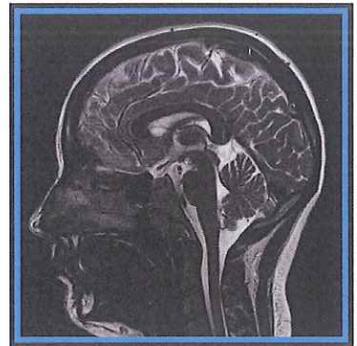
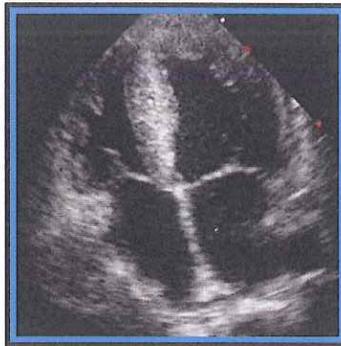
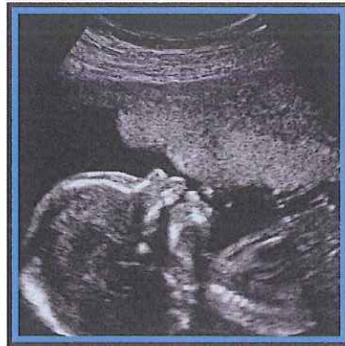
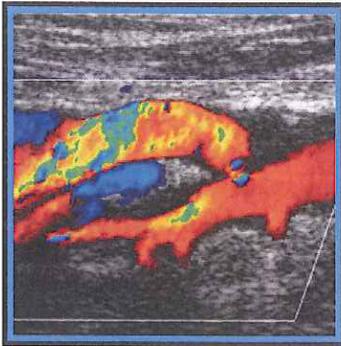


# WEST COAST ULTRASOUND INSTITUTE SCHOOL CATALOG



## 2012 - 2013 ACADEMIC YEAR

### CATALOG EFFECTIVE DATES

October 1st, 2012 to December 30th, 2013

Information regarding our programs required by the United States Department of Education Gainful Employment Act can be found at [www.wcui.edu](http://www.wcui.edu).

### Beverly Hills - Main Campus

291 S. La Cienega Blvd.  
Beverly Hills, CA 90211  
Telephone (310) 289-5123

### Ontario - Branch Campus

3700 E. Inland Empire Blvd.  
Ontario, CA 91764  
Telephone (909) 483-3803

Publication Date: March 1, 2013

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# GENERAL CAMPUS INFORMATION

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## Mission Statement

West Coast Ultrasound Institute's mission is to provide our students with a solid foundation in their field of study. We are dedicated to giving these students a well-balanced curriculum which includes classroom instruction, laboratory training, and supervised clinical experience. Students are taught in a supportive educational environment by a highly qualified staff of professionals. We aim to produce superior graduates with the knowledge and confidence necessary to succeed both professionally and financially. Our goal is to make West Coast Ultrasound Institute the preferred source of education in the community for each of our specified fields of study.

## Purpose and Philosophy Statement

West Coast Ultrasound Institute believes that the rewards of education are both valuable and enduring. WCUI's main purpose is to allow each student to reap the rewards of their education by achieving their highest potential in the rapidly growing healthcare industry.

The motto of West Coast Ultrasound Institute is ***Knowledge Builds Careers.***

West Coast Ultrasound Institute has designed specialized programs for all qualified students. These programs develop the students' knowledge base and cultivate their skills while enabling them to meet the requirements of their particular fields. This allows our students to enter the healthcare job market with confidence. Students who successfully complete the programs offered at WCUI can rely on a solid foundation of theoretical and practical knowledge when they enter the medical field. Students are trained for entry-level positions in their respective healthcare careers.

## Accreditation and Licensure

West Coast Ultrasound Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

West Coast Ultrasound Institute is licensed by The Bureau for Private Postsecondary Education (BPPE) to provide educational services in the State of California. Currently, the BPPE is the Department of Consumer Affairs.

## Qualification Registry Requirements

All students are encouraged to research the registries for their specific qualifications; the following is a list of registries and their web sites:

- American Registry of Diagnostic Medical Sonography, [ARDMS.org](http://ARDMS.org)
- Cardiac Credentialing International, [CCI.org](http://CCI.org)
- American Registry of Magnetic Resonance Imaging, [ARMRIT.org](http://ARMRIT.org)
- Bureau of Vocational Nursing and Psychiatric Technicians, [BVNPT.org](http://BVNPT.org)

## Notice of Disclaimer

West Coast Ultrasound Institute, Inc. reserves the right to amend, add or delete classes, programs or policies, tuition and/or facilities without prior notice. WCUI also reserves the right to cancel classes due to insufficient numbers of students. Catalogs of this school are prepared for the purpose of furnishing prospective students and other interested persons with information about the school.

## Statement of Non-Discrimination

West Coast Ultrasound Institution does not deny admission or discriminate against applicants on the basis of race, creed, color, gender, sexual orientation, national origin, or disability.

## History of West Coast Ultrasound Institute

In April of 1998, West Coast Ultrasound Institute (WCUI) was founded by a board-certified radiologist and an experienced nurse that specialized in diagnostic medical ultrasound imaging. The founders recognized a void in the healthcare education field regarding radiological imaging and realized the importance of starting a school with excellent clinical site rotation, didactic training taught by experienced professionals in the community and a “low-cost” onsite clinic for “hands-on” training. New curricula from Diagnostic Medical Imaging, to Echocardiography, Magnetic Resonance Imaging, and Vocational Nursing; the school started to expand the health science specialties. New to the courses taught is the only Pediatric Cardiac Ultrasound Congenital Heart Disease program in the nation. Dr. Pierre Wong, the Director of the program along with Karen Ambrowitz, have created a comprehensive “one of a kind” Pediatric Cardiac program. “My Child, My Heart,” is the accompanied “free” screening laboratory for children to evaluate their hearts for any congenital anomalies. At the same time, the founders started and continue to oversee a low-cost ultrasound clinic. This clinic is housed on the same premises as the school and works with many low cost referral clinics and primary care physicians. The clinic has served as a vital teaching facility giving WCUI students exposure to ultrasound since the inception of the program. The range of educational experiences at WCUI includes both didactic instruction as well as true hands-on clinical experience. Furthermore, all students are given a clinical externship at a hospital or imaging centers during their course of education.

In November of 2001, WCUI was accredited by ACCSC, the Accrediting Commission of Career Schools and Colleges. In April of 2002, the Institute was approved by the Department of Education to participate in the offering of financial aid. WCUI has continually adapted the existing programs to meet the changing needs of the healthcare industry. Currently WCUI Imaging Programs are now offered as Associate of Occupational Science degrees.

In April of 2006, WCUI opened a satellite campus in Ontario, California offering training in Diagnostic Medical Sonography, Echocardiography, Pediatric Cardiac Ultrasound and MRI, and Vocational Nursing. In June of 2012, the Ontario Satellite Campus became the Ontario Branch Campus.

In July of 2009, WCUI opened a branch campus in Phoenix, Arizona, located at 4250 E. Camelback Road, Bld. K, Suite 190, Phoenix, AZ. 85018 offering training programs in Diagnostic Ultrasound, Adult Echocardiography, Pediatric Cardiac Ultrasound, and Magnetic Resonance Imaging.

## Campus Locations

WCUI’s main campus is located at 291 S. La Cienega Blvd., Beverly Hills, CA 90211. The building is a secure office building and occupies suites on the 1st through 5th floors. The building is equipped with an elevator. Parking is located directly across the street. The Ontario campus is located at 3700 E. Inland Empire Blvd., Ontario, CA, 91764.

A board-certified radiologist operates a low cost medical ultrasound clinic that is located on the same premises as the schools in Beverly Hills and Ontario. As a service to the community, the clinic has

contracted with several free medical clinics to provide low cost, high quality exams. The clinics also provide valuable hands-on experience for WCUI students. WCUI uses medical equipment equivalent in quality to that which can be found in a typical hospital setting.

## Equipment

The following list is a sample of the equipment used in our programs:

- (4) HDI 5000
- (1) Biosound with Divo
- (2) Sonosite Machines (portable)
- (2) Phillips HD7
- (1) Phillips 4500
- (1) Sonosite-3D machine
- (7) Acuson 128 XP
- (3) Sequoi 112
- (2) GE Loggic7 with 3D capabilities
- (18) Patient Examination Tables
- (18) Black and White Monitors
- (30) MR Computers with Virtual MRI e-film studies
- (3) Television Sets w/ DVD & VCR
- (3) Overhead Projectors
- (2) Phlebotomy arm equipment packages
- (2) Blood differentials/2 centrifuges
- (3) Radiological View Boxes
- (1) Student Learning Center with library and internet access points and Jones e-global library
- (2) High Powered Optical Microscopes
- (3) Nursing Instructional mannequin
- (2) Endovaginal phantoms
- (2) Breast/testes phantoms
- (1) SmartBoard Classroom

## Student Record Retention Policy

West Coast Ultrasound Institute will retain all student records, including academic transcripts, for a period of five (5) years following the student completion or withdrawal from the program in which they were enrolled. Academic transcripts will be held in perpetuity.

## Notice Concerning Transferability of Units and Diplomas Earned at West Coast Ultrasound Institute

Units or diplomas earned in our programs in most cases will not be transferable to any other college or university. For example, if you entered WCUI as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school.

## English as a Second Language

West Coast Ultrasound Institute does not provide English as a Second Language instruction.

## Academic Clock Hour to Credit Hour Conversion

The school uses the Quarter Credit Hour System to measure academic progress/ performance. Clock hours are converted to quarter credit units as prescribed by the ACCSC conversion formulas:

One quarter credit hour equals 30 units comprised of the following academic activities:

- One clock hour in didactic learning environment = 2 units
- One clock hour in supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 units
- One hour of outside class work and/or preparation for the didactic environment = 0.5 units

For the purposes of determining Title IV eligibility for non-degree programs, the clock hour to credit hour conversion rate formulas will be one (1) quarter credit hour for every twenty five (25) hours of lecture, laboratory or externship.

## Maximum Student to Instructor Classroom Ratios

	Lecture	Laboratory
Diagnostic Medical Sonography (Diploma & AOS)	35 to 1	7 to 1
Cardiovascular Sonography (Diploma & AOS)	35 to 1	7 to 1
Pediatric Cardiac Ultrasound and Congenital Heart Disease	30 to 1	7 to 1
Magnetic Resonance Imaging (Diploma & AOS)	35 to 1	7 to 1
Vocational Nursing	20 to 1	15 to 1

## Hours of Operation

Monday through Friday: 8:00 am – 10:30 pm

Saturday and Sunday: 8:00 am – 6:00 pm

## School Holidays

New Year's Day

Martin Luther King Day

Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving Holiday

Christmas Day

## Conduct Policy

A student found to have committed any of the following violations of the school's policy will be subject to a range of penalties up to and including termination and legal prosecution at the discretion of the administration:

- Abusive behavior: physical, verbal, harassment, and sexual assault to any faculty, staff, or other students
- Alcohol and any illegal substance: use, possession, sale, distribution, public intoxication
- Breach of Peace: disorderly, disruptive, indecent behavior
- Possession of weapons or explosives
- Property damage, vandalism, and theft: destruction, damage, misuse
- Cheating on a school examination
- Exhibiting violence, insubordination, or inappropriate language toward any school staff, faculty, or student
- Audio/video recording in the classroom lecture or lab
- Cell phone usage during lecture/lab
- Unprofessional conduct
- Falsifying information, including but not limited to information submitted to obtain Financial Aid.

Observance of the rules and regulations of the school as well as maintaining a professional manner is required at all times.

### Dress Code

Students must wear medical scrubs while on school premises, this includes classroom and lab. Open toed shoes are not permitted. All tattoos must be covered, facial piercings are not permitted. Name badge must be worn at all times while on school premises. If the name badge is lost, the student must purchase another one from student services, the cost of replacement is \$10.00. Students should dress professionally.

### Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 101-542) requires secondary institutions to disclose the number of instances in which specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or in any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for the period between 2006 and 2012:

#### Report Distribution Date: Fall 2012

Occurrence between the dates below

Crime	2006	2007	2008	2009	2010	2011	2012
Liquor Law Violation	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0
Weapons possession	0	0	0	0	0	0	0
Aggravated Assaults	0	0	0	0	0	0	0
Motor Vehicle Thefts	0	0	0	0	0	0	0
Burglaries	0	0	1	0	0	0	0
Robberies	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0
Murders/Non-negligent manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Crimes involving bodily injury reported to local police or campus personnel that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability	0	0	0	0	0	0	0

### Reporting of Criminal Incidence

The school strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of criminal acts or suspicious behavior to the Campus Director or security guards. The school will then take appropriate action based

upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

Students should report all incidents related to sexual assault for inclusion in the school's crime statistics. Any pastoral and/or professional counseling will be kept in the strictest of confidence and will only be used for the purpose of disclosing such an incident in the school's annual disclosure of its crime statistics.

### **Campus Security Programs**

All students are informed of campus security procedures during orientation. All staff members are briefed on campus security procedures upon hiring.

Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the campus security procedures and reporting any incidents when they occur, or contact a staff member for assistance.

Only students, staff members, and other parties having relevant business should be on campus property. Other individuals present on campus property at any time without the express permission of the appropriate school official(s) shall be viewed as trespassers and may therefore be subject to a fine and/or arrest. In addition, any students or staff members present on campus property during periods of non-operation without the express permission of the appropriate campus officials shall also be viewed as trespassers and may also be subject to a fine and/or arrest.

### **Campus Policy Regarding Illegal Substances**

The institution strictly forbids the possession, use, or sale of alcoholic beverages and/or illegal drugs on all campus grounds. Students and staff members should report any knowledge of such activities to the appropriate school personnel. Any infraction is cause for immediate suspension and possible expulsion/termination. When appropriate, such infractions will also be reported to the local authorities. Specific details of this institution's drug policy are outlined in the campus drug free policy statement distributed annually to all staff and students under separate cover.

### **West Coast Ultrasound Institute Emergency Evacuation Plan**

The schools all have an emergency evacuation plan that follows the set guidelines of FEMA and the American Red Cross guidelines for earthquake preparedness. Each campus has a dedicated Emergency and Evacuation Plan Director. The director gives emergency and evacuation preparedness information during orientation.

# CAMPUS SERVICES

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## Learning Resource Center

West Coast Ultrasound Institute maintains a resource and reference center that is stocked with a sufficient number of current reference textbooks, CD's, videotapes, professional journals, and health care periodicals to serve all students. An adequate and appropriate space for study is also provided. The resource center is a constantly evolving collection of publications, periodicals and audiovisual materials. Access to the World Wide Web and a variety of college and university libraries are available. A dedicated librarian assistant is always available to help students during resource center hours.

The reference materials cannot be checked out overnight. However, all students have access to and are encouraged to make use of the resource center during the posted hours: 9:00 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Fridays. Saturday and Sundays from 9:00 AM until 6:00 PM, except for scheduled holidays. Student ID's and the employment of sign in/out sheets are criteria for use of the Learning Resource Center.

## Student Advising

The faculty and staff are available to help students with any problem that could have an adverse effect on their ability to successfully complete the course(s) at hand. A student service representative is at each campus. A Nurse Practitioner for any problems which are beyond the scope of the staff will be contacted and students can be redirected to the appropriate agencies.

## Housing and Child Care

WCUI does not provide housing or childcare assistance.

## Student Lounge

The student lounge is located within the facility, providing students with a break room with a refrigerator, microwave, and coffee maker. There are snack and beverage vending machines located on the 2nd and 5th floors of the Beverly Hills campus and in the main building of the Ontario Branch campus.

## Tutoring

Tutoring is available to students by submitting a written request to student services. Tutoring sessions are determined by class and instructor availability. The request for tutoring must be approved by student services, at no extra charge to the student.

## Career Services

West Coast Ultrasound Institute provides career guidance to all graduates of all its programs through the Career Services Department. These services include:

- |  |  |
|--|--|
| <i>1. Resume Preparation</i>           | <i>5. Self-Help Seminars</i>                   |
| <i>2. Job Interview Preparation</i>    | <i>6. Soft skills classes</i>                  |
| <i>3. Career Development Workshops</i> | <i>7. S.H.A.R.P program</i>                    |
| <i>4. Employment Postings</i>          | <i>Skills Honing and Reinforcement Program</i> |

While the school cannot guarantee students with employment, it is the mission of the career placement department to provide students with high quality job search tools and to actively maintain current

employment listings. West Coast Ultrasound Institute is dedicated to the success of its graduates in the job market.

## **Federal Title IV Financial Aid**

### **Financial Aid Office Schedule:**

Monday - Thursday: 10:00 am to 7:00 pm

Fridays: 8:00 am to 4:00 pm

Saturdays: 8:00 am to 1:30 pm

Detailed information and financial aid advising are available to all applicants at the Financial Aid office. During the Financial Aid application process, the United States Department of Education randomly selects Financial Aid applications for the institution to verify. If selected, the applicant must supply documentation to verify income, assets, and household size as listed on the applicant's Free Application for Federal Student Aid (FAFSA). Applicants will be directed by the Institution to submit income documents, complete additional verification worksheets, and any other documentation needed to verify information provided on their FAFSA.

To qualify for financial aid programs, Federal and State regulations indicate that the student must:

- Apply for financial aid using the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Be a United States citizen, national, or eligible non-citizen.
- Maintain Satisfactory Academic Progress.
- Demonstrate a financial need.
- Be registered with selective service, if required.
- Not be in default on any educational loan and not owe a refund on an educational grant.

Financial Aid consists of grants and loans provided from the federal government to those who can demonstrate the need. Each type of aid has specific eligibility requirements. If you qualify, you may be eligible for more than one type of aid. However, it is important to know that financial aid does not usually cover all of your tuition costs. By filling out the Free Application for Federal Student Aid (FAFSA), you will be considered for the following financial aid programs:

	<i>PELL GRANT</i>	<i>FSEOG</i>	<i>FEDERAL DIRECT SUBSIDIZED LOAN</i>	<i>FEDERAL DIRECT UNSUBSIDIZED LOAN</i>	<i>FEDERAL DIRECT PLUS LOAN</i>	<i>FEDERAL WORK STUDY</i>
<b>DESCRIPTION</b>	<b>Grant:</b> does not have to be repaid	<b>Grant:</b> does not have to be repaid	<b>Loan:</b> Must be repaid	<b>Loan:</b> Must be repaid	<b>Loan:</b> Must be repaid	<b>Money Earned</b> while attending school. Does not have to be repaid.
<b>ELIGIBILITY</b>	U.S. citizen or permanent resident Full or part time undergraduate  - Need Based	U.S. citizen or permanent resident Full or part time undergraduate  - Need Based	U.S. citizen or permanent resident Full or part time undergraduate or graduate students  - Need Based	U.S. citizen or permanent resident Full or part time undergraduate or graduate students  - Need Based	U.S. citizen or permanent resident. Parents of full or part time undergraduate students. No collateral requirements available regardless of income or assets - Credit Based	U.S. citizen or permanent resident Full or part time undergraduate or graduate students  - Need Based
<b>AMOUNT</b>	Maximum:  \$5,550	Maximum:  \$4,000	Maximum:  Year 1: \$3,500  Year 2: \$4,500	Maximum:  Year 1: \$6,000  Year 2: \$6,000	Year 1: up to the total cost of the student's education, less other aid received	
<b>INTEREST RATE</b>	None	None	Varies Annually	Varies Annually	Varies Annually	None
<b>REPAYMENT TERM</b>	None	None	Up to 10 years	Up to 10 years	Up to 10 years	None
<b>MINIMUM REPAYMENT</b>	None	None	\$600 per year (\$50 per month)	\$600 per year (\$50 per month)	\$600 per year (\$50 per month)	None
<b>INTEREST SUBSIDY</b>	None	None	Students pay no interest while in school	None	None	None
<b>REPAYMENT BEGINS</b>	N/A	N/A	Following 6 months grace period after graduating	Following 6 months grace period after graduating	60 days after loans are disbursed	N/A
<b>TOTAL ORIGATION OR INSURANCE FEES</b>	N/A	N/A	Up to 4%	Up to 4%	Up to 4%	N/A

## Cal-Grants

West Coast Ultrasound Institute participates in the Cal-Grant B and C programs administered by the California Student Aid Commission. Please see the Financial Aid Department for more information regarding the Cal-Grant programs.

## Financial Aid Disbursement Policy

West Coast Ultrasound Institute disburses all Federal, State, and private student financial aid on a quarterly basis. Students must be registered for classes and be compliant with academic and attendance policies to receive a disbursement(s) for a quarter. Students who are placed on either academic or attendance probation are eligible for aid disbursements during their probationary period. Students become ineligible for aid disbursements when they fail to pass their probationary period.

WCUI will disburse grant aid from Federal, State and private sources before disbursement of any loan funds as mandated by Federal and State regulations.

New (and returning) students who have met all disbursement requirements will receive their first financial aid disbursement 30 days after the start of their first quarter.

Continuing students who have met all disbursement requirements will receive their financial aid disbursements during the first week of each quarter.

## Veterans Benefits

Students who wish to receive Veteran benefits must contact the Veteran administration office to determine their eligibility. West Coast Ultrasound Institute will provide assistance with the completion of all the necessary documents.

Read these requirements carefully. If you have questions or concerns, ask the West Coast Ultrasound Institute Veterans Administrator.

The Department of Veterans Affairs has certain policies regarding attendance and progress standards. These policies are outlined in Veterans Administration Regulations sections 21.4135, 21.4253, 21.4277, and Department of Veterans Benefits Circular 20-75-54, dated 30 May 1975. The policies concerning a school's liability for overpayments and standards of attendance and progress are also addressed. You, the student/veteran/reservist/dependent, receiving educational benefits must meet these attendance and progress standards so that you may be certified for the collection of V.A. educational benefits. You have the responsibility to adhere to the standards of attendance and processes outlined in this Veterans Bulletin.

The Department of Veterans Affairs requires that all students receiving V.A. benefits must work toward a specific educational objective. At WCUI this objective can be a Diploma or a Degree Program. In either case, it is a requirement that all classes you are enrolled in must be part of the graduation requirements for your major. This is your responsibility. The Veterans Office will check to ensure that all veterans/reservists/dependents are enrolled in only those courses applicable to the declared major. If any of the classes you are enrolled in do not apply to the major, the Department of Veterans Affairs will be notified of the reduction in training time. Be very careful that all your classes are required for your major. When in doubt, ask your advisor.

Any V.A. benefit recipient who has accumulated thirty (30) or more units and wishes to continue receiving V.A. benefits at WCUI is required to have a Diploma or a Degree evaluation completed by the Admissions Office. You will only be paid V.A. benefits for those courses needed to achieve your educational objective as stated on the evaluation. If at the time of registration you have over 30 units but do not have an

evaluation, it is your responsibility to ensure that your major for graduation requires all classes you are enrolling in. If any of the classes you are enrolled in do not meet the requirements of your major, the Department of Veterans Affairs will be notified of your drop in training time effective the first day of classes. THIS REDUCTION IN UNITS will result in an overpayment with the V.A.

If you are a new student and have attended other colleges/universities, you must provide WCUI with official copies of all transcripts from those schools immediately. NOTE: If you have thirty (30) or more units from previous coursework (including WCUI), we MUST have the transcripts on file and have them evaluated BEFORE you can be certified for benefits. Payment of V.A. educational benefits may be suspended until WCUI is able to notify the V.A. of how much previous credit WCUI is granting you based on the information supplied by the transcripts.

V.A. benefits payments are based on required attendance in classes. A student is expected to attend all sessions of the classes in which he/she is registered. It is the student's responsibility to contact instructors regarding any absences and provide valid documentation when necessary.

An overpayment will occur as a result of your termination of enrollment or reduction of units. You will be liable for the overpayment. Should you receive an overpayment in the form of a V.A. check, it is your responsibility to contact the Veterans Office at WCUI for procedures on returning the amount of overpayment to the Department of Veterans Affairs. The Veterans Office will notify the V.A. of any status changes per institution's registrar/computer system, which will reflect the official dates for drops and adds. If at the end of the quarter you have received a "W" or "F" as a grade, we will use the instructor's roster to determine the last date of attendance. If you received a mid-term grade of "W" or "F", you may be dropped at mid-term. If there is no mid-term grade, you may be dropped at the commencement of the quarter. Failure to process your drop can result in overpayments.

### **Veterans Benefits Academic Probation**

Student's transcript contains 12 or more credit units and student's Cumulative Grade Point Average (not quarter G.P.A.) is below 2.0. A student will be removed from academic probation when his/her G.P.A is 2.0 or higher.

### **Veterans Benefits Progress Probation**

Student's transcript contains 12 or more (diploma programs)/ 15 or more (degree programs) credit units and student has received "W" (Withdrawal), "I" (Incomplete), "NC" (No-Credit) in at least 50% of his/her total transcript units.

### **Unsatisfactory Progress with the Veterans Administration**

A student will be placed on Unsatisfactory Progress and the Department of Veterans Affairs will be notified when the student's cumulative G.P.A. (not quarter G.P.A.) is below 2.0 for three consecutive quarters or the student has been on Progress Probation for three consecutive quarters. The law requires that V.A. educational benefits extended to veterans and other eligible persons are discontinued when the student ceases to make satisfactory progress towards completion of his/her educational objective. Benefits may be resumed if the student reenrolls in the same educational institution and same program(s). In other cases, benefits cannot be resumed unless the V.A. finds that the cause of the unsatisfactory progress has been removed and the program of education being pursued is suitable.

## **Veterans Benefits Disqualification**

### ***Academic Disqualification***

A student qualifies for academic disqualification when his/her cumulative and semester grade point averages are below 2.0 in each of three consecutive quarters. Students placed on Academic Disqualification are subject to dismissal from the Institute.

### ***Progress Disqualification***

After one quarter of academic probation, students are placed on Progress Probation. Students are evaluated after the 2nd quarter for academic proficiency. If a 2.0 or greater GPA is not achieved, the student is then terminated.

## **Veterans Benefits Course Repeats**

Students may receive benefits when repeating courses in which a grade of “F” or “NC” was received if the course is required or is a pre-requisite to a required course. In some instances a grade of “D” may be repeated if it is noted that a grade of “C” or better is required. Notify the Veterans Office of any course you are planning to repeat.

## **Veterans Benefits Online Courses**

There are no distance learning courses available at this time.

For veterans, please check with the Veterans Office for training time equivalencies and payment information. Community Education and TV courses are not eligible for V.A. benefits. Payments for short-term/accelerated courses cover only the period in which the class is in session.

## **Veterans Benefits Work Experience (Externship) Courses**

To receive benefits for Work Experience courses, the course must meet a requirement under your approved objective/major as listed in the WCUI catalog. In addition, you must maintain at a minimum, monthly contact with the Externship Coordinator, as well as satisfying other course requirements. Please check with the Veterans Office concerning the procedures for this. Note: If you do not meet the monthly contact requirement, your benefits for this course can be terminated.

# CAMPUS ADMISSIONS REQUIREMENTS

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## Entrance Requirements for Domestic and International Students

Applicants enrolling in the programs offered by West Coast Ultrasound Institute must show proof of having graduated from high school or the equivalent. The following are some examples:

1. Official high school diploma or high school transcript, or
2. General Education Diploma (GED), or
3. Translated and evaluated foreign secondary diploma.

A background check is required before admission into your program and prior to entering the ultrasound externship, MRI externship, and nursing clinicals.

Applicants must also successfully pass the Wonderlic Scholastic Level Exam published by Wonderlic, Inc. WCUI does not admit Ability to Benefit students.

Wonderlic exam passing scores for each program are as follows:

Diagnostic Medical Sonography (DMS)	18
Cardiovascular Echosonography (ECHO)	18
Pediatric Cardiac Ultrasound and Congenital Heart Disease (PED ECHO)	18
Magnetic Resonance Imaging (MRI)	18
AOS Degree Programs	18

## Vocational Nursing Entrance Requirements

1. An applicant must be at least 17 years of age.
2. An applicant must submit one of the following for proof of a 12<sup>th</sup> grade education:
  - High school diploma or transcripts for accredited high school
  - An approved and accredited GED certificate
  - A Foreign transcript or credentials that are approved for U.S. 12<sup>th</sup> grade equivalency by an evaluation agency approved by the National Association of Credential Evaluation Services (**NACES**).
3. An applicant must pass the entrance test, Career Programs Assessment Test (CPAt) with a minimum test score of 142 points or 70% pass rate.
4. Write a 500 word essay on “Why I Want to be a Nurse”.
5. Scheduled interview with the Nursing Program Director, Assistant Director, or Campus Director.
6. Student must be of good physical and mental health in order to meet the requirements of the nursing coursework and performance in clinical training.
7. Applicants who are accepted into the Vocational Nursing program and request credits for prior nursing education courses must submit official transcripts within the application deadline.
8. All applicants must submit a background check for admissions.
9. Any prior nursing education must be within the last five years for credit granting.

## Pediatric Cardiac Ultrasound and Congenital Heart Disease Entrance Requirements

1. Diploma from an approved Adult Cardiac Ultrasound program, or
2. RDCS, RCS registry exam.
3. Successful interview with Dr. Wong, Program Director, or Karen Ambrowitz, Assistant Program Director.
4. Pass the Wonderlic exam.

## Vaccination Policy

There are no vaccination requirements for admission.

Prior to entering externship or nursing clinicals, students must provide proof of current immunizations.

## Admissions Procedures

The following procedures are established for admissions to West Coast Ultrasound Institute.

To apply to the school:

The student must tour the facility and interview with an Admissions Representative. Information will include disclosures of completion, placement rates, tuition payment plans, and the applicant's professional educational goals.

All applicants must:

- Complete an Enrollment Application.
- Include a \$100.00 non-refundable application fee (U.S. Dollars).
- Submit a copy of a picture ID (driver's license or an identification card).
- Complete a background check.
- Provide proof of high school completion or GED (as stated above).
- Pass the entrance examination (see scores).
- Write a one page essay on a specific topic provided by West Coast Ultrasound Institute.

Acceptance into the programs is conditional upon meeting all deadlines to complete funding paperwork.

If enrollments exceed class availability, files will be reviewed by the campus director and notification of acceptance or denial will be mailed within 2 weeks prior to your scheduled start date.

## Credit for Previous Training

West Coast Ultrasound Institute, Inc. accepts transfer credit based on equivalent completed course work. Refer to Transfer of Credits Policy in this catalog.

## International Students

International students must also complete or provide the following after they have been accepted for enrollment in order to receive the I-20mn form to apply for an M-1 (diploma programs) or F-1 (degree programs) student visa:

- A Confidential Statement of Finances: (An official letter or bank statement must be submitted certifying that there are enough funds available for payment of tuition and living expenses).
- Payment of the first quarter's tuition in advance.
- A copy of their passport.
- A copy of the I-94 card.
- Take a TOEFL test used to measure English skills and pass with a score of 500 or higher.

## Section 504/ADA Policy

The School does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation, or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the Campus Director. You may request academic adjustments or auxiliary aids at any time. The Campus Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973 may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Campus Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Campus Director by telephone at (310) 289-5123.
2. The Campus Director will respond within two weeks of receiving the request.
3. If you would like to request reconsideration of the decision regarding your request, please contact the Campus Director within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

# CAMPUS ACADEMIC REQUIREMENTS

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## Satisfactory Academic Progress (SAP) Policy

West Coast Ultrasound Institute measures Academic Progress for each student by monitoring both academic performance and maximum time for completion. In order to be considered in compliance with the SAP policy, a student must maintain a cumulative GPA of 2.0 or better and complete the program within one and one half (1.5) of the length of the student's program of study.

## Academic Performance

Academic performance is reviewed at the end of each quarter after official grades are posted. If a student has not completed 67% of the total credits attempted with a cumulative grade point average (GPA) of 2.0 or better, he/she will be placed on academic warning for the following quarter.

If the student's total attempted units are 47 units or less at the point of being placed on academic warning, they will have up to two (2) warning quarters to correct their academic performance and become compliant with the SAP policy. If the student's total attempted units are 48 units or more at the point of being placed on academic warning, they will have one (1) warning quarter to correct their academic performance and become compliant with the SAP policy.

At the end of the warning quarter, if the student has not completed 67% of the total credits attempted with a cumulative grade point average (GPA) of 2.0 or better, he/she will be terminated from the Institution.

Financial Aid will be disbursed to a student in warning status. Financial Aid will be terminated if the student is not in satisfactory progress at the end of the warning quarter(s) as described above.

## Maximum Time for Completion

Students will have a maximum of one and one half (1.5) of the normally allotted scheduled time to complete their program of study.

Maximum Time Frame is measured in units attempted. Grades of F, I (Incomplete) or W (Withdrawal) are considered attempted units and are included when calculating Maximum Time Frame.

If it is determined that a student will not be able to complete the program within the maximum timeframe, the student will no longer be eligible for Title IV funds.

Credits transferred from another institution, or earned in a previous major or program, will be considered to be part of the student's attempted credits and reduce the maximum time frame for the completion of the program.

## Academic Policy for Transfer of Credits

West Coast Ultrasound Institute accepts coursework completed at outside institutions for transfer credit into our AOS Degree Programs and Vocational Nursing Program. Students who wish to seek approval of transfer credits from another accredited postsecondary school must do so at the time of application for enrollment. For potential transfer of credit, West Coast Ultrasound Institute will only consider courses successfully completed at a postsecondary school accredited by an agency recognized by the U.S.D.O.E. To receive transfer credit, students must have successfully completed courses similar in scope and content to

West Coast Ultrasound Institute courses. Requests for transfer must occur before the start of the program and no later than within the first week of attendance.

The right to receive transfer of credit for a course is only granted for successful completion of prior education in subjects with an earned grade of “C” or better. Transfer of credit is normally limited to the applied general education coursework within our AOS Degree Programs. On a case by case basis, transfer credit will be evaluated for other portions of the AOS Degree Programs; however additional scrutiny in evaluating the content compatibility will apply.

The process for evaluating transfer credit is as follows: Students must submit a legible official transcript(s) showing the course(s) for which the student wishes credit. The transcript is evaluated by comparing the course description/syllabus against the applicable WCUI course syllabus. If WCUI determines that the course(s) is identical or adequately similar and the student received not less than a “C” grade or its equivalent, then transfer credit will be granted. If the credit is approved for transfer, the tuition and program hours are reduced accordingly. West Coast Ultrasound Institute requires that 75% of Degree Programs credit hours be completed at the school.

Graduates of foreign institutions of higher education must have their educational records translated and evaluated for U.S. equivalency by an agency officially recognized to perform educational translation services.

## **Class Repetition**

Students are graded by objective, fact-based tests that are developed around the information disseminated from class lectures and reading assignments:

- All assignments are to be completed before the end of each quarter.
- Any missed assignments or exams not completed by the student will result in an incomplete grade for the class.
- The instructor may assign additional outside make-up work deemed appropriate. All arrangements are subject for approval by the Campus Director and/or Director of Education. The student cannot make up the time but the student must make up required protocols and academic remediation to complete the program.

If not made up according to the policy stated above, the incomplete will revert to a grade of F. Financial assistance may be awarded to cover the cost of courses previously taken to improve a grade of F or W. The student may only repeat a class once. The repeated grade will supersede the previous grade received. If the student fails a second time, they will be terminated from the program.

All credits attempted are calculated in the maximum timeframe for completion.

## **Reestablishing Academic Good Standing:**

Students who are terminated for unsatisfactory academic progress must wait a minimum of one quarter before reapplying for admission to the Institution.

Students who are readmitted will be admitted as probationary students until such time they meet satisfactory academic standards.

Readmitted students are ineligible for financial aid and will remain ineligible until they have completed 67% of the total credits attempted with a cumulative grade point average (GPA) of 2.0 or better and can complete the program within the 1.5 maximum timeframe.

## Appeal Process

Students terminated due to the inability to meet satisfactory progress requirements may appeal this decision to the Education Department by indicating in writing the reasons why the minimum requirements were not met. The Education Department will review the appeal and determine whether or not the termination should be upheld. The student will be advised, in writing, of the department's decision.

Students who are reinstated through the appeal process will be reinstated on probation and will be ineligible for financial aid until they meet the satisfactory academic standards.

## Attendance Policy

If a student is going to be absent, they must notify the school one hour prior to the start of class to be considered excused.

**Didactic portion of program:** If a student completes a quarter in which they have attended less than 85% of the scheduled classes, even if he/she passes the class with a letter grade of C or better, he/she will not be in attendance compliance and will be placed on attendance probation for the following quarter. At the end of the probationary quarter, the student must have attended at least 90% of the scheduled classes or he/she will be terminated from his/her program. In addition, the student must have documented evidence of having successfully completed his/her remediation plan for the previous term's deficiencies. If the student attends 90% or more of the scheduled classes for the quarter in which he/she was placed on attendance probation and completes remediation, they will be considered in attendance compliance and probation will be lifted for the next quarter.

**Externship portion of program:** A student needs prior approval from the clinical coordinator/instructor for any absences. More than three (3) absences in an externship quarter will cause the student to be placed on probation. Students will be sent a probation letter and counseled by the Externship Coordinator and/or staff. Students are allowed to make-up externship hours at the discretion of the Director of Externship or Campus Director. Five (5) absences in a quarter will result in termination of the student. The student may reapply to school after one quarter through an "Appeal" process.

Students who are placed on attendance probation but have completed the class(s) with a letter grade of C or better do not need to repeat the class(s) for which they were placed on attendance probation.

If a student is placed on academic and attendance probation, both areas of non-compliance must be corrected during the probationary quarter in order for the student to continue in their program.

If a student fails to attend classes for a period of fourteen (14) consecutive days, excluding holidays and scheduled breaks, the student will be considered to have unofficially withdrawn from the Institution.

Financial Aid will be disbursed to a student for the quarter in which he/she was placed on probation. Financial Aid will be terminated if the student does not complete the probationary quarter by attending 90% of the scheduled classes.

Students who are terminated from the Institution must wait a minimum of one quarter after the end of the terminated quarter before applying for re-admission to the Institution.

## Tardy Policy

Students are required to arrive on time for class and to stay for the entire class session. Three tardies or early departures will equal one absence. Tardy is defined as arriving more than 15 minutes late. Early departure is defined as leaving at any time before class is dismissed.

## Externship Policy

### *Academic:*

Students who have not completed the didactic and/or laboratory portions of their respective programs due to academic deficiencies must make arrangements to complete the deficient coursework prior to the commencement of their externship. This policy may require you to withdraw from the program until the class is available.

### *Attendance:*

A student needs prior approval from the clinical coordinator/instructor for any absences.

All students that enter the externship portion of the program are responsible for complying with the externship attendance policy. Externship is “on the job” training and must be treated as a job. Students are required to follow the work schedule of the externship site.

Most of our graduate hires come from clinical externships. The student’s attendance, professionalism, humble and helpful attitude, knowledge of all protocols, and upbeat positive attitude is what is needed to be successful.

The following criteria must be adhered to:

1. More than three (3) absences in an externship quarter will cause the student to be placed on probation. Students will be sent a probation letter and counseled by the Externship Coordinator and/or staff.
  - Students are allowed to make-up externship hours at the discretion of the Director of Externship or Campus Director.
2. Five (5) absences in a quarter will result in termination of the student.
3. The student may reapply to school after one quarter through an “Appeal” process. Students must submit:
  - A written letter to the Campus Director and/or the Director of Education.
  - A review team will evaluate each student’s request to determine if the student can successfully reenter the program.
4. Students must complete 100% of externship hours.
5. In the event that the student is absent due to inclement weather the school must be notified by telephone.

## Site Specific Requirements

The individual clinical externship sites may have their own policies and/or requirements that students are expected to agree and adhere to if they are placed at a location with special requirements. These special requirements are at the discretion of the individual clinical externship site and WCUI does not have the ability to waive any such requirements. Examples are special dress codes, hours of operation or additional hours not counted toward graduation. In every case, if special requirements are necessary to be placed at a clinical externship site, the student will be informed in advance of placement. If the student does not want or feel that they can comply with

the location's additional requirements, they will be placed at an alternative site. However, if the student wants a particular location that has site specific requirements, they will be expected to meet the terms of that site. In addition, they will be required to sign a waiver with WCUI that confirms their understanding of the site's special requirements and agree to follow all terms and conditions of externship at the site.

Exception to the externship attendance policy:

1. If a student is sick and brings in a doctor's written note, this absence may be considered an "excused" absence and the student may make up the missed day(s).
2. Any other issues such as a sick child, family emergency, natural disasters, etc. will be evaluated by the externship coordinator.

## Termination

Students shall be terminated for failure to meet any one of the following items: (a) meet minimum standards for satisfactory academic progress, (b) attend at least 85% of the total number of scheduled hours in their selected program with a cumulative GPA of 2.0 or higher, (c) fail to attend classes for a period of fourteen (14) consecutive days without contacting the school, (d) meet the minimum school standards of conduct and classroom rules, (e) meet financial obligations to the school, or (f) meet any of the conditions as set forth and agreed to in the Enrollment Agreement, Student Handbooks, and Disclosures.

Whether termination of enrollment is voluntary or involuntary, students are advised that they will remain obligated for payment of the amount of tuition and fees due to the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the Campus Director or Director of Education. The written request should describe any mitigating circumstances or conditions that warrant special consideration. If the appeal is approved by the educational advisory board, the student may be reinstated according to special terms and conditions stipulated by the Campus Director and the board.

## Grading System

West Coast Ultrasound Institute utilizes an absolute grading system as stated below:

Percent		GPA		Grade	Interpretation
97% to 100%	=	4.0	=	A+	Excellent
94% to 96%				A	
90% to 93%				A-	
87% to 89%	=	3.5	=	B+	Above Average
84% to 86%				B	
80% to 83%				B-	
77% to 79%	=	2.5	=	C+	Average
74% to 76%				C	
70% to 73%				C-	
67% to 69%	=	1.5	=	D+	Below Average
64% to 66%				D	
60% to 63%				D-	
Below 60%	=	0	=	F	Failure
Incomplete	=	0	=	INC	Incomplete
Withdrawal	=	0	=	W	Withdrawal
T/C	=				Transfer Credit
N/C	=				No Credit

## General Graduation Requirements

In order for a student to be considered a graduate of his/her program of study, he/she must complete all required course work with a letter grade of "C" or better and maintain an overall GPA of 2.0 or better. All course work must be completed within one and one half (1.5) of the length of time of the student's program of study. Students must have 85% or better cumulative attendance. Students must return all property belonging to the school. Students must fulfill all financial obligations to the school.

## Leave of Absence

The school does not grant a leave of absence from the institution. Students wishing to take a leave of absence should try if possible to complete their current quarter of enrollment and then withdraw from the institution in good standing. The student may then re-enroll at the start of the first available quarter upon their return.

## Withdrawal from the Institution

### *Official*

Students who wish to officially terminate their enrollment with the Institution must contact the Campus Director in writing and request to be withdrawn from the Institution. The date of written request will qualify as the date of determination.

### *Unofficial*

An unofficial withdrawal is defined as either: a student who is terminated by the Institution for reasons previously outlined in the catalog, or a student who does not attend classes for 14 consecutive days, excluding holidays and scheduled breaks. The withdrawal date is the date of determination.

# CAMPUS COMPLAINT PROCEDURES

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## Student Complaint and Grievance Policies

1. Complaints directed at an individual instructor or staff member must be discussed directly with the individual involved.
2. If one-on-one discussion fails to result in a satisfactory resolution, a written complaint must be submitted to the Campus Director. The Campus Director must respond to the complaint in writing within ten (10) business days, excluding Saturday, Sunday and State and Federal holidays.
3. If the student is not satisfied with the proposed resolution, the student must respond to the Campus Director, in writing, within ten (10) business days, excluding Saturday, Sunday, and State and Federal holidays. The Campus Director will issue a final written response to the student within ten (10) business days, excluding Saturday, Sunday, and State and Federal holidays.
4. If the complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Department of Consumer Affairs. The address is:  
Department of Consumer Affairs  
Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798  
(888) 370-7589
5. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints considered by the commission must be in written form, with permission from the complainant(s) for the commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquiries to:  
Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd. Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the commission's compliant form is available at the school and may be obtained by contacting the Campus Director.

# CAMPUS CHARGES AND FEES

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The schedule of tuition and fees effective January 1, 2013, is listed below.

Coursework repeated for credit is charged at current tuition rate.

Tuition is paid quarterly.

Application Fee is non-refundable.

Tuition charges are subject to change without notice.

**A \$25.00 late fee will be assessed for a tuition payment not received within ten (10) days of the scheduled due date**

## **SCHEDULE OF TUITION AND FEES FOR AOS DEGREE PROGRAMS:**

### **ASSOCIATE OF OCCUPATIONAL SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY (AOS DMS)**

113 total quarter credit hours

Tuition	\$34,578.00
Application Fee	\$100.00
Books	\$975.00
Supplies	\$160.00
<u>STRF</u>	<u>\$17.50</u>
<b>Total Tuition &amp; Fees</b>	<b>\$34,830.50</b>

### **ASSOCIATE OF OCCUPATIONAL SCIENCE IN CARDIOVASCULAR SONOGRAPHY (AOS ECHO)**

113 total quarter credit hours/ \$306.00 per credit hour

Tuition	\$34,578.00
Application Fee	\$100.00
Books	\$985.00
Supplies	\$160.00
<u>STRF</u>	<u>\$17.50</u>
<b>Total Tuition &amp; Fees</b>	<b>\$35,840.50</b>

### **ASSOCIATE OF OCCUPATIONAL SCIENCE IN MAGNETIC RESONANCE IMAGING (AOS MRI)**

114.5 total quarter credit hours

Tuition Core	22,066.00
Tuition G/E	\$6,426.00
Supplies	\$260.00
Application Fee	\$100.00
Books	\$825.00 (\$945.00 @ Ontario Campus)
<u>STRF</u>	<u>\$14.50</u>
<b>Total Tuition &amp; Fees</b>	<b>\$29,741.50</b>

## SCHEDULE OF TUITION AND FEES FOR NON- DEGREE PROGRAMS:

<b>Magnetic Resonance Imaging-Long</b>	<b>Quarter Credit Units</b>	<b>Per Module</b>	<b>App Fee</b>	<b>Books</b>	<b>Supplies</b>	<b>STRF</b>	<b>TOTAL</b>
Quarter 1/ GE FHS (Intro)	15	\$5,300.00	\$100.00	\$220.00	\$110.00	\$2.50	\$5,732.00
Quarter 2/ MRI 1	15	\$7,500.00		\$125.00		\$4.00	\$7,629.00
Quarter 3/ MRI 2	15	\$7,500.00		\$125.00	\$100.00	\$4.00	\$7,729.00
Quarter 5/ Externship	16.5	\$3,400.00			\$50.00	\$1.50	\$3,451.50
Quarter 6/ Externship	16.5	\$3,400.00				\$1.50	\$3,401.50
	<b>80</b>	<b>\$27,100.00</b>	<b>\$100.00</b>	<b>\$470.00</b>	<b>\$260.00</b>	<b>\$13.50</b>	<b>\$27,943.50</b>

<b>Magnetic Resonance Imaging-Short</b>	<b>Quarter Credit Units</b>	<b>Per Module</b>	<b>App Fee</b>	<b>Books</b>	<b>Supplies</b>	<b>STRF</b>	<b>TOTAL</b>
Quarter 1 / MRI1	15	\$7,500.00	\$100.00	\$120.00	\$100.00	\$4.00	\$7,834.00
Quarter 2 /MRI2	15	\$7,500.00		\$125.00	\$100.00	\$4.00	\$7,729.00
Externship	8	\$3,400.00			\$50.00	\$1.50	\$3,451.50
	<b>38</b>	<b>\$18,400.00</b>	<b>\$100.00</b>	<b>\$245.00</b>	<b>\$250.00</b>	<b>\$9.50</b>	<b>\$19,014.50</b>

<b>Pediatric Cardiac Ultrasound and Congenital Heart Disease</b>	<b>Quarter Credit Units</b>	<b>Per Module</b>	<b>App Fee</b>	<b>Books</b>	<b>Supplies</b>	<b>STRF</b>	<b>TOTAL</b>
Quarter 1/ PE 1	16	\$6,300.00	\$100.00	\$525.00	\$60.00	\$3.00	\$6,988.00
Quarter 2/ PE 2	16	\$6,300.00				\$3.00	\$6,303.00
Quarter 3/ PE 3	14.5	\$6,300.00				\$3.00	\$6,303.00
	<b>46.5</b>	<b>\$18,900.00</b>	<b>\$100.00</b>	<b>\$525.00</b>	<b>\$60.00</b>	<b>\$9.00</b>	<b>\$19,594.00</b>

<b>Medical Assistant</b>	<b>Quarter Credit Units</b>	<b>Per Module</b>	<b>App Fee</b>	<b>Books</b>	<b>Supplies</b>	<b>STRF</b>	<b>TOTAL</b>
Quarter 1 / MA1	16	\$3,900.00	\$100.00	\$500.00	\$300.00	\$2.00	\$4,802.00
Quarter 2 / MA2	16	\$3,900.00				\$2.00	\$3,902.00
Quarter 3 / MA 3	16	\$3,900.00				\$2.00	\$3,902.00
	<b>48</b>	<b>\$11,700.00</b>	<b>\$100.00</b>	<b>\$500.00</b>	<b>\$300.00</b>	<b>\$6.00</b>	<b>\$12,606.00</b>

<b>Vocational Nursing (15 months)</b>	<b>Quarter Credit Units</b>	<b>Per Module</b>	<b>App Fee</b>	<b>Books</b>	<b>Supplies</b>	<b>STRF</b>	<b>TOTAL</b>
Quarter 1 / VN 1	16	\$4,100.00	\$100.00	\$1,925.00		\$2.00	\$6,127.00
Quarter 2 / VN 2	16	\$5,650.00				\$3.00	\$5,653.00
Quarter 3 / VN 3	16	\$5,650.00				\$3.00	\$5,653.00
Quarter 4 / VN 4	16	\$5,650.00				\$3.00	\$5,653.00
Quarter 5/ VN 5	15.5	\$5,650.00				\$3.00	\$5,653.00
	<b>79.5/1536 hrs</b>	<b>\$26,700.00</b>	<b>\$100.00</b>	<b>\$1925.00</b>		<b>\$14.00</b>	<b>\$28,739.00</b>

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

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

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

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

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

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

## Cancellation Policy

The Enrollment Agreement is not binding and shall not become operative until the student attends the first class or session of instruction.

The school reserves the right to cancel a scheduled program if the number of registered students is insufficient to start the program. If a program is canceled subsequent to a student's enrollment and before instruction in the course has begun, the student will receive a full refund of all monies paid. If new textbooks or materials are issued, or if program content is upgraded during the student's enrollment, these changes may take place at no extra charge.

A student may cancel and receive a complete refund of all institutional charges paid **including** the \$100.00 application fee if cancellation is requested within three (3) days of signing the enrollment agreement. Thereafter, a student may cancel, without penalty, on or before the seventh day following the first day of regularly scheduled instruction. The student will receive a complete tuition refund excluding the non-refundable \$100.00 application fee within forty five (45) days of cancellation. If the student has been given textbooks, equipment, and supplies and returns them in good condition to the school within 30 days of the last day the student physically attended class, the student will receive a full refund for the purchase price of the textbooks, equipment and supplies. Any student who decides to drop after the seventh day following

the first day of regularly scheduled instruction will be considered a withdrawn student and refund calculations will be performed.

Canceling by phone, by verbal means, or by way of not attending classes will not be considered a cancellation; these actions will be considered a withdrawal and withdrawal procedures will apply. To cancel the contract and/or terminate from the course of study, the student must mail or deliver a signed and dated copy of the Cancellation Notice (available from the Office of the Registrar), or mail or deliver another written notice, or send a telegram. If it is mailed, it is deemed effective when it is deposited in the mail properly addressed with prepaid postage to:

WEST COAST ULTRASOUND INSTITUTE  
Main Campus  
ATTN: REGISTRAR  
291 South La Cienega Blvd., Ste. 500  
Beverly Hills, CA 90211  
(310) 289-5123

WEST COAST ULTRASOUND INSTITUTE  
Ontario Branch Campus  
ATTN: REGISTRAR  
3700 East Inland Empire Blvd., Suite 550  
Ontario, Ca 91764  
(909) 483-3808

**REMEMBER - CANCELLATION MUST BE SUBMITTED IN WRITTEN FORM.**

You cannot cancel by phone or by refusing to attend class. If you have any complaints, questions, or problems that you cannot resolve through the administrative channels at West Coast Ultrasound Institute, write or call:

Department of Consumer Affairs  
Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798  
(888) 370-7589

## Withdrawal Information

A student who withdraws from a course will receive credit for all courses completed prior to their last day of attendance. If a student changes their educational objectives by entering a new program, the student will have only the grades of those modules credited to the new program considered in the cumulative average. The time spent in the previous program will not be considered in determining whether the student has completed a course in the maximum allowable time frame. Students will be allowed only one change of program for the duration of their course of education.

Diplomas or Certificates of Completion will not be issued to students until their tuition is paid in full. Transcripts will be available to students for the portion of the program(s) that have been paid for.

## Refund Policy

For purposes of determining a refund, a student shall be deemed to have withdrawn from West Coast Ultrasound Institute when any of the following occurs: the student petitions to cancel a Student Enrollment Agreement by submitting a written notice of withdrawal, the student fails to attend classes for a period of two (2) weeks, or the Institution terminates the enrollment agreement for non-compliance of West Coast Ultrasound Institute's school policies.

A student who has been in attendance may cancel, without penalty, on or before the seventh day following the first day of regularly scheduled instruction. The student will receive a complete tuition refund excluding the non-refundable \$100.00 application fee within forty five (45) days of cancellation. If the student has been given textbooks, equipment, and supplies and returns them in good condition to the school within 30

days of the last day the student physically attended class, the student will receive a full refund for the purchase price of the textbooks, equipment and supplies. Any student who decides to drop after the seventh day following the first day of regularly scheduled instruction will be considered a withdrawn student and refund calculations will be performed as described below.

No refund will be due after 60% of instruction, per quarter, has been completed by the student. A student refund will be calculated as follows:

- a) The application fee of \$100.00 is subtracted from the student's total tuition charge for the quarter.
- b) This figure is divided by the number of hours of instruction for the quarter.
- c) The quotient is the hourly charge for the quarter.
- d) The amount the student owes for the quarter for the purposes of calculating a refund is derived by multiplying the total hours attended for the quarter by the hourly charge for instruction for the quarter.
- e) The student refund would be any amount in excess of the figure derived in subparagraph (d) that was paid by the student.

**Hypothetical Example:**

\$4000.00 (Tuition paid) divided by 240 (hours of instruction) =  
\$16.67 (per hour of instruction)

30 (hours attended) X \$16.67 (per hour of instruction) =  
\$500.10 (adjusted Tuition Charge)

\$4000.00 (Tuition paid) - \$500.10 (Adjusted Tuition Charge) =  
\$3499.90 (Tuition Refund)

If a student has books purchased as required by their program from West Coast Ultrasound Institute, that student must return those books to West Coast Ultrasound Institute in reasonable condition within 30 days of the date of the written Notice of Cancellation or withdrawal and may then request a refund of book fees. The refund will be awarded based on the condition of the books, used or new. If any portion of the tuition was paid from the proceeds of a student financial aid loan, the refund shall be sent to the lender 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. Furthermore, any remaining amount shall be sent to the above named party, if any, up to but not exceeding the amount stated above.

If a student fails to adhere to West Coast Ultrasound Institute's rules and regulations and West Coast Ultrasound Institute terminates this agreement, West Coast Ultrasound Institute shall remit to the student a prorated tuition refund (if applicable) with such calculation based upon the last date of the student's attendance.

In any dispute between the parties, whether or not resulting in litigation, the prevailing party shall be entitled to recover from the other party actual costs, including without limitation, attorneys' fees.

West Coast Ultrasound Institute shall not be held responsible for a student's medical problems, pre-existing or otherwise. Students should check any potential medical problems with a doctor prior to enrolling.

## **Refund of Title IV**

Up through the 60% point of the payment period, a prorated schedule will be used to determine the amount of Title IV funds the student has earned through his or her last day of attendance. After the 60% point in the payment period, the Institute will earn 100% of Title IV funds dispersed for the payment period.

## **Refund Distribution Order**

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment, as applicable, in the following order up to the net amount disbursed from each source:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Pell Grants for the payment period for which a return of funds is required
- Other assistance under this Title for which a return of funds is required

# CAMPUS PROGRAM INFORMATION

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## ASSOCIATE OF OCCUPATIONAL SCIENCE DEGREE PROGRAMS OFFERED

Full-time Schedule

### **Associate of Occupational Science in DIAGNOSTIC MEDICAL SONOGRAPHY**

2060 Clock Hours / 113 Quarter Credit Hours / 18 months

### **Associate of Occupational Science in CARDIOVASCULAR SONOGRAPHY**

2060 Clock Hours / 113 Quarter Credit Hours / 18 months

### **Associate of Occupational Science in MAGNETIC RESONANCE IMAGING**

2290 Clock Hours / 114.5 Quarter Credit Hours / 18 months

## DIPLOMA/CERTIFICATE PROGRAMS OFFERED

Full-time Schedule

### **MAGNETIC RESONANCE IMAGING (Long) – DIPLOMA**

1720 Clock Hours / 80 Quarter Credit Hours/ 15 Months

### **MAGNETIC RESONANCE IMAGING (Short) – DIPLOMA**

**Prerequisite: Must be a Full X-Ray Technologist.**

720 Clock Hours / 38 Quarter Credit Hours/ 9 Months

### **PEDIATRIC CARDIAC ULTRASOUND AND CONGENITAL HEART DISEASE – DIPLOMA**

**Prerequisite: Must be a formally trained Cardiovascular Sonographer.**

760 Clock Hours /45.5 Quarter Credit Hours/ 9 Months

### **MEDICAL ASSISTANT – DIPLOMA**

720 Clock Hours / 38 Quarter Credit Hours/ 9 Months

### **VOCATIONAL NURSING – DIPLOMA**

1536/1560 Clock Hours / 79.5Quarter Credit Hours 15/Months

**Not all programs are offered at all campuses.**

# ASSOCIATE OF OCCUPATIONAL SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY DEGREE

**Credential Awarded: Associate of Occupational Science Degree in Diagnostic Medical Sonography**

6 QUARTERS / 18 MONTHS OF ENROLLMENT	Clock Hours	Quarter Credit Hours
Applied General Education	300	21
Abdominal Ultrasound and Vascular (includes 80 hours CLP) *	320	19
OB/GYN and Vascular (includes 80 hours CLP) *	320	19
Ultrasound Physics and Instrumentation (includes 80 hours CLP) *	320	19
Vascular Ultrasound (includes 80 hours CLP) *	320	19
Clinical Externship	480	16
<b>Total Course Hours and Quarter Credit Hours</b>	<b>2060</b>	<b>113</b>

\* Each Quarter of Technical Coursework includes 80 hours of Clinical Laboratory Practicum (CLP) totaling 320 Hours and when added to the 480 hours of Clinical Externship completes 800 hours of clinical vascular training.

## APPLIED GENERAL EDUCATION COURSEWORK REQUIREMENTS

1 Quarter / 300 Clock Hours / 21 Quarter Credit Hours

MORNING SESSION	EVENING SESSION	WEEKEND SESSION
Mon-Fri 8:30am-1:30pm	Mon-Fri 5:30pm-10:30pm	Sat & Sun 8:30am-6:30pm

GENERAL EDUCATION: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<b>FHS100 – Fundamentals in Health Sciences</b> Students are introduced to all of the major systems of the human body, basic anatomy, physiology, pathology, and medical terminology. In addition, the student learns to perform EKG's, patient positioning, vital signs, CPR, HIPAA and patient care.	210	15
<b>MAT100 – General Mathematics</b> This course is an introduction of basic math skills. Students study the metric system, decimals, fractions, ratios, conversions, basic algebra and ultrasound math equations and definitions.	30	2
<b>ENG100 – English</b> This course introduces students to the general principles of oral and written communication. Students learn effective writing methods for short memos, documentation of case histories, the use of outlines, rough drafts, final drafts, and other principles of professional writing. Students learn effective medical communication methods used in the Radiology or Nursing environments.	30	2
<b>BEH100 – Behavioral Science</b> This course is an introduction to general psychology, cultural diversity and the considerations of communicating with a diverse patient population. It prepares students for typical social interactions in a health care setting.	30	2
<b>Total Course Hours and Credit Hours for General Education Coursework</b>	<b>300</b>	<b>21</b>

# ASSOCIATE OF OCCUPATIONAL SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY DEGREE (CONTINUED)

## TECHNICAL COURSEWORK REQUIREMENTS

4 Quarters / 1280 Clock Hours (including 320 Clinical Lab Hours) /76 Quarter Credit Hours

Prerequisites: Successful passing and completion of the applied general education coursework.

MORNING SESSION	EVENING SESSION	WEEKEND SESSION
Mon-Thur 8:30am-1:30pm	Mon-Thur 5:30pm-10:30pm	Sat & Sun 8:30am-6:30pm
CLP: Fri 8:30am-3:30pm	CLP: 3:30pm-10:30pm	

MODULE 1 ABDOMINAL ULTRASOUND: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<b>Total Course Hours and Credit Hours for Abdominal Ultrasound</b>	<b>320</b>	<b>19</b>
<b>ABD201 – Abdominal Ultrasound Lecture</b> In lecture students are introduced to anatomy, physiology and pathophysiology of the abdominal soft tissue structures. Additionally, students will appreciate the sonographic appearance of the visceral organs and vasculature, as well as the thyroid, testes and breast.	120	9
<b>ABD201L – Abdominal Ultrasound and Abdominal Vasculature Laboratory</b> Students will learn and demonstrate scanning protocols for the abdominal organs and vasculature in the on-campus laboratory. Emphasis is placed on basic patient evaluation, care, and preliminary reporting.	120	6
<b>CLP201A – Abdominal Ultrasound Clinical Laboratory Practicum (CLP)</b> Clinical Laboratory Practicum is a combination of workshops, scanning volunteer patients, and CCI registry review. Students will learn to interpret physician requisitions, explain procedures to patients, and verify preparations for procedures. In addition, students will practice taking patient histories and present findings and abdominal vascular case studies.	80	4
MODULE 2 OB/GYN AND VASULAR: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<b>Total Course Hours and Credit Hours for OB/GYN and Vascular</b>	<b>320</b>	<b>19</b>
<b>OBG201 – Gynecology and Obstetrics Lecture</b> Students will be introduced to anatomy, physiology and ultrasound appearance of the female pelvis. Special emphasis will be placed on recognizing normal and abnormal anatomy of the uterus, ovaries, fallopian tubes and adnexa. In the obstetrical portion, students will be exposed to the trimesters, normal and abnormal fetal development, the placenta, fetal presentation, fetal biometry and vascular case studies for OB/GYN.	120	9
<b>OBG201L – Gynecology and Obstetrics Laboratory</b> Students learn and demonstrate gynecology and obstetrical protocols, including biometry measurements, report writing and vasculature of OB/GYN. Limited obstetrical exams are performed on volunteers.	120	6
<b>CLP201OBG – Gynecology and Obstetrics Clinical Laboratory Practicum (CLP)</b> Clinical Laboratory Practicum is a combination of workshops, scanning volunteer patients, and registry review. Students will learn to interpret physician requisitions, explain procedures to patients, and verify preparations for procedures. In addition students will practice taking patient histories and present findings and OB/GYN vasculature. Clinical skills will be taught.	80	4

## ASSOCIATE OF OCCUPATIONAL SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY DEGREE (CONTINUED)

MODULE 3	Clock Hours	Quarter Credit Hours
<b>ULTRASOUND PHYSICS AND INSTRUMENTATION: COURSE DESCRIPTION</b>		
<b>Total Course Hours and Credit Hours for Physics and Instrumentation</b>	<b>320</b>	<b>19</b>
<b>PHY101 – Ultrasound Physics and Instrumentation Lecture</b> Students are instructed in the basic properties of sound, ultrasound physics and ultrasound equipment. Students gain an understanding of the interactions of ultrasound within the human body and the proper use of ultrasound applications. Emphasis is placed on ultrasound theory, equipment design and application, transducer construction and the function and use of Doppler. Students also learn the use and principles of application and patient care and quality assurance.	120	9
<b>PHY101L – Physics and Instrumentation Laboratory</b> Students learn “knobology” by scanning predetermined protocols that afford manipulation of specific knobs and machine function. Emphasis is placed on the technical aspects of scanning and applying the principles of physics to it. Protocols are vascular using Doppler Principles.	120	6
<b>CLP101P – Physics and Instrumentation Clinical Laboratory Practicum (CLP)</b> Clinical Laboratory Practicum is a combination of lecture, CCI review, scanning and case studies. Students learn to interpret physician requisitions, explain procedures to patients, and write up an initial impression. In addition, students practice taking patient histories and present the ultrasound findings.	80	4
<b>MODULE 4</b>	<b>Clock Hours</b>	<b>Quarter Credit Hours</b>
<b>VASCULAR ULTRASOUND: COURSE DESCRIPTION</b>		
<b>Total Course Hours and Credit Hours for Vascular Ultrasound</b>	<b>320</b>	<b>19</b>
<b>VAS101 – Vascular Sonography Lecture</b> Students are instructed in vascular anatomy, physiology, hemodynamics, pathophysiology of vascular system. Emphasis is placed on intra/extra-cranial vessels, upper and lower extremity arterial and venous systems, vascular physics covering Doppler, Bernoulli’s principle, Poiseuille’s law and the effects of these principles in relation to vascular hemodynamics. Patient care and protocols are explained.	120	9
<b>VAS101L – Vascular Sonography Laboratory</b> Students learn with a hands-on approach to scan the different vascular protocols of the arterial and venous system and practice waveform analysis and Doppler. “Knobology” and equipment functions are studied; 2D/3D scanning, the ankle brachial index (ABI) procedures, and abdominal and diabetic protocols are reviewed and implemented.	120	6
<b>CLP101V – Vascular Clinical Laboratory Practicum (CLP)</b> This is a one day a week laboratory with the focus on vascular lecture, Cardiac Credentialing International review, review of case studies and practical laboratory scanning time. Included are neurological assessments, laboratory values and patient care. Rotation into clinical lab for vascular preparation and scanning vascular protocols.	80	4
<b>Total Course Hours and Credit Hours for Technical Coursework</b>	<b>1280</b>	<b>76</b>

**PLEASE NOTE: The curriculum is modular, meaning students can enter every quarter.**

# ASSOCIATE OF OCCUPATIONAL SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY DEGREE (CONTINUED)

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## CLINICAL VASCULAR EXTERNSHIP REQUIREMENTS

1 Quarter / 480 Clock Hours at 40 hours per week / 16 Quarter Credit Hours

Prerequisites: Successful passing and completion of all didactic, laboratory coursework and clinical lab practicum. **All protocol competencies must be passed and completed before entering externship.**

EXTERNSHIP MODULE: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<b>EXT201 – Externship</b> Externship involves the direct interaction of the student within a specific medical clinical site. The student is assigned to a hospital, imaging center, clinic, or doctor’s practice in which ultrasound is performed on patients. Students observe and perform a portion of the ultrasound exam. Students make the successful transition from the school environment to the clinical setting. Students also write initial impressions, present findings, and see ultrasound pathophysiology.	480	16
<b>Total Course Hours and Credit Hours for Externship</b>	<b>480</b>	<b>16</b>

## PROGRAM OBJECTIVES

Students of the Diagnostic Medical Sonography Degree program will perform the following:

1. Demonstrate basic anatomy and physiology of the following systems:
  - Vascular Sonography
  - Abdominal Sonography
  - Gynecology-Obstetrics Sonography
2. Demonstrate knowledge of basic Fundamentals of Health and General Education courses in English, General Math, and Behavioral Science as a foundation for all ultrasound courses.
3. Demonstrate entry-level clinical knowledge, skills, CPR, HIPAA competency and professional performance in the care of patients undergoing ultrasound procedures.
4. Demonstrate an understanding of the ultrasound scope of practice including ethics and professionalism.
5. Understand and be proficient in DICOM/PACS.
6. Demonstrate skills for an entry-level position in the field of Sonography.

# ASSOCIATE OF OCCUPATIONAL SCIENCE IN CARDIOVASCULAR SONOGRAPHY DEGREE

## Credential Awarded: Associate of Occupational Science Degree

6 QUARTERS / 18 MONTHS OF ENROLLMENT	Clock Hours	Quarter Credit Hours
Applied General Education	300	21
Vascular Sonography (includes 80 hours CLP) *	320	19
Physics and Instrumentation (includes 80 hours CLP) *	320	19
Cardiovascular Sonography A (includes 80 hours CLP) *	320	19
Cardiovascular Sonography B (includes 80 hours CLP) *	320	19
Clinical Externship	480	16
<b>Total Course Hours and Quarter Credit Hours</b>	<b>2060</b>	<b>113</b>

\* Each Quarter of Technical Coursework includes 80 hours of Clinical Laboratory Practicum (CLP) totaling 320 Hours and when added to the 480 hours of Clinical Externship completes 800 hours of CLP cardiac and vascular practice.

## APPLIED GENERAL EDUCATION COURSEWORK REQUIREMENTS

1 Quarter / 300 Clock Hours / 21 Quarter Credit Hours

MORNING SESSION	EVENING SESSION	WEEKEND SESSION
Mon-Fri 8:30am-1:30pm	Mon-Fri 5:30pm-10:30pm	Sat & Sun 8:30am-6:30pm

GENERAL EDUCATION: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<b>FHS100 – Fundamentals in Health Sciences</b> Students are introduced to all of the major systems of the human body, basic anatomy, physiology, pathology, and medical terminology. In addition, the student learns to perform EKG's, patient positioning, vital signs, CPR, HIPAA and patient care.	210	15
<b>MAT100 – General Mathematics</b> This course is an introduction of basic math skills. Students study the metric system, decimals, fractions, ratios, conversions, basic algebra and ultrasound math equations and definitions.	30	2
<b>ENG100 – English</b> This course introduces students to the general principles of oral and written communication. Students learn effective writing methods for short memos, documentation of case histories, the use of outlines, rough drafts, final drafts, and other principles of professional writing. Students learn effective medical communication methods used in the Radiology or Nursing environments.	30	2
<b>BEH100 – Behavioral Science</b> This course is an introduction to general psychology, cultural diversity and the considerations of communicating with a diverse patient population. It prepares students for typical social interactions in a health care setting.	30	2
<b>Total Course Hours and Credit Hours for General Education Coursework</b>	<b>300</b>	<b>21</b>

# ASSOCIATE OF OCCUPATIONAL SCIENCE IN CARDIOVASCULAR SONOGRAPHY DEGREE (CONTINUED)

## TECHNICAL COURSEWORK REQUIREMENTS

4 Quarters / 1280 Clock Hours (including 320 Clinical Lab Hours) / 76 Quarter Credit Hours

Prerequisites: Successful completion of the applied general education coursework.

MORNING SESSION	EVENING SESSION	WEEKEND SESSION
Mon-Thur 8:30am-1:30pm	Mon-Thur 5:30pm-10:30pm	Sat & Sun 8:30am-6:30pm
CLP: Fri 8:30am-3:30pm	CLP: 3:30pm-10:30pm	

MODULE 1	Clock Hours	Quarter Credit Hours
<b>VASCULAR SONOGRAPHY: COURSE DESCRIPTION</b>		
<b>Total Course Hours and Credit Hours for Vascular Sonography Coursework</b>	<b>320</b>	<b>19</b>
<b>VAS101 – Vascular Sonography Lecture</b> Student interests are engaged with this challenging series on vascular anatomy, physiology, hemodynamics and disease of the vascular system. Emphasis is placed on intra/extra-cranial vessels as well as vessels of the upper and lower extremity arterial and venous systems. Bernoulli's principle, Poiseuille's law and relative statistics complete this course study.	120	9
<b>VAS101L – Vascular Sonography Laboratory</b> Students learn with a hands-on approach to scan the different vascular protocols of the arterial and venous system and practice waveform analysis. Critical early exposure is given to "knobology" and equipment functions such as: color and spectral Doppler, 2-D scanning, and the ankle brachial index (ABI) procedure.	120	6
<b>CLP101V – Vascular Sonography Clinical Laboratory Practicum</b> Clinical Laboratory Practicum is a combination of workshops, scanning volunteer patients, and registry review. Students will learn to interpret physician requisitions, explain procedures to patients, and verify preparations for procedures. In addition students will practice taking patient histories and presenting findings.	80	4
MODULE 2	Clock Hours	Quarter Credit Hours
<b>PHYSICS AND INSTRUMENTATION: COURSE DESCRIPTION</b>		
<b>Total Course Hours and Credit Hours for Physics and Instrumentation Coursework</b>	<b>320</b>	<b>19</b>
<b>PHY101 – Physics and Instrumentation Lecture</b> Through discussion, the properties of sound physics and machine instrumentation will be addressed. Students will gain a deeper understanding of the interactions of ultrasound within the human body and the proper use of ultrasound applications. Emphasis will be placed on ultrasound theory, parts of the machine, transducer construction/ function and Doppler principles.	120	9
<b>PHY101L – Physics and Instrumentation Laboratory</b> Students will learn "knobology" by scanning predetermined protocols that afford manipulation of specific knobs and machine function. Emphasis is placed on the technical aspects of scanning and applying the principles of physics to it.	120	6
<b>CLP101P – Physics and Instrumentation Clinical Laboratory Practicum</b> Clinical Laboratory Practicum is a combination of workshops, scanning volunteer patients, and registry review. Students will learn to interpret physician requisitions, explain procedures to patients, and verify Practicum for procedures. In addition, students will practice taking patient histories and presenting findings.	80	4

## ASSOCIATE OF OCCUPATIONAL SCIENCE IN CARDIOVASCULAR SONOGRAPHY DEGREE (CONTINUED)

MODULE 3 CARDIOVASCULAR SONOGRAPHY A: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<b>Total Course Hours and Credit Hours for Cardiovascular Sonography A Coursework</b>	<b>320</b>	<b>19</b>
<b>CAR200 – Cardiovascular Sonography A Lecture</b> In Lecture students will explore the anatomy, physiology, embryology and pathology of the cardiovascular system. Doppler principles including color flow mapping, color M-mode and tissue Doppler will also be emphasized.	120	9
<b>CAR200L – Cardiovascular Sonography A Laboratory</b> In the laboratory students practice scanning the heart and related structures, good fundamental understanding of structural anatomy is gained through probe manipulation which promotes consistent recognition of pathology. Students practice subjective measurements such as M-mode, continuous wave and spectral Doppler to round out the echo protocol.	120	6
<b>CLP200CA – Cardiovascular Sonography A Clinical Laboratory Practicum</b> Clinical Laboratory Practicum is a combination of workshops, scanning volunteer patients, and registry review. Students will learn to interpret physician requisitions, explain procedures to patients, and verify preparations for procedures. In addition students will practice taking patient histories and presenting findings.	80	4
MODULE 4 CARDIOVASCULAR SONOGRAPHY B: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<b>Total Course Hours and Credit Hours for Cardiovascular Sonography B Coursework</b>	<b>320</b>	<b>19</b>
<b>CAR201 – Cardiovascular Sonography B Lecture</b> In lecture, pathophysiology of the heart focusing on diastolic dysfunction will prove engaging to students. Incorporating specific velocity measurements of the heart and implementing formula calculations to aid in documenting normal overall mechanical function such as valve areas and volume tracings are achieved. Students will explore: congenital heart defects, transesophageal echo and stress echo testing. Finally, students will discuss case studies of live images to determine abnormalities and prepare technical reports that include final impressions of the study.	120	9
<b>CAR201L – Cardiovascular Sonography B Laboratory</b> Students will receive hands-on training in lab performing cardiac protocols. Color Doppler, pulsed wave, continuous wave, and M-mode will be utilized. Students will focus on velocity measurements and will increase their understanding of pressures and gradients. The student will be evaluating pathology, overall mechanical function, and wall motion abnormalities. Students will use EKG leads on the patient for every study in order to maintain appropriate measurements. The student will implement material from lecture in the laboratory.	120	6
<b>CLP201CB – Cardiovascular Sonography B Clinical Laboratory Practicum</b> Clinical Laboratory Practicum is a combination of workshops, scanning volunteer patients, and registry review. Students will learn to interpret physician requisitions, explain procedures to patients, and verify preparations for procedures. In addition students will practice taking patient histories and presenting findings.	80	4
<b>Total Course Hours and Credit Hours for Technical Coursework</b>	<b>1280</b>	<b>76</b>

**PLEASE NOTE: The curriculum is modular, meaning students can enter every quarter.**

# ASSOCIATE OF OCCUPATIONAL SCIENCE IN CARDIOVASCULAR SONOGRAPHY DEGREE (CONTINUED)

## CLINICAL EXTERNSHIP REQUIREMENTS

1 Quarter / 480 Clock Hours / 16 Quarter Credit Hours

Prerequisites: Successful passing and completion of all didactic and laboratory coursework, including all protocol competencies.

EXTERNSHIP MODULE: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<b>EXT201 – Externship</b> This module involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which ultrasound is performed on patients. Students observe and, when allowed by a supervisor, may perform a portion of the exam. This module serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.	480	16
<b>Total Course Hours and Credit Hours for Externship</b>	<b>480</b>	<b>16</b>

## PROGRAM OBJECTIVES

Students of the Cardiovascular Echosonography program will:

1. Demonstrate a commitment to the field of echosonography, including:
  - Vascular Sonography
  - Diseases of the heart
2. Demonstrate knowledge of basic Fundamentals of Health and General Education courses in English, General Math, and Behavioral Science.
3. Demonstrate entry-level clinical knowledge, skills, and professional performance in the care of patients undergoing cardiac ultrasound procedures.
4. Know and demonstrate a commitment to ethics and professionalism for a cardiac sonographer.
5. Identify normal versus abnormal cardiac and vascular ultrasound pathology.
6. Understand and be proficient in DICOM/PACS.
7. Write an initial ultrasound report including velocities, measurements and spectral waveforms.
8. Demonstrate competency in CPR, HIPAA, cardiac pharmacology, stress echo and Carotid Intimal Medical Thickness (CIMT).

# ASSOCIATE OF OCCUPATIONAL SCIENCE IN MAGNETIC RESONANCE IMAGING DEGREE

The Magnetic Resonance Imaging AOS program is approved and accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and American Registry of Magnetic Resonance Imaging Technologists (ARMRIT).

**Credential Awarded: Associate of Occupational Science Degree in Magnetic Resonance Imaging**  
6 Quarters / 18 Months / 2290 Clock Hours /114.5 Quarter Credit Hours

6 QUARTERS / 18 MONTHS OF ENROLLMENT	Clock Hours	Quarter Credit Hours
Applied General Education	300	21
Fundamentals of Medical Imaging	330	20.5
Physics	330	20
Cross-sectional Anatomy	330	20
Clinical Externship	1000	33
<b>Total Course Hours and Quarter Credit Hours</b>	<b>2290</b>	<b>114.5</b>

## APPLIED GENERAL EDUCATION COURSEWORK REQUIREMENTS

1 Quarter / 300 Clock Hours /21 Quarter Credit Hours

MORNING SESSION	EVENING SESSION
Mon-Fri 8:30am-1:30pm	Mon-Fri 5:30pm-10:30pm

GENERAL EDUCATION: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<b>FHS100 - Fundamentals in Health Sciences</b> Students are introduced to all of the major systems of the human body, basic anatomy, physiology, pathology, and medical terminology. In addition, the student learns to perform EKG's, patient positioning, vital signs, CPR, HIPAA and patient care.	210	15
<b>MAT100 - General Mathematics</b> This course is an introduction of basic math skills. Students study the metric system, decimals, fractions, ratios, conversions, basic algebra and ultrasound math equations and definitions.	30	2
<b>ENG100 - English</b> This course introduces students to the general principles of oral and written communication. Students learn effective writing methods for short memos, documentation of case histories, the use of outlines, rough drafts, final drafts, and other principles of professional writing. Students learn effective medical communication methods used in the Radiology or Nursing environments.	30	2
<b>BEH100 - Behavioral Science</b> This course is an introduction to general psychology, cultural diversity and the considerations of communicating with a diverse patient population. It prepares students for typical social interactions in a health care setting.	30	2
<b>Total Course Hours and Credit Hours for General Education Coursework</b>	<b>300</b>	<b>21</b>

# ASSOCIATE OF OCCUPATIONAL SCIENCE IN MAGNETIC RESONANCE IMAGING DEGREE (CONTINUED)

## CORE TECHNICAL COURSEWORK REQUIREMENTS

3 Quarters / 990 Clock Hours / 60

.5 Quarter Credit Hours

Prerequisites: Successful completion of the applied general education coursework.

EVENING SESSION
Monday-Friday 5:30pm-10:30pm

MODULE 1 MEDICAL IMAGING: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<b>Total Course Hours and Credit Hours for Medical Imaging Coursework</b>	<b>330</b>	<b>20.5</b>
<b>FMRI101 - MRI Fundamentals of Medical Imaging Lecture</b> This subject is designed to familiarize the student with the basic aspects of patient care in medical imaging. Patient handling techniques, infection control, and blood-borne pathogens are discussed. The course also focuses on ethics, HIPAA/privacy issues, and human diversity. In addition, informatics integration in medical imaging is also taught. This deals with computer operating systems, IP addresses, and networking, as well as DICOM/PACS and teleradiology as an essential part of all modern imaging modalities.	240	16
<b>FRMI101L - MRI Fundamentals of Medical Imaging Laboratory</b> Students get their first encounter with the MRI environment to learn patient interviewing, screening, and history-taking, as well as practicing patient handling and positioning techniques. The lab also gives the student beginning hands-on training to operate the MR system with regard to scanning, filming, and digital imaging techniques.	90	4.5
MODULE 2 PHYSICS: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<b>Total Course Hours and Credit Hours for Physics Coursework</b>	<b>330</b>	<b>20</b>
<b>MPHY101 - MRI Physics, Safety, Bio-effects Lecture</b> In this module, Quantum mechanical concepts of MRI is discussed and demonstrated with animations and required software. Image quality, Artifacts, Trade-offs, parameter optimization is discussed in detail. Safety concerns and Bio-effects of Magnetic Field, RF Field and Gradient Fields discussed and proper screening of the patients emphasized. Pulse sequence selection and protocol designing as part of Physics reviewed and performed.	132	9.5
<b>MPHY101L - MRI Physics Laboratory</b> Students will utilize and practice effects of TR, TE, TI, FA on imaging techniques and will compare different settings with each other. All practices will be performed on actual MRI systems with students, volunteers and subjects.	132	6.5

## ASSOCIATE OF OCCUPATIONAL SCIENCE IN MAGNETIC RESONANCE IMAGING DEGREE (CONTINUED)

<b>MPATH101 MRI Pathophysiology 1</b> This course will help students understand the clinical pathophysiology of disease processes by discussing those most frequently diagnosed with medical imaging. It also provides the essential pathology knowledge needed to produce high quality images. It includes a general overview of anatomy and physiology and covers disorders and injuries by body systems. Lectures also focus on the optimal imaging modality in which to see, diagnose, and treat these various disorders namely, Radiography, Computed Tomography (CT), Ultrasound, Nuclear Medicine, Positron Emission Tomography (PET), as well as Magnetic Resonance Imaging (MRI).	66	4.0
<b>MODULE 3</b> <b>CROSS-SECTIONAL ANATOMY: COURSE DESCRIPTION</b>	<b>Clock Hours</b>	<b>Quarter Credit Hours</b>
<b>Total Course Hours and Credit Hours for Cross-Sectional Anatomy Coursework</b>	<b>330</b>	<b>20</b>
<b>MXAN201 - MRI Cross-Sectional Anatomy Lecture</b> This module comprises detail discussion, demonstrations and presentation of different body systems from cross-sectional point of view, it will present images in different contrasts and viewing opinions included but not limited to Sagittal, Coronal and Transverse.	132	9.5
<b>MXAN201L - MRI Cross-Sectional Anatomy Laboratory</b> Under the supervision of the laboratory instructor, students will perform MRI studies based on cross-sectional anatomy discussions of lectures and will help students with hands-on training correlation between didactic and practical section of anatomy module. All studies will be performed on students and volunteers.	132	6.5
<b>MPATH201 MRI Pathophysiology 2</b> This course is a continuation and extension of Pathophysiology 1. Lectures focus on disease processes in more systems of the body, and their visualization and diagnosis on the appropriate medical imaging modality including Radiography, Computed Tomography (CT), Ultrasound, Nuclear Medicine, Positron Emission Tomography (PET), and Magnetic Resonance Imaging (MRI). Discussions also center on how each modality works together to play a vital role in the health care process.	66	4
<b>Total Course Hours and Credit Hours for Core Technical Coursework</b>	<b>990</b>	<b>60.5</b>

**PLEASE NOTE: The curriculum is modular, meaning students can enter every quarter.**

# ASSOCIATE OF OCCUPATIONAL SCIENCE IN MAGNETIC RESONANCE IMAGING DEGREE (CONTINUED)

## CLINICAL EXTERNSHIP REQUIREMENTS

2 Quarters / 1000 Clock Hours / 33 Quarter Credit Hours

Prerequisites: Successful completion and passing of all didactic and laboratory coursework, including all protocol competencies.

EXTERNSHIP MODULE: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<p><b>EXT-M 201 - A/B Externship</b></p> <p>In clinical settings, students will learn and perform a wide variety of MRI studies under the supervision of a registered MRI technologist. 1000 hours externship will be divided to A and B sections, in part A first 250 hours mainly will provide to students, communication skills with staff including scheduling department, admission office, billing, Medical Records and eventually Reading and reporting staff as Radiologist and Radiology assistant. Second part of section A will be highly supervised patient interview, preparation, table setting, patient screening, patient positioning, parameter selection, sequence optimization, protocol application and scanning. Starting section B student will be able to start and complete full procedure and toward end of externship remaining hours will involve student with different type of studies including abnormal cases and more practice in Neuroimaging, Body imaging and MSK.</p> <p>Upon successful completion of externship students will be able to perform and complete all general MRI exams without assistance. Patient care, critical thinking, front desk procedures, and soft skills are also incorporated into the clinical externship as explained.</p>	1000	33
<b>Total Course Hours and Credit Hours for Externship</b>	<b>1000</b>	<b>33</b>

## PROGRAM OBJECTIVES

Students of the Magnetic Resonance Imaging program will:

1. Understand the concepts of Medical Imaging Physics.
2. Understand and be proficient in DICOM/PACS.
3. Understand and be familiar with all Imaging Modalities in a Radiology Department.
4. Understand patient care, patient safety, patient privacy and adhere to the standards of a Medical Imaging Facility or hospital.
5. Be familiar with bioeffects, artifacts, quantum and mechanical physics as it applies to MRI.
6. Student will know and be able to demonstrate the different body systems in Sagittal, Axial and Coronal planes of MRI anatomy.
7. Student will understand the use of contrast agents, non-contrast imaging and protocol optimization.
8. Student will use a virtual MRI workstation to view and identify MRI anatomy with multiple examples of MRI anatomy and pathology.
9. Students will begin learning to operate an MRI system from the first week in class. All MRI training will incorporate "real" MRI center equipment for laboratory portion of class.
10. Students will have completed 1000 hours of MRI clinical time performing MRI studies of all varieties.
11. Students are prepared to take the American Registry of Magnetic Imaging.

# MAGNETIC RESONANCE IMAGING DIPLOMA – LONG

Approved and accredited by American Registry of Magnetic Resonance Imaging Technologists (ARMRIT).

## Credential Awarded: Diploma

5 Quarters / 15 Months / 1720 Clock Hours / 80 Quarter Credit Hours

5 QUARTERS / 15 MONTHS OF ENROLLMENT	Clock Hours	Quarter Credit Hours
Coursework	720	47
Clinical Externship	1000	33
<b>Total Course Hours and Quarter Credit Hours</b>	<b>1720</b>	<b>80</b>

## COURSEWORK REQUIREMENTS

3 Quarters / 720 Clock Hours / 80 Quarter Credit Hours

### EVENING SESSION ONLY

Monday-Thursday 5:30pm-10:30pm

COURSE DESCRIPTION	Clock hours	Quarter Credit Hours
<b>Introduction to Imaging Science</b> This course introduces the student to the fundamentals of working as a medical professional. Students are introduced to all of the major systems of the human body. This course introduces basic anatomy, physiology, some pathology, and medical terminology. In addition, the student learns to perform EKG's, patient positioning, vital signs, and will become certified in CPR.	240	17
<b>Module I - MRI Physics, Safety, Bio-effects</b> In this module, quantum mechanical concepts of MRI are discussed and demonstrated with animation and required software. Image quality, artifacts, trade-offs, parameter optimization are discussed in detail. Safety concerns and the bio-effects of magnetic fields, RF fields and gradient fields are discussed and the proper screening of patients emphasized. Pulse sequence selection and protocol designing as a part of physics are reviewed and performed.	240	15
<b>Module II - MRI Sectional Anatomy</b> This module comprises detail discussion, demonstrations and presentation of different body systems from cross-sectional point of view, it will present images in different contrasts and viewing opinions included but not limited to Sagittal, Coronal and Transverse.	240	15
<b>Total Course Hours and Credit Hours for Coursework</b>	<b>720</b>	<b>47</b>

# MAGNETIC RESONANCE IMAGING DIPLOMA – LONG (CONTINUED)

## CLINICAL EXTERNSHIP REQUIREMENTS

2 Quarters / 1000 Clock Hours / 33 Quarter Credit Hours

Prerequisites: Successful completion and passing of all didactic and laboratory coursework, including all protocol competencies.

EXTERNSHIP MODULE: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<p><b>EXT-M 201 A/B - Externship</b>            In clinical settings, students will learn and perform a wide variety of MRI studies under the supervision of a registered MRI technologist. 1000 hours externship will be divided to A and B sections, in part A first 250 hours mainly will provide to students, communication skills with staff including scheduling department, admission office, billing, Medical Records and eventually Reading and reporting staff as Radiologist and Radiology assistant. Second part of section A will be highly supervised patient interview, preparation, table setting, patient screening, patient positioning, parameter selection, sequence optimization, protocol application and scanning. Starting section B student will be able to start and complete full procedure and toward end of externship remaining hours will involve student with different type of studies including abnormal cases and more practice in Neuroimaging, Body imaging and MSK. Upon successful completion of externship students will be able to perform and complete all general MRI exams without assistance. Patient care, critical thinking, front desk procedures, and soft skills are also incorporated into the clinical externship as explained.</p>	1000	33
<b>Total Course Hours and Credit Hours for Externship</b>	<b>1000</b>	<b>33</b>

## PROGRAM OBJECTIVES

Students of the Magnetic Resonance Imaging program will:

1. Understand the concepts of Medical Imaging Physics.
2. Understand and be proficient in DICOM/PACS.
3. Understand and be familiar with all Imaging Modalities in a Radiology Department.
4. Understand patient care, patient safety, patient privacy and adhere to the standards of a Medical Imaging Facility or hospital.
5. Be familiar with bioeffects, artifacts, quantum and mechanical physics as it applies to MRI.
6. Student will know and be able to demonstrate the different body systems in Sagittal, Axial and Coronal planes of MRI anatomy.
7. Student will understand the use of contrast agents, non-contrast imaging and protocol optimization.
8. Student will use a virtual MRI workstation to view and identify MRI anatomy with multiple examples of MRI anatomy and pathology.
9. Students will begin learning to operate an MRI system from the first week in class. All MRI training with incorporate “real” MRI center equipment for laboratory portion of class.
10. Students will perform 1000 hours of MRI clinical time performing MRI studies of all varieties.
11. Students are prepared to take the American Registry of Magnetic Imaging.

# MAGNETIC RESONANCE IMAGING DIPLOMA – SHORT

## Credential Awarded: Diploma

**Prerequisite: Must be a Full X-Ray Technologist.**

3 Quarters / 9 Months / 720 Clock Hours / 38 Quarter Credit Hours

3 QUARTERS / 9 MONTHS OF ENROLLMENT	Clock Hours	Quarter Credit Hours
Coursework	480	30
Clinical Externship	240	8
<b>Total Course Hours and Quarter Credit Hours</b>	<b>720</b>	<b>38</b>

## COURSEWORK REQUIREMENTS

2 Quarters / 480 Clock Hours / 30 Quarter Credit Hours

EVENING SESSION ONLY
Monday-Thursday 5:30pm-10:30pm

COURSE DESCRIPTION	Clock hours	Quarter Credit Hours
<b>Module I – MRI Physics</b> The student will be introduced to MRI signals, T1 and T2 recovery and delay times, pulse timing parameters, artifacts, and digital images. Students will study MRI safety, bio-effects, pulse sequences, image formation and image contrast. In the laboratory, students will utilize techniques learned in lecture to successfully create pulse sequences and images.	240	15
<b>Module III - MRI Sectional Anatomy</b> This course provides the student with extensive instruction on MRI anatomy. Students will examine various slice planes, basic medical terminology, cross-sectional anatomy, and basic physiology. Students will become familiar with E-Film. In the laboratory, under the supervision of the clinical instructor, students will perform MRI studies and become familiar with the anatomy. These will be done on both students and volunteers. The studies are then discussed.	240	15
<b>Total Course Hours and Credit Hours for Coursework</b>	<b>480</b>	<b>30</b>

## CLINICAL EXTERNSHIP REQUIREMENTS

1 Quarter / 240 Clock Hours / 8 Quarter Credit Hours

Prerequisites: Successful completion and passing of all didactic and laboratory coursework, including all protocol competencies.

EXTERNSHIP MODULE: COURSE DESCRIPTION	Clock Hours	Quarter Credit Hours
<b>Clinical Externship</b> This module involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic or other environment in which MRI is performed on a regular basis on patients needing care.	240	8
<b>Total Course Hours and Credit Hours for Externship</b>	<b>240</b>	<b>8</b>

# MAGNETIC RESONANCE IMAGING DIPLOMA – SHORT (CONTINUED)

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## PROGRAM OBJECTIVES

Students of the Magnetic Resonance Imaging program will:

1. Fast track to MRI Anatomy, Physiology, MRI Physics and MRI Externship and 240 hours of externship.
2. Be eligible to take the American Registry of Radiology Technology (ARRT) exam upon completion of this course.
3. The clinical externship setting provides the required hours in externship MRI clinical training to take the ARRT exam.
4. Be cross-trained in MRI exams and be able to perform and complete MRI exams without assistance.
5. Have mastery in patient care, critical thinking, front desk procedures, patient safety and protocols for each type of MRI study.
6. Be prepared for an entry-level position as an MRI technologist.

# VOCATIONAL NURSING DIPLOMA

## Credential awarded: Diploma

15 MONTH SCHEDULE	Clock Hours	Quarter Credit Hours
Total Course Hours and Quarter Credit Hours	1536	79.5

\* BH is Beverly Hills, California campus, OT is Ontario, California campus

**Program Capacity:** 30 students – Lecture  
15 students – Laboratory & Clinical Rotation

### Entrance Requirements for Vocational Nursing only:

1. An applicant must be at least 17 years of age.
2. An applicant must submit one of the following for proof of a 12<sup>th</sup> grade education:
  - a. High school diploma or transcripts for accredited high school
  - b. An approved and accredited GED certificate
  - c. A Foreign transcript or credentials that are approved for U.S. 12<sup>th</sup> grade equivalency by an evaluation agency approved by the National Association of Credential Evaluation Services (NACES).
3. An applicant must pass the entrance test, Career Programs Assessment Test (CPAt) with a minimum test score of 142 points or 70% pass rate.
4. Write a 500 word essay on “Why I Want to be a Nurse”.
5. Scheduled interview with the Nursing Program Director, Assistant Director or Campus Director.
6. Student must be of good physical and mental health in order to meet the requirements of the nursing coursework and performance in clinical training.
7. Applicants who are accepted into the Vocational Nursing program and request Hours for prior nursing education courses, must submit official transcripts within the application deadline.
8. All applicants must submit a background check for admissions.
9. Any prior nursing education must be within the last five years for credit granting.

### Full-time Schedule:

WEEKDAY/AM SESSION	WEEKEND/PM SESSION
<b>Theory:</b> Mon-Tue 8:30am-4:30pm <b>Clinical:</b> Wed-Thur 7:00am-3:30pm Fridays are reserved for make-up work and open laboratory for Weekday/AM.	<b>Theory:</b> Tue-Fri 6:00pm-10:00pm <b>Clinical:</b> Sat-Sun 7:00am-3:30pm Mondays are reserved for make-up work and open laboratory for Weekend/PM.

### Part-time Schedule:

Weeks 1-10 & 12 : 20 hrs/week	Week 11 : 36 hours
Mon-Thur 6:00-10:00pm <b>On Campus:</b> Sat-Sun 7:00am-3:30pm <b>Clinical:</b> Sat-Sun 7:00am-3:30pm	<b>On Campus:</b> Mon-Thur 6:00-10:00pm <b>Clinical:</b> Sat-Sun 7:00am-3:30pm
<b>Fridays are reserved for make-up work and open laboratory.</b>	

# VOCATIONAL NURSING DIPLOMA (CONTINUED)

## COURSEWORK REQUIREMENTS

15 Months / 1536(BH) or 1540(OT) Clock Hours / 79.5 Quarter Credit Hours

\* BH is Beverly Hills, California campus, OT is Ontario, California campus

COURSE DESCRIPTION	Clock hours	Quarter Credit Hours
<b>LEVEL 1:</b> Students learn the fundamentals of nursing and will be introduced to: basic physical assessment, nursing ethics and conduct, critical thinking, cultural congruency of nursing care, nursing anatomy and physiology, nutrition, and end-of-life care. Students attend lectures, clinical skills labs, and clinical rotations.	308	16
<b>LEVEL 2:</b> Students focus on the areas of Medical and Surgical nursing. Students study topics that progress from Level 1 to a more advanced level and are introduced to Pharmacology, Nutrition and patient education. Students attend lectures, clinical skills labs, and have clinical rotations.	308	16
<b>LEVEL 3:</b> Students continue to study advanced medical-surgical nursing, and also study communicable diseases and nutrition. Students attend lectures, clinical skills labs, and have clinical rotations.	308	16
<b>LEVEL 4:</b> Students focus on growth and development across the lifespan, as well as maternity and pediatric nursing. The student continues to build on previous levels of training. Students attend lectures, clinical skills labs, and have clinical experiences.	308	16
<b>LEVEL 5:</b> Students will study psychology, gerontology, and rehabilitative nursing. The development of leadership skills will be emphasized, as well as the administrative aspects of nursing.	304	15.5

Note: In all levels NCLEX-PN review will be integrated with lectures using ATI materials.

## PROGRAM OBJECTIVES

Students of the Vocational Nursing program will:

1. Demonstrate knowledge of basic medical sciences, anatomy, physiology and medical terminology.
2. Demonstrate entry-level clinical knowledge, skills, and professional performance in the nursing care of patients, nursing assessment and patient communication.
3. Demonstrate critical thinking skills and technological skills to meet the nursing needs of a changing, culturally-diverse society.
4. Know and demonstrate a commitment to ethics, professionalism and critical thinking skills.
5. Be prepared to take the California State NCLEX-PN exam for Vocational Nurses.
6. Develop leadership and administrative skills to enter the Nursing field as a new graduate in the Health Care industry.
7. **All students in the Vocational Nursing Program receive a laptop computer and an Assessment Technology Incorporated (ATI) tutorial program to assist the student in passing the NCLEX-PN board examination. This is used throughout the course of the program as a private tutorial for all students and increases the student's pass rate for the NCLEX-PN Licensure.**

# MEDICAL ASSISTANT DIPLOMA

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## Credential Awarded: Diploma

3 QUARTERS / 9 MONTHS OF ENROLLMENT	Clock Hours	Quarter Credit Hours
Total Course Hours and Quarter Credit Hours	720	47

## COURSEWORK REQUIREMENTS

3 Quarters / 720 Clock Hours / 36 Quarter Credit Hours / Monday-Thursday

MORNING SESSION	EVENING SESSION
Mon-Thur 8:30am-1:30pm	Mon-Thur 5:30pm-10:30pm

COURSE DESCRIPTION	Clock hours	Quarter Credit Hours
<b>General Science</b> Students will be introduced to anatomy, physiology, medical terminology, and basic math skills.	240	17
<b>Medical Assistant 101</b> Students will continue to study the major body systems, and will learn CPR and first aid. In addition they will learn to take a patient's vital signs.	240	15
<b>Medical Assistant 102</b> This course is a continuation of Medical Assistant 101. Students will learn phlebotomy as well as continue to practice skills in the previous course.	240	15

## PROGRAM OBJECTIVES

Students of the Medical Assistant program will:

1. Understand anatomy, physiology and medical terminology.
2. Demonstrate entry-level clinical knowledge, skills, CPR, HIPAA competency and professional performance in the care of patients.
3. Know and demonstrate a commitment to ethics and professionalism as a Medical Assistant.
4. Demonstrate clinical competency, patient assessment, knowledge of front and back office and good patient-doctor communication skills.
5. Rotation to a Doctor's office for clinical experience.
6. Prepare for the National Medical Assist Exam.

# VOCATIONAL NURSING DIPLOMA

## Credential awarded: Diploma

15 MONTH SCHEDULE	Clock Hours	Quarter Credit Hours
Total Course Hours and Quarter Credit Hours	1536 (BH)* 1540 (OT)*	79.5

\* BH is Beverly Hills, California campus, OT is Ontario, California campus

**Program Capacity:** 30 students – Lecture  
15 students – Laboratory & Clinical Rotation

### Entrance Requirements for Vocational Nursing only:

1. An applicant must be at least 17 years of age.
2. An applicant must submit one of the following for proof of a 12<sup>th</sup> grade education:
  - a. High school diploma or transcripts for accredited high school
  - b. An approved and accredited GED certificate
  - c. A Foreign transcript or credentials that are approved for U.S. 12<sup>th</sup> grade equivalency by an evaluation agency approved by the National Association of Credential Evaluation Services (NACES).
3. An applicant must pass the entrance test, Career Programs Assessment Test (CPAT) with a minimum test score of 142 points or 70% pass rate.
4. Write a 500 word essay on “Why I Want to be a Nurse“.
5. Scheduled interview with the Nursing Program Director, Assistant Director or Campus Director.
6. Student must be of good physical and mental health in order to meet the requirements of the nursing coursework and performance in clinical training.
7. Applicants who are accepted into the Vocational Nursing program and request Hours for prior nursing education courses, must submit official transcripts within the application deadline.
8. All applicants must submit a background check for admissions.
9. Any prior nursing education must be within the last five years for credit granting.

### Full-time Schedule:

WEEKDAY/AM SESSION	WEEKEND/PM SESSION
<b>Theory:</b> Mon-Tue 8:30am-4:30pm <b>Clinical:</b> Wed-Thur 7:00am-3:30pm Fridays are reserved for make-up work and open laboratory for Weekday/AM.	<b>Theory:</b> Tue-Fri 6:00pm-10:00pm <b>Clinical:</b> Sat-Sun 7:00am-3:30pm Mondays are reserved for make-up work and open laboratory for Weekend/PM.

### Part-time Schedule:

Weeks 1-10 & 12 : 20 hrs/week	Week 11 : 36 hours
Mon-Thur 6:00-10:00pm <b>On Campus:</b> Sat-Sun 7:00am-3:30pm <b>Clinical:</b> Sat-Sun 7:00am-3:30pm	<b>On Campus:</b> Mon-Thur 6:00-10:00pm <b>Clinical:</b> Sat-Sun 7:00am-3:30pm
<b>Fridays are reserved for make-up work and open laboratory.</b>	

# VOCATIONAL NURSING DIPLOMA (CONTINUED)

## COURSEWORK REQUIREMENTS

15 Months / 1536(BH) or 1540(OT) Clock Hours / 79.5 Quarter Credit Hours

\* BH is Beverly Hills, California campus, OT is Ontario, California campus

COURSE DESCRIPTION	Clock hours	Quarter Credit Hours
<b>LEVEL 1:</b> Students learn the fundamentals of nursing and will be introduced to: basic physical assessment, nursing ethics and conduct, critical thinking, cultural congruency of nursing care, nursing anatomy and physiology, nutrition, and end-of-life care. Students attend lectures, clinical skills labs, and clinical rotations.	308 (BH) 309 (OT)	16
<b>LEVEL 2:</b> Students focus on the areas of Medical and Surgical nursing. Students study topics that progress from Level 1 to a more advanced level and are introduced to Pharmacology, Nutrition and patient education. Students attend lectures, clinical skills labs, and have clinical rotations.	308 (BH) 309 (OT)	16
<b>LEVEL 3:</b> Students continue to study advanced medical-surgical nursing, and also study communicable diseases and nutrition. Students attend lectures, clinical skills labs, and have clinical rotations.	308 (BH) 309 (OT)	16
<b>LEVEL 4:</b> Students focus on growth and development across the lifespan, as well as maternity and pediatric nursing. The student continues to build on previous levels of training. Students attend lectures, clinical skills labs, and have clinical experiences.	308 (BH) 309 (OT)	16
<b>LEVEL 5:</b> Students will study psychology, gerontology, and rehabilitative nursing. The development of leadership skills will be emphasized, as well as the administrative aspects of nursing.	304 (BH) 309 (OT)	15.5

Note: In all levels NCLEX-PN review will be integrated with lectures using ATI materials.

## PROGRAM OBJECTIVES

Students of the Vocational Nursing program will:

1. Demonstrate knowledge of basic medical sciences, anatomy, physiology and medical terminology.
2. Demonstrate entry-level clinical knowledge, skills, and professional performance in the nursing care of patients, nursing assessment and patient communication.
3. Demonstrate critical thinking skills and technological skills to meet the nursing needs of a changing, culturally-diverse society.
4. Know and demonstrate a commitment to ethics, professionalism and critical thinking skills.
5. Be prepared to take the California State NCLEX-PN exam for Vocational Nurses.
6. Develop leadership and administrative skills to enter the Nursing field as a new graduate in the Health Care industry.
7. **All students in the Vocational Nursing Program receive a laptop computer and an Assessment Technology Incorporated (ATI) tutorial program to assist the student in passing the NCLEX-PN board examination. This is used throughout the course of the program as a private tutorial for all students and increases the student's pass rate for the NCLEX-PN Licensure.**

# BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE) CATALOG DISCLOSURES

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WE ARE REQUIRED BY THE BPPE TO DISCLOSE THE FOLLOWING STUDENT PROTECTION INFORMATION IN OUR CATALOG. PLEASE REVIEW CAREFULLY.

## BPPE Statement of School Approval

West Coast Ultrasound Institute is a private institution and is approved to operate by the Bureau for Private Postsecondary Education.

## Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at West Coast Ultrasound Institute is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree you earn in Diagnostic Medical Sonography or Cardiovascular Sonography or the diploma you earn in Diagnostic Medical Sonography, Cardiovascular Echosonography, Magnetic Resonance Imaging, Vocational Nursing, Medical Assisting, or Pediatric Cardiac Ultrasound and Congenital Heart Disease is also at the complete discretion of the institution to which you may seek to transfer. If the credits and/or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at this institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending West Coast Ultrasound Institute to determine if your credits and/or diploma will transfer.

## Credit Granting Statement

This institution accepts prior completed coursework for transfer credit into the AOS Degree and Vocational Nursing Programs. The school requires a 75% residency requirement on all programs. See the Academic Transfer of Credit Policy section of this catalog for more information regarding the evaluation and process of granting transfer credit. This institution does not award credit for prior experiential learning.

## Notice of Cancellation

A student may cancel and receive a complete refund of all institutional charges paid **including** the \$100.00 application fee if cancellation is requested within three (3) days of signing the enrollment agreement. Thereafter, a student may cancel, without penalty, on or before the seventh day following the first day of regularly scheduled instruction. The student will receive a complete tuition refund excluding the non-refundable \$100.00 application fee within forty five (45) days of cancellation. If the student has been given textbooks, equipment, and supplies and returns them in good condition to the school within 30 days of the last day the student physically attended class, the student will receive a full refund for the purchase price of the textbooks, equipment and supplies. Any student who decides to drop after the seventh day following the first day of a regularly scheduled instruction will be considered a withdrawn student, and refund calculations will be performed

Canceling by phone, by verbal means, or by way of not attending classes will not be considered a cancellation; these actions will be considered a withdrawal and withdrawal procedures will apply. To cancel the contract and/or terminate from the course of study, the student must mail or deliver a signed

and dated copy of the Cancellation Notice (available from the Office of the Registrar), or mail or deliver another written notice, or send a telegram. If it is mailed, it is deemed effective when it is deposited in the mail properly addressed with prepaid postage to:

WEST COAST ULTRASOUND INSTITUTE  
ATTN: REGISTRAR  
291 South La Cienega Blvd., Ste. 500  
Beverly Hills, CA 90211  
(310) 289-5123

REMEMBER - CANCELLATION MUST BE SUBMITTED IN WRITTEN FORM.

## Withdrawal

Students may withdraw from the institution at any time by providing the Office of Register with a signed and dated request. If the student withdraws before receiving 60% of the instruction for the quarter, they will be entitled to a prorated tuition refund.

## Student Tuition Recovery Fund Disclosures

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

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

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

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

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

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

## Complaint Statement

Any questions a student may have regarding this catalog that have not been satisfactorily answered by West Coast Ultrasound Institute may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818 West Sacramento, California 95798-0818, Phone (888) 370-7589, [www.bppe.ca.gov](http://www.bppe.ca.gov) or email the bureau at [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov). 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: [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Catalog Reviewing Statement

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
P: 888.370.7589, F: 916.263.1897

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Bankruptcy Statement

West Coast Ultrasound Institute or its parent corporation have not filed for or been involved in any bankruptcy proceedings. West Coast Ultrasound Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, or has a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## Location of Instruction

Class sessions are held at the following locations:

For Main Campus Students  
291 South La Cienega Blvd. #500  
Beverly Hills, CA 90211

For Branch Campus Students  
3700 E. Inland Empire Blvd. #550  
Ontario, CA 91764

## Program Licensure Statement

The Vocational Nursing Program requires licensure upon program completion to secure employment as a Licensed Vocational Nurse.

## Financial Aid Statement

This institution participates in the Federal Title IV Programs. Additional information can be found in the Financial Aid section of this catalog. A student, who obtains a loan to pay for an educational program, will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

## International Student Language Proficiency Statement

All coursework at West Coast Ultrasound Institute is taught in English. West Coast Ultrasound Institute does not offer English language services and instruction. All international students must prove English proficiency by taking a TOEFL test used to measure English skills and pass with a score of 500 or higher.

## International Student VISA Statement

West Coast Ultrasound Institute does not provide Visa services to International Students other than issuing an I-20; however the school will vouch for the student's enrollment status and any changes in enrollment status during the course of their enrollment with the school.

## Housing Statement

The institution does not have dormitory facilities under its control. The institution does not find or assist a student in finding housing. ALL PROGRAMS AT THIS INSTITUTION ARE "NON-RESIDENTIAL".

# WEST COAST ULTRASOUND INSTITUTE STAFF, FACULTY AND PERSONNEL

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## Executive Management

**Myra Chason, BS, BSN, RDMS**  
Chief Executive Officer / Regional Director

**Keith Remmele, BS**  
Chief Financial Officer

**Dr. Ram Dandillaya, MD, FACC**  
Medical Director

**Alojz Koscak, BA, MBA**  
Ontario Satellite Campus Assistant Director

**Mary Anne Crone, BS, MA**  
Regional Director

**Dr. Samer Kashkol, FMD, NE**  
Beverly Hills Campus Assistant Director

## Faculty

**Karen Hall, RN, MSN, APRN, BC**  
Director of Education/Director of Vocational Nursing  
Beverly Hills Main Campus and Ontario Satellite  
Campus

**Dr. Michael Hoffman, MD Radiologist,**  
Program Director of Magnetic Resonance Imaging & DMS  
Beverly Hills Main Campus

**Jake Bachman**  
Coordinator of Nursing Administration

**Dr. Behrouz Rahimpour, FMD, ARMRIT**  
Faculty, Magnetic Resonance Imaging  
Beverly Hills Main Campus

**Dr. Emad Mishriki, FMD**  
Director of Education/Instructor  
Ontario Satellite Campus and Beverly Hills

**Tim Troncale, BS, ARRT, ARMRIT**  
Sr. Faculty of Magnetic Resonance Imaging  
Ontario Satellite Campus

**Dr. Hany Nashed, FMD, RN**  
Director of General Education  
Assistant Director of Nursing  
Ontario Satellite Campus

**Susan Manabo, RN, MSN, NP**  
Assistant Director of Nursing  
Ontario Satellite Campus

**Dr. Suzan Shwe, FMD, RDMS, RVT**  
Director of Clinical Laboratory Practicum / CCI

**Kin So, RDMS, RVT, RDCS**  
Director of Clinical Laboratory  
Beverly Hills Main Campus

**Sohrab Najibi, BS, RDCS, RVT.**  
Director of Diagnostic Medical Sonography Program

**Don Hall, Physics & Instrumentation**  
Laboratory Manager

**Dr. Nasir Azghadi, FMD, RDCS, CCI**  
Director of Cardiovascular Program

**Mark Galliano, RVT, BS**  
Director of Vascular Program

**Dr. Huai, Luo, FMD, RDCS Fellow**  
Assistant Program Director of Cardiovascular

**Marty Reyna**  
MRI Laboratory Faculty  
Ontario Satellite Campus

**Dr. Pierre Wong, MD**  
Program Director of Pediatric Cardiac Ultrasound and  
Congenital Heart Disease

**Mohammad Jafari**  
MRI Laboratory Faculty  
Ontario Satellite Campus

**Yolanda DePaz**  
Professional Registry Compliance Officer/Instructor  
Director- Ultrasound Institute Medical Group

## Administrative Staff

General	
<b>Brandon Chason</b> Vice President of Operations	
Accounting Department	
<b>Mieke Wibowe, BS</b> Controller/ General Office Manager	
<b>Gabriel Chairez</b> Accounts Receivable Ontario Campus	
Admissions Department	
<b>Martha Hernandez</b> Director of Admissions	<b>Albert Rodriquez</b> Director of Marketing Admissions Representative
<b>Cindy Habelitz</b> Director of Admissions Ontario Branch Campus	<b>Danny Bisuano</b> Admissions Representative Ontario Branch Campus
<b>Brenda Budhram</b> Admissions Representative	
Career Services	
<b>Kelly Behrman</b> Career Services Coordinator Beverly Hills Campus	<b>Crista Casillas</b> Career Services Coordinator Ontario Campus
Clinic Operations	
<b>Yolanda DePaz</b> CCI Compliance Officer Clinical Director UIMG	
<b>Julie Valfre, RDMS</b> Clinical Director Ultrasound Institute Medical Group	<b>Cindy Torres</b> Receptionist Ultrasound Institute Medical Group
Externship Department	
<b>Cynthia Suleman, BA</b> Director of Externship	<b>Crista Opperman, BA</b> Externship Outreach Coordinator
<b>Marlon Hernandez, RT, RDMS, ARMRIT, ARRT</b> Director of In-Field Externship	<b>Danielle Murdock</b> Externship Coordinator Ontario Branch Campus
<b>Tammy Villalobos</b> Externship Coordinator Ontario Branch Campus	

Financial Aid Department	
<b>Becky Verduzco</b> Director of Financial Aid	<b>Marlyn Alonzo</b> Financial Aid Officer
<b>Valerie Driesler</b> Financial Aid Officer Ontario Branch Campus	<b>Mirna Sanchez</b> Financial Aid Officer Ontario Campus

Front Desk/Reception	
<b>Nanci Rivas</b> Front Desk Manager	<b>Alma Gomez</b> Front Desk Manager Ontario Branch Campus

Information Technology/Library	
<b>Joey Barclay</b> General Manager/Director of IT	<b>Biao Liang, RDCS</b> DICOM/PAC Administrator
<b>Adam Gerzoff</b> Facility Manager	<b>Lily Getachew</b> Librarian
<b>Pouya Shafiei, RDCS</b> IT Assistant	

Nursing Department	
<b>Trina Aguilar</b> Nursing Administrator Ontario Branch Campus	<b>Jake Bachman</b> Coordinator of Nursing Administration

Registrar Department	
<b>Shane Weedman, BS</b> Registrar Beverly Hills Campus	<b>Michelle Rico</b> Registrar Ontario Campus
<b>Erika Hernandez</b> Assistant Registrar Beverly Hills Campus	

Student Services Department	
<b>Ryan Hall, BS</b> Success Coordinator	<b>Rod Ferre</b> Student Services Coordinator/Facility Manager Ontario Branch Campus

# AFFILIATIONS

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## Affiliations

West Coast Ultrasound Institute is affiliated with the following organizations:

Society of Diagnostic Medical Sonographers (SDMS)

American College of Radiology (ACR)

American Medical Association (AMA)  
Staff Physician's Affiliation

American Society of Radiologic Technologists (ASRT) Staff  
Technologist's Affiliation

American Institute of Ultrasound in Medicine (AIUM)

California Association for Private Postsecondary Schools (CAPPS)

Association Private Sector Colleges and Universities (APSCU)

American Institute of Ultrasound in Medicine (AIUM)

American Society of Echocardiography (ASE)

American College of Radiology (ARC)  
Staff Radiologist's/Cardiologist's Affiliations

## Medical Affiliate Doctors

Dr. Ram Dandillaya, MD  
Board Certified Cardiologist  
WCUI Medical Director

Dr. Sean Johnston, MD Board  
Certified Radiologist WCUI MRI  
Program Director

Dr. Michael Hoffman  
Board Certified Radiologist  
WCUI DMS Program Director & Proposed Baccalaureate Program

Dr. Stuart Strausberg, MD Access  
Radiology / Consultant.

# ACADEMIC CALENDARS 2012 THROUGH 2014

## Weekday Calendar

Winter Quarter2012		Winter Quarter2013		Winter Quarter2014	
January 2	Holiday	January 1	Holiday	January 1	Holiday
January 3	Orientation/ Instruction Begins	January 2	Orientation/ Instruction Begins	January 2	Orientation/ Instruction Begins
January 16	Holiday	January 21	Holiday	January 20	Holiday
March 23	Instruction Ends*	March 22	Instruction Ends*	March 21	Instruction Ends*
Mar 24-April 1	Break	Mar 23-Mar 31	Break	Mar 22-Mar 30	Break
Spring Quarter2012		Spring Quarter2013		Spring Quarter2014	
April 2	Orientation/ Instruction Begins	April 1	Orientation/ Instruction Begins	March 31	Orientation/ Instruction Begins
May 28	Holiday	May 27	Holiday	May 26	Holiday
June 22	Instruction Ends*	June 21	Instruction Ends*	June 20	Instruction Ends*
June 23-July 1	Break	June 22-June 30	Break	June 21-June 29	Break
Summer Quarter2012		Summer Quarter2013		Summer Quarter2014	
July 2	Orientation/ Instruction Begins	July 4	Holiday	June 30	Orientation/ Instruction Begins
July 4	Holiday	July 1	Orientation/ Instruction Begins	July 4	Holiday
September 3	Holiday	September 2	Holiday	September 1	Holiday
September 21	Instruction Ends*	September 20	Instruction Ends*	September 19	Instruction Ends*
Sept 22-Oct 30	Break	Sept 21-Sept 29	Break	Sept 20 -Sept 28	Break
Fall Quarter2012		Fall Quarter2013		Fall Quarter2014	
October 1	Orientation/ Instruction Begins	September 30	Orientation/ Instruction Begins	September 29	Orientation/ Instruction Begins
November 12	Holiday	November 11	Holiday	November 11	Holiday
November 22-23	Holiday	November 28-29	Holiday	November 27-28	Holiday
December 21	Instruction Ends*	December 20	Instruction Ends*	December 19	Instruction Ends*
Dec 22-Jan 1	Break	Dec 21-Jan 1	Break	Dec 20 -Jan 4	Break

## Weekend Calendar

Winter Quarter2012		Winter Quarter2013		Winter Quarter2014	
January 7	Orientation/ Instruction Begins	January 5	Orientation/ Instruction Begins	January 4	Orientation/ Instruction Begins
March 25	Instruction Ends*	March 24	Instruction Ends*	March 23	Instruction Ends*
March 26-April 6	Break	March 25-April 5	Break	March 24-April 4	Break
Spring Quarter2012		Spring Quarter2013		Spring Quarter2014	
April 7	Orientation/ Instruction Begins	April 6	Orientation/ Instruction Begins	April 5	Orientation/ Instruction Begins
April 8	Holiday			April 20	Holiday
June 24	Instruction Ends*	June 23	Instruction Ends*	June 22	Instruction Ends*
June 25-July 6	Break	June 24-July 5	Break	June 23- July 4	Break
Summer Quarter2012		Summer Quarter2013		Summer Quarter2014	
July 7	Orientation/ Instruction Begins	July 6	Orientation/ Instruction Begins	July 5	Orientation/ Instruction Begins
Sept 23	Instruction Ends*	September 22	Instruction Ends*	Sep 21	Instruction Ends*
Sept 24-Oct 5	Break	Sept 23-Oct 4	Break	Sept 22-Oct 3	Break
Fall Quarter2012		Fall Quarter2013		Fall Quarter2014	
October 6	Orientation/ Instruction Begins	October 5	Orientation/ Instruction Begins	October 4	Orientation/ Instruction Begins
November 11	Holiday				
December 23	Instruction Ends*	December 22	Instruction Ends*	December 21	Instruction Ends*
Dec 24-Jan 4	Break	Dec 23-Jan 3	Break	Dec 22-Jan 2	Break

(\*Subject to change without notice)



## West Coast Ultrasound Institute Locations

### **Beverly Hills - Main Campus**

291 S. La Cienega Blvd.  
Beverly Hills, CA 90211  
Telephone (310) 289-5123

### **Ontario - Branch Campus**

3700 E. Inland Empire Blvd.  
Ontario, CA 91764  
Telephone (909) 483-3803

### **Phoenix - Branch Campus**

4250 E. Camelback Rd, Building K  
Phoenix, AZ 85018  
Telephone (602) 954-3834