



School Catalog

July 1, 2012 – June 30, 2013

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Note: This catalog reflects all information of the Preferred College of Nursing, LA's approved educational programs to provide students and other interested persons, prior to enrollment as required by Education Codes §94814 & §94859. This will be updated annually based on new policies or procedures implemented by the Department of Consumer Affairs, the Board of Vocational Nursing and Psychiatric Technicians, Department of Public Health Services, and the Bureau for Private Postsecondary Education. New policies and procedures implemented prior to the update of this catalog will be announced to the student body as soon as the school receives notice of approval.

This catalog covers the 2012-2013 school year. All information in the content of this school catalog is current and correct and is so certified as true by the School Director.

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SCHOOL INFORMATION

Message from the School Director

Welcome everyone.

We know that you are here to pursue your interest in the health care field.

We will do our best to ensure that you will be satisfied with the quality of education and training you receive.

Our faculty and staff are here to help you, so please feel free to ask for assistance.

We hope that your future endeavors will be fruitful and promising.

Good luck!

*Karin Attar, JD
School Director*



Disclosure Statement:

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.

History

The beginning was a vision to provide the best training for people aspiring to join the health care profession. The dream materialized in 1996 when Bernardita Sanchez, inspired by her mother, the late Ms. Eugenia Rodriguez, and assisted by her children Bernard Matthew and Kristina Ultra, founded Preferred Training Center in San Fernando Valley, California.

As the demand grew stronger coming from inquiries throughout the Los Angeles basin, Bernard Matthew saw the need to provide the community of Los Angeles the same type of educational services given by the flagship campus in San Fernando Valley. In November of 2000 the demand ultimately resulted to the birth of the Preferred College of Nursing, LA (PCN, LA), an independently and privately owned company incorporated in the State of California.

Currently, under the stewardships of Bernard Matthew Sanchez and his business partner J. Faron Brindley, PCN, LA has taken its foundational services into new areas. Officially in 2002, the college has expanded its curricular activities to include the Vocational Nursing Program (VN), the State approved Continuing Education Courses provider for professional nursing licensure renewal and the Nursing Assistant – Home Health Aide Training Program (NA-HHA) and other school activities geared to those individuals seeking to better their lives and commencing their educational pursuits.

Philosophy

At Preferred College of Nursing, LA, we aim to produce entry-level nurses who are competent and safe. We commit ourselves to excellence by providing the best possible education to all our students through dynamic teaching and active learning. We envision our students will embody the following characteristics and behaviors:

- As a Person – The student is an individual with physical, mental, emotional, social, spiritual and cultural attributes with a concept of self and body image, and who is capable of developing, growing and learning.
- As Part of a Society – The student will become a responsible individual while understanding clients' varying needs, ages, cultures, attributes and capabilities for learning and social activities.
- In the Student's Learning Environment – While we instill in our students the goal of becoming responsible and disciplined practical nurses, it is up to the student to adapt to the learning environment provided to them. When the provided environment encourages interactive learning, the student gains knowledge, power, and authority. Their experiences will be their best tools to prepare them for their nursing career.
- Knowledge of Healthy Living and Cycles of Illness – The student will grasp the understanding and realize the positive impact of their individual nursing skills and participation in the patient's return to good health. The student will learn to communicate steps to prevent illness and disease as well as methods to advise patients on how to maintain a generally healthy lifestyle.
- Excellence in Nursing as a Profession – Nursing is the art and science of assisting patients in the prevention of illness, maintenance of health, and promotion of recovery during the life span. Through holistic education and training of the students, we impart nursing knowledge and skills congruent to any patient's physical, emotional, cultural, and spiritual needs.
- Professionalism in the Healthcare Delivery System – The student will be working in an organized system that continues to advance with technological changes to improve healthcare services provided to patients thus, promoting the quality of life.
- Focus on the Acquisition of Education and Training –As an educational institution; we aim to provide the most up-to-date basic knowledge and skills that adapt to the ever-changing aspects of healthcare, technology and society. The student will gain a new blend of knowledge, behaviors, skills, values, and understandings of different types of information that can be applied to the nursing process. By integrating these new layers of knowledge, the students will be equipped for their nursing career.
- Education Platforms Designed to Exemplify the Theories of Imogene King – We develop our students using King's Goal of Attainment theory for the improvement of their nursing career and the patient's overall care. Through the knowledge and experience of the school and our instructors, students will learn, apply and practice healthcare using the goal of attainment theories to work with patients on mutual attainment.

Mission and Objectives

PCN, LA understands the value of education and training in a responsible and productive society. We commit to participating in the process of developing students' self-worth and who are seeking career opportunities in the healthcare field.

We aim to provide students with the solid foundation necessary to excel in the healthcare field through the implementation of a curriculum that embodies the following:

- Participation - that every student will have his or her chances in participating in class activities with emphasis in the importance of understanding individual opinions, questions, and the needs for communication;
- Collaboration - by allowing time for group discussions and teamwork acknowledging therefore the individual differences in beliefs, activities and needs; and
- Return Demonstration - by providing everyone the chance to verbalize, role play and/or problem-solve a situation.

We believe that in providing holistic training encompassing physical, mental, emotional, cultural and spiritual considerations, the students will achieve a greater sense of self-esteem and self-actualization as they move forward in the healthcare industry.

"Our goal is to provide caring service and support to students in times of need".

Bernard Matthew Sanchez, MBA, MSN, RN, PHN, DSD – Chief Executive Officer

Schedule of Operations

The main reception office is open seven days a week and the office hours are as follows:

- 8:30 am to 8:00 pm Monday through Thursday,
- 8:30 am to 5:00 pm on Fridays,
- 8:30 am to 4:00 pm on Saturdays and
- 8:30 am to 3:00 pm on Sundays.

Courses are in session seven days a week from 9:00 am to 10:30 pm. Class schedules vary for part-time and full-time programs.

School Holidays

PCN, LA observes the following official holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The school and business office will be closed during these holidays.

School and its Physical Facilities

The Preferred College of Nursing, LA, is a 'for-profit,' privately owned institution incorporated in the State of California and has been providing educational services since the year 2000.

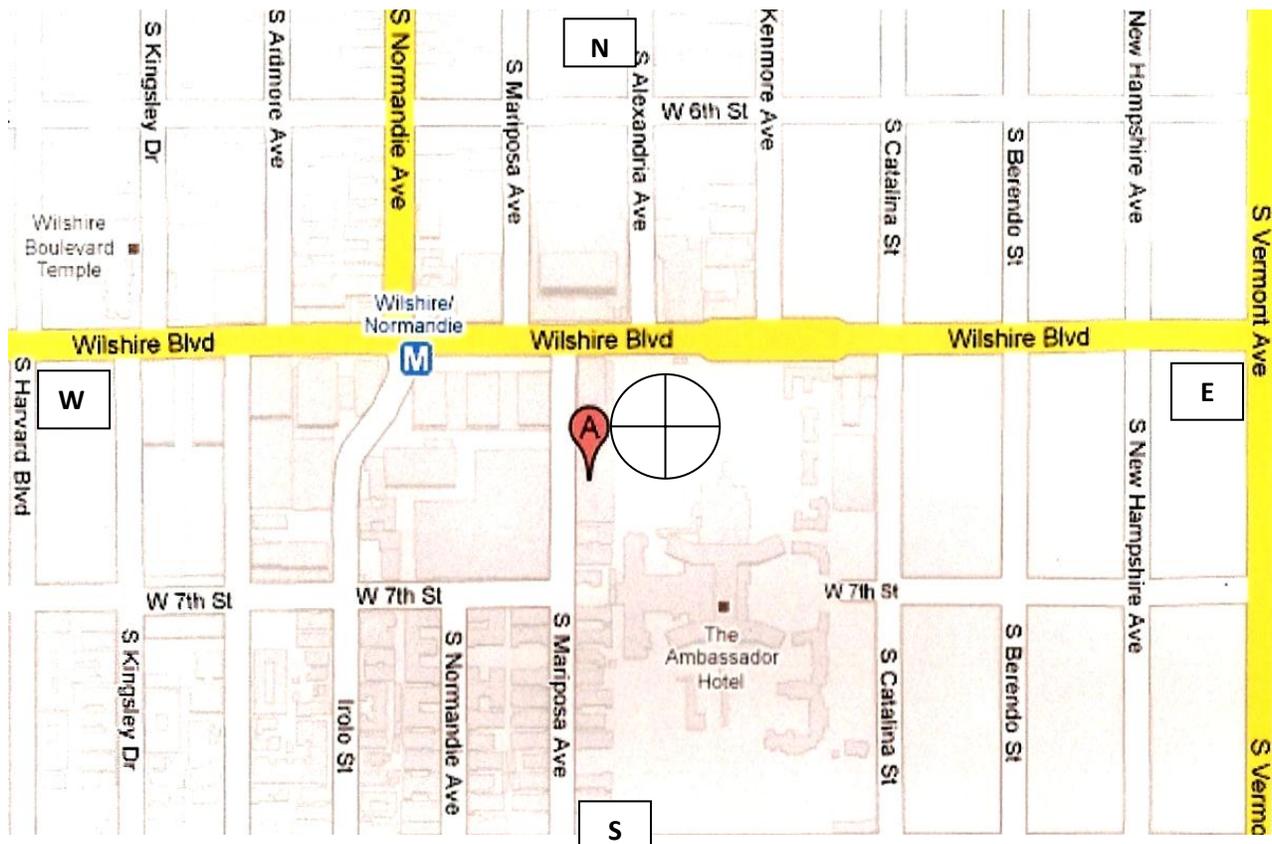
The school is housed in a modern and secured building and conveniently located in the mid-Wilshire area of Los Angeles. PCN, LA is a main campus located at 3424 Wilshire Blvd., Suite 1100, Los Angeles, CA 90010. It is easily reached by car or public transportation. The community surrounding the school is composed of apartments, banks, churches, hospitals, libraries, restaurants and shopping malls. The facilities and the equipment utilized fully complies with all federal, state, and local ordinances and regulations, including fire, building, health and safety codes.

The detailed square footage of its physical facilities are as follows:

Reception Area	13'x12'	Student Services	13.6'x13'	HR Office	11'x10'	Administrator	24.6'x21.6'
Records Office	18'x12'	Nursing Office	13.6'x13'	Staffing Office	15.9'x8.6'	Storage Room	21.6'x5.0'
Classroom A-D	18'x22'	Education Office	13.6'x8.6'	Faculty Office	15.9'x8.6'	Skills Lab	29.3'x21.6'
Classroom E-F	25'x21'	Financial Office	11'x10'	Lounge	24'x46'	PC Room	16'x22.6'

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement.

School Map



Approval, Accreditation and Membership

- Accredited by ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)
7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043 - (703) 917-9503
Institutional Accreditation for Vocational Nursing (VN) Program and
Nursing Assistant-Home Health Aide (NA-HHA) Program
- CALIFORNIA BUREAU FOR PRIVATE POST-SECONDARY EDUCATION (BPPE)
2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 - (888) 370-7589
Institutional Approval – School Code # 1939471
Vocational Nursing Program Nursing Assistant-Home Health Aide Program
- BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS (BVNPT)
2535 Capitol Oaks Dr. Ste. 205 Sacramento, CA 95833 - (916) 263-7800
Certification of Accreditation
Vocational Nursing Program
Continuing Education Provider - V-10644
- CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
PO Box 997416 1615 Capitol Ave. Sacramento, CA 95899 - (916) 552-8849 ATCS-MS 3301
Program Approval – SO893 / #HHP609
Nursing Assistant-Home Health Aide Training (NA-HHA) Program
- CALIFORNIA BOARD OF REGISTERED NURSING (BRN)
400 R Street, Suite 4030 Sacramento, CA 95814-6200 - (916) 322-3350
Continuing Education Provider - CEP 14882
- U.S. DEPARTMENT OF EDUCATION
Title IV certification - Vocational Nursing Program only

Language of Instruction

PCN, LA's primary language of instruction is English. Students are required to be proficient in the language of the courses for which the student is registered as evidenced by a passing score in the school's entrance examination. The school does not offer English-as-a-Second Language (ESL) instruction.

Personal Property

PCN, LA assumes no responsibility for loss or damage to an employee's and student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to college property.

Change in Program Policy

When federal, state, or professional changes take place affecting students currently in attendance, the school is required to make the appropriate changes in order to comply with those changes. PCN, LA reserves the right, at its discretion, to make reasonable changes in program content, materials, schedules, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, class size or profession requirements, including changing, revising or eliminating any of the policies and/or benefits described in this catalog. The only recognized deviations from the stated policies are those that are authorized by the School Director.

This Catalog is intended to provide students with a general understanding of our policies. Students are encouraged to familiarize themselves with the contents of this catalog, as it will answer many common questions concerning their attendance here.

STAFF, FACULTY AND AFFILIATES INFORMATION

Officers

- **Bernard Matthew Sanchez**, MBA, MSN, RN, PHN, DSD, Chief Executive Officer & President;
- **J. Faron Brindley**, BA, Chief Financial Officer & Vice President;
- **Kristina Ultra**, BSN, RN, DSD, Secretary

Staff

- Karin Attar - School Director
- Arvid Taboclaon - College Dean / Assist. Director of Nursing Education
- Bernard Sanchez - Director of Nursing Education
- Liza Cuyco - Compliance Director
- Anthony Bateman - H.R. and General Manager
- Diane Barrett - Director of Financial Aid
- Holly Hubbard - Accounts Manager
- Edwin Caniete, - Nursing Education Manager
- E. Hazel Dignos - Records Department Manager
- Ruth Agnes Dalida - NA/HHA Coordinator
- Marie Winfrey - LVN Coordinator
- Kimberly Stotmore - Skills Lab Coordinator
- Joel Sepulveda - Admissions & Resource Center Coordinator
- Jun Bueno - Placement Coordinator & Sr. Executive Assistant
- Vanessa Rojas - Executive Assistant
- Annie Coronado - Administrative Assistant
- Irene Moraga - Administrative Assistant
- Louis Angulo - Administrative Assistant
- Elizabeth Banda - Administrative Assistant
- Soledad Martinez - Environmental Assistant

Faculty

Instructor	Education	Licenses & Certifications
• Aluyi, Florence (Full-time)	VN, MBA	LVN
• Aspiras, Mary Jane (Part-time)	MAN, RN	RN
• Caniete, Edwin (Full-time)	VN, BS, MBA	LVN
• Chapman, Bill (Part-time)	BS Business Operations Management, MA Psychology	CBEST
• Cuyco, Fleurdeliza (Full-time)	M.D., BS Biology, Pharmacy Technician	CPhT
• Dalida, Ruth (Full-time)	VN, BS	LVN, DSD
• Galagar, Peter (Part-time)	PsyD, MA, BSN	RN
• Goodrich, Priscilla (Part-time)	VN	LVN
• Gundry, Adrienne (Part-time)	JD, BSN	RN
• Johnson, Renee C. (Part-time)	MSN	RN
• Johnson, Renee M. (Part-time)	BSN	RN
• Kreuter, Debra (Part-time)	BSN	RN

- Lucas, Bernadette (Part-time) BSN RN
- Magimaidason, Daisy (Full-time) BSN RN
- Mathews, Julie (Part-time) MSN RN
- Matthews, Donna (Part-time) ADN RN
- Relosa, Maria (Part-time) ADN RN, DSD
- Resurreccion, Lena (Part-time) BSN RN
- San Luis, Romy (Part-time) ADN RN, DSD
- Sanchez, Bernard (Part-time) MBA, MSN RN, PHN, DSD
- Stotmore, Kimberly (Full-time) VN LVN
- Taboclaon, Arvid (Full-time) BSN RN, DSD
- Tacandong, Marlon (Part-time) BSN LVN, DSD
- Ultra, Kristina (Part-time) BSN RN, DSD
- Valdez, Aldrin (Part-time) BSN RN
- Williams, Shirlene (Part-time) MEd, MSN RN

All instructors hired at PCN, LA have been licensed for at least 2 years, have taken a Teaching Principles and/or Staff Development (DSD) course or have actual teaching experience, and possess at least 1 year of professional experience in a Skilled Nursing facility setting (NA-HHA Program) or in the Medical-Surgical nursing floor.

Advisory Board

Name

Bernard Matthew Sanchez

Karin Attar

Lena Resurreccion

Christine Dauz

James Balaoing

Richie Estremos

Jennie Chen

Rizza Bandong

Maria True

Title

President, Preferred College of Nursing L.A.

School Director, Preferred College of Nursing, L.A.

Healthcare Facility Evaluator, CA Department of Public Health

Registered Nurse I, Twin Towers Correctional Facility

Director of Nursing, Montrose Health Care Center

Registered Nurse, White Memorial Medical Center

Human Resources Coordinator, 24-Hour Care

Licensed Vocational Nurse

Certified Nurse Assistant and Home Health Aide

Facility Affiliates

PCN, LA is proud to maintain affiliations with the following clinical facilities where the students will be able to get exposures to the proper hands-on training. Nursing students will be rotated among the following sites:

- Kindred Hospital San Gabriel (VN)
- Marina Del Rey Hospital (VN)
- The Rehabilitation Centre of Beverly Hills (VN, NA-HHA)
- Brier Oaks – Sunset (VN, NA-HHA)
- Sharon Care Center (VN, NA-HHA)
- Totally Kids Specialty Healthcare (VN)
- Montrose Healthcare Center (VN)
- Studio City Rehabilitation Center (VN)

STUDENT AFFAIRS SERVICES

Office of Student Affairs

Chaired by the College Dean, the Office of Student Affairs has overall responsibility of student welfare and student life on campus. This office is committed to accomplishing the following:

1. Facilitating student learning opportunities for ethical growth and development in connection with disciplinary, grievance, and conflict resolution processes.
2. Providing information and assistance to students regarding student rights and grievance processes.
3. Responding to student grievances in a manner that fosters a climate of fairness, civility, and mutual respect.
4. Supporting PCN, LA's educational purpose and goals by drafting, interpreting, and enforcing complementary standards of behavior, policies, and procedures.
5. Reviewing, revising, and interpreting campus policies pertaining to student responsibilities and rights.
6. Maintaining centralized and confidential student disciplinary records.
7. Providing leadership opportunities for students in community outreach programs, peer education, and student discipline.

Student Council

The Student Council exists at PCN, LA as the government and voice of the students. Its primary responsibility is to represent and serve the students, with the stated purpose of providing essential activities closely related to, but not normally included as part of the regular instructional program of the school.

The Function of the Student Council is:

1. To facilitate good relations among the administration, faculty, and student body
2. To provide a forum for student expression
3. To conduct class meetings, to promote discussion among the student body and to act as a liaison between the administration and the student body
4. To improve and maintain school spirit
5. To provide orderly direction of student activities
6. To promote student participation in school activities
7. To perform fund-raising needs
8. To attend the scheduled monthly PCN, LA Staff Meeting/Compliance Monitoring on behalf of the student body

The PCN, LA Student Council is composed of the following officers:

1. President
The president's duties include:
 - a. Attending monthly staff/council meetings.
 - b. Making student council announcement.
 - c. Representing the student body on campus
 - d. Staying in close communication with the advisor/administration on student council matters.
 - e. Announcing the date, time and location of all meetings.

- f. Attending faculty and/or administrative meetings.
 - g. Making sure meetings, functions, and other activities are in order.
 - h. Being a responsible participant of party committee i.e. monthly birthdays, pinning ceremony, and graduation event.
2. Vice-President
The Vice Presidents duties include:
- a. Attending monthly staff/council meetings.
 - b. Making student council announcement, if President is not available.
 - c. Staying in close communication with the advisor/administration on student council matters.
 - d. Working closely with the President. The Vice President must be prepared to assume the duties of the President if at any time the President is unable to fulfill his or her duties.
 - e. Helping prepare the agenda with the other officers.
 - f. Helping the President keep all meetings, functions, and other types of gatherings instituted in an orderly fashion.
 - g. Being a responsible participant of the Party Committee i.e. monthly birthdays, pinning ceremony, and graduation event.
3. Secretary
The Secretary's duties include:
- a. Attending monthly staff/council meetings.
 - b. Working closely with the student council advisor/administration.
 - c. Working with the President to assemble council meetings.
 - d. Providing the materials (visual aids, pencils, papers, etc.) for the meetings.
 - e. Taking attendance and keeping accurate records of all meetings.
 - f. Reading the minutes from the previous meeting to inform student council of what was discussed and reminding members of unfinished business.
 - g. Providing a copy of minutes to the school director/administrator.
 - h. Writing correspondence for any project, fundraisers, or other activities.
 - i. Keeping track of all birthdays, post birthday announcement in the bulletin board.
4. Treasurer
The Treasurer's duties include:
- a. Attending monthly staff/council meetings.
 - b. Preparing the annual budget with student council members and advisor/administration.
 - c. Presenting the proposed budget to the student council for adoption.
 - d. Keeping the student council's financial records.
 - e. Collaborating with the Secretary in funding the necessary materials for any student council meetings and activities.
 - f. Answering questions about financial records or accounting of the student council.

All council members' responsibilities will be plentiful. Council members must be responsible representative for their own ideas and views, ensuring the integrity of the council through their actions and the student body. Each member must fulfill all assigned tasks to enable the council to be an effective organization at PCN, LA.

International Students

PCN, LA is approved by the Department of Homeland Security (DHS) to accept students on M-1 Visas or issue I-20 Form (Certificate of Eligibility for nonimmigrant Student status) that students may use to apply for an M-1 Visa. The school does not provide visa services.

International students are encouraged to contact the school or make an appointment with an Admissions Officer or Designated School Official to obtain further information and if they have questions regarding immigration status, the school's policies and procedures, or other issues with which they feel they need assistance.

Field Trips and Guest Speakers

Field trips to program related medical clinics, laboratories, hospitals, businesses and manufacturing facilities may be scheduled by the instructor. The purpose of field trips is to introduce students to the working world in their respective career field and to augment classroom instruction. Guest speakers may be invited and scheduled to reinforce classroom training.

School Newsletter

The "Preferred Collegian" is a PCN, LA publication that strives to provide objective and balanced coverage of campus-related events and issues. The Preferred Collegian strives to provide students, faculty and staff with informative articles on health-related topics, in-campus and off-campus activities, and an open forum for the free exchange of ideas.

The school encourages its graduates and current students to participate in writing and submitting articles, activity announcement, and other school-related ideas to be published within the Preferred Collegian.

Student Services

Classroom learning is supplemented by the student's personal growth and development achieved through activities and programs. The faculty and staff are committed to assisting students as they strive to develop intellectually, physically, socially, morally, and spiritually. The school provides a comprehensive program of student services. All activities and programs are designed to help students have positive and rewarding growth experiences while in school.

Included in the student services are the following:

- **Services for Students with Disabilities**

The school provides disability-related information and referrals; documents disability and conducts needs assessments; facilitates reasonable accommodations; and provides disability-related technical assistance, auxiliary aids/services, and advocacy.

- **General Assistance (Housing, Childcare, Transportation)**

PCN, LA is committed to providing a holistic education and understands that students may need assistance in areas other than classroom learning. While the school does not provide services or assistance with housing, transportation or daycare, the Office of Student Affairs will assist the students in reaching out to the specialized agencies that may provide assistance with those particular matters. The office maintains information regarding public transportation and licensed day care providers in the area.

- **Student Lounge – Food and Drink Policy**

The Student Lounge is open to students for relaxation. Vending machines provide a variety of snacks and refreshments. Students are encouraged to use the lounge when eating and asked to respect the rights of all students for a clean environment.

Eating or drinking is not allowed in the school hallways, computer lab, skills lab, and library. It is very important not to eat in the classroom, near materials and equipment. In the classroom, only capped bottled water is allowed. At the clinical site, eating or drinking is permitted only in approved areas.

- **Guidance and Academic Advisement**

The faculty and staff are available to advise and assist students on any issues which could have an adverse effect on their ability to complete the course. Problems that are beyond the scope of the staff will be referred to various agencies specializing in that area. Guidance and advisement are available upon student's request.

- **Tutorial Service**

Tutorial service is available to help students struggling or having problems in their course(s) and for those who know that their study skills are weak. PCN, LA highly recommends students to take advantage of this service before the need of remediation arises, to avoid a potential decrease in their grades. Students interested in the tutorial sessions are required to complete a request for appointment, where he/she will identify and select from the available slots the ones that best suit their schedules.

Students who are on remediation are closely watched for signs of possible failure and are strongly advised to utilize the tutorials and meet with his/her instructor to find additional methods of assistance to improving his/her grade, if necessary.

- **Student Interactions and Study Groups**

PCN, LA is open to give student the skills they need to succeed in groups. The school believes that many students have never worked in collaborative learning groups and may need practice in such skills as active and tolerant listening, helping one another in mastering content, giving and receiving constructive criticism, and managing disagreements.

The faculty members are instructed to create group tasks that require independence; make the group work relevant so that students must perceive the group tasks as integral to the course objectives, not just busywork. Assign group tasks that allow for a fair division of labor; ensure that individual student performance is assessed and that the groups know how their members are doing and give students an opportunity to evaluate the effectiveness of their group. PCN, LA encourages students to form and participate in mini-study groups of not more than five (5) members to further enhance his or her learning needs through collaborative work to be done before and after class sessions.

- **Career and Employment Placement Assistance Unit**

The career and employment placement assistance unit provides a variety of opportunities and experiences which will empower our students and alumni to successfully pursue their goals. The institution provides employment placement assistance to our graduates as needed but PCN, LA does not guarantee employment to anyone. The placement unit offers assistance with resume writing, interview techniques and scheduling for interviews. To properly allocate time to the individual needing the service, he/she needs to make an appointment with the coordinator.

The school maintains an ongoing relationship with its graduates through a job placement service, regardless of the year of graduation. This unit is also responsible for maintaining contact with PCN, LA graduates, allowing them to network among alumni, initiating/maintaining their ties with other health care organizations and institutions.

Approximately one (1) week prior to graduation, students are encouraged to make an appointment with the Placement unit for a formal interview and the development of a student employment plan. Qualified candidates are carefully screened prior to job referral. Many students find employment without the help of the Placement unit. These graduates are requested to inform the Placement unit of their employment.

- **Assessment Technologies Institute (ATI) Testing – VN Program only**

Upon completion of the last term of the VN Program, student will receive additional training service for the NCLEX-PN, based on the ATI system, free of extra charge, in order to systematically strengthen their knowledge base throughout their nursing education.

- **NCLEX-PN[®] Mandatory Review Service**

This review program is designed to assess the student's ability to pass successfully the NCLEX-PN State Board examination. This extensive review will reinforce and strengthen concepts learned early in the previous terms of the PCN, LA's vocational nursing curriculum. The review service offers the students the opportunity to assess their own

strengths and weaknesses in their nursing knowledge through diagnostic tools and to formulate a plan for areas of needed growth.

The NCLEX-PN[®] review for graduating students is usually scheduled immediately after the end of the VN program. Attending the NCLEX-PN[®] review is mandatory and will increase chances of passing the Term V Comprehensive examination and NCLEX-PN[®] State Board examination. If a student fails to complete the NCLEX-PN[®] review, he/she will not be allowed to take the Comprehensive Exam and this will result in non-completion of the VN program and non-issuance of the certificate of completion, regardless of the overall general weighted average.

CAMPUS RESOURCES

Resource – Library Center

The PCN, LA Student Resource-Library Center supports the audio-visual and computer-based education and training programs. The Resource Center provides library function, housing books, journals, newspapers, online reference resources, CD-ROMS/DVDs/videotapes, that will help the students in their projects, case studies, care plans and other research needs.

A wide variety of innovative materials and services necessary to support instructional programs taught at PCN, LA are available at the Resource-Library Center. Students can use the variety of materials the Center has to offer for research, projects, assignments, homework, review, remediation, and other enrichment activities.

The assigned custodian/librarian monitors the logbook for sign-in and sign-out of students using this facility. The Resource-Library Center Service Hours:

- Monday-Friday 10:00 am – 6:30 pm
- Saturday 8:30 am – 5:00 pm
- Sunday Close

Regulations

1. All Students must leave a form of identification at the front desk upon entry.
2. Large bags are not allowed in the Resource Center. Large bags may be left at the front desk.
3. The Resource Center is a study friendly environment. Only a minimum level of noise will be tolerated.
4. Users should not talk except as necessary to conduct school-related activities inside.
5. Talking on cell phones is prohibited in the Resource-Library Center.
6. Food and beverages are prohibited inside the Center.
7. All furniture, equipment, books and other property shall be treated with care.
8. Tampering e.g. tearing-off pages, use of paper clips or 'post-its' in books or any of the Resource-Library materials is prohibited.

Borrowing Policy

The Borrowing policy for the Resource-Library Center is as follows:

1. Items may be checked-out of the Resource-Center for use in-school use only. Students will sign a log-book but will not be allowed to leave the school premises with a book checked out from the Resource-Center. At the end of the day, students are required to return the book to the resource center custodian or designated person.
2. Each student is limited to check-out two items at a time.
3. Violation of this policy will cause the borrowing policies to be suspended.
4. Resource-Library patrons are expected to return materials in the same condition as when borrowed.
5. Each student is responsible for materials checked out, and may be liable for fines of lost items, and replacement costs for items damaged beyond repair.
6. A lost or damaged item must be replaced with an exact, new copy of the item.

Copyright Materials Policy

Faculty, staff and/or students are not allowed to copy partial/complete content of books, reproduce or store digital media, reproduce or store audio and visual materials: digital or analog, electronic or mechanical, photocopying, recording or otherwise, without prior written consent from the author(s) owning the copyright of the said materials nor unless the license agreement permits such duplication and replications.

PCN, LA provides that all copyrighted materials "must be used in conformance with applicable copyright and other laws". Downloading or distributing copyrighted material, e.g. documents, books, programs, music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act. Furthermore, the copying of digital copyrighted materials, such as third-party software, without the express written permission of the owner of the proper license is illegal. Consequently, PCN, LA's Wi-Fi network is configured to block the use of Peer-to-Peer file sharing networks that are used to share copyrighted materials. These include and are not limited to music, software, movies and television programs that are in violation of the Federal Digital Millennium Copyright Act (DMCA) and other Federal Copyright laws. Students are prohibited from using these file-sharing on any of the school networks or other provided networks.

Infringement of Copyright Laws

Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution or exhibition of copyrighted materials. Criminal copyright infringement is investigated by the Federal Bureau of Investigation. The penalties may depend upon the amount and the willfulness of the infringing activity and can range from civil liability, criminal liability, money damages, including reimbursement of attorneys' fees and costs. In a civil lawsuit, the penalty for copyright infringement can range from \$1,000 to \$30,000 per copyrighted work infringed. This penalty can be increased to \$150,000 per infringed work in cases of particularly flagrant infringement. In the most serious and widespread cases of copyright infringement, criminal prosecution is possible.

Investigation of Infringement Complaints

Allegations of copyright infringement by PCN, LA students, that violate the DCMA, will be investigated. The infringement will be reported to the Director's Office for appropriate action. If the school determines that any users have violated any copyright laws, the offending user's access to online services may be terminated, and the student will be subject to disciplinary actions. The school reserves the right to choose how to address or respond to any allegation of copyright infringement received.

Computer Laboratory

PCN, LA offers a full service computer lab to better the educational experience of our students. Students will have access to educational tools that will enhance the learning curve and better prepare them for the course at hand. Tools include internet access to utilize research sources and case studies, and ATI and other software assisting the student in preparation for the NCLEX State Board Exam. The computer lab is open during normal business hours and can be accessed by any student currently enrolled at PCN, LA.

Skills Laboratory

PCN, LA's skills laboratory is a specialized lab designed to support students in improving their basic nursing skills in a non-threatening environment, while strengthening their critical thinking skills. It is designed to assist students under direct instructor supervision to learn new skills and update previously learned materials.

The campus lab consists of 4 Hill-Rom beds, and is equipped with anatomical models, mannequins, IV Tools and other tools for the students to have hands-on practice. Basic clinical skills such as activities of daily living (ADLs), recognizing cardiac sounds and murmurs, urinary catheterization, intravenous line insertion and blood withdrawal, airway management, administration of medications, basic life support, vital signs, advanced life support, and patient mobility are examples of some of the procedures that students will have the opportunity to practice in the Lab. This lab room also provides seating for 30 students for skills-based lectures.

Care in the Use of School Laboratory and Equipment

When using the school laboratory and equipment, the following will be available:

- a. Appropriate sharps containers that are disposed of by the College Policy/Safety Services.
- b. Bleach and appropriate containers to mix 1:10 parts water to disinfect spilled blood or body fluids. Mixed solutions will be labeled with type of solution and date prepared. Solution will be discharged after 30 days since strength decreases. Body fluid spills on solid surfaces require soaking for ten minutes with the bleach solution prior to wiping off.
- c. Clean gloves.

The faculty and staff will:

- a. Wear gloves when handling body fluids.
- b. Monitor sharps container to assure safe level of contents.

The faculty will:

- a. Supervise students to assure maintenance of OSHA Standards and Guidelines.

Universal Precautions are reinforced throughout the curriculum of each program.

SECURITY AND EMERGENCY INFORMATION

Campus Security

PCN, LA intends to provide a safe educational environment for both students and staff. Students should immediately report campus crimes or emergencies to a school employee. The school employee will take appropriate action to promptly and accurately report the crime to the institution's administrative staff. The administrative staff will report such incidents to the proper authorities.

PCN, LA complies with the Campus Crime Statistics internet-reporting requirements set forth by the U.S. Department of Education. Campus Crime Statistics may be viewed at <http://www.nces.ed.gov/ipeds/cool>. Students may also obtain a copy of this report from the Admissions Office.

Security Procedures

IN CASE OF AN EMERGENCY, DIAL 911 AND NOTIFY A SCHOOL EMPLOYEE.

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Safety and Security Coordinator constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college email system to students, faculty and staff. A copy of the warning will also be posted in the student lounge and in each classroom.

Policy on Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the criminal justice system, you may still want to consider making a confidential report. With your permission, the school can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, record, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

To report a crime, contact the Campus Safety and Security Coordinator or the School Director. But remember, in case of an emergency, call 911.

Policy on Security and Access

During business hours, the college will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all college facilities is limited to staff if a key is issued for such purposes.

Surveys on areas which may pose security risks are conducted by school administrators. These surveys examine issues such as locks, alarms, lighting and communications. Immediate concerns are discussed in monthly staff meetings.

Policy on Campus Law Enforcement

PCN, LA does not have any Campus Law Enforcement Authority. However, if minor offenses involving the school rules and regulations are committed by a student, he/she is referred to the office of Student Affairs. Disciplinary action for violations may be imposed on enrolled students, students between academic terms, and graduates awaiting degrees.

The College Dean, together with the Campus Safety and Security Coordinator, is entrusted with the task of determining the disciplinary action that will be taken for violations. These actions shall be implemented upon the findings of the team and include but are not limited to, verbal reprimand, written reprimand, property restitution, temporary suspension or dismissal. Students who violate the standards of conduct will be subject to immediate suspension and /or termination.

PCN, LA has the authority to ask persons for identifications and to determine whether these persons have local business at the College. Major offenses such as rape, murder, aggravated assault, robbery and auto theft are reported to local police.

Students, faculty staff and guests are encouraged to report all crimes to the City Police Department. Crimes should also be reported to PCN, LA to ensure inclusion in the annual crime statistics and to aid in providing timely warning to the community, when appropriate.

Programs on Security Awareness and Crime Prevention

During student workshop prior to the first day of class, students are informed of Campus Safety & Security policies. Copies of the Annual Security Report are distributed to the students. There is a short presentation on personal safety. Students are encouraged to be responsible for their own safety and for the safety of others. The school does not have any program designed to inform students and employees about crime prevention.

Off – Campus Activity

The school does not have any officially recognized student organizations with off campus locations. All off campus activities other than the affiliated clinical areas are not approved or sanctioned by the school. Any unapproved activity is at the discretion of the student body even when an instructor is present and is not part of company liability thereby no insurance coverage will take effect in any event.

Emergency Evacuation and Operations Plan (EEOP)

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of PCN, LA, for fire, earthquake, bomb threats, and other emergency evacuations as required.

Fire Emergencies

Procedures for Occupants

- a. **When an alarm sounds on your floor or area, begin immediate evacuation** following your plan. Close doors behind you.
- b. **If you discover a fire, activate the nearest pull station and call 9-1-1.** Then you may attempt to put it out if it is small (no larger than a wastebasket) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.

- c. **If the fire alarm does not work, call 9-1-1 and notify occupants verbally** of the emergency and the need to evacuate. Evacuation Wardens or another responsible party needs to confirm that all occupants are notified.
- d. **If you are on fire, STOP---DROP---ROLL. If another person is on fire, yell---STOP---DROP---ROLL.**
- e. **Evacuate via the nearest stairwell or grade level exit.** Don't block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options.

DO NOT USE THE ELEVATORS!!!

When an alarm is sounded many of the elevators will be automatically recalled to a predetermined floor and shut off.

- f. **Go to your pre-determined Evacuation Assembly Point (EAP)** Immediately report to your designated Evacuation Warden so that you have been accounted for by the Warden. Evacuation Wardens will report to the Evacuation Director.
- g. **If you are trapped** by smoke, stay low, cover your mouth with wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 9-1-1 if possible.

Close all doors between you and the fire. Seal cracks around doors with cloth to keep smoke out. Call Police to notify of your location. While waiting for rescue, signal from a window by hanging clothes out the window, waving an object, or shouting. All stairwells, exits, corridors shall be kept free of all obstructions at all times. No furnishings, decorations, other combustible objects, or flammables shall obstruct exits. Any time there are obstructions, the possibility of people becoming trapped or slowed down in a fire, increases greatly. Since the prime function of corridors is to allow people to escape during a fire, we don't want these areas to be the origin of fire, or a means to allow it to propagate. This can very easily happen if combustibles are stored and allowed to accumulate there.

Bomb Threats

Bomb threats should always be taken seriously. An employee receiving a bomb threat should immediately notify a coworker (preferably while the caller is still on the phone) to call the Police.

The most common method of transmitting a bomb threat is by telephone. However, if a (bomb) threat is received via mail service (e.g. letter or package), the object should be handled only by the person who receives and opens it. Place bomb threat letters between two sheets of paper to preserve fingerprints. Since a bomb threat will most likely be communicated by telephone to any one of many extensions, it is imperative that all personnel know what to do should they receive a bomb threat communicated by telephone.

Earthquakes

1. During ALL Earthquakes (all occupants)

- a. **Inside a Building.**
 - **Take cover immediately** under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar.

Drop, Cover, and Hold

- **Watch for falling objects** such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do not run outside.
- **Do not dash for exits** since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- **Do not use the elevators.**
- b. **Outside a Building.**
 - **Remain outside**, preferably in a vehicle.
 - **Stay clear** of electrical wires, poles, trees, or anything that might fall.

2. After a MAJOR Earthquake (violent shaking motion). Evacuation Wardens shall:

- a. **Check for injuries to personnel in your area.** Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

Be familiar with the location of first aid kits, fire alarms, and extinguishers, as well as personnel with first aid skills.

- b. **Check for fires or fire hazards**, spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the Evacuation Warden in danger.
- c. **Turn off ignition and heat sources** if properly trained and it is safe to do so.
- d. **Shut off all gas sources** if trained to do so.
- e. **Exit the building**, if possible, and go to the EAP to report on injuries, damages, and potentially hazardous conditions. Take emergency/first aid kit and personal belongings. Account for persons in your area of responsibility. Mass assembly areas may be used in the event of a major earthquake.
- f. **Do not reenter until the building has been declared safe** by trained emergency personnel.
- g. **Use the telephone system only for urgent matters**. Call or send a runner to the Emergency Operations Center or Unit Response Center to notify them of any needed assistance and emergencies that may exist. Use handheld radios services if telephone services are not available.
- h. **Expect Aftershocks**.
- i. **Evacuation Wardens** must fulfill their evacuation warden duties.

Evacuation Plans

Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, the alternate exit should be taken.

Emergency Evacuation for Persons with Disabilities

This provides a general guideline of evacuation procedures for persons with disabilities, which would make exiting difficult, during fire and other building evacuations. Faculty, staff, students and visitors with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building they use.

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructors about evacuation plans for buildings.

Most buildings have accessible exits at the ground level floor that can be used during an emergency. In most buildings, people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

Evacuation Directors and Evacuation Wardens need to *pre-identify* staff, faculty, and students with disabilities and where they are located. Determine their Areas of Refuge and how they will evacuate from the building.

ADMISSIONS POLICIES

Non-discrimination Statement – Equal Opportunity Policy

PCN, LA does not discriminate on the basis of race, color, religious affiliation, national origin, ancestry, sex, sexual orientation, age, medical condition, mental and physical challenges, and marital status, in any of its policies, procedures, or practices. The school's non-discrimination policy covers admission, access to, and treatment in programs and activities. The school may review mental or physical disability issues on a case-by-case basis. Depending on the case, such students may be referred to professional organizations for further assistance.

The School Director is the coordinator of Title IX Education Amendments Act of 1972 which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. All inquiries or complaints should be directed to the School Director. The School Director will act equitably and promptly to resolve complaints within seven (7) business days in accordance with PCN LA's appeals procedure.

Inquiries concerning the application and implementation of Title IX regulations also may be directed to:

Office of Civil Rights
U.S. Department of Education
P.O. Box 14620, Washington, D.C. 20044-4620

Admissions and Enrollment Process

Admission to all programs at the college is open to all applicants who meet the entrance requirements regardless of race, age, sex, religion, creed, color, national origin, physical handicap, political affiliation, and sexual orientation. The Admissions Coordinator discusses the program information, admissions process, orientation and other requirements.

STEP 1: INFORMATION SESSION

- a) Be at least 17 years of age;
- b) Have a diploma from an accredited U.S. High School or GED certificate (or signed H.S. attestation – NA/HHA program), or an original credential evaluation if a graduate of a foreign high school or college;
- c) Have a valid Social Security card, a Federal or State ID, and Proof of citizenship or immigration status;
- d) Pass the entrance examination with an 80% result or greater;
- e) If the applicant passes the exam, he/she is asked to complete the Registration form and notified of the need to submit the following documents:
 - Criminal Background Check - Students with felony records are not allowed to continue in the program (see Criminal Background Check Policy);
 - CPR card issued by the American Heart Association;
 - Physical Exam Report, TB Test, **and**
For VN Program, inform applicant of the need to submit the following:
 - Two letters of recommendation (use official school form);
 - Proof of Personal Clinical Malpractice Insurance from the "Nurse Service Organization - NSO";
 - Fire & Safety card issued by LA County Fire Department;
 - Immunization record for Varicella; Measles, Mumps, Rubella (MMR), Tetanus and
 - Students are required to receive 3 shots of Hepatitis B within the required interval below:
 - 1st shot - before the first day of clinical rotation,
 - 2nd shot - within 30 days from the 1st shot,
 - 3rd shot - within 180 days or 6 months from the 1st shot

STEP 2: ADMISSIONS & ENROLLMENT PROCESS

- a) Interview with the Admissions Coordinator;
- b) Complete Enrollment agreement;
- c) Interview with Finance and/or the Financial Aid Director, if applicable;

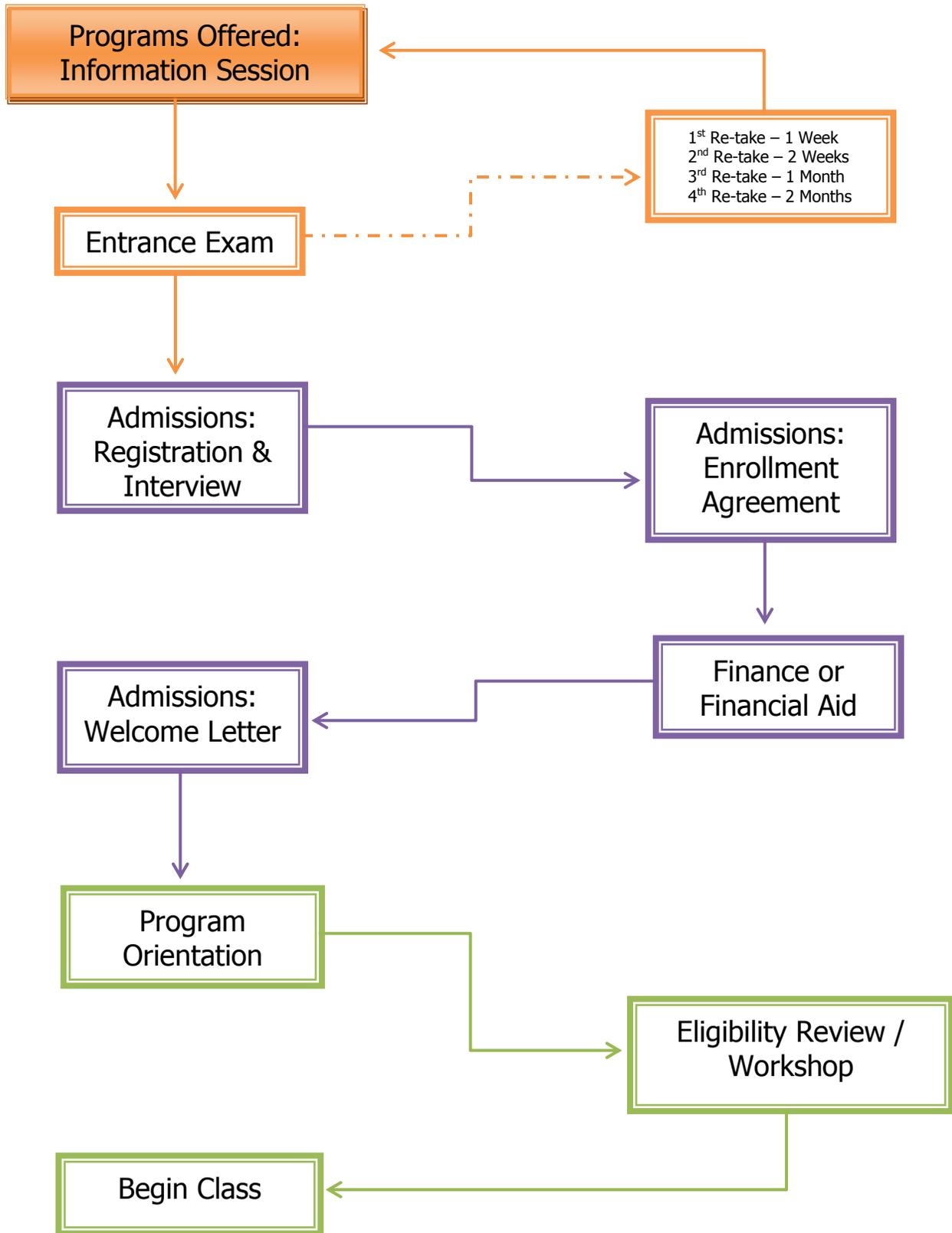
After the student completes Step 2, the school will mail him/her a "Welcome Letter" for orientation.

STEP 3: PROGRAM ORIENTATION

- a) Attend the Orientation Day
- b) The following requirements must be submitted by the student to the Admissions Coordinator:
 - Copy of a diploma from an accredited U.S. High School or GED certificate (or signed H.S. attestation – NA/HHA program), or an original credential evaluation if a foreign high school or college graduate;
 - Copy of a valid Social Security card, a Federal/State ID, and Proof of citizenship or immigration status;
 - Current physical exam report (within 6 months) and TB test with negative result, or copy of chest x-ray report if TB test is positive;
 - Criminal Background Check - Students with felony records are not allowed to continue in the program (see Criminal Background Check Policy);
 - CPR card issued by the American Heart Association
 - For VN Program:**
 - Two letters of recommendation (use official school form);
 - Immunization record for Varicella; Measles, Mumps, Rubella (MMR); and Tetanus. Varicella and MMR titer indicating immunity within 10 years are acceptable;
 - Hepatitis B vaccinations;
 - Fire & Safety card issued by LA County Fire Department;
 - Proof of Personal Clinical Malpractice Insurance
- c) Eligibility Review of required documentation submitted by student and Attend Workshop;
- d) Begin class

PCN, LA does not enroll students under the Ability to Benefit Criteria. The school reserves the right to reject applicants based on their test scores or failure to comply with any applicable local, state or federal laws, statutes or regulations. PCN, LA does not compensate any employee involved in Recruitment, Enrollment and Admissions.

Admissions & Enrollment Process Flow Chart



Criminal Background Check

In order to be admitted into PCN, LA's educational programs, the applicant must indicate on the initial application whether he/she has ever been convicted in any court of law of any crime excluding a minor traffic violation. In addition, the school requires all students to go through a criminal background check. Students with felony records are not allowed to continue in the program.

Students must be aware that the California Department of Public Health and the BVNPT, respectively responsible for the Nursing Assistant certification and Vocational Nurse licensure, require graduates to undergo a Live Scan process. Failure to pass a background check may prevent the student/graduate from initiating/successfully concluding the mentioned procedures. In addition, students may be required at any time during the course of study to provide a clear background check at the discretion of the clinical facility. Failure to provide that may prevent the student from attending a clinical facility, and result in termination from the program.

For NA-HHA Students only:

During the admission process, the applicant will be required to complete a request for Live Scan fingerprint for submission to the California Department of Public Health Services. The initial application/request and fee (non-refundable/paid by the school) shall be submitted to the Department of Public Health Services Aide and Technician Certification Section for clearance.

Re-Admission Process

A student may repeat, re-enroll or be readmitted in a term or a program after having met the stipulations of this policy. A student seeking readmission must have a cumulative overall grade of 70% in the theory courses and first submit a signed and dated letter to the Program Director detailing why he/she should be considered a viable candidate for readmission, including specific reference to resolution of the issue(s) that led to the termination.

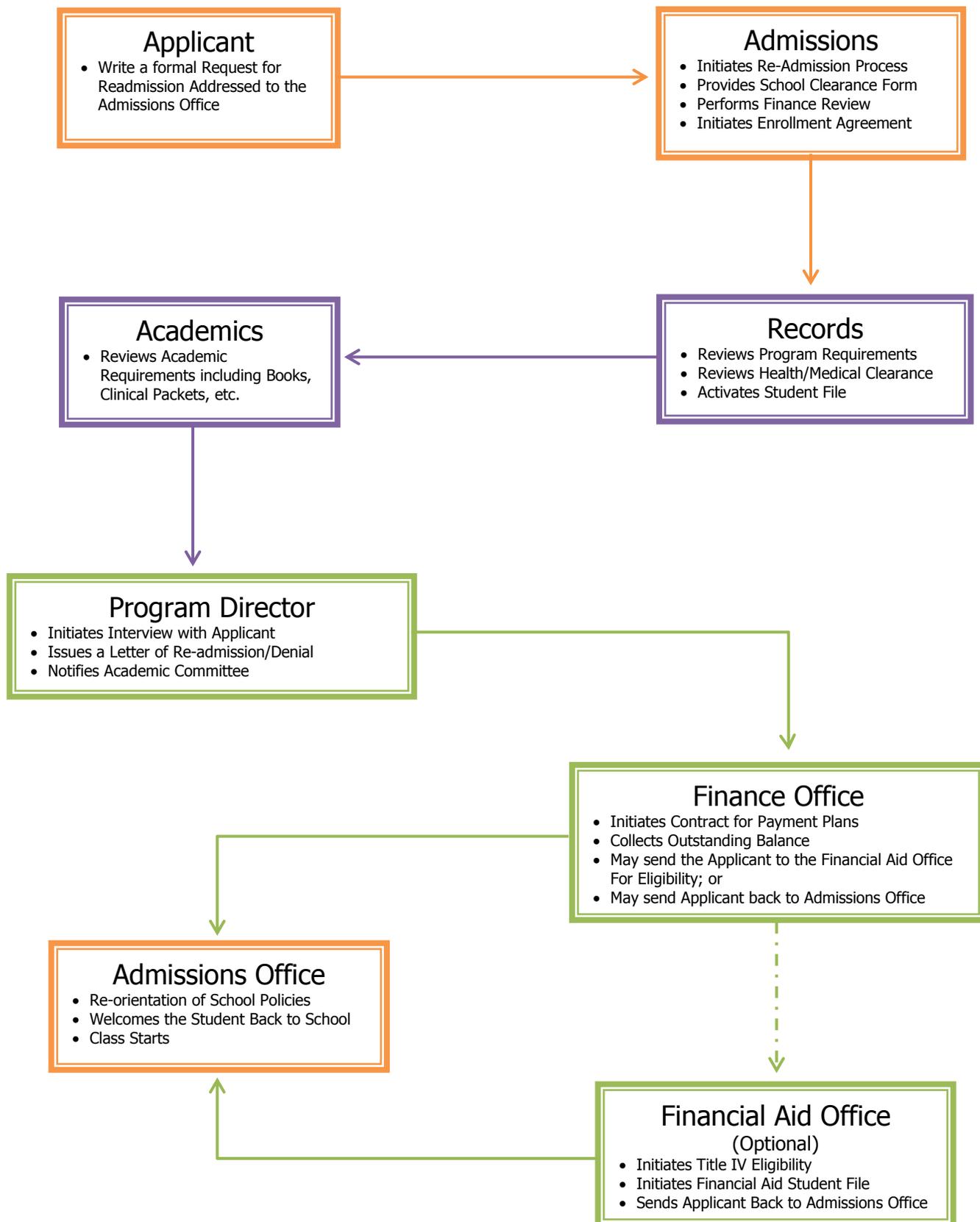
In cases where a student was terminated due to his or her lack of attendance or progress, the student must show positive proof that the problem causing the termination has been corrected, thereby ensuring proper attendance and or progress. The program director will make the final approval of readmission (see Re-admission Process Flow Chart below).

Only one re-entry request per student will be considered and may be allowed per program. A "Re-Entry Interview" may be necessary to complete a re-admission request. The re-admission procedure is as follows:

- Provide a detailed written explanation of the conditions that caused the original withdrawal or termination and how those conditions have been resolved so that a student can reliably and successfully continue the program of study;
- Pass an evaluation by an Instructor to assess retained theory and clinical/lab skills if student has been away from school for more than 6 months;
- Complete the recommended "Plan of Improvement", if necessary

Students who have been approved for readmission will be readmitted on a space availability basis. Students re-admitted to the program, must maintain all aspects of satisfactory academic progress, including the quantitative standard, ensuring completion of the program within the maximum time-frame allowed, which is 1.5 times the normal length of the program. Please refer to the satisfactory academic progress item in this catalog for more information about the calculation of this time frame.

Re-Admission Process Flow Chart



CREDIT GRANTING INFORMATION

Credit Granting Policy

A student may transfer coursework credits earned at previously attended institutions towards any Preferred College of Nursing, LA, program if the institution meets or exceeds the standards of PCN, LA, is accredited by an agency recognized by the U.S. Department of Education or Council of Higher Education Accreditation (CHEA), and if the program or course taken is approved by the Board of Registered Nursing (BRN), Board of Vocational and Psychiatric Technicians (BVNPT), and the California Department of Public Health Services (CDPH). However, PCN, LA does not offer advanced placement and credit for experiential learning.

Prior education relating to the course program taken within the last five (5) years and successfully completed with at least a "C" or PCN, LA's equivalent may be given credits upon the presentation of a course catalog from the institution attended and an officially evaluated transcript of record for equivalency report. Hours of credit will be calculated based on hours of equivalency. All requests for credit granting must be completed and approved by the school designee before commencing any program offered at PCN, LA.

Certified Nurse Assistants holding a valid State-wide certification may receive up to 28 hours of credit in the Vocational Nursing program, Term 1, Fundamentals of Nursing skills laboratory.

In order to be eligible to receive a certificate of completion from PCN, LA, students are required to successfully complete 57.5% of the cumulative course work at PCN, LA. All students accepted with the approved transfer of credits will go through a full admission and orientation process and therefore will be subject to PCN, LA's program policies and procedures.

Credit Transfer Procedure:

Student will complete the Request for Credit Granting Form provided by the Admissions Department and submit it with the following documentation:

- Transcripts of Record (TOR) in an officially sealed envelope
- School catalog or similar document containing the course description, objectives, and actual numbers of hours completed by category – theory/skills laboratory/clinical
- Official evaluation, if applicable
- Original credentials or licenses, if applicable

The documentation must be submitted to the admissions department at least two weeks prior to the anticipated first day of attendance. The College Dean evaluates the documentation presented and the Program Director will approve the credit(s) as applicable. The student will be advised about the school's decision in seven (7) business days. No fees will be charged for testing, evaluation or granting transfer of credit.

Transferability of Credits

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

Cross Enrollment

Under special circumstances, determined by the Program Director, PCN, LA allows students to complete required subjects (theory and/or clinical) from another accredited institution provided that the accredited institution allows for temporary or cross enrollment. Similarly, PCN, LA accepts students for temporary or cross enrollment for any required subject available.

A maximum of 33% of the normal program length may be taken from PCN, LA or from another accredited institution to be considered as temporary or cross-enrollment. All accepted cross-enrolled students will go through a full orientation process and therefore will be subject to PCN, LA's policies and procedures.

CANCELLATION AND WITHDRAWAL POLICIES

Student's Right to Cancel

The student shall have the right to cancel the enrollment agreement with this school, for a full refund of all moneys paid if he/she cancels within first class session, or the seventh day after enrollment, whichever is later.

The Notice of Cancellation Form is enclosed in this catalog as well to the enrollment agreement. It is provided for your convenience, but you may cancel through any unambiguous written notice addressed to:

**Ms. Karin Attar, JD
School Director
Preferred College of Nursing, LA
3424 Wilshire Blvd., Suite 1100,
Los Angeles, CA 90010**

Cancellation notices sent by mail will be effective upon dispatch of notice in a properly addressed envelope. If PCN, LA gave the student any equipment/books, he/she must return the equipment/books within 30 days of the date he/she signed a cancellation notice. If the student does not return the equipment/books within this 30-day period, the school may keep an amount out of what he/she paid that equals the cost of the equipment/book. The total amount charged for each item of equipment/book shall be separately stated.

Books that have been received by the student as a lease shall also be returned within 30 days of the date he/she signed a cancellation notice, otherwise he/she will be charged for the fair market value of the books. The institution shall have the burden of proof to establish the equipment/book's fair market value.

If the student cancels, any payment made and any negotiable instrument signed shall be returned to the student within 45 days following the school's receipt of one's cancellation notice.

NOTICE OF CANCELLATION FORM

**Ms. Karin Attar, JD
School Director
Preferred College of Nursing, LA
3424 Wilshire Blvd., Suite 1100,
Los Angeles, CA 90010**

I CANCEL THE CONTRACT WITH PREFERRED COLLEGE OF NURSING, LOS ANGELES

THIS CANCELLATION IS EFFECTIVE THIS DATE: _____

Student Name

Signature

Student Start Date of Class

Class

Section

Cancellation of a Program by the School

PCN, LA reserves the right to cancel the enrollment of any student for any of the following reasons:

- a) The student does not meet eligibility requirements
- b) In case of emergency, i.e. act of nature
- c) Low enrollment for the class chosen

In these cases, students will be fully refunded within 45 days of the cancellation, observing the book/equipment return policy stated above.

Withdrawal Policy

Students may withdraw from any course/program at any time. Subsequent to the cancellation period, a cancellation of the agreement shall observe the withdrawal policy. A withdrawal may also be determined by the school should the student not conform to any of the policies stated in the catalog. The student will be notified in writing of the withdrawal.

To withdraw, the student must follow the same procedures of the cancellation, submitting a written notice to the school director. In cases of withdrawal, the student shall be entitled to a refund, less the amount of \$100.00 for the non-refundable charges (registration fee). The student is obligated to pay only for the educational services rendered and for equipment/books not returned within 30 days of withdrawal, or the school will be entitled to retaining cost of such equipment/book. An "Exit Interview" may be necessary to complete a withdrawal status.

Books that have been received by the student as a lease shall also be returned within 30 days of withdrawal, otherwise the student will be charged for the fair market value of the books. The institution shall have the burden of proof to establish the equipment/book's fair market value. The student shall be paid within 45 days of withdrawal, according to the refund policy contained in this catalog.

For purposes of the withdrawal policy, date of withdrawal is defined as the date that the student provided to the institution in writing of his/her intent to withdraw. For purposes of calculation of refunds or balances owed, PCN, LA utilizes the last date of academic attendance. The date of last day of academic attendance is defined as the last day student actually attended class (theory or clinical). If a student withdraws (drops-out) without notifying the institution, or does not return from an approved leave of absence, the withdrawal date will also be the last date of his/her academic attendance as determined by the institution's attendance records.

Refund Information

The school will provide a pro rata refund of non-federal student financial aid program moneys paid for institutional charges to students who have completed 60% or less of the period of attendance. For Non-Title IV funds return, see the "hypothetical refund sample below and Return of Title IV Funds" (p. 54) policies. During the cancellation period, the student is entitled to a full refund (see Student's Right to Cancel p. 26). A student who withdraws after the cancellation period shall receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. After completion of 60% or more of the program, the student is no longer eligible for any refund. The calculation of refund or balance owed by the student will be based on the number of credit hours attended (see Hypothetical Refund Calculation sample).

Hypothetical Refund Calculation Sample:

- a) Deduct a registration fee from the total tuition charge \$300 (total tuition charge) \$75 (registration fee) = \$225
- b) Divide this figure by the number of hours in the program to get the hourly charge
 $\$225/90$ (no. of program hrs.) = \$2.50/hr. (hourly charge)
- c) Multiply the total hours attended by the hourly charge to get the amount owed by the student
 50 (# of hours attended) X \$2.50 = \$125.00 (tuition used)
- d) Refund = Total Tuition Charge – Tuition Used
 $\$300 - \$125 = \$175.00$

If the amount the student has paid is more than the amount that the student owes, a refund will be made within 45 days of the cancellation/withdrawal date. If the amount that the student owes is more than the amount that the student has already paid, the student will owe the school in which case he/she needs to pay.

ACADEMICS INFORMATION

Definition of an Academic Year

Preferred College of Nursing, LA's Academic Year is based on clock hour of attendance. The Academic Year is defined as 900 clock hours in 30 weeks of instruction.

Student Rights (Academics)

PCN, LA has set forth the rights of the students as follows:

1. Students have the right to consistent and judicious evaluation by the instructor
2. Students are free to take reasoned exception to the data or views offered in courses of study
3. Students may be required to know the material set forth by the instructor, but they are free to reserve personal judgment as to the truth or falsity of what is presented.
4. Students have the right to have faculty meet their classes at the scheduled times and make presentations appropriate to the course. When circumstances require cancellation of a class, the instructor shall make an effort to notify the students.
5. Faculty and administrators have primary responsibility in curricular matters; students shall have the opportunity to participate in revising and improving the curriculum by serving on operational curriculum committees.
6. Students have the right to a course grade, which is a just measurement of performance in the course.
7. Information about a student's performance, views, beliefs, and political association, which instructors acquire in the course of their work, is considered confidential.
8. Students have the right to protection against improper disclosure of personal information. To minimize the risk of improper disclosure, the records of students' academic, counseling, disciplinary, financial and medical contracts with the school are kept separate from one another. Transcripts of academic records shall normally contain only information related to academic status and performance. However, in cases of disciplinary action, a notation of disciplinary status shall be added directly to the transcripts of any student who has been expelled or suspended; the notation for suspension will be removed at the end of the suspension period. Information from disciplinary, financial, counseling, medical, or academic records shall not be available to any person, on or off campus, without the expressed written consent of the student, except in accordance with the law.
9. Students shall be free to organize and join associations to promote their common interests. Student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. However, it should be made clear to the school and the larger community that in their public expressions, students or student organizations speak only for themselves.
10. Students have the right to form representative self-government which will adequately reflect student opinion, serve student needs, assert fundamental student rights, and actively participate in the planning, formulating, and instituting of school policies.
11. Students have the right to use publications and the student press as a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus as a means of bringing student concerns to the attention of the faculty and the institutional authorities.
12. Students have the rights to freedom of speech, assembly, petition, and association. They may assemble publicly to demonstrate support for or opposition to causes or candidates. As long as a student demonstration does not interfere with the classroom, and long as the demonstration substantially complies with the school's time, place, and manner rules and otherwise causes only minor inconvenience in areas of the campus outside of the classroom, the demonstration shall be permitted to proceed.

Whenever activities of an individual student or group of students deny the rights of others or seriously interfere with, obstruct, or disrupt the operation of the school, such actions are subject to sanctions. In addition, students have the right to cancel the enrollment agreement according to the policy stated in this catalog.

Standards for Student Conduct

PCN, LA is committed to maintaining a safe and healthy living and learning environment for its students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this goal. Student behavior that is not consistent with the Standards for Student Conduct will be addressed through a process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

• Student Responsibilities

At PCN, LA, students are expected to be good citizens and to engage in responsible behaviors that reflect well upon the institution. Students are expected to be civil to one another and to others in the campus community and to contribute positively to student and school life.

Violations of this policy will result in a written warning and may lead to termination at the Program Director's discretion.

• Unacceptable Student Behaviors

Students incurring in any unacceptable behaviors are subject to disciplinary sanctions, such as verbal warnings, probation, suspension, program dismissal/termination, and property restitution. The Program Director will make the determination of the sanction to be imposed based on the report of the occurrence. Disciplinary action for violations may be imposed on returning students, enrolled students, students between academic terms, graduating students, and students who withdraw from the school while a disciplinary matter is pending.

The list of unacceptable behaviors is not exhaustive. Examples of those behaviors include, but are not limited to:

- 1) Dishonesty including but not limited to, cheating, plagiarism, or other forms of academic dishonesty.
- 2) Speaking language other than English while classes or clinicals are in session
- 3) Engaging in any conduct with another student, or employee of the school, that appears to be romantic in nature
- 4) Utilizing cell phones and/or other electronic audio-visual devices while class is in session and during clinical rotations. All these devices must be turned off during all times of class session
- 5) Unauthorized entry, presence, or use of school property
- 6) Willful, material and substantial disruption or obstruction of a school-related activity, or on campus activity
- 7) Participating in an activity that substantially and materially disrupts the normal operations of PCN, LA, or infringing on the rights of members within the school community
- 8) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic on or leading to the PCN, LA campus or an off-campus school related activity
- 9) Disorderly, lewd, indecent, or obscene behavior at a PCN, LA, related activity, or directed towards a member of the school community
- 10) Conduct that threatens or endangers the health or safety of any person within or related to the school community, including physical abuse, threats, intimidation, harassment, or sexual misconduct
- 11) Hazing or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:
"Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in, with respect to such an organization which causes or is likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to any student or other person attending any school, community college, college and university or other educational institution in this state. However, the term "hazing" does not include customary athletic events or other similar contests or competitions. A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is a violation of this section.
- 12) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, or the misuse of legal pharmaceutical drugs
- 13) Use, possession, manufacture, or distribution of alcoholic beverages, or public intoxication while on campus or at a school-related activity.
- 14) Theft of property or services from the school community, or misappropriation of school resources
- 15) Unauthorized destruction or damage to school property or other property in the school community
- 16) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals on campus or at a school related activity
- 17) Unauthorized recording, dissemination, or publication of academic presentations including handwritten notes for a commercial purpose
- 18) Misuse of computer facilities or resources, including but not limited to:
 - a) Unauthorized entry into a file for any purpose
 - b) Unauthorized transfer of a file
 - c) Use of another's identification or password
 - d) Use of computer facilities, campus network or other resources to interfere with the work of another member of the school community
 - e) Use of computer facilities and resources to send obscene, intimidating, and/or abusive messages
 - f) Use of computer facilities and resources to interfere with normal school operations

- g) Use of computer facilities and resources in violation of copyright laws
- h) Violation of a campus computer use policy
- 19) Violation of any published school policy, rule, regulation or presidential order
- 20) Failure to comply with directions from any instructor, school official, or any public safety officer while acting in the performance of his or her duties
- 21) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the school community, to property within the school community or poses a significant threat of disruption or interference with school operations
- 22) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline
- 23) Misuse of the grievance/appeal process, which includes and is not limited to:
 - a) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - b) Disruption or interference with the orderly progress of a student discipline proceeding.
 - c) Initiation of a student discipline proceeding in bad faith.
 - d) Attempting to discourage another from participating in the student discipline matter.
 - e) Attempting to influence the impartiality of any participant in a student discipline matter.
 - f) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - g) Failure to comply with the sanction(s) imposed under a student discipline proceeding.

• **Sexual Harassment**

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures in the school, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of PCN, LA shall threaten or insinuate, either explicitly or implicitly that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he/she is a victim of sexual harassment by any student, applicant, faculty member or other PCN, LA employee, should bring the matter to the attention of the School Director. Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials.

PCN, LA will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action if warranted. Students and employees alike will be dismissed immediately if it is decided that they have engaged in such inappropriate conduct.

• **Employee and Student Fraud and Abuse Policy**

No employee or student shall commit any act against or directed at PCN, LA or other employees or students of PCN, LA that is determined to be of a fraudulent nature, including any incident of deceit, malice, devious behavior or is dishonest and/or dishonorable in any way.

All infractions by employees or students that are determined to have violated the above policy will be subject to appropriate disciplinary action, up to and including termination and may also be prosecuted to the fullest extent available by law.

• **Dress Code**

PCN, LA students must wear their full uniforms during school hours and clinical experience. For student safety, close-toe shoes and low heels are required to be worn. Dress, grooming and personal cleanliness standards contribute to the morale of all students and affect the academic and business image of the school. Students violating this policy will be sent home and will be subject to the disciplinary actions described in this catalog.

The wearing of street clothes like shorts, tank tops, sandals, and slippers is prohibited during scheduled class sessions. Students are required to be in clean, freshly laundered, and ironed uniforms and comply with the school's

dress code at all times during clinical and theory sessions. Failure to observe this policy will cause the student to be subject to disciplinary actions, including being placed on probation and termination/dismissal from the program.

The instructor, at his/her discretion, may also dismiss a student who is not in compliance with the dress code policy from theory or clinical session. In those cases, the student will be sent home and marked "absent". Please refer to the attendance policy and make-up policy in this catalog for more information about the procedures to be followed in those cases.

Theory Classes – On Campus: During theory or lab classes (on campus), students are required to observe the following guidelines AT ALL TIMES:

1. Official school identification MUST be visible
2. A white set of scrubs with the approved school logo embroidered, or patch sewn on the left sleeve is required (only one style of scrubs is approved as the school uniform – please see the admissions or education department for more details)
3. White shoes with white shoelaces and white socks. Closed-toe white nursing style oxford or loafer type shoes are allowed. No clogs or crocs allowed. Shoes must be cleaned and polished as needed
4. White or beige undergarments
5. A plain white or beige short/long sleeve thermal shirt is allowed. No commercial logos on shirts
6. Skin tight outfits (top and/or bottom), plunging necklines (front and/or back), see-through or revealing outfits are not allowed
7. The school navy blue cardigan with PCN, LA's logo patch sewn on the left side is the only sweater allowed to be worn over the school uniform
8. Only one (1) plain stud earrings allowed in each ear; no clip-on earrings
9. No facial or tongue rings, nose rings or studs, or other types of piercing. Only simple wedding band is allowed
10. No hats or sunglasses are allowed
11. Chewing gum is prohibited

Clinical Dress Code – Students must present and maintain a good personal hygiene and a clean, well-groomed appearance at all times. All items or conditions that are not infection control safe, at the instructor's judgment, are not allowed in the clinical setting. In addition to the policy and guidelines above, the students must observe the following rules when attending clinical sessions:

1. No perfume is allowed. The use of scentless or light-scented deodorant is recommended
2. Make-up should not be extravagant, kept to a minimum and appropriate
3. Fingernails must be natural and are to be kept clean and clipped short. Clear or neutral polish is acceptable. Acrylics nails are not allowed
4. Hair must be off the collar (pulled up and back); bangs should be above the eyebrows
5. Facial hair must be clean, trimmed short, and well groomed
6. Necklaces and/or bracelets are not permitted
7. Only a watch with a second hand is allowed (non-digital watch that shows the hour, minutes and seconds)

Students must also carry with them Black-inked pens and a pocket-size notebook. The clinical instructor may also require a pocket penlight, a stethoscope, and a manual blood pressure measuring cuff unit (sphygmomanometer).

• **Seating Assignment/Test-taking Environment**

In order to maximize the learning experience of all students, PCN, LA, has a policy of randomly creating seating arrangements for classroom sessions. Students should not request special consideration in relation to this topic. Students found to be non-compliant with seating assignments will be subject to disciplinary action.

Students with physical impairments such as poor eyesight, hearing or physical problems preventing him or her to sit where assigned will be required to show proof from their physician stating their need for reconsideration. Such issues will need to be conveyed to the program director prior to the first day of class, in order for these issues to be addressed timely.

During a test, the course instructor may determine different seating assignments, at his/her discretion. The use of any electronic devices such as calculators, cell phones, iPods, computers, tablets, etc. without the instructor's express consent is not permitted during any class (theory/clinical) session.

Students who are late to the session when the test is given will not be allowed to take the test. Students who are marked absent for the day are not allowed to take the test on that day and will be subject to the make-up policy.

• **Clinical Site Assignment**

Clinical site assignments will be announced by the program coordinator. No reassignment arrangements will be permitted under any circumstance.

During the admission process, students are made aware that the clinical sessions take place at different sites, usually not in the surroundings of the school, and at shifts that may vary throughout the program (days and hours), as the school has to observe the schedule provided by the affiliated clinical facilities where the students will receive their practical training. Students are required to attest to the fact that they have adequate transportation and would be able to travel to clinical sites without difficulty. If a student is dependent upon others for the mode of transportation to the point that he/she cannot function without help, this student is risking the completion of the clinical rotation and the appropriate objectives, jeopardizing the completion of the program.

The school relies on clinical affiliation agreements with different facilities to provide the appropriate training to the students. Should any facility modify the slots assigned to the school, PCN, LA reserves the right to change the student's clinical assignment schedule at any time.

Satisfactory Academic Progress

The Satisfactory Academic Progress of a student is measured by qualitatively and quantitatively standards. Students must maintain satisfactory academic progress to remain in the program and maintain financial aid eligibility. Satisfactory Academic Progress is computed on a cumulative basis, at the end of each course. Satisfactory Academic Progress is based on a qualitative and a quantitative component. The qualitative component pertains to maintaining the minimum pass grade during the course of study, while the quantitative component relates to the maximum time frame for the completion of the program.

In order to maintain Satisfactory Academic Progress, the student is required to maintain a minimum overall grade of 75% for each term and not have more than 2 absences in a 30 day period. In addition, for the VN Program, students in Term I must obtain overall average of 75% AND pass the course Fundamentals of Nursing. In all terms, students must pass both components of the courses (clinical and theory) in order to successfully complete the course.

For the Vocational Nursing program, a student who fails a term will not be eligible to progress to the next term. The grade for each term will be an arithmetic average of the grades obtained in the courses offered on that term. Students whose general grade falls below the required 75% at any point during a course or term will be placed on academic probation until the end of the term, but will remain eligible for financial aid during this period. In addition, in order to quantify academic progress, PCN, LA has a maximum time frame in which a student is expected to finish the program.

A student is expected to complete his or her educational objectives within a specified time frame. Students must complete their program at PCN, LA within 150% of the normal program length. The appropriate time frame is calculated according to the student's program hour requirements. For example, Vocational Nursing program requiring 1550 hours completed has a maximum time frame of 2325 hours attempted to complete the program. Attempted hours will include all of the following: earned hours (satisfactory/unsatisfactory), repeated courses, official withdrawal or drop, failure, remedial courses, non-attendance.

Students who exceed maximum time frame will no longer be making satisfactory academic progress and will be terminated from the program, without possibility of readmission. The maximum time frame will be reduced for readmitted students based upon the remaining length of the program in which they enroll. Tuition will be pro-rated based on the length of the program.

A student who completes a term of the program with a grade lower than required, that grade will be recorded as ("Fail"). The student will be automatically terminated and may apply for re-entry if he/she is within the 150% time frame as explained above. Repetitions of the course are counted as hours attempted. PCN, LA does not provide remedial courses for students.

Grading System

Students are graded with objective written tests on class lectures, and assignments and return demonstration of clinical skills. Any written assignment not submitted when due or any test missed and not made-up will be given a grade of a zero. A pop quiz may be given at any time in class per the instructor's discretion. Additionally, all extra credit must be approved by the Program Director and must be made available to the student at the first day of class; not any time later. The student's final grade or overall grade for each course will be computed based on the following average:

This scale is used as the standard grading system for all programs offered at PCN, LA.

<i>Grading Scale</i>		
Percent	Grade	Description
95 – 100	A+	Excellent
90 – 94	A	Very Good
85 – 89	B+	Good
80 – 84	B	Satisfactory
75 – 79	C	Average
0 – 74	F	Fail
0	W	Withdrawal

Clinical courses will be based on the same scale, but the final grade will be marked as "pass" or "fail". To determine the grade for each course, instructors utilize the following scale:

Theory Grading Scale	
Criteria	Percentage
Homework	10
Quizzes	25
Tests	30
Final Exam	35
TOTAL	100%

Clinical Grading Scale (VN Program Only)	
Criteria	Percentage
Daily Clinical Performance Evaluation for Clinical Objectives (skills performance)	50
Nursing Care Plan (1 / term) and other projects to include oral presentations and drug study	30
Tests (post-tests and quizzes) during post-conference	20
Total	100%

Homework Grading

Each class has assigned homework that students are responsible for completing and submitting to the course instructor. Homework can be typed or handwritten, at the instructor's discretion. Homework due must be at the beginning of class, after which the homework will be considered late. Additionally, all homework should be corrected within one (1) week after the due date or before the end of the subject, whichever is earlier, and should be graded according to the system laid out below for consistency.

The following is the grading system:

Homework given LATE	=	Minus one (1) point per day
Inappropriate content	=	Minus one (1) point per question
Homework not turned in	=	Zero (0) will be given

Example 1:

1 Homework	=	10 points (total score)
Given late	=	- 1 point
1 Wrong answer	=	- 1 point
Total		8 points for this homework

* Partial credit (1/2 or 1/4 of the question value) may be given for answers at the instructor's discretion.

Example 2:

Term 3: M/S Nursing II – Cardio System Homework: This homework has 11 questions and the most one can get is 10 points (which is 10% of the total grade average in a course.)

- 10p divide by 11q = 0.90 points per question
- 0.9p divide by 2 = 0.45 points per question (1/2 the question value)
- 0.45p divide by 2 = 0.23 points per question (1/4 the question value)

Out of 11 questions, if 1 question is only 0.45 points and two questions are only 0.23 points each and the rest are 0.9 points, then the grade is calculated as follows:

- 1 Question = 0.45 points
 - 2 Q's x 0.23 = 0.46 points
 - 8 Q's x 0.90 = 7.20 points
- Total 8.11 points total for this Cardio Homework**

Attendance

Students are expected to be present for all scheduled class. Absences from either theory, clinical or skills lab sessions cause the student to miss instruction on vital information which is necessary to ensure the delivery of comprehensive and safe nursing care training.

There are no excused absences for any sessions. All absences must be made up. Course instructors or program directors shall determine make up assignments for absences. It is the student's responsibility to make arrangements with the instructor or program director to make up absences within the period allowed. All absences along with make-up days and make-up assignments will be documented as part of each student's academic file.

Upon the second absence within a thirty (30) day period (or until the end of the term, whichever occurs earlier), the student will be placed on probation for 30 days, or until the end of the term, whichever is earlier. Should a student incur in any other absence during the probation period, he/she will be immediately terminated from the program. PCN, LA utilizes the first absence date to mark the start of the 30 day period in order to calculate the absences incurred by a student.

• Punctuality and Tardiness

To maintain a productive school environment, PCN, LA expects students to be reliable and punctual in reporting for scheduled classes. Absenteeism and tardiness place a burden on other students and on the faculty. Students who arrive late to class or leave early from class are subject to the actions described in the Attendance policy of this catalog.

In order for students to meet the objectives and competencies of the courses and successfully graduate from the program, students must complete all hours of instruction, being present in the classroom and/or clinical area on or before the scheduled starting time and return promptly from all scheduled breaks and lunches.

Any student arriving after the theory or clinical session has started (see table below), OR returning late from their breaks, OR leaving up to thirty (30) minutes before the theory or clinical session has been dismissed will be considered tardy. Students arriving late or leaving early from theory or clinical sessions will miss vital information necessary to ensure the delivery of safe and competent nursing care training. Additionally, students arriving more than fifteen (15) minutes after the scheduled start time of a classroom or clinical session will be marked absent, and will be sent home and not allowed into any classes that day. If a test is scheduled for that day, student will be subject to the policy for make-up tests. Please refer to the following table with examples on this policy:

Class schedule	Time in or out	Attendance mark
9:00 am – 3:00 pm	In at 9:01am to 9:15am	Tardy
9:00 am – 3:00 pm	In at 9:16 am and after	Absent
9:00 am – 3:00 pm	Out at 2:50 pm	Tardy
9:00 am – 3:00 pm	Out at 2:29 pm and earlier	Absent
9:00 am – 3:00 pm	Back from break at 1:01 pm (break was over at 1:00 pm)	Tardy
9:00 am – 3:00 pm	Back from break at 1:16 pm (break was over at 1:00 pm)	Absent

Students not allowed into the classroom as a result of his/her tardiness will be considered absent for the day, and must follow all procedures as outlined in the "Attendance Policy" to make-up their absence.

Three (3) tardy arrivals or early departures in a 30 day period will constitute one (1) absence. As stated above, all absences must be made up as outlined in the "Attendance Policy". Any student with excessive tardiness, six (6) in a 30 day period, will be placed on probation for 30 days or until the end of the term.

Make-up Policies

• Theory Make-up Assignments

PCN, LA does not encourage students to incur any absences. However, should a student miss any theory classes, he/she will be required to meet with the instructor to obtain the make-up assignment for the day/objectives missed.

Make up assignments are due seven days after the absence or before the end of the course, whichever is earlier. Failure to present the make-up assignment as established by the instructor and by this policy will result in preventing the student from progressing to the next course/term.

• Clinical Make-up Assignments

Should a student miss any clinical days, the absence must be made up at the end of each term, or the student will not be allowed to progress to the next term. Students are required to meet with the program coordinator, who will determine at his discretion the location and date for the make-up. Please be aware that the clinical make-up may be scheduled for the term break.

For the first clinical absence in a course, student will receive a remediation form specifying the clinical objectives missed. This will be done to ensure that the student is aware of the clinical objectives that must be met. In addition, students will submit written homework assigned by the instructor and to be completed within seven (7) days from the date of absence or until the last day of the course (NA-HHA Program) or term (VN Program), whichever is earlier. Failure to attend the make-up on the scheduled day and/or turn in the homework will result in the student missing the clinical objectives and may result in termination from the program.

• Make-up Policy for Missed Tests

A student who misses a Quiz, Unit Test, or Final Examination must arrange with the Program Coordinator to schedule a make-up day, which should be no later than a week after the test, or before the beginning end of the course, whichever is earlier, or they will receive a zero for that test. Students who fail to take any type of test on the day that it is originally given will receive a maximum score of 75% for make-up test. If the student obtains a score less than 75%, he or she will receive credit for the actual score obtained.

• Example 1:

A student misses a Unit Test, and makes up the test one week later. He or she achieves a score of 82% on the make-up examination; however, he will receive a maximum score of 75%, as it is a make-up exam.

• Example 2:

A student misses a Quiz, and makes up the quiz four days later. He or she obtains a score of 72% on the make-up quiz. Her actual grade for the quiz will be reflected as 72%.

Make-up examinations will be different from the original test given to the class on the original test date. If a student is absent on a scheduled make-up-test day, he or she will receive a grade of "0" (zero) for the test. There is a limit of 2 make-ups per term. Students incurring the 2nd make-up on a specific term will be placed on probation for until the end of the term. The 3rd make up on the same term will cause the student to be terminated from the program.

Academic Progression Policy

In order to successfully complete a course/term, the student must obtain an overall average of 75% for that course/term. In addition, for the VN Program, students in Term I must obtain an overall average of 75% AND pass the Fundamentals of Nursing course. Moreover, in order to pass a course/term, the student must pass both theory and clinical portions of the course/term, and obtain at least 75% final grade. A student who fails either the theory or clinical component of a course is required to repeat the entire course (theory and clinical) on the basis of space availability, paying the prevailing tuition rate per hour.

For the VN Program, in order to successfully complete Terms 3 and 5, students must pass the Comprehensive Examinations administered by PCN, LA. A student who does not pass the comprehensive examination at the end of Term 3 will be required to take an alternate comprehensive examination. If the student is not successful in passing the alternate comprehensive examination, he/she will not be eligible to continue to the next term, will be terminated, and will be required to repeat Term 3. Upon the term completion, student will retake the Comprehensive Exam to determine whether he/she will be allowed to progress to the next term.

A student who does not pass the comprehensive examination at the end of Term 5 will be required to pass an alternate comprehensive examination with a grade of 75% or higher. If the student does not pass the alternative comprehensive examination, he or she may receive the diploma only by passing a standardized comprehensive predictor examination, provided by PCN, LA with a score of 60% or higher.

If the student does not pass the standardized comprehensive predictor examination, he or she is required to repeat the term that precedes the examination (Term 5) based on space availability, and will be required to pay the previously agreed tuition rate for the repeated term. The Student is given only one opportunity to repeat the term 5. After repeating the previous term, should the student still be unable to pass the standardized comprehensive predictor examination, he or she will be required to repeat the entire Vocational Nursing program of the college, and will be required to pay the prevailing tuition fee.

Repetition of a Course/Term

Students who do not successfully complete a course/term with the minimum pass grade, or fail to pass a required component of the term will be terminated from the program and will be required to repeat the whole course/term, paying the prevailing tuition rate per hour, if they wish to complete their course of study.

Repeaters are subject to space availability. Although the school will make every attempt to allow a student to repeat a failed course/term during the next session when the same course/term is offered, it may be necessary for a student to wait one or more sessions for the opportunity to repeat a course. A student repeating a course or term must begin the course on the first day, and attend all sessions until the completion of the entire course or term, including both the theory and clinical components of the program, concurrently.

Graduation Requirements

Certificates of Completion are awarded in the program of choice (Vocational Nursing or Nursing Assistant/Home Health Aide) to students who complete all course work with a minimum of 75% grade and the required total number of hours (1550 for VN or 190 NA/HHA) of the program in no more than 150% of the total number of hours in the program. All students must meet the following requirements prior to his or her graduation:

- 1) Successfully complete all specified requirements set forth in the school catalog for the program enrolled within the time limit;
- 2) Settle all financial obligations with the Finance office / Financial Aid Office;
- 3) Successfully pass the Program Assessment Exam;
- 4) Successfully pass the Comprehensive Examination (VN Program only);

• Program Assessment Exam

The Program Assessment Exam (PAE) is a comprehensive exam designed as a tool to evaluate the level of attainment of the information disseminated throughout the program. This exam is given to the students after successful completion of all terms and for the VN Program, after the Comprehensive Exam.

The result of this exam is not utilized to measure the student's academic achievement/progress. PCN, LA utilizes it to assess the program, identifying the areas in need of strength for the following classes. Students are required to take the PAE as a requirement for completion of the program. Students who do not take the exam will not be eligible to receive their certificates of completion until the exam is taken.

• Comprehensive Examination – VN Program only

PCN, LA, initiates programs that measure student progress toward educational goals, determines academic progress, improves teaching and learning, and evaluates institutional effectiveness. One method common to all courses offered at PCN, LA is the comprehensive/final examination given at the end of the program. However, for the vocational nursing program, specific comprehensive examinations are given at the end of Term 3 and 5 for the following reasons:

- a. To determine if the student has attained the theoretical and clinical objectives successfully;
- b. To determine the ability of the student to proceed to the next term; and
- c. Term V, to determine the strengths, weaknesses and eligibility of the student for graduation prior to taking the NCLEX-PN[®] examination.

The student must pass the Comprehensive Examinations administered by the PCN, LA at the conclusion of Term 3 and Term 5 with a grade of 75% or higher. Students are only allowed to proceed to the following term (Term 4) after successfully passing the comprehensive examination at the end of Term 3, and are eligible to graduate from the program after successfully passing the comprehensive examination at the end of Term 5. If a student does not pass the comprehensive examination at the end of Term 3 he/she will be required to take an alternate comprehensive examination. If the student is not successful in passing the alternate comprehensive examination, then the student will not be eligible to continue to the next term, but may be eligible to repeat Term 3, and upon its completion, retake the Comprehensive Exam to determine whether he/she will be allowed to progress to the next term.

Remediation

A student who fails to achieve the minimum satisfactory grade of 75% during a course will be entitled to remediate it. Remediation consists of meeting with the instructor to obtain advisement on how to improve on that particular subject, according to his/her individual academic needs. The student is also required to obtain from the Education Department the date when he/she will retake the exam. That date is approximately one week after the grade has been released, but it is the student's responsibility to follow-up with the Education Department to obtain the precise date when the retake test will take place. There is no remediation for the clinical portion of the courses.

The remediation policy establishes that the maximum score the student may obtain on that retake is 75%. In other words, if a student passes the remediation examination achieving a grade of 75% or above, his/her record would reflect a passing score of 75%.

If the student fails the remediation examination, achieving a grade lower than 75%, he/she will then receive whichever is the higher of the two grades (original failed grade or the remediation examination grade). Both the original and remediation grades would be reflected on student's transcript of records. Students are allowed two (2) total remediations or one (1) failed remediation for each term. If the student requires remediation for the second time, he/she will be placed on probation until the end of the term.

While on probation, any additional failing grade during a course will prompt the student's immediate termination from the program and the student will be required to repeat the Term. If the student incurs one failed remediation, he/she will be placed on probation; any additional failing grade in a course will prompt the student's immediate termination from the Term and the student is required to repeat the Term.

Probation Policy

Students may be placed on probation for excessive absenteeism (attendance probation), failure to maintain satisfactory academic progress (academic performance probation), excessive remediation, excessive make-ups, and for not observing the school policies, described in this catalog (behavior probation and financial probation). A student on probation remains eligible for Title IV funds. The probation periods described in the policies below may be extended at the discretion of the school director.

• For Attendance

There is a limit of 6 attendance (for absence or tardiness) probations that a student may incur during the VN Program. If a student exceeds this number, he/she will be subject to termination from the program.

- **Due to Absences** – A student will be placed on attendance probation if he/she misses any two class sessions within any 30 day period, which starts counting upon occurrence of the first absence. The student will remain on probation for 30 days, or until the end of the term, whichever occurs earlier. At the end of the probation period, should the student have no further absences, he/she will be off probation. If during the same period the student incurs another absence, the student will be subject to termination/dismissal from the program.
- **Due to Tardiness** – Upon the 6th tardy in a 30 day period, the student will be placed on probation for 30 days or until the end of the term, whichever is earlier. During this period, the student will not be allowed to incur any further tardy marks, or will be terminated from the program.

• For Academic Performance

PCN, LA's remediation policy establishes that students are entitled to up to 2 remediations per term. A student may have only 1 failed remediation per term (please see details of the remediation policy in this catalog).

When a student requires remediation for the second time or if the student incurs one failed remediation during a term of the program, he/she will be placed on academic probation until the end of the term. While on probation, any additional failing grade during a course will prompt the student to immediate termination from the program, and the student will be required to repeat the Term if he/she wishes to continue their course of study. If the student incurs one failed remediation, he/she will be placed on probation; any additional failing grade in a course will prompt the student's immediate termination from the Term and the student is required to repeat the Term.

The student will be notified in writing that he/she is in probation, and advised by the College Dean, or designee of the steps to be taken to be off-probation, including additional tutoring to avoid any further failing grades. During the probation period, the student is not allowed to fail any further courses, or will be subject to termination/dismissal from the program. Additionally, the student may be placed on probation when he/she does not meet the minimum passing standards of clinical objectives during the clinical course.

• For Excessive Remediation

According to the remediation policy described in this catalog, students are allowed two (2) total remediations or one (1) failed remediation for each term. Students reaching that limit will be placed on probation until the end of the term. During the probation period, the student will not be allowed any further remediation, as the 3rd remediation or 2nd failed remediation is cause for termination from the program. Should the student be in compliance with the probation terms at the end of the probation period, the student will be removed from probationary status.

• For Excessive Make-ups

According to this catalog's policy of make-ups for missing tests, there is a limit of 2 make-ups per term. Students incurring the 2nd make-up on a specific term will be placed on probation until the end of the term. During the probation period, the student will not be allowed to miss and make-up any further tests, as the 3rd make up on the same term will cause the student to be terminated from the program. Should the student be in compliance with the probation terms at the end of the probation period, the student will be removed from probationary status.

• For Behavior

A student may be placed on probation if his/her behavior does not conform to the policies instituted in the school's catalog, including but not limited to:

- Failure to observe any of the standards for student conduct
- Failure to comply with the financial obligations contracted with the school
- Violation of policy regarding test taking environment

Students who are in violation of any of the school's policies will be placed on probation for 30 days or until the end of the term. During the probation period, if the student incurs additional violation of standards of conduct or does not comply with the terms of the probation, he/she may be terminated (violation of standard of conduct) or suspended (financial obligations) from the program. There is a limit of 3 probations the student is allowed to have for behavior issues in the entire program. Should another violation be incurred, the student will be subject to termination from the program.

• For Academic Dishonesty

Any form of academic dishonesty is repudiated and unacceptable at PCN, LA. This includes but is not limited to:

- furnishing false information to school officials, staff or faculty members;
- forgery, alteration, or misuse of a school document, key, or identification instrument;
- Misrepresenting self to be an authorized agent of the school or one of its auxiliaries.

Cheating is one of the forms of academic dishonesty. Any student found cheating is subject to disciplinary actions, including termination from the program. In addition to the sanctions described above, the student will receive a grade "zero" on the test, quiz, homework, care plan, or case study and will not be granted the opportunity to make up or remediate.

When a student is unsure whether certain actions constitute cheating, it is the responsibility of the student to clarify the matter with administration. Examples of cheating include, but are not limited to the following situations:

1. Any sharing of information about content areas or specific questions covered on another group's test or a test yet to be taken;
2. Any solicitation of information from another student regarding test content, (regardless of when taken); the procurement of test materials from another student or another campus;
3. Reading any information an instructor or administrator has left on a desk or podium and not intended for student distribution;
4. Inappropriate behavior during an examination (such as looking at another student's paper, any talking or whispering, any body language signals, or any information available to a student to improve performance such as crib notes on the body, notes hidden in a bathroom or classroom, notes hidden in a Kleenex, etc.)
5. Plagiarizing, copying, or reprinting the homework of another student.

- **Financial Probation** – (see policy under Financial Information)

Suspension

A student will be suspended from his/her program if, at the discretion of the School Director, Director of Nursing Education, or the College Dean, the school concludes for the need to investigate a matter involving the student's conduct before making a determination of disciplinary consequence to be applicable to the student. Suspension may also be applicable in case a student does not comply with the terms of the financial probation.

In these cases, the student may be suspended for up to two (2) days (theory or clinical). Within the suspension period, the student will be officially advised by means of a letter of the result of the investigation and the sanction (i.e. probation, termination), if any, that will be applied.

While suspended, the student will not be allowed to attend either theory or clinical sessions, take tests or any further assignments until final determination from the school administration. A suspended student will incur absences during the suspension period. Please refer to the Attendance policy for more details.

Dismissal Policy

A student who is terminated from the term or the program may request to join the next class based on the school's re-admission policy. A student may be subject to termination if he/she:

- Is not able to maintain satisfactory academic progress, and is not able to meet the requirements to be off his/her academic probation.
- Exceeds the number of absences allowed within a 30 day period;
- Exceeds the number of attendance probations permitted per program;
- Exceeds the number of behavior probations permitted per program;
- Is unable to conduct himself/herself in a professional manner in the classroom and/or clinical session;
- Fails to observe the school's standard of conduct;
- Misuses school property/equipment;
- Fails to provide any type of documentation as required by the school (background check, drug test, etc.);
- Fails the drug tests as stated in the drug testing policy described in this catalog;
- Incurs any conduct that may be categorized as academic dishonesty as described in the standards of conduct;
- Exceeds the limit of two (2) remediated theory/clinical subjects or one (1) failed remediation in one term - please refer to remediation policy described in this catalog;
- Fails to comply with the financial obligations as stipulated in the enrollment agreement or financial probation.

Leave of Absence

A student may be granted a leave of absence for a variety of reasons. This period of leave for the student may be excluded from the maximum time frame in which an individual student will be expected to complete the program.

Students who are unable to attend school due to mitigating circumstances may request a Leave of Absence. The School Dean shall determine whether to grant a Leave of Absence, with the approval of the School Director. A Leave of Absence will be granted only when the following mitigating circumstances exist: 1) compulsory military service; 2) medical issues, 3) maternity; 4) other personal reasons. No leave of absence shall be granted for a period of time longer than one hundred and eighty days (180) days. No more than two (2) Leaves of Absence may be granted per year.

Students should be aware that the length of their program may be longer than the time indicated on the enrollment agreement if they are permitted to take a leave in the middle of the program. A student who fails to return from a Leave of Absence will be withdrawn from the institution on the date the student was expected to return from the leave. The date of withdrawal for purposes of calculating any refund due and for financial aid purposes will be the last date of attendance. After being withdrawn, the student may re-enroll in the program in accordance with the Re-Admission policy and other applicable requirements as outlined in the Catalog. Absences incurred prior to the request for a Leave of Absence will not be included in the leave of absence period.

Requests for a Leave of Absence must be made in writing and in person to the College Dean. The request must state the reason for the request (nature of the emergency), the expected date of return, and it must be signed by the student and dated. In cases of unforeseen circumstances, a student may place a telephone call requesting the Leave of Absence, but this communication must be followed by a written request for the leave. The Leave of Absence will only be approved if the reason is deemed sufficient and there is a reasonable expectation that the student will return. Satisfactory Academic Progress will not be affected for students approved leave of absence.

A student receiving a Federal student loan must see the Financial Aid Director before receiving approval to determine if and what impact the Leave of Absence will have on the terms and conditions of the student's loan. If a student does not return from a Leave of Absence, there are consequences that may result regarding the student's loan repayment terms. One possible consequence is that a student's grace period for a Title IV program loan might be exhausted, which will affect a student's grace period.

GRIEVANCE INFORMATION

Grievance Policy

PCN, LA subscribes to the principles of fairness in academic-related decisions. Any student with a complaint or grievance regarding any aspect of his or her instruction at the PCN, LA, is encouraged to resolve problems and complaints informally. This policy encourages responsibility and accountability for both student and faculty or staff member(s). If resolution of the issues cannot occur, formal grievance procedures are available as follows:

Step 1: Make an appointment to discuss the matter with the Instructor of the course or with the person whom the student has the complaint in question within seven (7) days of the event. If a satisfactory result is not achieved, proceed to step 2.

Step 2: Make an appointment to discuss the matter with the Program Director or College Dean within 14 days of the event. The student will be notified by verbal or written response within 7 days. If satisfactory result is not achieved, proceed to step 3.

Step 3: When a satisfactory resolution is not reached at this point, the case is then brought to the School Director. The student will be notified by verbal or written response within 7 days.

A complaint logbook for tracking formal complaints is kept within the school director's office with the details of its resolutions.

In the event that the problem(s) is not resolved, the student has the right to send his/her complaints to:

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043
Phone: (703) 917-9503
www.abhes.org

Conflicts Related to Grades

In compliance with Section 76224(a) of the California Education Code and Section 55760(a) of the California Code of Regulation, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of a mistake, fraud, bad faith, or incompetence, shall be final.

In case of mistake, fraud, bad faith or incompetence, students have up to 7 days from the date the grade has been received to place a dispute. After a grade has been reported to the registrar's office, it becomes official and is considered final.

Appeal Process for Probation

Students aggrieved by the Program Director's action may appeal such action directly to the School Director within seven (7) days of the probation. After hearing the student's grievance and consulting with the Program Director, the School Director will issue an opinion either in writing appropriate to the situation in question. If the student is not satisfied, the student may appeal to the Academic Committee within 7 days, by sending a letter addressed to the School Academic Committee.

Appeal for Suspension and Termination

Students who wish to appeal a suspension or termination must submit a letter to the School Director within seven (7) calendar days of the suspension or termination notification. The appeal letter should describe any extenuating circumstances that the student feels may deserve further consideration.

The School Director and will assess all appeals and make a decision within seven (7) calendar days of the school's receipt of the appeal. The decision will be final. Should the decision be in favor of the student, he/she will be reinstated on the next class reaching the same point of the program that the student last completed successfully.

Students reinstated upon appeal will be on a probationary status for the next 30 days (evaluation period), during which time they must meet the terms and conditions set out in the letter granting the appeal.

Questions and/or Complaints of Student or of the General Public And Contact Information

Any questions a student may have regarding this School Catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833-0818; (web site: www.bppe.ca.gov); Telephone: (916) 431-6959 and Fax number (916) 263-1987.

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

BVNPT Contact Information

VN students have the right to contact the BVNPT with their concerns.
BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2945
Telephone (916) 263-7800
Fax (916) 263-7859 www.bvnpt.ca.gov

BPPE Contact Information

The Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833,
Phone: (916) 431-6959
Fax: (916)-263-1987 www.bppe.ca.gov

ABHES Contact Information

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043
Phone: (703) 917-9503 www.abhes.org

ACADEMIC PROGRAMS

PCN, LA offers the following ABHES Accredited programs:

- | | |
|---|------------|
| 1. Vocational Nursing Program (VN) | 1550 Hours |
| 2. Nurse Assistant & Home Health Aide Training (NA-HHA) | 190 Hours |

1. Vocational Nursing Program (residential) – 1550 clock hours

Full-Time: 47 weeks
Part-Time: 75 weeks

Program Description: PCN, LA's Vocational Nursing Program is designed to impart the basic knowledge and demonstrative ability necessary for students to assume entry level employment as a Licensed Vocational Nurse (VN), working under the direction, guidance and supervision of a Registered Nurse and/or a licensed physician. Classroom topics are correlated with clinical experiences. Clinical experiences will be obtained from State Board approved healthcare facilities. Skills laboratory sessions are considered part of clinical. In skills laboratory sessions students will develop the knowledge, skills, and abilities necessary to care for patients of all ages in current healthcare settings.

Upon successful completion of the program, the graduate is eligible to take the NCLEX-PN[®] (National Council Licensure Examination for Practical Nurses) to obtain licensure, as required for the practice of nursing.

Upon successful completion of the program, graduates may obtain employment as:

- Vocational Nurse (CIP 2010 # 51.3901; SOC # 29-2061; O-NET # 29-2061.00)

Program Objectives: Upon completion of the program, the vocational nursing student will be able to:

1. Recognize change, identify the abnormal, and collect data in the assessment of patient's needs.
2. Practice well established and standard-nursing techniques based on laws, regulations, literature and policy of the employment facility.
3. Provide care to patients in accordance with the physician's orders and the nursing care plan.
4. Plan, implement and evaluate patient's needs by applying the basic principles of safe nursing practice.
5. Contribute to the development of the nursing care plan through observation and communication of the individual need of the patient for restorative and maintenance of optimal health.
6. Use problem-solving skills to meet the common acute and chronic health needs of patients.
7. Apply knowledge, as interpreted in the curriculum just completed, physical and psychosocial variables, which influence the needs of the patient.
8. Communicate with patients, families, co-workers, team and community, using effective techniques to establish, maintain and enhance personal relationships.
9. Successfully pass the NCLEX-PN[®] State Board examinations.

Program Schedule:

Vocational Nursing Program		
Program Schedule:	Lecture & Skills	Clinical Hours
Full-Time A: Day Program	Monday - Friday 9:00 am - 3:30 pm	Monday - Friday 6:45 am - 3:15 pm or 2:45 pm - 11:15 pm
Full-Time B: Evening Program	Monday - Friday 4:00 pm - 10:30 pm	Monday - Friday 6:45 am - 3:15 pm or 2:45 pm - 11:15 pm
Full-Time C: Evening Program	Monday - Friday 4:00 pm - 10:30 pm	Monday - Friday 6:45 am - 3:15 pm or 2:45 pm - 11:15 pm
Part-Time A: Evening Program	Monday & Wednesday 6:00 pm - 9:00 pm Saturday & Sunday 9:00 am - 3:30 pm	Saturday & Sunday 6:45 am - 3:15pm or 2:45 pm - 11:15 pm
Part-Time B: Evening Program	Tuesday & Thursday 6:00 pm - 9:00 pm Saturday & Sunday 9:00 am - 3:30 pm	Saturday & Sunday 6:45 am - 3:15pm or 2:45 pm - 11:15 pm
Part-Time C: Day Program	Friday, Saturday & Sunday 9:00 am - 3:30 pm	Saturday & Sunday 6:45 am - 3:15pm or 2:45 pm - 11:15 pm

Prerequisite: None

- **FUNDAMENTALS OF NURSING**

This course offers skills and knowledge that serve to be foundation in the practice of nursing. Learning modules include History of Nursing, Legal Aspects, Basic Human Needs, Body Mechanics, Personal Hygiene, Communication, Nursing Process, Nursing Assessment, Nursing Care Plan, Patient Education, Safety, Infection Control, basic comfort measures such as Personal Hygiene, Positioning, Heat and Cold Applications and other common nursing procedures, and client concerns such as advances directives, organ donations and significant health care trends. In the clinical setting, the student will demonstrate safety and competency when providing client(s) with basic nursing care.

Total Hours: 223 Theory 70 hours / Skills Laboratory 57 hours / Clinical 96 hours

Prerequisites: None

- **PHARMACOLOGY**

This course provides important background knowledge relating to drug administration and the role and responsibilities of the nurse. Drug calculation and related mathematics are demonstrated and practiced. The learner will be given several opportunities to develop the skill in drug calculation and medication administration. In the clinical area, the student will administer medications safely and competently.

Total Hours: 113 Theory 54 hours / Skills Laboratory 27 hours / Clinical 32 hours

Prerequisite: Fundamentals of Nursing

- **MEDICAL-SURGICAL NURSING I**

Medical Surgical Nursing I is an extensive course of common diseases and disorders. This course includes disease process, nursing process, medical management and other aspects of client care, such as, prevention of complications, health education, health promotion and maintenance, and client education. Medical-Surgical Nursing I is presented as aggregation of topics from Geriatric Nursing, Emergency Nursing, Care of Surgical Patients, and Communicable Diseases. Students will be able to provide competent and safe basic nursing care to clients with medical-surgical conditions.

Total Hours: 189 Theory 48 hours / Skills Laboratory 21 hours / Clinical 120 hours

Prerequisites: Fundamentals of Nursing, Pharmacology

- **MEDICAL-SURGICAL NURSING II**

Medical Surgical Nursing II is an extensive course of common diseases and disorders of different systems to include Integumentary System, Musculoskeletal System, Respiratory System, Cardiovascular System, Hematopoietic and Lymphatic Systems. The course is designed to provide learners with knowledge, skills and understanding of disease processes, nursing process, medical and nursing management and other aspects of client care, such as, health promotion, prevention of complications, health education, and health maintenance. In the clinical area, the students will utilize the nursing process relation to provision of direct patient care. Students will be able to provide competent and safe basic nursing care to clients with medical-surgical II conditions.

Total Hours: 312 Theory 102 hours / Skills Laboratory 42 hours / Clinical 168 hours

Prerequisites: Fundamentals of Nursing, Pharmacology, Medical-Surgical Nursing I

- **MEDICAL-SURGICAL NURSING III**

Medical Surgical Nursing III is an extensive course of common diseases and disorders of different systems to include Gastrointestinal System, Nervous System, Sensory System, Rehabilitative Nursing, and Oncology and Hospice. The course is designed to provide learners with knowledge, skills and understanding of disease processes, nursing processes, nursing management and other aspects of client care such as health promotion, prevention of complications, health education, and health maintenance. In the clinical area, the students will utilize the nursing processes in relation to providing direct patient care. Students will be able to provide competent and safe basic nursing care to clients with medical-surgical conditions.

Total Hours: 272 Theory 90 hours / Skills Laboratory 14 hours / Clinical 168 hours

Prerequisites: Fundamentals of Nursing, Pharmacology, Medical-Surgical Nursing I & II

- **LEADERSHIP AND SUPERVISION**

Knowledge needed for leadership and supervision role and responsibilities in the health care field are presented to the learner. Topics covered are Leadership and Expanding role of the Licensed Vocational Nurse, Styles of Leadership, Management, Team Building, Knowledge and Skills Needed for Leadership, Assigning and Delegating Tasks and Common Problems Encountered as LVN Charge Nurse. The clinical component provides opportunity to demonstrate leadership skills competence and confidence.

Total Hours: 42 Theory 18 hours / Skills Laboratory 0 hours / Clinical 24 hours

Prerequisites: Fundamentals of Nursing, Pharmacology, Medical-Surgical Nursing I, II & III

7. Understand the differences between working for a hospital, long-term facility, continuing care facility and as an aide at a home health agency.
8. Take the Nursing Assistant Certification Exam provided by the Department of Health Services according to the American Red Cross standards.

Program Schedule:

▪ Full-Time A: Monday-Friday	Theory: 9:00 am – 3:30 pm	Clinical: 6:45 am – 3:15pm
▪ Part-Time A: Saturday-Sunday	Theory: 9:00 am – 3:30 pm	Clinical: 6:45 am – 3:15pm
▪ Part-Time B: Twice a week	Theory: 9:00 am – 3:30 pm	Clinical: 6:45 am – 3:15pm

Course Descriptions:

- Nursing Assistant Training

This course is focused on teaching assessment and technical nursing skills required for nursing care in a variety of client care settings. Students will be exposed to theory sessions, where they will learn the regulations pertaining to the Nursing Assistant profession (Title 22), HIPAA, and will obtain practical training that will prepare them for the State Certification Examination.

Total hours: 150 Lecture: 50 Hours / Clinical: 100

Prerequisite: None

- Home Health Aide Training

In this course, the student will learn the roles and responsibilities of a home health aide. The course will identify the difference between working for a hospital, long-term facility, continuing care facility and as an aide at a home health agency.

Total Hours: 40 Lecture: 20 Hours / Clinical: 20 Hours

Prerequisite: Introduction to Technical Nursing Skills

RECORDS DEPARTMENT INFORMATION

Records Retention Statement

Enrollees are advised and cautioned that State Law requires this educational institution to maintain school and student records for a five-year period and transcripts indefinitely. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This ensures that only authorized individuals have access to specific information requested.

Transcripts of Record Policy

Transcripts are issued by the Registrar's Office only at the written request of the student concerned, unless requested by lawful court order. All transcript requests must be signed by the student who owns the student record. The Registrar's Office releases academic record transcripts in compliance with the Family Educational Rights and Privacy Act ([FERPA](#)).

Upon completion of the program, each student is issued a one-time, free of charge transcript of record. Any subsequent transcript request carries a charge of \$10.00, which should be submitted in check form enclosed with the requisition letter and clearance form. Normal processing time for the request is seven (7) days. A rush order takes three (3) days from the date received by the Registrar with additional cost to total \$15.00. No transcript will be released unless all indebtedness to the college has been satisfied.

If you are submitting a request by mail, address the envelope to the attention of the Registrar's Office. Checks or money orders should be made out to **Preferred College of Nursing, LA**. Please read additional instructions listed below.

Information needed for all faxed/mailed Transcript Requests:

1. All requests should be in writing
2. Full name while attending
3. Student ID (optional)

4. Date of Birth
5. Your current address and phone number
6. Dates of attendance
7. Address transcript is to be sent to
8. Signature and date
9. Fill out one request for each person or institution to which transcript is to be sent
10. Fee of \$10.00 per copy, person, department or institution

To all graduates and non-graduating students, clearance from all four (4) Departments i.e. Finance, Program Director, Registrar & CEO must be obtained before we can release any Transcript of Records.

- Certification of Official Transcripts

All official transcripts carry the signatures of three (3) school officials and the date signed.

In addition to its signature, to verify authenticity, the official school printed logo should appear in the box provided with the appropriate required raised seal.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA), is a federal law that protects the privacy of student's educational records. Only PCN, LA's officials with legitimate educational interest (School Director, Dean, Admissions Director, Financial Aid Director, Instructors, and/or Administrative Assistants) have access to student records without student consent.

PCN LA may disclose personally identifiable information without student consent to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

At PCN, LA, parents of dependent students (as defined by the IRS) are not allowed access to student education records without student consent.

Students have the following rights regarding education records:

- The right to access educational records kept by the school within 45 days of request
- The right to demand educational records be disclosed only with student consent
- The right to consent to or withhold disclosure of personally identifiable information
- The right to amend educational records
- The right to file complaints against an educational institution, including PCN, LA for disclosing educational records in violation of FERPA
- The right to know about the purpose, content, and location of information kept as a part of their educational records.
- The right to confidentiality of educational records unless the student gives permission to their educational institution to disclose such information.

Any record that contains personally identifiable information that is directly related to the student is an educational record that includes but not limited to records kept by the school in student files and student database system kept in storage devices such as servers, recordings or broadcasts, which may include student projects.

The following items are not considered educational records:

- Private notes from individual staff or faculty, not kept in student advising folders
- Campus police records
- Medical records
- Statistical data compilations that contain no mention of personally identifiable information about any specific student

Some information contained in student's educational records is considered directory information. Educational institutions, including PCN, LA, may disclose directory information without the written consent of the student.

However, students have the right to restrict the release of directory information. To restrict Directory Information the student must submit a formal request to the educational institution, here at PCN, LA, to limit disclosure.

Directory information may include:

- Name and Address
- Phone number and email address
- Dates of attendance
- Degree/Certificate(s) awarded
- Enrollment status
- Major Field of study

Non-directory information is any educational record not considered directory information. Non-directory information must not be released to any third party, including parents of the student, without the prior written consent of the student. Furthermore, faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include:

- Social security numbers
- Student identification number
- Race, ethnicity, and/or nationality
- Gender
- Transcripts/ Grade Reports

Transcripts are non-directory information and therefore, are a protected part of educational records. Students have the right to privacy regarding academic records (transcripts) held by PCN, LA where third parties seek copies of academic records (transcript). The school requires that students submit a written request to have transcripts sent to any third party, as the privilege of privacy of this information is held by the student.

Students may inspect and review their educational records upon completion of the forms provided by the records department. A student desiring to review his/her records should submit to the Director a written request, which identifies, as precisely as possible, the record or records he/she wishes to inspect. If, after reviewing the records, the student finds that they contain errors or are inaccurate or misleading, he/she may request that the records be amended. If the institution does not agree with the student's position, he/she may request that a hearing be held. If the student feels that the institution has not followed the federal rules under the Family Education Rights Privacy Act, he/she may write to the United States Department of Education.

PCN, LA maintains a record of each request (who and why) for access to and disclosure of personally identifiable information without written consent from student. Students have the right to file a complaint with the U.S. Department of Education.

FERPA Contact Information:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605
Phone – 202-260-3387

FINANCIAL INFORMATION

Financial Stability Statement

Preferred College of Nursing, LA does not have any pending petition for bankruptcy, or operating as a debtor in possession, or has filed a petition within the preceding five years, or has had 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.).

Tuition and Fees*

Students should pay all required fees in accordance with stated policies or initiate arrangements with the Financial Office.

The fees listed are subject to change.

PROGRAMS	Registration	Tuition	ID Badge	Review Testing Package	Textbooks	Lab Equipment	STRF	TOTAL CHARGES
Vocational Nursing	\$100**	\$23,235.50	Inc.	Inc.	Inc.	Inc.	\$57.50	\$23,393..00
Vocational Nursing Program: Additional Fees not Covered by the Institution include: Malpractice Insurance; Criminal Background check; Physical Exam, Chest X-ray, MMR, Varicella, Hep. B Vaccination, tetanus Shot, Vital Signs Equipment and 1 uniform; AHA CPR***; LAFD Fire Safety**** Class (approx.. \$660.50)								
Nursing Assistant/ Home Health Aide	\$100**	\$1,266.50	Inc.	NA	Inc.	Inc.	\$2.50	\$1,369.00
NA-HHA Training Program: Additional fees not covered by The Institution include: Physical Exam; Chest X-Ray; AHA CPR***; Vital Signs Equipment and 1 uniform (approx. \$370.00)								
*Tuition and Fees are subject to change with advance notice. **For Registration Fee, see pg. 26 of the School Catalog: Student's Right to Cancel. *** AHA CPR Class may be taken in campus or other qualified locations. **** LAFD Fire Safety Class may be taken in campus or other qualified locations.								

Tuition and Scholarship Policy; Payment Plans

Tuition is charged in accordance with the program in which you are enrolled. The school is currently approved to offer federal financial aid.

For those who qualify, Pell Grants or other federal financial aid may be available to cover the cost of tuition. Others may want to consider private student loans. For more information, please contact the Financial Aid Director. In addition, the school has payment plans to meet the various needs of our students. Scheduled tuition payments are mailed or emailed directly to students.

To learn more, contact the Finance Office or Financial Aid Director. Currently the school does not offer a formal scholarship program. However, institutional personnel are familiar with public funding sources and their requirements. Financial Aid personnel will provide this information to students interested in financial assistance. PCN, LA requires that a student's balance be paid in full before they are allowed to graduate. PCN, LA accepts cash, cashier's check, and money order as the methods of student payment.

All Non-Title IV students must pay a down payment before enrolling in the program. Tuition for all classes is due every first (1st) of the month after the first day of class. If a class starts after the 15th of the month, then the succeeding tuition is due the first (1st) day of the next month. The student has seven (7) days to comply with the monthly tuition deadline. For Non-Title IV students, see Refund Information (p.23) when a cancellation or withdrawal occurs.

When the student fails to pay their monthly tuition, he or she will be placed on financial probation by a school official designated by the Chief Financial Officer, after which the student has a final seven (7) days to make the late tuition payment in order to be removed from financial probation status.

While on financial probation, if the student fails to make the appropriate tuition payment, he or she will be suspended for 3 days. After the third (3rd) day of suspension, the student may be dismissed from the program.

The school will not provide grade or attendance reports, or transcripts for which the student has not made any payments, nor job placement assistance, subsequent enrollment, or any other student services until the student's account balance is current.

The Finance Office and/or Financial Aid Department is responsible for assisting students with all their financial aid and tuition financing questions. The Financial Aid Director can answer questions and provide information about federal financial aid programs, the application process, and related deadlines. Students can obtain loan and grant applications from this department. Appointments are recommended.

Student Tuition Recovery Fund – STRF

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

- You are a student, who is a California Resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program, or other payments 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 to you:

- You are not a California resident
- 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 Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students, attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

- The school closed before the course of instruction was completed.
- 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.
- 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.
- There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to the closure, the period of decline determined by the Bureau.
- An inability to collect on judgment against the institution for a violation of the Act.

Arbitration

Any dispute arising from enrollment at Preferred College of Nursing LA, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") of Los Angeles, California under its Commercial Rules. All determinations as to the scope, enforceability of this Arbitration Agreement shall be determined by the Arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

Financial Assistance Options 1 – 4

To provide ease in the student's financial burden, the Preferred College of Nursing LA offers financial aid options as described below:

- Option 1: Sallie Mae, Inc. – SLM Loan

Sallie Mae Financial Corporation requires all borrowers to be either citizens or permanent residents of the United States. Applicants must meet the credit requirements and have an annual income of at least twice the requested amount to be borrowed to be approved. Applicants are required to fill out applications in full, including two (2)

references. Additionally, applicants must submit a copy of his or her driver's license or CA ID, social security card, a green card (if applicable) and his or her most recent pay stub.

- Option 2: Direct Payment Plan

PCN, LA, offers a direct payment plan with no interest. Students using the Direct Payment Plan are required to make a down payment and sign a promissory note for the remaining balance, which is to be paid in monthly payments over the length of the program. Although this is a 'non-interest' bearing plan, any delinquent or late payments will be charged a monthly interest of 1.0%. All fees must be fully paid upon completion of the course. A student may be terminated from the program for non-compliance as stipulated in the signed tuition agreement contract.

- Option 3: Montgomery/GI Bill

In recognition, support, and appreciation to the men and women in the U.S. Armed Forces both domestically and internationally, we are proud to offer the following types of funding:

- Montgomery/GI Bill, Ch. 30 of Title 38, US Code
- Montgomery/GI Bill, Ch. 1606 of Title 10, US Code
- Reserve Educational Assistance Program (REAP), Ch. 1607 of Title 10, US Code
- Post-Vietnam Era Veteran's Educational Assistance Program, Ch. 32 of Title 38, US Code

Under Chapter 30, Active Duty members enroll and pay \$100 per month for 12 months; and are then entitled to receive a monthly education benefit once they have completed a minimum service obligation. Under Chapter 1606, a reservist must be actively drilling and have a 6-year obligation in the Selected Reserve to be eligible.

The Montgomery GI Bill - Selected Reserve program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard.

The Montgomery GI Bill - Active Duty, called "MGIB" for short, provides up to 36 months of education benefits to eligible veterans. You may be an eligible veteran if you have an Honorable Discharge, and you have a High School Diploma or GED or in some cases 12 hours of college credit. You can apply by visiting <http://www.gibill.va.gov/> and filling out the VA Form 22-1990.

- Option 4: Federal Financial Aid (**available only for VN Program**)

Effective June 14, 2010, Preferred College of Nursing, LA, was approved to participate in Federal student aid program included under Title IV of the Higher Education Act of 1965, the programs are commonly known as:

Grants

- Federal Pell Grant (Pell)

Loans

- Subsidized Federal Direct Loan
- Unsubsidized Federal Direct Loan
- Federal Direct PLUS Loan

The Federal Financial Aid program at PCN, LA provides assistance to students whose financial resources are insufficient to meet the full cost of their education, and who wishes to finance part of their educational costs with student loans. The Free Application for Federal Student Aid (FAFSA) is the first step in the financial aid process. The FAFSA is the foundation for grants and loan. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
- You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Federal Financial Aid Eligibility

To be eligible for federal financial aid, a student must meet these requirements:

- Not be enrolled in an elementary or secondary school.
- Be enrolled or accepted for enrollment as a regular student in an eligible program of study.
- Be enrolled at least halftime.

- Be a U.S. citizen or an eligible non-citizen. Verification of eligible non-citizen status is required.
- Maintain satisfactory academic progress in a program of study.
- Not currently be in default on any Title IV student loan, or owe repayment on any Title IV received for attendance at the school or any other institution and sign a certification to that effect.
- File with the school a signed statement of educational purpose stating that all funds received from the Title IV programs will be used solely for educational or educationally related purposes.
- Be registered with the Selective Service (if required.)
- Not have borrowed in excess of the aggregate loan limits.
- Have a high school diploma or the equivalent or demonstrate the ability to benefit.
- Not have had eligibility for Federal benefits suspended or terminated because of a drug-related conviction.
- Meet any program-specific eligibility criteria, including demonstration of need.

Application for Financial Aid

To apply for financial aid, a student must do the following:

- Complete the *Free Application for Federal Student Aid* (FAFSA) on FAFSA@ed.gov for a Federal need or non-need based loan.
- Submit his/her federal income tax return for the most recent tax year or submit a non-filing statement, if requested.
- Complete the Federal Direct Loan Master Promissory Note and Entrance Counseling at: www.StudentLoans.gov.

Since financial aid funding is not guaranteed from one award year to the next, students must re-apply for every academic year. The academic year is primarily defined by the College and may vary from one student to another. There are many factors that are taken into account when awarding and disbursing financial aid. Unless an applicant can establish independent status, he/she must provide parental information on the FAFSA and provide copies of their parents' tax returns, if requested.

Independent Status

Students who apply as independent may be required to provide the Financial Aid Department with documentation validating their status. A student is automatically independent during the 2011-2012 award years if he/she meets one of the following criteria:

- Was born before January 1, 1987.
- Is married.
- Is currently serving on active duty in the U.S. Armed Forces for purposes other than training.
- Have children who receive more than half of their support from the student.
- Has a dependent (other than his/her children or spouse) who live with him/her and who receive more than half of their support from him/her now and thru June 30, 2011.
- At any time since the age of 13, where both parents are deceased, were in foster care, or ward of the court.
- Is an emancipated minor.
- Is under legal guardianship.
- As of July 1, 2009, determined as homeless *See definition in the FAFSA

An applicant may be requested to provide supporting documentation for proving independence.

Verification

Verification is the process of checking the accuracy of the information a student has provided in order to minimize errors when they apply for financial aid. Verification is a requirement only for students selected by the U.S. Department of Education; however, the school may also select students for institutional verification. Documents requested must be provided within 15 days of notification. No financial aid disbursements can be made until verification is completed. If verification is not completed within 15 days, the student's financial aid may be canceled and the student will be asked to make arrangements for payment of tuition without consideration of financial assistance. The student will be notified if the results of verification change the student's scheduled award.

Financial Assistance

The majority of financial assistance to students is available through federal (Title IV) programs. Two types of assistance are offered: (1) Need-based grants and loans and (2) non-need based loans. Assistance received from Federal financial aid programs must be used for educational purposes only.

Need Based Aid Eligibility

The individual student and the student's family have the primary responsibility for meeting the cost of education. The offer of assistance is based on both your family's demonstrated financial need and availability of funds. The school determines a family's financial need by use of the following formula:

$$\text{Financial Need} = \text{Cost of Attendance} - \text{Expected Family Contribution} - \text{Estimated Financial Assistance}$$

Cost of attendance is the sum of tuition, fees, books, supplies, room and board, transportation, personal expenses, and loan fees. Expected Family Contribution is the amount that a family can reasonably be expected to contribute toward that cost based on the evaluation of the student's financial aid application and supporting documentation. The school uses a standardized formula established by the California Student Aid Commission. Eligible students are notified of their eligibility on the Preliminary Award Letter and a Financial Aid Award Letter.

Non-Need Based Aid

Non-need based aid are loans available to students and families who do not qualify for need-based programs or who require funding beyond their need based awards. To ensure full consideration for all programs, students must apply for need-based aid at the same time or prior to application for non-need based aid.

Grants

Grants are funds that **do not have** to be repaid. Most grants are awarded on the basis of need. The grant programs include the Federal Pell Grant. A wide variety of other privately funded grants are available to students, but these grants need to be researched independently by the student.

Federal Pell Grant

This need-based grant can assist financially eligible students who desire to continue their education beyond high school. Each student is required, if applying for financial aid, to apply for a Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program.

Student Loans

Loans are borrowed money that **must be repaid**. Since loan terms are not all the same, it is important that each student keep track of the various loans and the specific obligations they have for repayment.

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

- **Types of Loans**

- a) **Federal Direct Student Loans – Stafford Loans (Subsidized and Unsubsidized)**

Stafford Loans are low interest loans made to the student by the U.S. Department of Education. The loan must be used to pay for educational expenses. Depending on a student's eligibility, this loan will either be subsidized or unsubsidized. If the loan is subsidized, the government will pay a subsidy on the loan by paying the interest on the loan on behalf of the

student during the period of time that the student is enrolled plus six months after their last date of attendance. The interest on an unsubsidized loan can be deferred while the student is enrolled in the school and for a period of six months after you leave school or drop below half-time.

The Federal government will allow independent students in their first year of study to borrow an additional unsubsidized amount of Stafford funds of \$6,000. This amount is beyond the initial amount of \$3,500 and can only be in the unsubsidized loan program. Dependent students in their first year of study can borrow an additional unsubsidized Stafford Funds of \$2000. This amount is beyond the initial amount of \$3,500. Disbursements are made in two equal payments during an academic year. The first-time borrower's a disbursement is made after 30 days of the start date, and midpoint of the academic year. The minimum repayment amount is \$50 per month with 5 to 10 years of repayment. The actual payment and schedule is determined by the total amount borrowed.

b) Federal Parent Loans for Undergraduate Students

The Federal PLUS Loan Program allows parents, with good credit histories, to borrow money to pay the educational expenses of dependent, undergraduate students enrolled at least half-time at an eligible institution. The interest rate on the PLUS Loan is 7.9 percent (%). Repayment on the PLUS Loan begins sixty (60) days after the final loan disbursement for the enrollment period in which the funds were borrowed.

The annual limit on a PLUS loan is the student's Cost of Attendance budget minus any other financial assistance received (including Stafford loan funds).

- Cost of Attendance (COA) – Estimated Financial Aid (EFA) = PLUS Loan Eligibility

Return of Title IV Funds Policy

Federal regulations (34CFR668.22) specify how PCN, LA must determine the amount of Title IV program assistance that the student earns if he or she withdraws from school. The Title IV programs PCN, LA participates in that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, and Federal Supplemental Education Opportunity Grants (FSEOG).

When a student withdraws during his/her payment period, the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on his/her behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance the student has earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period, the student earns 30% of the assistance originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, PCN, LA must get the student's permission (or parent's permission in the case of a PLUS Loan) before it can disburse them. The student may choose to decline some or all of the loan funds so that additional debt is not incurred. PCN, LA may automatically use all or a portion of the post-withdrawal disbursement (including loan funds, if acceptable by the student) for tuition and fees. For all other school charges, PCN, LA needs the permission of the student to use the post-withdrawal disbursement. If the student (or parent in the case of a PLUS Loan) does not give permission and there are additional post withdrawal funds, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student debt at the school. PCN, LA must also get the student's permission (or the parent's permission in the case of a PLUS Loan) before it can disburse directly to the student any Title IV grant funds that are part of a post-withdrawal disbursement.

There is some Title IV funds that the student was scheduled to receive that cannot be disbursed to the student once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before the student withdraws, the student will not receive any FFEL funds that he/she would have received had enrollment continued past the 30th day.

If the student receives (or school or parent on the student's behalf) excess Title IV program funds that must be returned, PCN, LA must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

PCN, LA must return this amount even if it did not keep this amount of the student's Title IV program funds. If PCN, LA is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or parent for a PLUS Loan) repays in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with PCN, LA or the Department of Education to return the unearned grant funds. The Title IV funds are returned in the following order:

1. Unsubsidized Federal Stafford Loans;
2. Subsidized Federal Stafford Loans;
3. Federal PLUS Loans;
4. Federal Pell Grants; and
5. Federal Supplemental Educational Opportunity Grant

The requirements for Title IV program funds when the student withdraws are separate from any refund policy of PCN, LA. Therefore, the student may still owe funds to PCN, LA to cover unpaid institutional charges. PCN, LA may also charge the student for any Title IV program funds that the school was required to return. If the student does not already know what PCN, LA's refund policy is the student can ask the Financial Aid department for a copy. The Financial Aid Department can also provide the student with the requirements and procedures for officially withdrawing from school.

If the student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243), TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Student Rights (FA Students)

Students who receive financial aid have certain rights. Those rights are:

- Written information on loan obligations, including loan consolidation and refinancing, and information on borrower rights and responsibilities.
- A copy of the promissory note and return of the note when the loan is paid in full.
- Information on interest rates, fees, the balance owed on loans, and a loan repayment schedule.
- Notification, if the loan is sold or transferred to a loan service.
- A grace period, if applicable and explanation of what that means.
- Prepayment of the loan without penalty.
- Deferment, if the borrower qualifies.
- Forbearance options, if eligible.

Student Responsibilities

A student who receives financial aid also has certain responsibilities. These responsibilities are:

- Repay the loan in accordance with the repayment schedule, and notify both the institution and lender of anything that affects ability to repay or eligibility for deferment or cancellation.
- Notify the lender if he/she graduates, withdraws, transfers to another institution, or changes name, address, phone, or Social Security number.
- Notify the lender if he/she fails to enroll for the period covered by the loan.
- Attend an exit loan-counseling interview before leaving the institution.

Entrance and Exit Interviews

Borrowing funds to pay educational expenses is a serious undertaking. These are funds that must be paid back to lenders participating in the Federal Government for students who receive a Direct Student Loan. Failure to repay Federal loans can have serious repercussions.

Preferred College of Nursing, LA counsels students in person regarding all loan information and student loan indebtedness. Students are given an entrance and exit interview regarding loan information and indebtedness to be certain the student understands the amount borrowed and the student's rights and responsibilities. To obtain a Direct Loan, an on line entrance counseling is mandated before completing a Master Promissory Note (MPN).

Financial Probation

Students who fail to pay their monthly tuition as agreed with PCN, LA will be placed on financial probation by a school official designated by the Chief Financial Officer for 7 days. The student who complies with the tuition payment deadline will be removed from financial probation status. However, failure to make the appropriate tuition payment may cause the student to be suspended and/or dismissed from the program.

CODE OF ETHICS

American Nurses Association Code of Ethics for Nurses (1976)

Preamble

The code for Nurses is based upon belief about the nature of individuals, nursing, health and society. Recipients and providers of nursing services are viewed as individuals and groups who possess basic rights and responsibilities, and whose values and circumstances command respect at all times. Nursing encompasses the promotion and restoration of health, the prevention of illness, and elimination of suffering. The statements in carrying of the Code and their interpretation provide guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the professional and quality in nursing care.

1. The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems.
2. The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.
5. The nurse maintains competence in nursing.
6. The nurse exercises informed judgment and uses individual competence and qualification as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
7. The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
8. The nurse participates in the profession's efforts to implement and improve standards of nursing.
9. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
10. The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.

The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

BVNPT POLICIES

Board of Vocational Nursing and Psychiatric Technicians Examiners Policy on Denial of Licensure

The California Board of Vocational Nursing and Psychiatric Technician Examiners protect the public by screening applicants for licensure to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions code section 475-497, 726, 2519-2522, NS 2875-2879. The law provides for denial of licensure for crimes or acts that are substantially related to nursing qualifications, functions or duties. A crime or act meets this criterion if, to a substantial degree, it indicates present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety or welfare.

The Board may deny licensure on the basis of:

- Being convicted of a crime substantially related to the practice of nursing.
- Committing any act involving dishonesty, fraud or deceit with intent to substantially benefit oneself or another, or to injure another substantially.
- Making a false statement on the applications for license.
- Breaching examination security.

Rehabilitation

If the Board determines that an act or crime is related substantially to the practice of nursing, then the applicant is responsible for presenting sufficient evidence of rehabilitation. When considering denial of license, the Board takes into account the following criteria to evaluate the rehabilitation of the applicant.

(California Administrative Code Section 1445)

1. Nature and severity of the acts, offenses, or crimes.
2. Additional subsequent acts.
3. Regency of acts or crimes.
4. Compliance with terms of parole, probation, restitution or other sanctions.
5. Evidence of rehabilitation submitted by applicant.

PCN, LA strongly encourages VN students to peruse the BVNPT's frequent questions session on licensure, sessions 2521 and 2522 of the VN regulations, and section 480 and 4022 of the Business and Professions Code. Please visit www.bvnpt.ca.gov for additional information about this topic.

HEALTH, DRUGS AND HAZARDS INFORMATION

California Health and Safety Code

1338.5. (a) (1) (A) A criminal record clearance shall be conducted for all nurse assistants by the submission of fingerprint images and related information to the state department for processing at the Department of Justice. The licensing and certification program shall issue an All Facilities Letter (AFL) to facility licensees when both of the following criteria are met: (i) the program receive, within three business days, 95 percent of its total responses indicating no evidence of recorded criminal information from the Department of Justice. (ii) The program processes 95 percent of its total responses requiring disqualification in accordance with paragraph (2) of subdivision (C) of Section 1337.9, no later than 45 days after the date that the report is received from the Department of Justice. (B) After the AFL is issued, licensees shall not allow nurse assistant trainees or newly hired nurse assistants to have direct contact with clients or residents of the facility prior to completion of the criminal record clearance. A criminal record clearance shall be complete when the department has obtained the person's criminal offender record information search response information from the Department of Justice and has determined that the person is not disqualified from engaging in the activity for which clearance is required. Notwithstanding any other provision of law, the department may, without taking regulatory action pursuant to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code, implement, interpret, or make specific this paragraph by means of an AFL or similar instruction. The fee to cover the processing costs of the Department of Justice, not including the costs associated with capturing or transmitting the fingerprint images and related information shall not exceed thirty-two dollars (\$32) per submission. (C) An applicant or certificate holder who may be disqualified on the

basis of a criminal conviction shall provide the department with a certified copy of the judgment of each conviction. In addition, the individual may, during a period of two years after the department receives the criminal record report, provide the department with evidence of good character and rehabilitation in accordance with subdivision (d) of Section 1337.9. Upon receipt of a new application for certification of the individual, the department may receive and consider the evidence during the two-year period without requiring additional fingerprint imaging to clear the individual. (D) The department's Licensing and Certification Program shall explore and implement methods for maximizing its efficiency in processing criminal record clearances within the requirements of law, including a streamlined clearance process for persons who have been disqualified on the basis of criminal convictions that do not require automatic denial pursuant to paragraph (2) of subdivision (a) of Section 1337.9. (2) (A) Upon enrollment in a training program for nurse assistant certification, and prior to direct contact with residents, a candidate for training shall submit a training and examination application and the fingerprint cards to the state department to receive a criminal record review through the Department of Justice. Submission of the fingerprints to the Federal Bureau of Investigation shall be at the discretion of the state department. (B) An applicant and any other person specified in this subdivision, as part of the background clearance process, shall provide information as to whether or not the person has any prior criminal convictions, has had any arrests within the past 12-month period, or has any active arrests, and shall certify that, to the best of his or her knowledge, the information provided is true. This requirement is not intended to duplicate existing requirements for individuals who are required to submit fingerprint images as part of a criminal background clearance process. Every applicant shall provide information on any prior administrative action taken against him or her by any federal, state, or local government agency and shall certify that, to the best of his or her knowledge, the information provided is true. An applicant or other person is required to provide information pursuant to this section that knowingly or willfully makes false statements, representations, or omissions may be subject to administrative action, including, but not limited to, denial of his or her application or exemption or revocation of any exemption previously granted. (3) Each health facility that operates and is used as a clinical skills site for certification training, and each health facility, prior to hiring a nurse assistant applicant certified in another state or country, shall arrange for and pay the cost of the fingerprint live-scan service and the Department of Justice processing costs for each applicant. Health facilities may not pass these costs through to nurse assistant applicants unless allowed by federal law enacted subsequent to the effective date of this paragraph. (b) The use of fingerprint live-scan technology implemented by the Department of Justice by the year 1999 shall be used by the Department of Justice to generate timely and accurate positive fingerprint identification prior to nurse assistant certification and prior to direct contact with residents by the nurse assistant applicant. The department shall explore options to work with private and governmental agencies to ensure that licensees have adequate access to electronic transmission sites, including requiring the department to maintain a contract for electronic transmission services in each of the district offices where facilities have indicated problems with timely access to electronic transmission sites or consistent delays of more than three business days in obtaining appointments for electronic transmission services through a private entity, government agency, or law enforcement agency. (c) The state department shall develop procedures to ensure that any licensee, direct care staff, or certificate holder for whom a criminal record has been obtained pursuant to this section or Section 1265.5 or 1736 shall not be required to obtain multiple criminal record clearances. (d) If the department is experiencing a delay in processing the renewal of the certified nursing assistant's certification at the time of the expiration of the certified nursing assistant's certification, the department may extend the expiration of the certified nursing assistant's certification for six months. (e) If, at any time, the department determines that it does not meet the standards specified in clauses (i) and (ii) of subparagraph (A) of paragraph (1) of subdivision (a), for a period of 90 consecutive days, the requirements in paragraph (1) of subdivision (a) shall be inoperative until the department can demonstrate it has met those standards for a period of 90 consecutive days. (f) During any time in which the requirements of paragraph (1) of subdivision (a) are inoperative, facilities may allow newly hired nurse assistants to have direct contact with clients or residents of the facility after those persons have submitted live-scan fingerprint images to the Department of Justice, and the department shall issue an AFL advising facilities of this change in the statutory requirements. (g) Notwithstanding any other provision of law, the department is authorized to provide an individual with a copy of his or her state or federal level criminal offender record information search response as provided to that department by the Department of Justice if the department has denied a criminal background clearance based on this information and the individual makes a written request to the department for a copy specifying an address to which it is to be sent. The state or federal level criminal offender record information search response shall not be modified or altered from its form or content as provided by the Department of Justice and shall be provided to the address specified by the individual in their written request. The department shall retain a copy of the individual's written request and the response and date provided.

Drug and Alcohol Advising

Any student experiencing a problem with drugs or alcohol is advised to see the College Dean or the School Director. A list of counseling centers will be made available to those students who request such advising. All students are provided with a copy of the College's Drug and Alcohol Prevention /Awareness Policy during admissions.

Pursuant to the Drug-Free Schools and Communities Act (Public Law 101-226) and PCN, LA policy, the possession, use, distribution, or solicitation for distribution of illegal drugs and alcohol by students and employees is prohibited. Anyone needing help with a drug or alcohol problem is encouraged to call the National Institute on Drug Abuse Hotline at 1-800-662-HELP for information and referral to treatment centers in the local community.

Campus Drug Policy

It is the policy of the school that no students, faculty and staff, shall be involved with unlawful use, possession, sale, or transfer of illegal drugs and/or narcotics in any manner that may impair their ability to perform. The school is a drug-free work and educational environment and is committed to enforce all policies related to such, including contacting law enforcement officials if caught on campus using drugs or alcohol. The school is committed to confidentiality if a student wishes to contact us for assistance in obtaining help.

Drug Testing Policy

PCN, LA reserves the right to perform random drug screening at any time during the course or program. Students should also be aware that the hospitals/clinical facilities may also require a random drug screening. When required, a student must complete the test within one week of the date of the request.

The student has the right to be drug-screened by his or her own physician, or may elect to have the testing completed by a facility recommended by the affiliated hospital or school.

- If a student tests positive for drugs, a one (1) time re-take is permitted within a week.
- Two (2) positive results will lead to the student's termination from the program.

A student who is terminated due to the failure of two drug tests (first and second attempts) may be eligible to be readmitted to the program provided that he/she has proof of two (2) negative drug tests results taken during the readmissions process. A student who is randomly selected twice for drug screening and fails both first attempts will be subject to termination from the program.

Smoking, Drug and Alcohol Use

Effects of Drug Abuse

Physically, many drugs have profound effects upon various body systems that are extremely dangerous to good health. Psychological, excessive drug use tends to focus the user on their drugs and their availability. Life becomes centered on drugs to the exclusion of health, work, school, family and general well-being. Functionally, when life becomes centered on drug use, other areas suffer and responsibilities and duties to self and others are neglected. Therefore, excessive drug use or drug abuse has profoundly negative effects on the user and those people and organizations with which she or he is involved.

Often, the effects of drug use are complicated by increasing tolerance developed by the user to the drug of choice. This tolerance may be psychological, physiological or both. Such tolerance may lead to greater danger of overdose. When you detect a change in the ability of a student, a colleague, a friend or family member, or in yourself to function adequately, it is appropriate to be concerned with drug use and abuse. Although other causes for negative functional changes clearly exist, given the present high level of drug use in our society, concern about drug abuse is certainly justified.

Prevention Plan

PCN, LA has a zero tolerance policy toward the use of illegal drugs and controlled substances on campus. The use of alcohol and other controlled drugs on campus is forbidden. The use of illegal drugs by students and employees of the school is forbidden. Violation of this policy is grounds for disciplinary action, including termination/dismissal.

PCN, LA is an educational institution which, in compliance with the Drug-Free and Communities Act Amendment of 1989, has implemented a program to prevent the illicit use of drugs and abuse of alcohol by students. This program consists of distribution of literature to students and employees on the health & life threatening risks associated with the use of illicit drugs and alcohol and dissemination of information to students and employees on available drug and alcohol counseling services or rehab programs. Our standards of conduct clearly prohibit the unlawful possession,

use, or distribution of drugs and alcohol by employees or students on the schools property/premises, or as part of the schools activity.

PCN, LA recognizes that use of illegal or controlled drugs often leads to dependence, chemical and/or psychological on the drugs. Those who become dependent on such drugs are often not able to end their use, even when they wish to do so. The school believes such addictions are medical problems. Use of tobacco products in areas other than the designated smoking area is grounds for disciplinary action, up to and including termination.

PCN, LA encourages students who have tobacco, alcohol and drug dependencies to seek treatment for their conditions. Students who are participating in medically supervised, fixed duration programs to end drug dependence will not be disciplined for their drug dependence. (However, participation in such a program will not constitute permission to engage in drug use on campus). Students who are involved in any use of illegal or controlled drugs, including medically supervised programs, are required to give the School Director written notice of such use. The school will protect the confidentiality of any student participating in a medically supervised, fixed duration program to treat drug addiction. If a student of PCN, LA seeks help from the school for a drug or alcohol problem, the school will refer the student to a local drug and alcohol rehabilitation and treatment agency.

There are legal consequences for unlawful possession, use, or distribution of illicit drugs and alcohol. State and Local Sanctions can be found in California State Drug-Free Workplace Act of 1990. Federal Sanctions can be found in the Drug-Free Workplace Act of 1988 (Public Law 101-690).

PCN, LA is required to comply with the following federal requirements:

1. Students must abide by the terms of the PCN, LA Drug-Free Policy.
2. A student must notify the Institution in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
3. The Institution will notify the US Department of Education, 400 Maryland Avenue. SW Room 3124, GSA ROB # 3, Washington, DC 20202-4571 in writing, within 10 calendar days after receiving notice of a conviction from a student or after receiving actual notice of such conviction.
4. Within 30 days that the Institution receives notice of a student who is convicted for a violation of a criminal drug statute, the Institution will take the appropriate action against the student. Actions may include termination, consistent with the requirements of the Rehabilitation Act of 1973, or requiring the student to participate satisfactorily in a drug abuse rehabilitation program.

Drug awareness programs, counseling, treatment and other related services are available on an ongoing basis through

Resource Center: 800-879-2772 and 800-662-4357. Students seeking assistance in overcoming a drug or alcohol related problem, are encouraged to contact one of these organizations.

Types of Drugs and Their Effects

1. Alcohol

The alcohol we refer to is chemically known as ethyl alcohol or ethanol. There are numerous other types of alcohol, which have very toxic and poisonous effects. Alcohol is the most widely used psychoactive drug. Some 90% or more of the population has used alcohol regularly. Whether the alcohol is contained in wine, beer, or hard liquor makes no difference as to its effects. It is the amount of alcohol consumed that is of importance, not the mixture in which it is consumed. To many users, alcohol is experienced as a very attractive drug, because its immediate effects at low to moderate consumption levels are felt to be very pleasant. It increases sociability, gives some feeling of euphoria or well-being and may increase appetite.

At heavier dosage levels, it causes loss of balance and coordination, mental dysfunction, including speech and thought disruption, and severe lapses in judgment leading to very serious dangers such as drunk or other dangerous risk taking.

At heavier dosage levels, alcohol causes loss of consciousness. At very heavy dosage levels it yields loss of involuntary nervous system control leading to respiratory system depression as well as heart and circulatory system failure, which may result in death. At moderate to heavy levels of use there is the vomiting and hangover syndrome so widely known.

Beyond its immediate effects, alcohol use in excess causes many serious chronic health problems including liver dysfunction, heart inflammation, brain damage and various types of digestive system cancers. Long-term abusive alcohol use may also cause organic brain disease and psychiatric illness.

Heavily abusive drinking of alcohol over long time periods is termed alcoholism. This is generally agreed to be an addictive disease with very poor prognosis unless the patient ceases alcohol consumption. Alcoholics Anonymous (AA) has had the best record in dealing with people whose lives are so focused around alcohol that we label them alcoholics. Medical treatment is indicated for acute and/or chronic alcohol abuse. There is some evidence that a genetic component exists in alcoholism.

2. Central Nervous System Depressants

There are many central nervous system (CNS) depressants of varying chemical makeup. They are generally labeled with the name "downers" although specific drugs have specific names. The CNS depressants include all sleeping medications, anti-anxiety drugs such as Valium or Librium, and alcohol. They are widely prescribed medically, probably far beyond their actual medical usefulness. They are also widely available illicitly or on the street under a variety of names.

Many of the CNS depressants interact with each other or with alcohol to produce a toxic effect far more severe than one would expect. Thus, these drugs are very life threatening and have a high potential for producing severe medical emergencies. Users of these drugs become increasingly tolerant of them. Thus they tend to increase their dosage and put their lives at severe risk.

CNS depressants produce a "buzz" or feeling of well-being similar to that of alcohol. Some users report a kind of floating magical sensation that is very peaceful and pleasant. These drugs tend to block out worry and anxiety and to cover depressant and other unpleasant mood states. As with alcohol, low to moderate dosages produce the feelings of well-being referred to earlier. At heavier dosages, some of the same toxic reactions will occur including loss of judgments and coordination, unconsciousness, and thought disruption.

Many of these drugs at high dosage levels will lead to heart and respiratory collapse, including death. When used abusively, withdrawal from these drugs, as with alcohol, may produce effects that need proper medical care and treatment. Addiction to CNS depressants is similar to alcoholism in that it is a very serious disease. Medical treatments and/or AA involvement is recommended with CNS depressant abuse

3. Central Nervous System Stimulants

Unlike CNS depressants, CNS Stimulants increase activity in the central nervous system. Thus, they are generally known as "uppers" although there are particular street names for particular drugs. The most available and popular of the CNS stimulants appear to be amphetamines. There are various kinds of amphetamines; a popular form in street use is Methamphetamine or "crystal". Cocaine, a stimulant drug of a different chemical make-up, has also been widely available and abused. Often, amphetamine is purposely sold as cocaine by deceptive dealers. Most CNS stimulants are highly addictive.

Caffeine and nicotine, chemically known as Xanthine, are also CNS stimulants. However, given their different effects, they will be discussed in a separate section. CNS stimulants produce a sense of excitement and arousal often called a "high," thus, the slang name of uppers. They may decrease fatigue and increase alertness. Subjective feelings of heightened sexual arousal feelings may occur. Deceptive feelings of increased physical strength and coordination may also occur.

After using CNS stimulants, the body tends to try to re-stabilize itself and thus after use, depression may occur. This leads the user to take more of the drug to rid himself or herself of the depression. Accordingly, these drugs tend to reinforce their own use. Tolerance also develops to CNS stimulants. Consequently, users tend to increase their dosage leading to increased potential to overdose. The effects of overdose may be excess excitability, excess irritability, delusions of grandeur, excess aggressiveness, severe loss of judgment, suspiciousness, as well as heart and circulatory system failure and arrest. It is clear that CNS stimulants have addictive properties, as do alcohol and the CNS depressants. Medical treatment of abuse is indicated. Beyond AA, organizations have been formed to aid CNS stimulants users: Narcotics Anonymous (NA) and Cocaine Anonymous (CA). There is national cocaine hot line, 1-800-COCAINE, for anonymous and confidential help to cocaine users.

4. Marijuana or the Cannabinols

In the sixties, marijuana was the most popular of the illicit drugs among a large portion of the population. It is still a very wide used drug. Since 1970, scientific cultivation and increased imports from tropical climates have greatly increased the potency of today's marijuana. It is now a quite powerful drug and has more potent mind-altering effects than in the past.

The active ingredient is called tetrahydrocannabinol or THC. THC is also the active ingredient of hashish, a refined form of marijuana produced from marijuana plants and in a resin form.

Marijuana use produces sense of euphoria and altered sense of time. It therefore tends to relieve the user of worry and anxiety and to produce a false sense of well-being. Some people who use marijuana experience visual and

auditory hallucinations, although this is a common occurrence. Unlike the drugs discussed above, neither increasing tolerance nor physical dependence is a major problem with marijuana. Many users become heavily dependent psychologically upon it and have a difficult time ceasing use. As with other drugs, people who use marijuana abusively tend to focus their lives on the drug and neglect other areas of functioning. Marijuana also produces errors in judgments and negatively affects physical coordination that leads to accidents. Driving under the influence of marijuana is similar to driving under the influence of alcohol.

Marijuana is particularly dangerous for people with heart conditions as it may increase the heart rate over-stressing the heart. New medical evidence clearly shows that chronic use of marijuana has toxic effects on the lungs. It may lead to chronic bronchitis and other obstructive lung diseases. There is evidence that chronic use may also lead to lung cancer. Treatment of abuse may require medical intervention. AA and NA are valuable treatment alternatives.

5. Opiates and other Pain Killers

This class of drugs is called narcotic analgesics. An analgesic is another word for a painkiller. These drugs are sometimes medically useful, although, THEY HAVE NO VALID NON-MEDICAL USE. Some drugs such as heroine and morphine are made from opium poppy. Others are synthetically produced such as Darvon and Demerol. Regardless of their origin, they are highly addictive. Their use leads to severe withdrawal reaction when the drug is removed from addicted persons. Users of these drugs rapidly develop tolerance to them. Thus, to get a desired effect, they increase their dosage. This produces life threatening and life ending situations through overdose.

As many of these drugs are injected intravenously, many users contract severe diseases such as hepatitis (liver disease) or AIDS (acquired immune deficiency syndrome) from contaminated needles and drug paraphernalia. Users of opiates who develop into addicts often find themselves engaged in criminal activity to provide funds for purchasing drugs. This pattern of using criminal means to support a "habit" is also common among users of other mind-altering drugs, particularly amphetamine and cocaine. Specific "antagonist" drugs exist for opiate users and are used at times of treatment of overdoses. These antagonist drugs are not useful in long-term treatment. As mentioned above, opiates carry a high health risk in terms of death from overdose caused by respiratory and coronary collapse. Users are also at risk from very serious and at times fatal diseases passed through contaminated needles directly into the bloodstream. Medical treatment of opiate abusers and addicts is strongly indicated with follow-up and maintenance programs necessary for long-term success.

6. Psychedelics or Hallucinogens

These are drugs that produce mental images and distortions known as hallucinations. Hallucinations are imaginary phenomena produced by the brain that appear real to the hallucinator. They may be seen, heard, felt, tasted, or smelled by the subject. Most often these drugs produce visual hallucinations. Often, the hallucinations are very frightening to the user and cause the user to become very anxious and sometimes to panic. Reassurance and the provision of prompt medical treatment are indicated. Some hallucinogens are LSD (lysergic acid diethylamide), psilocybin (mushrooms), STP and PCP. PCP is a particularly dangerous drug and the user may become highly anxious and aggressive and very difficult to control. PCP is very widely available on the street and is substituted for other drugs or mixed with other drugs, leading to unexpected and unwanted hallucinatory effects that are more frightening to the user. It is reasonable to expect PCP involvement with someone who is very anxious, and or fearful, and out of control. Intervention in this circumstance requires professional help from paramedics, police, or other trained sources of aid.

Hallucinogenic drugs are generally addictive. However, high levels of overdose can produce life threatening physical symptoms such as fever and convulsions. Some other common substances are used for their mind hallucinogenic properties. Among them are nutmeg and morning glory seeds. Catnip is also sometimes used. These drugs provide a mild delusion-like experience. Morning glory sees, if taken intravenously, may produce a shock syndrome with potential lethal consequences.

Local, State & Federal Legal Sanctions

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the school. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to anyone under age of 21. The possession, transportation, and/or consumption of alcohol by anyone under 21 years of age in a public place or a place open to the public are illegal. It is also a violation of school policy for anyone to consume or possess alcohol on campus. Students violating alcohol/substance policies or laws may be subject to sanctions by the school.

Federal Law and the State Law prohibit the solicitation, procurement, sale or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, State, and Federal law for

the unlawful distribution of alcohol and illicit drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in State Prison. These sanctions, upon conviction, range from a fine and probation to lengthy imprisonment. The following are lists of topics covered by these laws and the websites where more detail can be found.

California Codes related to drugs and alcohol

- 11153.5 Manufacture of Controlled Substances
- 11377 Consequences for Possession of a Controlled Substance
- 11378 Possessions for Sale of Controlled Substances
- 11379 Transportation of Controlled Substance
- 11382 Aiding the Distribution of Controlled Substances
- 11383 Possessions of Materials Intended to Manufacture Methamphetamine

California Health and Safety Code

- 11350 Possessions of Narcotics
- 11351 Possessions of Narcotics for Sale
- 11352 Transportation of Narcotics
- 11355 Sales of Narcotics
- 11357 Possession of Marijuana or Hashish
- 11358 Cultivation of Marijuana / Sale of Marijuana
- 11360 Transportation of Marijuana
- 11364 Possession of Device for Consuming Narcotics
- 11365 Aiding the Use of Narcotics

Resources for Drug Abuse Treatment

As community and governmental concern has increased, resources for and knowledge about drug treatment of drug abuse have become widely available. Many communities now have resources for drug treatment that were not in existence several years ago. Larger cities are likely to have a larger number of resources available. Generally, those resources for treatment and aid that are part of a patient's home community are most useful. This is due to ease of access and likelihood for continuing with aftercare that is so important in drug abuse treatment. Various types of resources are available:

1. Hospital Emergency Room

These are preferred facilities of choice when an overdose of mind-altering drugs is suspected. Since the results of overdose of many of these drugs can be life threatening, it is best to treat potential overdose situations conversely and to obtain emergency treatment with all due speed.

2. Police, Fire & Paramedic Services

If a drug abuse situation appears especially dangerously based on the symptoms of the patient, it is wise to use these services to provide the quickest access to treatment. If the behavior of a suspected drug user is so disturbed or inappropriate that you fear it is out of control, use of the police and paramedic service is also appropriate.

3. Emergency Outpatient Treatment Facilities

These facilities, sometimes known as "Redi-care", "Surgi-care", differ from fully equipped hospital emergency rooms in their ability to provide a wide range of treatment options. They also cannot provide in-patient care. In serious abuse situations, use of a hospital E.R. is to be preferred.

4. Drug Treatment Centers

Many types of drugs treatment centers exist. Some work on outpatient basis and others on in-patient depending on the type of abuse involved and their philosophy of treatment. It is wise to survey the community for types of treatment centers available, the kind of patients they treat, and the economics of treatment.

www.hopeinstitute.org, www.newdirectionsforwomen.com www.soberliving.com

5. Alcoholics Anonymous and Similar Organizations

AA is a very important resource for those dealing with alcoholic problems. As mentioned earlier, similar organizations exist to drug abusers, such as the Narcotics Anonymous.

These organizations are non-profit, no-cost groups run by their membership. Many of the most successful drug treatment programs are based upon AA methods. Many communities have multiple chapters of all of these organizations with multiple meetings and contact opportunities. Their importance as a primary resource in drug abuse treatment cannot be overemphasized.

www.alcoholics-anonymous.org

6. Communities Agencies and Social Service Groups

Many communities provide social service-based facilities and groups for drug treatment. Various types of treatment methods are used, depending upon the community, the range of services available, and the severity of the abuse involved. Information about such treatment resources can be obtained through community departments of social services or medical services.

www.ladpss.org

www.css.lacounty.gov

www.pamf.org

7. Church Groups

Many churches and religious organizations have programs to aid drugs users and abusers. These groups are generally without fee. Information can be obtained through churches directly or often through community social service agencies.

8. Resource Center

The Resource Center maintain two free statewide telephone numbers (1-800-879-2772) and (1-800-662-4357) for California residents to use in their search for alcohol or other drug treatment information or publications. Request for treatment information are referred to the alcohol and other drug programs' administrative office in the county in which the caller resides. The Resource Center provides non-emergency information only and does not operate a crisis line.

Flu-shots

The clinical facilities the students are assigned to may require students to take flu shots in order to receive or continue their training at that location. Failure to comply with this may prevent the student from attending a clinical facility, and may result in termination from the program.

Care in the use of School Laboratory and Equipment

School Lab Procedures

1. The following will be available:
 - a. Appropriate sharps containers that are disposed of by the College Policy/Safety Services.
 - b. Bleach and appropriate containers to mix 1:10 parts water to disinfect spilled blood or body fluids. Mixed solutions will be labeled with type of solution and date prepared. Solution will be discharged after 30 days since strength decreases. Body fluid spills on solid surfaces require soaking for ten minutes with the bleach solution prior to wiping off.
 - c. Clean gloves.
2. Faculty and Staff will:
 - a. Wear gloves handling bodily fluids
 - b. Monitor sharp container to assure safe levels of contents
3. Faculty will:
 - a. Supervise students to assure maintenance of OSHA Standards and Guidelines

Universal Precautions are reinforced throughout the curriculum of each program.

When using school property, students are expected to exercise care and follow all operating instructions, safety standards, and guidance. Please notify the instructor if any equipment, machines, or tools appear to be damaged, defective, or need repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to students or others.

PCN, LA's instructors can answer any questions about a student's responsibility for maintenance and care of equipment used in class/lab. The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action up to and including termination.

Bloodborne Pathogens Policy

The nursing faculty and staff will comply with the Exposure Plan (EP) as implemented by the Occupational Safety Health Agency (OSHA). California OSHA Universal Precautions Guidelines will be implemented when working in the college laboratory and at the clinical facilities. Faculty and students will comply with additional directives of each facility.

Students admitted into the nursing programs shall be informed about the potential exposure to blood or other infectious materials. Completion of the proper immunization and physical examination prior to admission is required.

MISCELLANEOUS INFORMATION

Constitution Day Celebration

Constitution Day is annually celebrated in the United States on September 17th, the day in 1787 that the 39 delegates to the Constitutional Convention met for the last time in Independence Hall in Philadelphia to sign the document they had created. Every year, PCN, LA will highlight the main points about the constitution and invite faculty, staff and students to Visit the official Constitution Day website (www.constitutionday.com). If you would like more information about the U.S. Constitution and Constitution Day, please visit www.constitutionfacts.com. The National Constitution Center has online resources to help you celebrate Constitution Day featuring over 200 activities, lessons, books, DVDs and more from over 30 different providers.

Voter Registration

You may register to vote in California if:

- You are a United States citizen
- You are a resident of California
- You are at least 18 years of age (or will be by the date of the next election)
- You are not in prison or on parole for a felony conviction. For more information on the rights of people who have been incarcerated, please see the Secretary of State's Voting Guide for currently or Formerly Incarcerated Californians.
- You have not been judged by a court to be mentally incompetent

All of the information you are asked to provide on this form is required by state or federal law, with the exception of your telephone number and party affiliation, which are optional.

Information on voting in local, state and federal elections may be accessed at

- http://www.sos.ca.gov/elections/elections_bp.html for California state residents or at
- <https://www.sos.ca.gov/nvrc/fedform.html> for the National Voter Registration Card.