)</p>	<p>During the first eight weeks of this term, the student is introduced to, will learn to apply and utilize in the care of patients, the following:</p> <ol style="list-style-type: none"> <li>1. Introduction to nursing</li> <li>2. Legal and ethical issues</li> <li>3. Communication</li> <li>4. Nursing process</li> <li>5. Infection control</li> <li>6. Pre- and post-operative care</li> <li>7. Pain management</li> <li>8. Body mechanics</li> <li>9. Documentation</li> <li>10. Data collection</li> <li>11. Life span</li> <li>12. Emergency care</li> </ol> <p>Week 9 and 10 will introduce the student to the administration of medications. The objective is to have them learn the role of the nurse in administration of medications via oral,</p>	<p>180 Theory 288 Clinical</p>

		percutaneous and injectable route	
		Week 11 and 12 will require the student to review, describe and plan care for the older adult experiencing dementia, death and dying, extended care and home care	
Term II	<b>Part Time:</b> 5 Theory hours per day for 2 days per week and 8 Clinical hours per day for 2 days per week	<ol style="list-style-type: none"> <li>1. Introduction to Anatomy and Physiology</li> <li>2. Description of the Integumentary System, disorders and drugs used to treat the disorders</li> <li>3. Review of the Musculoskeletal System, disorders and drugs to treat these disorders</li> <li>4. Outline of the Nervous System, disorders and drugs to treat these disorders</li> <li>5. Description of the Endocrine System, disorders and drugs used to treat these disorders</li> <li>6. Introduction to the Sensory System, disorders and drugs to treat these disorders</li> <li>7. Review of the Cardiovascular System, disorders and drugs to treat these disorders</li> <li>8. Description of the Blood and Lymph Systems, disorders and drugs used to treat these disorders</li> <li>9. Introduction to cancer, types and drugs used to treat these cancers</li> <li>10. A review of Oxygen Therapy</li> <li>11. Introduction to the Immune System, disorders and drugs to prevent and treat these disorders</li> <li>12. Description of the Respiratory System, disorders and drugs to treat these disorders</li> <li>13. A review of the Digestive Systems, disorders and drugs to treat these disorders</li> </ol>	180 Theory 288 Clinical
Term III		<ol style="list-style-type: none"> <li>1. Introduction to the Urinary System, disorders and drugs used to treat the disorders</li> <li>2. Review Fluid and Electrolytes, disorders concerning, and drugs to regulate fluid and electrolytes</li> <li>3. Describe the Male Reproductive Systems and disorders which occur</li> <li>4. Review the Female Reproductive System and identify disorders which occur</li> <li>5. Compare mental health and mental illness, drugs used to treat mental illness, list substances abused and drugs to treat the abuse</li> <li>6. Compare the role of the student and the role of the graduate. Describe the various types of leadership</li> <li>7. Describe a normal pregnancy and the role of the</li> </ol>	180 Theory 277 Clinical

		<p>nurse during labor and delivery and postpartum care. Identify drugs used for the woman in labor</p> <p>8. Introduction to the care of the normal newborn. Recognize problems of high risk pregnancy</p> <p>9. Review nursing care of the high risk newborn. Describe problems of sexuality</p> <p>10. Identify the role of the nurse in caring for pediatric patients. Recognize the normal development of the infant to preschooler</p> <p>11. Recognize problems of the infant to preschooler. Describe children from school-age to adolescent</p> <p>12. Describe the special needs of children with disabilities. Review pediatric drugs</p>	
<b>Total</b>		<b>Total Theory Hours: 590 Total Clinical Hours: 967</b>	<b>1,557</b>