



NCP College of Nursing

E d u c a t e | G r o w | S u c c e e d



School Catalog | Version 6
September 2011

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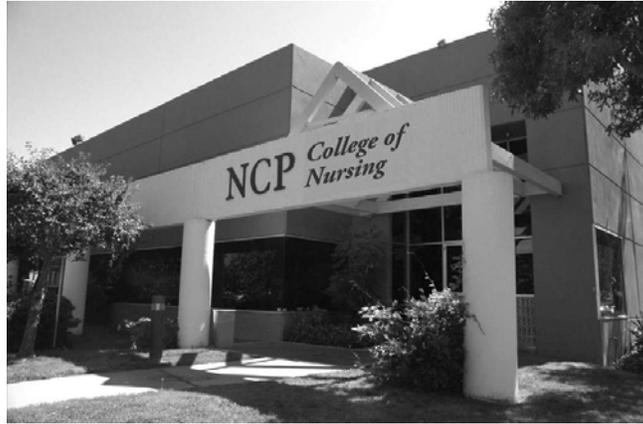
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Effective Dates of Catalog:
January 1, 2011 – December 31, 2011

This catalog shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.



DESCRIPTION OF THE PHYSICAL FACILITY

NCP College of Nursing has two campuses: South San Francisco and Hayward. The South San Francisco Campus occupies more than 7000 square feet of Building 2 of the former Serra Vista Elementary School. It is in a two-level wood and glass building surrounded by tall trees and ranch-type homes overlooking a great view of San Francisco Bay. The school consists of **five** classrooms of which two also serve as a Skills Lab and the other as a Computer Resource Center. There is a student lounge equipped with vending machines and a microwave oven for student use during their lunch breaks. One level is occupied by an administrative office, a library, and the faculty and accounting room. Two administrative offices and a faculty lounge occupy a lower wing of the building.

The NCP College of Nursing branch campus located in Hayward is a newly renovated professional office building right in the middle of town. It is accessible by public transportation such as BART and AC Transit. The school occupies approximately 5,222 square feet in a one-level concrete and glass building situated near commercial banks, shopping, and business offices. The branch campus consists of three classrooms, a computer room, a student lounge, a faculty room, an administrative office and a reception area

A 4,800 square-foot facility adjacent to the NCP Hayward branch houses a Skills Lab, a library, a computer lab, a student lounge, one multi-purpose classroom, a faculty office and three administrative offices.

Both campuses are equipped with laptops, desktop computers, LCD projectors, Flat screen TVs, DVD/VHS players, and skills lab equipment; which are utilized for instruction. Classroom materials include power point presentations, handouts, videos, library materials from the library, which also include online resources. All courses are taught at the South San Francisco or Hayward campuses.

CAMPUS LOCATIONS

South San Francisco
257 Longford Drive #5
South San Francisco, CA 94080
p: (650)871-0701 f: (650)871-0703

Hayward
21615 Hesperian Blvd. Suite A
Hayward, CA 94541
p: (510)785-0454 f:(510)785-4165

www.NCPCollegeofNursing.edu

STATEMENT OF BELIEFS and PHILOSOPHY

The NCP College of Nursing affirms that each individual has the right to education and the right to a safe environment which enable the students to develop their minds and skills, broaden their understanding of social responsibilities, increase their cultural awareness and sensitivity, and realize their fullest potential. The administration and staff look holistically at each of these elements and believe that:

The Student is a complete human being with biological, developmental, psychological, social, cultural, and spiritual needs. The student's beliefs, actions, and interactions are influenced by his/her desire to achieve or maintain balance among his/her families, communities, the environment, the nation and the world.

The Teacher is the primary agent of change in the teaching/learning situation. The teacher values the students, identifies the students' cognitive, affective and psychomotor weaknesses and strengths, formulates and implements a standard-based teaching plan and curriculum and evaluates the students' success in achieving the outcomes criteria.

Learning is a dynamic lifelong process of behavior changes emanating from factors such as age, education, life experience, diverse linguistic, cultural and ethnic background as well as the individual's learning styles. Learning is at its optimum when the student can demonstrate readiness through a logical sequencing of simple to complex tasks, theoretical and practical experiences, and the habitual use of critical thinking combined with situational clinical experiences that are supervised by certified and licensed nurses/physician.

Teaching/Learning is the dynamic interaction among the students, the teacher and the environment leading to the attainment of mutually agreed upon goals and objectives. These goals and objectives undergird the student-teacher collaboration in planning, implementing, and evaluating the educational plan that leads to the students' success.

Health represents the equilibrium of the biological, psychological, developmental, social, cultural, and spiritual dimensions of human beings as they interact with an ever-changing environment. Human beings respond and adapt to internal and external stimuli as they move along a wellness continuum to achieve high levels of functioning at any given time.

"Nursing is both an art and a science. It is a learned profession based on an understanding of the human condition across lifespan and the relationships of an individual with others and within the environment. The nature of nursing is continually evolving. Nursing practice is founded on a professional body of knowledge that integrates concepts from the biological, behavioral, and social sciences. The goal of nursing is to promote comfort and quality health care" ("Beliefs," NCLEX-PN Test Plan)

OUR MISSION

The mission of NCP College of Nursing is to educate adults to become competent, efficient, and safe entry level health-care providers. The Nursing Assistant Training, the CNA Acute Care training, and the Vocational Nursing Program were developed to meet the growing demand for health-care providers in a hospital and/or variety of health-care settings. The faculty and administration are committed to assist the students in gaining knowledge and developing the essential skills and competencies that prepare them for entry-level employment in the health-care system.

HISTORY

Nursing Care Providers, Inc., began in 1982 as a provider of per diem staff nurses for local hospitals. Since then, it has responded to the growing needs of the community for health care professionals by expanding its facilities to high-need areas and offering much-needed programs for nursing assistants, home health care providers, and vocational nurses. The following shows NCP's developmental history in health care programs:

- | | |
|------|---|
| 1982 | began to provide per diem staff nurses to local hospitals. |
| 1987 | provided home health care services. |
| 1989 | opened new offices in Fremont, Miami, and Pasadena. |
| 1993 | NCP Vocational School, a division of Nursing Care Providers, Inc. started a Nursing Assistant program in South San Francisco, later followed by Home Health and Acute Care Programs. Other training sites also opened in San Bruno, Oakland and Walnut Creek. |
| 1997 | offered required general science courses in San Bruno in preparation for Vocational Nursing Program. |
| 1998 | offered full-time and part-time Vocational Nursing Programs in San Bruno |
| 2001 | NCP moved its main campus to South San Francisco. It also offered the required general science courses and full-time Vocational Program in San Leandro. |
| 2002 | offered general science courses and Vocational Nursing program in Hayward. |
| 2003 | Hayward became a branch campus of NCP. |
| 2006 | a 4800 sq. ft. facility opened in Hayward adjacent to the NCP Hayward Branch. Presently, it houses a Skills Lab, a library, a computer lab, a student lounge, one multi-purpose classroom, a faculty office, and three administrative offices. |

- 2008 NCP Vocational School was renamed NCP College of Nursing.

- 2010 NCP South San Francisco Campus and NCP Hayward Campus are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is a recognized accrediting agency by the U.S. Department of Education (DOE).

- 2011 NCP College of Nursing is a member of the California Association of Private Postsecondary School (CAPPS).

NCP College of Nursing is accredited by the California Board of Vocational Nursing and Psychiatric Technician and is approved by the California Department of Public Health.

NCP College of Nursing is a private college and is approved to operate by the Bureau for Private Post Secondary Education. Approval to operate means compliance with state standards set forth in the Ed.Code

NCP College of Nursing is also approved under the provisions of Title 38, United States Code, to train eligible veterans.

VOCATIONAL NURSING PROGRAM

ADMISSION REQUIREMENTS

Each applicant must:

1. be at least seventeen (17) years of age, a high school graduate or GED equivalent
2. pass a standard entrance examination for proficiency in reading assessment, mathematics assessment, Science assessment, English and Language usage assessment, at a minimum composite score of sixty percent (60%). The entrance exam must be taken within 1 year prior to the start of the program.
3. complete the required general science courses, Anatomy and Physiology, and General Psychology, with a grade of no less than “C” (75-79). *N.B. These courses may be taken at other approved/accredited institutions. These courses must be equivalent to the NCP general science courses both in content and total clock hours for credits to be accepted as transfer credits. They must also have been taken within the last five years inclusive of the date of official admission into the program.*
4. submit the following:
 - a. proof of twelfth grade (12th) education or its equivalent (a high school diploma / official transcript or a GED equivalent)
N.B “Official transcript” means that the school issuing the transcripts must send an original document in a sealed envelope by mail to the school’s administrative office. If the twelfth grade education was completed outside of the US, the foreign credentials are translated and certified to be at least equivalent to a US high school diploma by an agency recognized by the Association of International Credentialing Evaluators Inc.
 - b. a background check report completed within 90 days prior to the start of the program
 - c. a completed 10-panel drug screen report (Hayward students only) within 90 days prior to the start of the program
 - d. a completed health examination report completed within 30 days prior to the start of the program:
 - required immunization (varicella, measles, mumps, rubella) signed by a physician or a nurse practitioner
 - TB clearance showing a two-step PPD which should not be more than two weeks apart; otherwise, the first step has to be repeated. **If positive**, the student has to show a negative chest X-ray result AND an annual negative symptom review.

The updated or new chest X-ray can be waived only if one of the following is satisfied:

- 1) a note from the physician stating that the student is not exhibiting any signs of active TB
- 2) a note from the physician stating that the student is taking TB medication as a preventive measure and is negative for TB. There is no need to renew the positive PPD after one year.

If negative, the student is not required to have a chest X-ray, but the negative finding must be renewed annually.

- e. a copy of the current driver's license or an official California ID and Social Security Card (to be kept in a locked file at NCP)
- f. a completed Application for Admission which includes two letters of recommendation from professionals

Each applicant must also understand the following:

1. The school will fairly and consistently apply its admission criteria and standards enabling it to make an informed judgment as to the applicant's ability and proper qualifications to achieve the program's objectives and complete the training. Those who are denied admission will be informed of the reason(s) why they do not meet such standards and requirements. (ACCSCCT Standards of Accreditation Substantive Standards, V (A 1-2))
2. The school reserves the right to ensure that the applicant has no disabilities, physical or otherwise, that would prevent the use of the knowledge and skills gained from the training, for clinical application and for successful on-the-job performance after completion of the training.

Such a determination will be done only by licensed medical personnel (psychologist, psychiatrist, medical doctor) and not by any employee of the school who does not possess such a medical license.

3. The school will reasonably accommodate applicants with disabilities to the extent required by applicable law, except those determined by a licensed medical practitioner as ineligible for admission by reason explained in #2.
4. The school will abide by the board-approved class size. If the number of qualified applicants exceeds that number, 10% of the approved class size will be allowed as alternates and will be admitted contingent upon the attrition rate and the applicant's eligibility ranking on the entrance test. These alternates will be allowed to audit the theory classes and fulfill all the requirements of the course. However, if no attrition occurs up to the date the clinical rotation starts, the alternates must stop attending the classes without incurring any grade or fee obligation. The applicants will be offered the following options:

- wait for the next rotation and re-enroll in the program with priority placement in the next scheduled class
 - stop attending classes and attend other schools
5. The school will not admit any student who did not receive a final passing grade of “C” or better in the required general science courses taken at NCP or a “CR” if the course is verified as transferrable by the process. (See criteria on Credit Granting)
 6. No student shall be permitted to enroll in any vocational nursing courses without completing the verification of all required documents and the determination by the Program Director of the student’s competencies in a course whose credits are requested to be transferred.
 7. **CRIMINAL SCREENING REQUIREMENT**

NCP College of Nursing makes sure that the students have met all requirements for applying for licensure. However, while NCP provides academic advising to assist students in meeting the requirements for licensure, the college does not make an official determination of a person’s eligibility for licensure as it relates to criminal conviction. They are encouraged to contact the Board for clarification of licensure requirements.

The Board publishes three disciplinary brochures which contain frequently asked questions about the disciplinary process and convictions. The brochures are titled *“Understanding the Disciplinary Process”*; *“Disciplinary Overview, Disciplinary Process, Frequently Asked Questions”*; and *“Disciplinary Overview, Convictions, Frequently Asked Questions.”* They are available on the Board’s website at www.bvnpt.ca.gov. If students need clarification after reading the brochures, they may contact the Board’s Enforcement Unit at (916) 263-7827.

ADMISSION PROCEDURES

To be admitted, the applicant must:

1. contact the Admissions Coordinator to schedule an appointment and a tour of the school facilities. Tel. - (650) 871-0701 – SSF; (510) 785-0454 – Hayward
2. visit the school and receive an application packet and a list of admission requirements (See listing above)
3. submit completed admission application and pay a non-refundable application fee of seventy five dollars (\$75.00)
4. take and pass the Entrance Examination.
5. meet with student finance representative to discuss payment options
6. submit all completed admission requirements (see listing on page 5 – 6)
7. meet with the program director or designee for the admission interview
8. receive a letter of acceptance with an orientation packet.
9. attend the Orientation before the first day of class

Admission Priority Ranking

Priority for admission into a nursing program at NCP is based on the following:

1. the date on which the student take the Entrance Examination (check with each school when this test is scheduled for applicants)
2. the student's ranking among others to be admitted based on the maximum number of students that BVNPT approved to be accepted into the program
3. the students total percentage points on the HOBET based on the following calculations:

- **25% Interview with the School Director or designee**

This interview enables the administration to determine the students' career goals and objectives for taking the nursing program, the students' commitment to meet the rigors of daily readings, course assignments, tests/examinations, and to abide by the school behavioral and academic policies and regulations. It is also a way to determine the students' ability to meet their financial obligations and to anticipate factors that may affect the students' success in the program.

- **50% x Composite Percentage Score (combined reading and math comprehension scores)**

This is an average score of the group's math and reading comprehension scores on the HOBET test. It is an evaluation of the students "comprehension at the inferential level of science-related material and your ability, sequentially, to perform basic operations in mathematics and algebra that are essential for success in college and your career profession". (ERI, 4th edition, Diagnostic Analysis). No score should be less than 40% per category.

- **25 % for completion of the required science courses (Anatomy & Physiology, and Psychology) with a minimum grade of C (75-79)**

These courses may be taken at other approved/accredited institutions and credits for such courses are transferable to NCP provided the content, hours, and units are equivalent to or exceed those of the courses at NCP. The courses must also have been taken within the last five years inclusive of the date the student is admitted into the program.

Examples:

Scenario: NCP has 44 students already admitted on the basis of the above criteria who have already been notified of their admission into the VN full-time program.

Student A

Date of test	:	April 24, 2008
Interview score	:	25
Composite HOBET score	:	32 (50% x 64 combined percentage scores in reading and math)
Required science courses	:	25
Total ranked score		82

Student B

Date of test	:	April 25, 2008
Interview score	:	25
Composite HOBET score	:	32 (50% x 64 combined percentage scores in reading and math)
Required science courses	:	25
Total ranked score		82

Priority for admission will be given to Student A to be the 45th student in the upcoming VN program. All other variables considered, Student A has an earlier priority date. Student B will be an alternate whose admission into the same program will depend on attrition during the duration of the program.

A similar priority ranking will be used for the part-time VN program.

CREDIT GRANTING

Students may request for credit for courses taken from approved/accredited institutions. Such request should be approved at least 2 weeks prior to the start of the program based on:

A. Previous education:

1. The course must have been taken in the past five years inclusive of the date the applicant applied for admission.
2. The course must have been taken at an institution accredited by an agency recognized by the U.S. Department of Education. Each course must be verified by the instructor and the VN Program Director or designee to be equivalent in course content and clock hours to those offered at NCP. For courses in units, NCP will accept a 3 unit course for a 54 hour class in Anatomy and Physiology and General Psychology, etc. Courses taken outside of the USA need to be evaluated by an agency recognized by the Association of International Credentialing Evaluators Inc. Students submitting requests for courses outside the USA must allow at least 4 weeks for review due to time needed for processing.
3. The student must submit an official transcript and a course description. *“Official”* means that the school issuing the transcripts must send an original document in a sealed envelope by mail to the school’s administrative office.

B. Competency:

1. Credit shall be granted for courses leading to a related degree acquired through experience.
2. Credit shall be determined by written and/or practical examinations given by the course instructor and verified by the Program Director.
3. The student must submit an official transcript and a course description. *“Official”* means that the school issuing the transcripts must send an original document in a sealed envelope by mail to the school’s administrative office.

Transferrable credits are: Anatomy and Physiology, General Psychology, and Nutrition equaling 123 hours, transferrable credits must have been completed at an accredited institution

Approved transfer of credit(s) for the course(s) will be entered as “CR” in the student’s transcript of records.

Grades on the credit will be included in the determination of academic and other awards at the end of the program. There is no charge for credit evaluation

TRANSFERABILITY OF CREDITS

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

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

NCP – College of Nursing has not entered into an articulation or transfer agreements with any other college or university.

PROGRAM DESCRIPTION

The Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians and the Bureau for Private Postsecondary Education for a total of 1,564 hours of theory and clinical training for entry level employment in hospitals and other health care settings. The curriculum focuses on knowledge of basic biological and psychological concepts and cultural principles, and the development and application of nursing skills and caring humanistic behavior. The student, under the supervision of a qualified Registered Nurse or a Licensed Vocational Nurse, participates in the assessment, planning, implementation, and evaluation of nursing care. Upon completion of the program, the students receive a Certificate of Completion from the school and become eligible for taking the written examination titled National Council Licensing Examination for Practical (Vocational) Nursing ((NCLEX-PN).

All instruction at NCP – College of Nursing is provided in English. English language services are not provided by NCP College of Nursing

TERMINAL OBJECTIVES

At the completion of the Vocational Nurse Program, the students as entry-level vocational nurses will be able to:

- demonstrate their knowledge and competencies in patient care under the direction of a Registered Nurse or Medical Doctor
- communicate effectively both verbally and in writing with clients, peers and other members of the health care team
- pass the NCLEX-PN, an entry level nursing competency test for licensure as a Licensed Vocational Nurse and maintain such licensure

CAREER OPPORTUNITIES

Licensed Vocational Nurses may find entry-level employment in Acute Medical/Surgical Hospitals, Long Term Care Facilities (Skilled Nursing, Assisted Living, Residential Care Facilities), Home Care Agencies, Outpatient Clinics, Doctor's Offices, Ambulatory Surgery Centers, Dialysis Centers, Blood Banks, Psychiatric Hospitals, Correctional Facilities, etc.

PROGRAM OVERVIEW

1,564 Clock Hours

Course Name	Theory	Skills Lab	Clinical	Clock Hours
Required General Science Courses*				
Anatomy and Physiology	54			54
General Psychology	54			54
Sub Total	108			108
Level I Courses				
CPR	3	3		6
Fundamentals of Nursing 1	54	72	45	171
Communication	24			24
Nursing Process	15			15
Pharmacology	54			54
Nutrition*	15			15
Sub Total	165	75	45	285
Level II Courses				
Medical-Surgical Nursing 1	120	36	279	435
Medical-Surgical Nursing 2	100	18	240	358
Sub Total	220	54	519	793
Level III Courses				
Medical-Surgical Nursing 2			126	126
Maternal/Child Nursing	38	16	21	75
Pediatric Nursing	46	8	48	102
Patient Education	9			9
Leadership & Supervision	18		48	66
Sub Total	111	24	243	378
Grand Total	604	153	807	1564

Maximum Class Size: 45 students (Theory) and 15 students (Clinical)

N.B. * These courses may be taken at other approved/accredited institutions and credits are acceptable as transfer credits if course content and clock hours are equivalent and the courses were taken within the last five years inclusive of the date the student is officially admitted into the program.

DEFINITION OF CLOCK HOURS

A clock hour is defined as 50 minutes of instruction per hour in classroom and clinical settings.

LENGTH OF TIME OF THE PROGRAM

Program	Total Number of Clock Hours	Number of Weeks of Completion*
Vocational Nursing	1,564	45 (Full-Time: meets 5 days a week)
		74 (Part-Time: meets 4 days a week)

*May vary depending on Holiday schedule.

TYPE OF DOCUMENT AWARDED UPON GRADUATION

NCP College of Nursing awards a Certificate of Completion to graduates of Vocational Nursing Program.

REQUIREMENTS FOR GRADUATION

The students must meet the following requirements in order to qualify for the Certificate of Completion:

1. Attain a grade of C (75-79) or higher in all Theory courses and a grade of P (Pass) for Clinical courses.
2. Attend at least 90% of the required clock hours of attendance.
3. Complete all requirements specified for class completion, remediation, and make-up.
4. Comply with all behavioral expectations defined in the Policy Relating to Conduct.
5. Satisfy all financial obligations to the school.
6. Complete the training within the prescribed length, up to 1.5 times the Hours of the program.
7. Complete the NCLEX - PN review course.
8. Register for NCSBN Online Review Course
9. Review and sign the "Contract for Success" agreement.

VOCATIONAL NURSE LICENSURE

In order to work as a Vocational Nurse in California, you will be required to pass a licensing examination administered by National Council Licensure Examination (NCLEX-PN). Completion of the Vocational Nurse program does not automatically enable a graduate to work.

Summary of Requirements for Licensure as a Vocational Nurse

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent.
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. Note: A License will not be issued until the board receives the background information from DOJ.
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN).
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process your license.

PROGRAM DESCRIPTIONS

Required General Sciences

GENERAL PSYCHOLOGY

54 Hrs. (Theory)

This course is designed to provide the student with basic principles of human behavior which is the basis for increased self understanding and improved interpersonal relationships. In addition to basic principles of human behavior; effective communication, diversity of clients served by the nurse, effects of stress, physical and emotional needs in different life stages as affected by illness, emotional response to various life experiences, and specific emotions as they affect behavior are also discussed. A brief introduction to abnormal psychology is introduced towards the end of the course.

ANATOMY AND PHYSIOLOGY

54 Hrs. (Theory)

This course is designed to provide the student with information necessary to form basic understanding of the normal human body structures and their respective functions including the relationship of each organ system to homeostasis. The effects of age-related changes are discussed to better understand the normal physiologic changes. Anatomy and physiology serves as the foundation of knowledge set necessary in caring for the client in any health care setting.

LEVEL I

FUNDAMENTALS OF NURSING

54 Hrs. (Theory)
72 Hrs. (Skills Lab)
45 Hrs. (Clinical)

This course presents the theoretical framework for understanding the process of providing basic nursing care using the nursing process as a model of delivering safe patient care. Content includes developmental processes and life cycle of adult and older adults, health care delivery systems, cultural diversity, therapeutic nature of nursing, professional accountability, medication administration, and nursing management of basic patient care needs including concepts of safety and infection control, fluid and electrolyte balance, skin integrity, and nutrition. Demonstration, practice, and return demonstration in the skills laboratory is required. The learned skills will be implemented first in the fundamentals and medical-surgical practicum and thereafter, throughout the program's clinical experiences.

NURSING PROCESS

15 Hrs. (Theory)

This course provides the student the theoretical framework and a systematic way of effectively applying the scientific approach to nursing care of the client. The student learns the steps of the nursing process: (1) assessment (data, analysis, and diagnosis), (2) planning, (3) implementation and (4) evaluation. The content includes writing care plans and applying critical thinking skills in the process of developing nursing care plan.

NUTRITION

15 Hrs. (Theory)

This course is designed to provide the student with information necessary to form basic understanding of the physiological value of nutrients, food sources, diet guidelines, and menu planning in health promotion. The course will also include discussion on societal concerns such as how culture influences food preference, eating habits and weight management; health disorders and other factors affecting nutritional status of patients, including the impact of age-related changes on nutrition.

COMMUNICATION

24 Hrs. (Theory)

This course is designed to engage the students to think critically and to challenge the students to apply the process of critical thinking continuously throughout the nursing program. The course content includes verbal and non verbal communication, its barriers and influences as well as the importance of applying therapeutic communication in the health care setting. In addition, the course introduces the student to the therapeutic nurse patient relationship and the developmental processes and special needs of an older adult and communication among the different members of the health care team in different health care settings.

PHARMACOLOGY

54 Hrs. (Theory)

This course covers all aspects of introductory pharmacology. It is designed to include basic understanding of drug action at the physiologic level. It covers unit conversions and drug calculations. The content includes study of drug categories, principles of drug action and drug interaction, effect of drugs on various body systems, and nursing considerations in administering medications.

LEVEL II

MEDICAL/SURGICAL NURSING I

120 Hrs. (Theory)
36 Hrs. (Skills Lab)
279 Hrs. (Clinical)

This course is designed to provide basic understanding of the response of older adults to pathophysiological changes and to medical-surgical interventions related to the disorders of the major body systems namely: Integumentary, respiratory, cardiovascular, digestive, urological, endocrine, sensory, and musculoskeletal systems. The course content includes: physiological responses of patient to illness, and concepts related to rehabilitative nursing. The students follow a logical pattern of acquiring knowledge and skills required in the skilled nursing facility while studying older adults and providing nursing care and medical surgical and pharmacologic interventions. Patient and family teachings are incorporated as well as dietary and cultural considerations. The nursing process provides the model of delivering safe nursing care in the skilled nursing facility.

MEDICAL/SURGICAL NURSING II

100 Hrs. (Theory)
18 Hrs. (Skills Lab)
366 Hrs. (Clinical)

Medical Surgical Nursing II builds upon the knowledge, skills, and attitudes developed in Medical Surgical I. This course is designed to provide basic understanding and care of the adult patient with mental health conditions in addition to the pathophysiologic changes related to disorders of the major body systems not covered in Medical Surgical I. It also covers basic nursing care pertaining to the care of more complex nursing care such as anesthesia, surgery, oncology nursing, and societal health conditions. The nursing process is used as the model for the delivery of safe nursing care in a variety of settings.

LEVEL III

PATIENT EDUCATION

9 Hrs. (Theory)

This course is designed to introduce the student to principles of patient education, teaching strategies, and the concept of patient education as an important dimension of nursing care. The role of the vocational nurse in the education of patient and family are discussed within the contexts of the health promotion, maintenance of health, and client safety. Theories of learning are reviewed and case studies are used to illustrate differences in patient education plans based on the client's developmental stage and health status.

MATERNAL / CHILD NURSING

38 Hrs. (Theory)
16 Hrs. (Skills Lab)
21 Hrs. (Clinical)

This course is designed to provide theoretical knowledge and skills related to the response of the patient to pregnancy: from conception to the care of the newborn. Course content includes growth and development, current trends in maternal child nursing, human reproduction, fetal development, prenatal care, complications of pregnancy, labor and birth, pain management, the family, postpartum care, the newborn, breast feeding, and the infant's special needs. The goal is to prepare the students to: think critically, problem-solve effectively, develop competent assessment skills, and teach patients about their health care needs taking into consideration the developmental needs of the patient. The nursing process will provide a model for the delivery of safe nursing care in the prenatal, postpartum, and/or reproductive clinics, labor and delivery set units, and postpartum units.

PEDIATRIC NURSING

46 Hrs. (Theory)
8 Hrs. (Skills Lab)
48 Hrs. (Clinical)

This course is designed to provide basic understanding of the response of the pediatric patient to illness and to medical-surgical interventions related to illness, based on the maturation level (infancy to adolescence). Course content parallels the developmental stages: i.e. infants, toddlers, pre-school and school aged children, pubescent and adolescent children; as it relates to the common pediatric conditions and specific diagnostic tests; accident prevention; nutrition, including culturally diverse food patterns; the principles involved in standard precautions used to prevent the transmission of communicable diseases in children; immunization programs; and the characteristics of common childhood communicable diseases. The nursing process will provide the model for the delivery of safe nursing care to pediatric patients in the hospital, clinic, and home. The course also gives the student opportunity to learn the principles of wellness, to manage illness of children, and to consider the concepts of grief and loss as they apply to the nursing care of children and families with special needs.

LEADERSHIP AND SUPERVISION

18 Hrs. (Theory)
48 Hrs. (Clinical)

This course is designed to explore the leadership role of the vocational nurse and to assist students to develop behaviors that contribute to effective leadership in the health care setting. Course content includes: selected theories of leadership and management, characteristics of the effective leader, assessment of leadership styles, conflict resolution strategies, delegation, accountability, nurse practice standards, and ethical and legal issues related to leadership role of the vocational nurse. The importance of effective communication in providing leadership to a multicultural workforce is emphasized.

ATTENDANCE

Attendance is a major element in the student's training. BVNPT requires completion of a set number of clock hours for each of the courses.

Compulsory attendance is an obligation assumed by the student at time of enrollment. Regular class attendance in theory and clinical training enables the student to gain the essential skills and concepts that make him/her a competent and safe practitioner under the supervision of a licensed nurse in any health-care setting. It also prepares the student to pass the NCLEX examination.

Satisfactory Attendance

To maintain satisfactory attendance, students must be on time and present in class for at least 90% of the required clock hours for each theory class and clinical training. The VN Program Director must verify completion of all clock hours to qualify the graduate to obtain permission from the Board (BVNPT) to sit for their licensing exam.

See the list of mitigating circumstances in the Student Handbook.

An unexcused absence is defined as an absence that does not fall under any of the mitigating circumstances and/or incurred under a "no call-no show" circumstance.

Cutting classes/clinical, or returning late after a scheduled break is treated as an absence for the day.

Excessive Absences

Excessive absence is defined as more than 10% of the allowable time per course. Failure to maintain satisfactory attendance will place the student in Attendance probation.

Tardiness

A student who arrives in theory class more than 10 minutes late based on the correct classroom clock is considered tardy. A student who arrives in clinical more than 10 minutes late based on the instructor's watch is considered tardy.

In theory class, persistent tardiness defined as tardiness of more than two times which exceed ten minutes each time, based on the correct classroom clock, is considered an unexcused absence. Students are encouraged to join the class even if marked absent for the day to maximize learning at the discretion of the instructor. However, accrued absences will be considered in determining satisfactory attendance.

In clinical, if the student is more than 10 minutes tardy, based on the instructor's timepiece, it is up to the clinical instructor if he / she will be allowed to continue the clinical day because it disrupts the assignment and smooth flow of the unit. Persistent tardiness defined as tardiness of more than two times which exceed 10 minutes each time, is considered an unexcused absence. The instructor will dismiss the student and mark him or her absent for the day **to be made up as a full day at the end of the level.**

CONDUCT

Code of Conduct

All students are expected to abide by all local, state, and federal laws and regulations of the United States.

Integrated in the training, and expected of all students, are specific ethical, professional, interpersonal, and time management behaviors prescribed by the American Nurses Association and the California Board of Registered Nursing. Specifically, all nursing students are expected to abide by the Code of Conduct (See Code of Conduct in the Student Handbook)

Off Campus Conduct

While NCP College of Nursing does not seek to interfere with the off-campus and personal conduct of its students, certain types of off-campus conduct may interfere with the school's interests. For this reason, students are expected to conduct their personal affairs in a manner that does not adversely affect the school's or their own integrity, reputation or credibility. Illegal or immoral off-campus conduct by student that adversely affects the school's interests or the student's ability to achieve his or her academic objectives will not be tolerated.

Academic Honesty

As the students prepare for a nursing career, they are expected to maintain a high standard of academic integrity and honesty. Academic honesty is broadly defined as: ***“Non-tolerance of any forms of cheating, plagiarism, or knowingly furnishing false information verbally or in writing to the staff, faculty, and administrators at any time and in any context.”***

Specifically, cheating is defined as, ***“any intentional changing, omission, distortion, substitution of another element, withdrawal of essential information, erasure, non-disclosure of material fact in order to withdraw, deceive, or falsify a truth.”*** The cheating behavior must meet the following characteristics as stated in the Student Handbook.

Dress Code, Appearance and Personal Hygiene

Because the students represent the school on campus and at clinical sites as professionals, all are required to adhere to specific guidelines on appearance, personal hygiene, and uniform. Specific information is clearly explained to the students during their orientation and prior to their clinical assignments. Violations of these could result in the student(s) being sent home or being penalized for an unexcused absence due to non-compliance with these guidelines. (See Student Handbook)

Dress-Down Day(s) *

Dress-down days are those designated by management and faculty when students do not have to wear their school uniform to their theory classes only. In clinical, the students must always wear their uniforms as defined in the Dress Code standards. See Student Handbook for details.

Use of Fragrance

We strive to maintain a fragrance-free campus. Students may not wear any of the following in campus or when on the clinical site: cologne, after shave lotion, perfume, perfumed hand lotion, scented hair products, scented deodorants and/or similar products.

GRADING POLICY

Grading is a tool used by instructors to measure student success and determine the major benchmarks for monitoring student progress. It is one of the indicators used to determine the action plan of strategic activities for school-wide improvement. Students receive grades and feedback on their progress at regular intervals based on their performance in theory classes and validated competencies in clinical settings. Students must maintain a grade of 75% or higher in academic performance in theory and clinical to remain in the program.

Theory Evaluation

The students' grades in theory classes are derived from completed required readings, critical thinking activities, verbal and/or written quizzes, course assignments, major tests, projects, case studies, and class presentations using teacher-designed processes and criteria for grading. Also factored in theory grades are satisfactory class attendance, punctuality, and full compliance with the behavior expectations defined in the Policy Relating to Conduct.

To maintain good standing in the theory classes, each student must maintain a minimum of “C” average (75-79) in each course. Following is a list of grade equivalencies:

<u>Letter Grade</u>	<u>GPA</u>	<u>Range of Scores</u>	<u>Qualitative Indicator</u>
A+	4.0	95-100%	EXCELLENT
A	3.5	90-94	VERY GOOD
B+	3.0	85-89	GOOD
B	2.5	80-84	AVERAGE
C	2.0	75-79	FAIR
D	1.0	70-74	REMEDIAL
F	0.0	69 and below	FAILURE (non-remediable)

All students must pass the Theory and Clinical components of a course. Failure in Theory disallows the students to move on to the next level. The students must repeat both the Theory and the Clinical parts of the course.

Skills Lab and Pre-Clinical Evaluation

Prior to the clinical assignment, the students have ample opportunities for “hands on” practices for clinical readiness and application of theory in the **Skills Lab**. Early experiences include case studies using realistic clinical scenarios, role-playing and simulation exercises as patients and nurses under the supervision of a certified nurse instructor. To strengthen the students’ skill competencies, the students practice their skills on mannequins using pieces of equipment and models and are evaluated each day using the **Skills Lab/Clinical Check-Off List**. Competency level is determined by the students being able to complete the skill task from (a) memory and (b) in the proper sequence. This includes practical, verbal/written, and critical thinking skills in applying what the students have learned in their theory classes. The modeling procedure used by the instructor follows the “I do, We do, You do” sequence until each student can efficiently do the tasks independently. See Student Handbook for details.

All students must pass the skills lab component of the course. Failure in skills lab disallows the student to progress to clinical rotation.

Clinical Evaluation

All clinical instructors use the **Skills Lab/Clinical Check-Off List** to determine the students’ competency level in essential clinical skills. Students are graded based on their ability to perform the identified skills under close observation and supervision by the clinical instructor. Competency is defined according to the students’ degree of mastery and self-direction, safety awareness, application of theoretical knowledge, and task completion. See Student Handbook for details.

If a student receives a NP for the day, he / she need to meet with the Program Director or Assistant Program Director to discuss about their remediation. Clinical NP remediation may come in the form of clinical make up day at the end of the level from 1-4 days depending on the severity of the NP, and / or a clinical make up project.

All students must pass the clinical component of the course (s). For failure in Clinical only, the students repeat the clinical component of the course, but will not be allowed to move to the next level of the training, or to progress to graduation.

MAKE-UP

Make-up work is allowed to enable the student to understand and pass the portion of the lesson or the clinical experience that he/she missed due to excused or unexcused absences. Make-up work covers the objectives, skills, and concepts that the student missed on the day(s) of his/her absence. See Student Handbook for details.

A student who does not comply with the two-week deadline for make-up completion will have his/her grade defaulting to an F (Failure) and not moving to the next level, or not participating in the graduation ceremonies and / or exit interview.

Make-up work is required whether the absence is excused, under mitigating circumstances, or unexcused under “no-call, no-show” policy in order to:

- (1) to fulfill the clock hour requirements of the Board, and
- (2) to fulfill the objectives missed.

LEAVE OF ABSENCE

A student who incurs excessive absences will be asked to take a leave of absence not to exceed 180 days. A student may be granted more than one leave of absence in the event unforeseen circumstances arise, such as medical reasons and personal family issues affecting the student or a member of the student’s immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days. The student must have a signed and approved leave of absence before being granted the leave. See Student Handbook for details.

REMEDATION

Only one remediation at the end of the course will be allowed at each level. No student advances to the next level without satisfactorily completing all the previous level courses. The highest grade attainable through remediation is a “C” (75-79) in Theory classes. It must be a P (Pass) in clinical.

A grade of NP (Not Passed) in clinical training may be remediated at the end of the level provided the theory class is passing.

All remediation must be completed within one week from the end of the course for Theory; prior to advancement to the next level; or prior to graduation. Students who fail to complete the remediation or any make-up work in the last level will not be permitted to join the graduation ceremony, or progress to the exit interview.

INCOMPLETE COURSE WORK

Students who need to complete a theory/clinical make-up or remediation requirement has a pending grade until the requirement(s) is satisfactorily completed by the deadline. The pending grade defaults to an F if the student fails to meet the expectations on or before the due date. A Clearance Form is required prior to advancement to the exit interview. (See Student Handbook) Failure to complete any of the requirements by the deadline will disallow a student from moving to the next level or proceed to graduation / exit interview.

SATISFACTORY PROGRESS

The course instructors regularly inform their students of their progress in theory and clinical classes to monitor and ensure that the students are making progress towards graduation and are eligible to sit at a licensing or certification examination. The instructors provide the students verbal and/or written feedback on class assignments, tests, quizzes and projects on a regular basis. Finalized grades are to be released to the students or posted within a week of the end of the course. See Student Handbook for details.

PROBATION

A student can be on probation only ONCE at each level. A student is put on probation for thirty days for any of the following reasons:

Failure to Maintain Satisfactory Academic Progress

Failure to Maintain Satisfactory Attendance

Failure to Comply with the Policy Relating to Conduct

Failure to Meet Financial Obligations

Violation of Any Condition(s) Stated and Agreed to in the Enrollment Agreement

Removal of Probation Status

Student will be cleared from probation upon satisfactory completion of all the terms and conditions at the end of 30 days. The removal from probation will be communicated by the Program Director.

DISMISSAL

A student can be on probation only ONCE at each level. Continued violation of the same probation or any of the probations listed above while in the same Level will lead to termination.

WITHDRAWAL

A student may withdraw only once in each level.

Withdrawal from a class **MUST** be initiated by the student. Verbal or telephone withdrawal requests will not be accepted.

A student, while enrolled in the training program, who has not attended class for ten consecutive days and has not notified the school of the reason for his/her nonattendance will be considered withdrawn from the program and a default grade of an "F" will be recorded in his/her record. The school will initiate this withdrawal and notify the student of their status.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

Student's Right to Cancel

You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address respective of your campus of attendance:

South San Francisco

257 Longford Drive #5
South San Francisco, CA 94080

Hayward

21615 Hesperian Blvd. Suite A
Hayward, CA 94541

This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; failure to abide by the ethical standards, and/or failure to meet financial obligations to the School.
- The student has failed to attend class for ten consecutive days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of one week (7 consecutive calendar days).

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured 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 programs 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

RE-ENTRY

Students who withdraw from the program on the advice of the course instructor and the Program Director for imminent failure will be eligible for re-entry pending seat availability without going through the normal admission procedures, but will be charged full tuition for the courses they are repeating. Mid-course re-entry is not allowed.

Students who withdraw from the program after failing a course and do not declare their intention to re-enroll at NCP at the time of withdrawal will be considered terminated and will be re-admitted only as new admission and must complete all admission requirements (see admission requirements NCP School Catalog).

They will also be charged the appropriate tuition for the program.

Only one re-entry will be allowed.

Students who are terminated for serious ethical violations of any of the non-remediable regulations for Ethical Behavior and conduct will not be eligible for re- entry.

The student has the right to appeal to the President and COO within 2 business days of the final decision. The student is then placed on administrative leave of absence pending further investigation. See page 48 of the Student Handbook regarding the appeal procedure.

NON-DISCRIMINATION

The NCP College of Nursing is committed to providing everyone an educational environment free of discrimination, harassment, intimidation, threats, or coercion based on a legally protected status. Therefore, it is the policy of the NCP College of Nursing to provide all persons with equal educational opportunities in all of its programs and activities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-era veteran. These categories specifically include status as a lesbian, gay, bisexual, and transgender and prohibit questioning any person about these in any school program or activity. Further, the NCP College of Nursing does not tolerate retaliation against any student for making a valid complaint or charges under the provisions of its nondiscrimination procedures, or for cooperating in an investigation. The NCP College of Nursing complies with all applicable laws, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, California Government Code Section 11135.

Student with Learning Disability

NCP does not discriminate against students with learning disability. The student is required to submit appropriate documentation to support their disability. NCP will comply with the recommendation to the best of its capacity without compromising the learning experience of the other students. The school reserves the right to determine that the disability of the student will not jeopardize the health and safety of patients that the student will take care of in the clinical area, nor cause additional burden on the rest of the group mates

DRUG AND ALCOHOL POLICY

Illegal drugs and/or alcohol is not permitted nor tolerated at the school or any clinical site. If a student exhibits signs of being under the influence the student will be dismissed for the day, and may be withdrawn from the program. The student may not attend class until cleared by a healthcare professional.

If a student exhibits signs of being under the influence, the student will be given a NP evaluation by the instructor and will be immediately dismissed for the day. The student will need to meet with the Program Director or the Assistant Program Director regarding violation of NCP policy, possible reporting to the appropriate law enforcement agencies, and possible termination from the program. If allowed to continue in the program, the student will need to be cleared by a healthcare professional.

STUDENT RECORDS

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained indefinitely

INCIDENT REPORTING

In the event that a student initiates or is involved in unsafe behavior and/or practice on school premises or in the clinical site, the incident must be reported immediately to the instructor and/or the Program Director. See Student Handbook for details.

LEARNING RESOURCES and SUPPORT SERVICES

To enable the students to successfully meet the requirements of their training and to prepare them to sit for the licensing and certification examinations, the NCP College of Nursing provides student services in support of their academic, career and employment opportunities, and financial assistance.

Academic Support and Learning Resources

Test awareness and preparation (workshops, online testing tools), to enhance critical thinking and testing strategies.

Accessible library with nursing periodicals, recent research reports, supplementary books, videos, CD-ROMS, VHS cassettes, and instructional media, and Computer Lab with access to on line review materials for NCLEX-PN.

Academic advising, and /or tutorials led by instructors to assist students in meeting education requirements for remediation and/or make-up, graduation, licensing and certification.

NCLEX-PN review by an educational consultant.

Career and Employment Assistance

Students are given assistance in enhancing their career and employment opportunities through the following:

1. Annual “Career Day” for the graduating vocational nursing students
2. Posting employment advertisements and openings
3. Employment referrals to the consortia of Bay Area employers
4. Assistance in resume writing
5. Providing letters of recommendation to employers
6. Graduate Follow-Up
7. Advisements on interviewing techniques, life skills, time management, priority and goal setting.

Although NCP provides these forms of assistance, it does **not in any way guarantee employment for the graduates at the completion of their training program.**

Housing

NCP – College of Nursing does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Hayward, CA rental properties start at approximately \$900.00 per month and South San Francisco, CA rental properties start at approximately \$1200.00 per month

Financial Assistance

Assistance in student’s loan procurement and management.
Provision of loan options and repayment

FEES AND CHARGES

A. Required General Science Courses

Anatomy & Physiology

Application Fee (non-refundable)	\$	75.00
Tuition Fee		420.00
Textbooks and materials (<i>non-refundable</i>)		200.00

Total Anatomy & Physiology Course Fee	\$	695.00*
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General Psychology

Application Fee (non-refundable)	\$	75.00
Tuition Fee		420.00
Textbooks and materials (<i>non-refundable</i>)		200.00

Total General Psychology Course Fee	\$	695.00*
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B. Vocational Nursing Program

	South San Francisco	Hayward
Application Fee (<i>non-refundable</i>)	\$ 75.00	\$ 75.00
Tuition	24,950.00	24,950.00
Books and Materials (<i>non-refundable</i>)	2,930.00	2,930.00
Student Tuition Recovery Fund	70.00	70.00
TOTAL COST OF THE PROGRAM	\$ 28,025.00	\$ 28,025.00

- *Tuition and Program fees are subject to change but will not affect students who are already in the program*

The school is now participating in federal financial aid programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

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

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

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

NURSING REGULATORY AGENCIES

BOARD OF REGISTERED NURSING (BRN)

P O Box 944210
Sacramento, CA 94244-2100
Telephone (916) 322-3350
www.rn.ca.gov

BOARD OF VOCATIONAL NURSING and PSYCHIATRIC TECHNICIANS

2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833
Telephone (916) 263-7800
www.bvnpt.ca.gov

DEPARTMENT of PUBLIC HEALTH LICENSING and CERTIFICATION (Nurse Assistant Certification Section)

1615 Capitol Avenue., MS 3301
P.O. Box 997416
Sacramento, CA 95899 - 7416
Telephone (916) 327-2445
www.cdph.ca.gov

COMPLAINT AND GRIEVANCE

GRIEVANCE POLICY/PROCEDURE

The NCP College of Nursing is committed to the concept that, in the pursuit of the students' educational goals, the students should be treated fairly at all times, and unfair practices on the part of the faculty, staff and/or administration are not acceptable. If, at any time, a student feels that he/she has been unfairly denied his/her rights, a grievance should be initiated immediately.

The student should:

1. First try to resolve the complaint informally with the school employee concerned.
2. If there is no resolution, the student should make an appointment to meet with the Program Director to file a formal complaint.

During the investigation of the complaint, the student (s) & school employee (s) should refrain from discussing the issue with others. Violation of this policy will be factored in the decision.

3. The Program Director shall investigate the complaint thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint. The Program Director shall inform the student of the result of the investigation and a proposed resolution. Results may be in any of these forms:
 - reject the complaint if, after investigation, it is determined to be unfounded
 - to compromise or resolve the complaint in a mutually-agreed upon manner
 - to escalate the complaint to the President and COO who will have the final say in how the complaint must be resolved
4. If necessary, the President and COO will render a final decision on the complaint.
 - A summary of the complaint, its reasons, and the resolution or lack of it are recorded; Their dispositions along with any other related documents are put in the student's file.
 - The student is informed of his/her right to file an appeal with the President and COO (See Appeals Procedure)
 - If after the appeal, the student is not satisfied with the final decision, he/she has the right to file a complaint with the appropriate agency:

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833
Tel: # (916) 263-7800 Fax: # (916) 263-7859

Executive Director
Accrediting Commission of Career Schools and Colleges
101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201

Bureau for Private Postsecondary Education

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

QUESTIONS

NCP - College of Nursing is committed to ensuring that all students fully understand the policies covered in this catalog, however, 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, CA 95833
Toll-free telephone number (888) 370-7589
Fax (916) 263-1897.
or
www.bppe.ca.gov

Prior to enrollment, NCP College of Nursing will provide a prospective student, either in writing or electronically, with a school catalog

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.

FACULTY LIST

Name of Faculty	Education Qualification	Course/Program
Asgharnia, Neda	Doctor of Chiropractic	Anatomy & Physiology; General Psychology
Bouchard, Jennifer	BSN, RN	Med/Surg I theory; Nutrition; Nursing Process; Communication & Personal Development
Boehm-Yu, Gloria	BSN, RN	Fundamentals theory; Med/Surg I theory
Borromeo, Lydia	LVN	Fundamentals clinicals; Med/Surg I clinicals
Boyer, Lynda	BSN, RN, MPH	Med/Surg I theory; Maternal Child theory; Pediatrics theory
Brown, Betajohmarie	BSN, RN	Med/Surg II theory; Leadership Theory; Nutrition; Nursing Process; Communication & Personal Development
Carpiz, Gemma	BSN, RN	Med/Surg I & II clinicals; Fundamental clinicals; Leadership clinicals
Chua, Jessica	BSN, RN	Med/Surg I theory; Nutrition; Nursing Process; Communication & Personal Development
Cruz-McComas, Maryanne	BSN, RN	Med/Surg I & II theory & clinicals; Fundamentals theory & clinicals; Nutrition; Nursing Process; Communication & Personal Development; Patient Education
Doroteo, Anatoly	BSN, RN	Med/Surg I & II theory & clinicals; Fundamentals clinicals; Leadership theory & clinicals; Patient Education
Emeh, Ogbugo	Bachelor of Medicine & Surgery	Anatomy & Physiology; General Psychology; Pharmacology
Escobal-Ang, LeeAngeli	BSN, RN	Med/Surg I & II theory & clinicals; Fundamentals clinicals; Leadership clinicals
Finley, Karl	BSN, RN	Med/Surg I & II theory & clinicals; Fundamentals clinicals; Leadership clinicals
Genc, Hatice	RN, MSN	Med/Surg I & II theory & clinicals; Fundamentals clinicals; Leadership clinicals
George, Juley	BSN, RN	Med/Surg I & II clinicals; Fundamentals theory & clinicals; Leadership clinicals; Nutrition; Nursing Process; Communication & Personal Development; Pediatric theory & clinicals
Jaochico, Rolando	BSN, RN	Med/Surg I & II theory & clinicals; Fundamentals clinicals; Leadership theory & clinicals; Pharmacology; Patient Education
Javelosa, J'Marc	MSN, RNC-NIC	Med/Surg I & II clinicals; Fundamentals theory & clinicals; Maternal Child theory & clinicals; Pediatric theory & clinicals
Jenkins, Ruth	MSN, NP	Med/Surg I & II theory & clinicals; Maternal Child theory & clinicals; Communication & Personal Development
Johnson, Brian	LVN	Med/Surg I clinicals; Fundamentals clinicals
Kwong, Leon	RN	Med/Surg I & II clinicals; Fundamentals clinicals; Leadership theory & clinicals

Leung, Kim	RN, MSN, CNOR	Maternal Child theory
Majlesi, Reza	Doctor in Medicine (Iran)	Anatomy & Physiology; General Psychology; Pharmacology
Muzzatti, Cynthia	RN, MS, PNP	Pediatric theory
Ozbek, Nesime	RN, MSN	Med/Surg I & II theory & clinicals; Fundamentals clinicals; Leadership theory & clinicals; Pharmacology; Patient Education
Rehling, Randal	BSN, RN	Med/Surg I & II clinicals; Fundamentals clinicals; Leadership clinicals
Silva, Faye	BSN, RN, MPH	
Smart, Monica	BSN, RN	Med/Surg I & II clinicals; Fundamentals clinicals; Maternal Child theory & clinicals; Pediatric theory & clinicals
Ware, Nicole	ASN, RN	Med/Surg I & II clinicals; Fundamentals clinicals; Leadership clinicals; Patient Education

WEB SITE INDEXES HELPFUL FOR NURSING INFORMATION*

Nursing Sites

allnurses.com
nurses.com
nursezone.com
nursinghands.com
nursing.about.com
nursingcenter.com
nursingnet.org
nursing-sites.com
nursingworld.org
rnweb.com
springnet.com

Disease Sites

americanheart.org
arthritis.org
cancer.net.nci.nih.gov
caner.org
diabetes.org
immunize.org
lungusa.org
mhsource.com
nephron.com
neuroguide.com
rarediseases.org
rxlist.com

Government Health Websites

healthfinder.com
cmsa.org
ena.org
nlm.nih.gov

Medical Literature Sites

ama-assn.org
mayohealth.org

Alternative Medicine Websites

altmed.od.nih.gov
drweil.com

Career Sites

careerbuilder.com
emedjobs.com
healthcareersonline.com
hospitalhub.com
hotnursejobs.com
jobscience.com
medcareers.com
medhunters.com
nurse-recruiter.com
nursingspectrum.com

Resource Sites

aacn.org
aorn.org
cdc.gov
rn.ca.gov
guideline.gov
helix.com

**Partial listing only. Not inclusive of other sites and resources.*

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