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APPROVAL DISCLOSURE STATEMENT:

Modern Technology School (MTS) was granted an institutional license to operate from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311. The Bureau's license to operate means that the institution and its operation comply with the minimum state standards established under the law for occupational instruction by private postsecondary educational institutions. A license to operate must be re-evaluated every three years and is subject to continuing review. *The following courses are licensed and currently offered:*

P R O G R A M	DOT CODE	CLOCK HOURS
MEDICAL OFFICE ASSISTANT / BACK OFFICE	079.362-010	480
X-RAY TECHNICIAN / MEDICAL ASSISTANT	199.361-010 079.362-010	1,159
DIAGNOSTIC MEDICAL ULTRASOUND / VASCULAR TECHNOLOGY	078.364-010	2,172

Instruction is in residence with facility occupancy level accommodating **16 students** at any one time for the *X-Ray Technician/Medical Assistant* Program and **16 students** at any one time for the *Diagnostic Medical Ultrasound/Vascular Technology* Program.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective students are encouraged to visit the facilities and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. *MTS* currently participates in sponsored programs, government or otherwise, which provide grants or pay portions of tuition and fees: FAFSA (Federal Pell Grant) and FSEOG (Federal Supplemental Educational Opportunity Grants).

Mission Statement

MODERN TECHNOLOGY SCHOOL is passionate about equipping our students for exceptional contribution in the diagnostic and health care field.

History

MODERN TECHNOLOGY SCHOOL first enrolled students in September 1981 at the North Hollywood Campus. MTS first taught Limited Permit X-Ray Technician, then added Medical Assisting—Back Office to enable its graduates to qualify for starting positions in a contemporary job market. A Diagnostic Medical Sonography program was added to this campus in September, 1988.

In order to meet the educational needs of other communities in Southern California, Modern Technology School established a satellite campus in Anaheim in 1988. The Anaheim Campus also added General Ultrasound to its curriculum in September 1990. In May of 1991 the Anaheim Campus became an independent campus from North Hollywood. The Anaheim Campus further expanded its facilities in December 1992.

In July 1993, the North Hollywood Campus was sold leaving the Anaheim Campus as the only Modern Technology School campus. In its continuing efforts to bring forth quality educational opportunities, Ultrasound Vascular Technology was added and combined into the General Ultrasound program in November 1995. The Ultrasound/Vascular course was increased to an 18-month program.

Modern Technology School relocated to Fountain Valley, CA. in October 2005.

OFFICERS and BOARD OF DIRECTORS

Donna Juds-Caplan, RT, CEO.....President, Secretary
 Harvey S. Caplan, BA..... Vice-President

STATEMENT OF OWNERSHIP

Modern Technology School is owned and controlled by M.T. X-Ray, Inc., under California Law.

Headquarters are located at: 16560 Harbor Blvd Suite K • Fountain Valley, CA 92708

The information contained in this catalog is true and correct in content and policy.

All classes taught at: Modern Technology School 16560 Harbor Blvd, Fountain Valley, CA 92708

 School Official Signature

 Date Signed

ACCREDITATION AND LICENSES

- **Modern Technology School** is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).
 - The Accrediting Commission of Career Schools and Colleges is a recognized accrediting agency by the US Department of Education.
 - Licensed to operate as a Private Postsecondary Educational Institute by the State of California, Bureau for Private Post-secondary Education.
 - Licensed to offer Limited Permit X-Ray Technology didactic courses and clinical education by the California Department of Public Health, Radiologic Health Branch.
 - Recognized by the National Center for Competency Testing in Medical Assisting-Back Office.
 - Eligible institution to provide training services for the California Department of Vocational Rehabilitation, and the Eligible Training Programs List (ETPL) for California EDD.
 - Eligible institution under the Federal Stafford Loan, Federal PLUS, Federal PELL Grant, and Federal SEOG programs.
 - Approved for the training of veterans and eligible persons under provisions of Title 38, United States Code.
 - American Heart Association BLS/CPR training facility.
- 

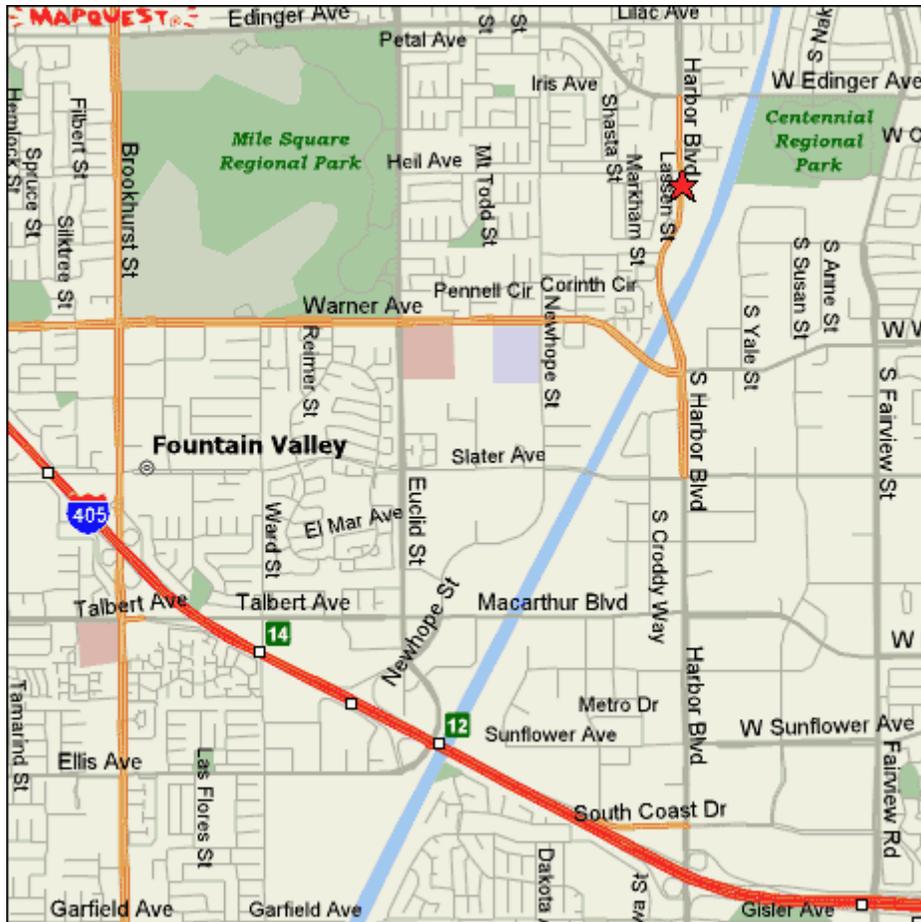
Campus

16560 Harbor Blvd.

Fountain Valley, CA 92708

Phone: 714.418.9100 ♦ Fax: 714.418.9109

www.mtschool.edu



BUSINESS OFFICE HOURS:

Monday - Friday
8:00 a.m. to 5:00 p.m.

Accounting Manager, Admissions Representatives, Financial Aid Department and Job Placement Coordinator may be seen at other times by appointment only.

HOURS OF INSTRUCTION:

Class room instruction is between the hours of 8:00 am and 10:00 pm, Monday through Thursday and Friday 8:00 am - 3:00 pm. Specialized classes are scheduled on Saturday between 8:00 am and 6:00 pm. All classes are held in accordance with the school calendar and class schedules.

ADMINISTRATION & FACULTY

ADMINISTRATION

Susan L. Shannon, MS, RT, ARRT (M).....*Campus Director*
 Bobby R. Pepito, BA.....*Financial Aid Director*
 Cherry Vallejo, BFA.....*Financial Aid Officer*
 Jan-Michael Taylor, BS.....*Accounting Manager*
 Cynthia Moore..... *Registrar*
 Charlotte Hall, BA.....*Finance*
 Cindy Alvarez.....*Career Services Coordinator*
 Dirk Been.....*Admissions Representative*
 Luis Urias.....*Administrative Assistant*

MEDICAL ASSISTANT DIVISION

Academic Staff

Yvonne Parker, NCMA, NCPT, NCPCT AHAI.....*Medical Assisting Director*
 Marc Padilla, NCMA, AHAI..... *Instructor*
 Gloria Lozano, NCPT, AHAI.....*Instructor*
 Torrence, Terri, XT NCMA.....*Instructor*
 Yvonne Parker.....*Medical Assisting Clinical Coordinator*

X-RAY TECHNICIAN DIVISION

Academic Staff

Susan L. Shannon, MS, RT, ARRT(M).....*X-Ray Program Director*
 Alina Kane, AS,RT, ARRT.....*Instructor*
 Steve Shannon, AS, RT, ARRT, AHAI.....*Instructor*
 Matt Anderson, AS, RT, ARRT*Instructor*
 Ed Fernandez, AS RT, ARRT*Instructor*
 Tommy Saivichit, AS, RT, ARRT, AHAI.....*Instructor*
 Lotchel Lumayno, AS, RT, ARRT.....*Instructor*
 Daniel Adam Cooper, NCMA, XT.....*Instructor*

Clinical Coordinator

Daniel Adam Cooper, NCMA, XT.....*X-ray Clinical Coordinator*

ADMINISTRATION & FACULTY continued . . .

ULTRASOUND/VAS DIVISION	Academic Staff
	Diagnostic Medical Sonography
Lani Coates, RVT.....	<i>US Program Director</i>
Shanaz Foroozanfar, ARDMS.....	<i>Instructor</i>
Nisha Rajpoot, ARDMS	<i>Instructor</i>
Robert Chavez, ARDMS	<i>Instructor</i>
Mary Uht.....	<i>Instructor</i>
Steve Shannon, AS, RT, ARRT, AHAI.....	<i>Instructor</i>
Tommy Saivichit, AS, RT, ARRT, AHAI.....	<i>Instructor</i>
Courtney Bauchop.....	<i>Instructor</i>
	Vascular Technology
Lani Coates, RVT	<i>Instructor</i>
Bernie Espinoza.....	<i>Instructor</i>
Mike Remmes, RVT.....	<i>Instructor</i>
	Clinical Coordinator
Lani Coates, RVT.....	<i>Ultrasound Clinical Coordinator</i>
Ian Figarsky, MS.....	<i>Assistant</i>

Cynthia Moore.....Custodian Of Records

ADMISSION PROCEDURES

Admission applications may be submitted to an admissions representative. At the time of application, official transcripts from high school and any post-secondary institutions attended by the applicant should be requested to be sent directly to the school Registrar. Foreign documents must be translated into English and may be required to be notarized on translated document.

Upon receipt of the application, passage of the entrance exam, acceptance by the review committee, application for or receipt of official transcripts and any other required documents, the applicant will be notified regarding acceptance for admission by mail.

In order for a potential student to be considered a “regular student” he/she must meet all the admission requirements and be enrolled or accepted for enrollment in one of our eligible programs. He/she must also be at least 18 years of age & possess a high school diploma or equivalent.

ALL CLASSES ARE TAUGHT IN ENGLISH

MEDICAL OFFICE ASSISTANT/BACK OFFICE

DOT Code 079.362-010, CIP code 51.0801, SOC code 31-9092

ADMISSION REQUIREMENTS:

1. High School Diploma, Official Transcripts, or GED.
2. Passing score on the Program Admissions Examination.
3. Health screening.
4. Financial arrangements must be completed prior to admission.
5. Reference Forms.
6. Approval of Admissions Committee based on formal interview.

X-RAY TECHNICIAN/MEDICAL ASSISTANT

DOT Code 199.361-010/079.362-010, CIP code 51.0911, SOC code 29-2034

ADMISSION REQUIREMENTS:

1. Same requirements as above program.

DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY

DOT Code 078.364-010, CIP code 51.0910, SOC code 29-2032

ADMISSION REQUIREMENTS:

1. Same requirements as above program.

PROGRAM SCHEDULES:

MTS reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled class start date.

POLICIES AND PROCEDURES:

Policies and procedures may be amended at any time in accordance with regulations by the school Campus Director.

ADMISSIONS PROCEDURE Continued....

PROGRAM CHANGES:

MTS reserves the right to change or modify program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

GRANTING OF PREVIOUS CREDIT

MTS reserves the right to make the final determination as to the transfer of credits. Transfer credits are only accepted for Medical Assisting waiver into the MA/X-ray program; and are determined on a case by case basis. Credit must be granted prior to enrollment and only by the Medical Assisting Director or Campus Director. Documentation will be required.

Advanced standing, waiver of course requirements and/or credit will be given to students who have previously and satisfactorily completed courses equivalent to those required in specific curricula by *Modern Technology School*.

Such credit is determined upon evaluation of **official transcripts, certification of completion/diploma, medication & venipuncture card, and current BLS/CPR card**. It is the policy of the school to **not** grant credit for courses taken more than five years prior to enrollment. Transfer students must complete a minimum of fifty percent (50%) of the required credit units for graduation at *MTS*.

PROGRAMS OFFERED

MEDICAL OFFICE ASSISTANT/BACK OFFICE (MA/BO)

THE PROGRAM:

The didactic portion of the program will cover medical terminology, practical math for healthcare workers, OSHA & CDC healthcare requirements and regulations, medical law & ethics, HIPPA requirements, basic human anatomy/physiology/pathology and clinical diagnostic examinations.

Clinical/laboratory medical office procedures included in the Medical Assistant/ Back Office program:

- Medical and Surgical Asepsis
- Patient History
- Proper Use of Body Mechanics
- Sterilization Procedures
- Vital Signs
- Medication Preparation and Administration (injections)
- Proper Specimen Collection and Processing
- Blood Collection (capillary and venipuncture)
- Use of Glucose Monitor & HEMOCUE (blood hemoglobin photometer)
- Visual Examination (ophthalmoscope/Snellen chart)
- Ear Lavage (otoscope)
- Respiratory Demonstration (peak flow meter, oxygen administration, & spirometry)
- ECG/EKG
- Healthcare Provider BLS/CPR with AED
- Heartsaver First Aid

MEDICAL OFFICE ASSISTANT/BACK OFFICE continued . . .

EDUCATIONAL OBJECTIVES:

To provide the student with didactic, laboratory and clinical training needed to enable him/her to meet the entry level requirements for a position as an Medical Assistant/Back Office; with the ability to perform a variety of back office procedures to include, but not limited to, venipuncture, injections, EKG's, and various other routine laboratory procedures. The program also qualifies the student to sit for the National Certification Medical Assistant (NCMA) Examination.

NATIONAL CENTER FOR COMPETENCY TESTING:

The student is eligible to sit for the National Certification for Medical Assisting (NCMA) Examination through the National Center for Competency Testing (NCCT) after completion of their didactic and clinical training. Successful completion of entire program including the didactic & clinical internship is required before the NCCT can issue the NCMA certificate. An MTS school diploma must be submitted to obtain NCMA certification. **MA/X-ray students who drop after MA are not eligible to obtain the NCMA certification.**

CAREER OPPORTUNITIES:

Once the graduate has completed the program and passed the NCMA exam he/she can assume a responsible entry-level Medical Assistant-Back Office position as a member of the healthcare team in a physician's office, hospital, chiropractic office or clinic. Jobs are available in private practice, industry and government service.

PROGRAM OF INSTRUCTION

MEDICAL OFFICE ASSISTANT/BACK OFFICE

Certificate Awarded - DIPLOMA

Maximum Class Size: 16

PROGRAM OUTLINE:

COURSE CODES	SUBJECTS	CLASS ROOM HOURS	LAB HRS	INSTRUCTIONAL CLOCK HOURS	QUARTER CREDIT HOURS
MA 101	Orientation, Medical Terminology, Medical Asepsis, Infection Control, Mathematical Concepts, Medical Law & Ethics, HIPAA, Professionalism, Communication Skills, Fundamental Body Structures, Patient History, Vital Signs, Body Mechanics, Surgical Asepsis, Sterilization, Minor Surgery	60.00	20.00	80.00	7.00
MA 102	Medical Terminology, Mathematical Concepts, Pharmacology, Blood borne Pathogen Safety, Medication Administration & Hematology. Anatomy for the following body systems: Musculoskeletal, Urinary, Reproductive, Digestive, Nervous, Endocrine, & Cardiovascular-Circulatory, Immunology	47.50	32.50	80.00	6.00
MA 103	Medical Terminology, Mathematical Concepts, Blood Collection, Laboratory, EKG/ECG, BLS CPR/AED & First Aid, Anatomy for the following body systems: Respiratory, Integumentary & Sensory, Cardiac Screening, Intro to Administrative Skills, NCMA review, Program Finals	47.50	32.50	80.00	6.00
FIRST QUARTER TOTALS		155.00	85.00	240	19.0

PROGRAM TOTALS:

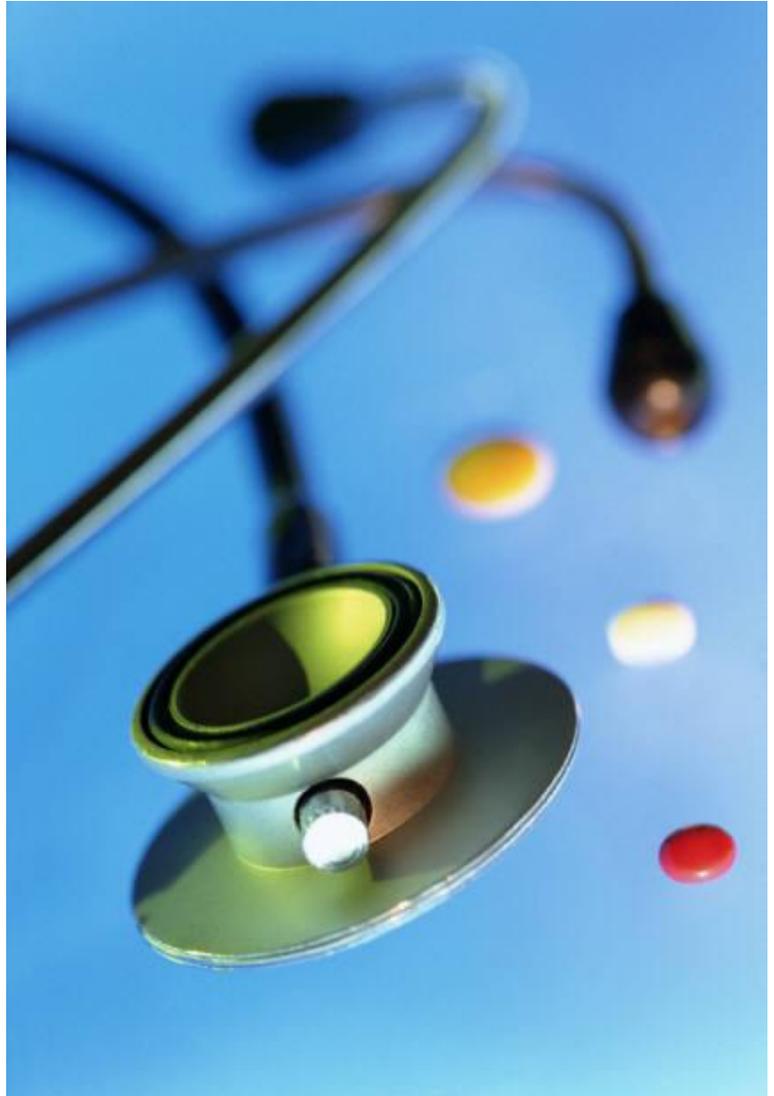
TOTAL CLASSROOM:	155	85	240	19.00
TOTAL CLINICAL EDUCATION:	--	--	240	8.00
TOTAL PROGRAM HOURS/CREDIT UNITS:	155	85	480	27.00

PROGRAM LENGTH IN WEEKS:	18 weeks AM, 22 weeks PM (may vary due to holidays)
SCHEDULE OF CLASSES:	Morning and Evening

MEDICAL OFFICE ASSISTANT/BACK OFFICE EQUIPMENT

The school provides a lab setting, similar to those observed in most medical clinic environments, to accommodate clinical competency skills development. Specialized lab equipment includes:

- ✓ Medical Examination Tables
- ✓ Stethoscope/Sphygmomanometer
- ✓ Balance Beam Scale
- ✓ Biohazard Sharps Containers
- ✓ Mayo Stand-Minor Surgery Set Up
- ✓ Autoclave
- ✓ Bandaging and Dressing Supplies
- ✓ First Aid Supplies
- ✓ Otoscope
- ✓ Ear Lavage Supplies
- ✓ Ophthalmoscope
- ✓ Snellen Eye Charts
- ✓ Injection Phantoms
- ✓ Injection Supplies & Equipment
- ✓ Urinalysis Supplies & Equipment
- ✓ Clinitek Status Analyzer Equipment
- ✓ Microscopes & Equipment
- ✓ Adult Venipuncture Training Arms
- ✓ Venipuncture & Capillary Equipment
- ✓ Centrifuge Machines
- ✓ Adult/Child & Infant CPR Training Mannequins
- ✓ CPR Training Equipment
- ✓ Automated External Defibrillator
- ✓ ECG/EKG Machine & Supplies
- ✓ Documentation Charting Supplies



X-RAY TECHNICIAN/MEDICAL ASSISTANT

X-RAY TECHNICIAN / MEDICAL ASSISTANT program is offered for the student who wishes to prepare for the occupation of X-Ray Technician. The program also includes training in Medical Assistant/Back Office to better prepare the graduate to enter a highly competitive job market.



X-RAY TECHNICIAN/MEDICAL ASSISTANT continued . . .

THE PROGRAM:

The program will cover the principles of radiography, medical terminology, anatomy & physiology, x-ray positioning, x-ray physics, radiation protection, radiobiology, darkroom procedures and technical factors for Chest, Extremity and Torso-skeletal Limited Permit X-Ray Technology. The program also includes Medical Assistant/Back Office procedures, including medical terminology, basic math concepts, medical law and ethics, fundamental anatomy & physiology, back-office examinations, first aid and healthcare provider CPR.

The Medical Assistant/Back Office phase is a mandatory part of the program. A waiver of the Medical Assistant/Back Office phase can only be obtained by providing the following to the Medical Assisting Director, prior to admission:

1. Certificate of completion / Diploma from approved Medical Assistant Program.
2. Official copy of Transcripts from the prior Medical Assistant Program.
3. Documentation of supervised clinical internship experience.
4. Medication Administration Card & Venipuncture Card.
5. Current BLS Healthcare Provider-CPR and First Aid.

EDUCATIONAL OBJECTIVES:

To provide the student with didactic, laboratory and clinical training needed to enable him/her to meet an entry level position as an X-Ray Technician/Medical Assistant with the ability to perform Chest, Extremity and Torso-skeletal X-Ray procedures and a variety of Medical Assistant/Back Office procedures. In addition, Medical Assistant students will be able to sit for the NCMA Examination.

CALIFORNIA STATE X-RAY EXAMINATION:

All Graduates of the X-ray Technician/Medical Assistant program are eligible to take the **California State Limited Permit X-Ray Technician Examination** (see graduation requirements) in the appropriate training categories (Chest, Extremity & Torso-Skeletal, Digital Radiography). The examination can be scheduled at multiple testing centers throughout California.

CAREER OPPORTUNITIES:

Once the graduate passes the *California State Limited Permit X-Ray Technician Examination* he/she can pursue a responsible entry-level position as a member of the healthcare team in a physician's office, imaging center, industrial medicine clinic, chiropractic office, orthopedic office or hospital. Jobs are available in private practice, industry and government service.

X-RAY TECHNICIAN/MEDICAL ASSISTANT continued . . .



X-RAY TECHNICIAN

The California Department of Public Health—Radiologic Health Branch has set minimum standards for all x-ray schools with educational programs for X-Ray Technicians. Our program of studies meets or exceeds these minimum standards:

X-RAY TECHNICIAN	<p>California Department of Public Health Radiologic Health Branch, Title 17 Requirements</p> <p>Program: 1,159 Clock Hours</p> <p>Clinical Requirement:</p> <ul style="list-style-type: none"> • 100 Chest Exams ▪ 100 Upper/Lower Extremity Exams ▪ 200 Torso-Skeletal Exams ▪ Minimum 3 Month Clinical Training
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PROGRAM OF INSTRUCTION

X-RAY TECHNICIAN/MEDICAL ASSISTANT

Certificate Awarded - DIPLOMA

Maximum Class Size: 16

PROGRAM OUTLINE - FIRST QUARTER:

COURSE CODES	SUBJECTS	CLASS ROOM HOURS	LAB HRS	INSTRUCTIONAL CLOCK HOURS	QUARTER CREDIT HOURS
MA 101	Orientation, Medical Terminology, Medical Asepsis, Infection Control, Mathematical Concepts, Medical Law & Ethics, HIPAA, Professionalism, Communication Skills, Fundamental Body Structures, Patient History, Vital Signs, Body Mechanics, Surgical Asepsis, Sterilization, Minor Surgery	60.00	20.00	80.00	7.00
MA 102	Medical Terminology, Mathematical Concepts, Pharmacology, Blood borne Pathogen Safety, Medication Administration & Hematology. Anatomy for the following body systems: Musculoskeletal, Urinary, Reproductive, Digestive, Nervous, Endocrine, & Cardiovascular-Circulatory, Immunology	47.50	32.50	80.00	6.00
MA 103	Medical Terminology, Mathematical Concepts, Blood Collection, Laboratory, EKG/ECG, BLS CPR/AED & First Aid, Anatomy for the following body systems: Respiratory, Integumentary & Sensory, Cardiac Screening, Intro to Administrative Skills, NCMA review, Program Finals	47.50	32.50	80.00	6.00
FIRST QUARTER TOTALS		155.00	85.00	240	19.0

PROGRAM OUTLINE - SECOND QUARTER:

COURSE CODES	SUBJECTS	CLASS ROOM HOURS	LAB HRS	INSTRUCTIONAL CLOCK HOURS	QUARTER CREDIT HOURS
XR 201	X-Ray Technology	65.00	10.00	75.00	7.00
XR 202	Specialized Chest Radiography	15.00	5.00	20.00	1.50
XR 203	Specialized Extremity Radiography	50.00	30.00	80.00	6.50
XR 204	Specialized Torso skeletal Radiography	50.00	30.00	80.00	6.50
XR 401	Radiobiology & Radiation Protection	50.00	15.00	65.00	5.50
SECOND QUARTER TOTALS		230.00	90.00	320.00	27.00

X-RAY TECHNICIAN/MEDICAL ASSISTANT Continued . . .

PROGRAM OUTLINE - THIRD QUARTER:

COURSE CODES	SUBJECTS	CLASS ROOM HOURS	LAB HRS	INSTRUCTIONAL CLOCK HOURS	QUARTER CREDIT HOURS
XR 301	Digital Radiography	20.00	--	20.00	2.00
XR 302	Radiation Physics	20.00	--	20.00	2.00
XR 303	X-Ray Medical Procedures & Review	20.00	--	20.00	2.00
XR 304	Clinical Application Skills I	--	--	240.00	8.00
THIRD QUARTER TOTALS		60.00	0	300.00	14.00

PROGRAM OUTLINE - FOURTH QUARTER:

COURSE CODES	SUBJECTS	CLASS ROOM HOURS	LAB HRS	INSTRUCTIONAL CLOCK HOURS	QUARTER CREDIT HOURS
XR 402	Clinical Application Skills II	--	--	279.00	9.00
XR 403	X-Ray Review & Exam Preparation	20.00	--	20.00	2.00
FOURTH QUARTER TOTALS		20.00	0	299.00	11.00

PROGRAM TOTALS:

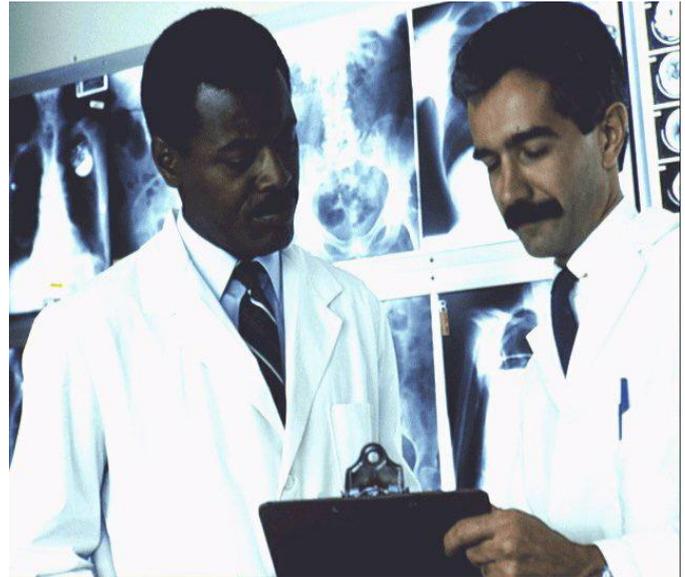
TOTAL CLASSROOM:	465.00	175.00	640.00	54.00
TOTAL CLINICAL EDUCATION:	--	--	519.00	17.00
TOTAL PROGRAM HOURS/CREDIT UNITS:	465.00	175.00	1159.00	71.00

PROGRAM LENGTH IN WEEKS:	44 Weeks/11 Months (may vary due to holidays)
SCHEDULE OF CLASSES:	Day & Evening (day time internship)

X-RAY EQUIPMENT

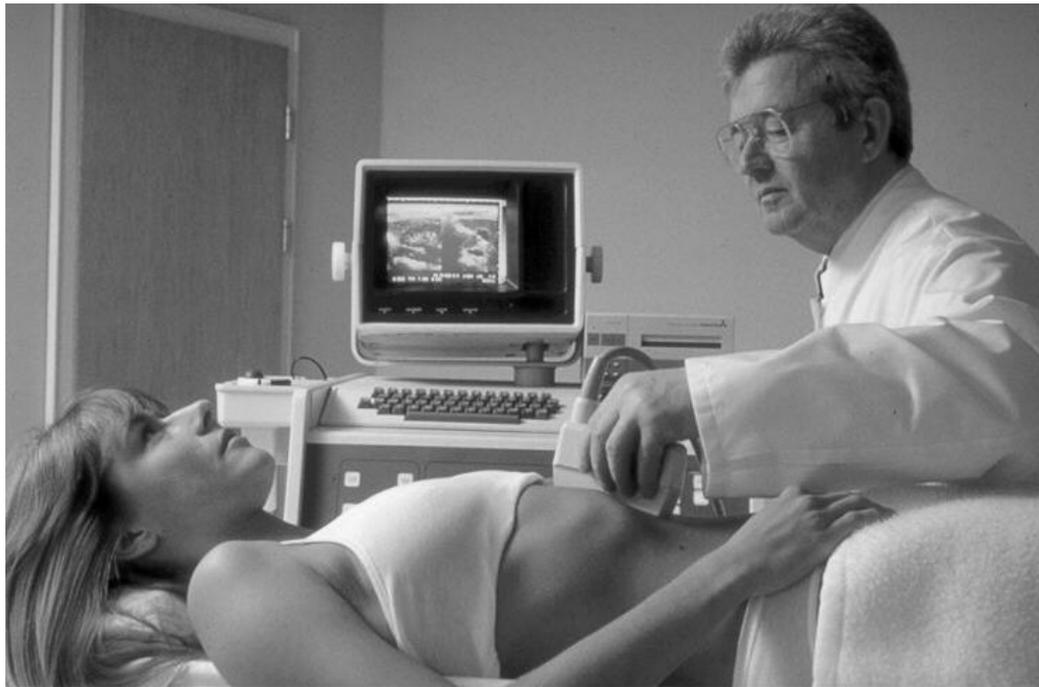
The school provides energized X-ray units and practice/non-energized X-ray units, as well as a processing room, to accommodate clinical competency skills development. Specialized X-ray equipment includes:

- ✓ X-ray machines (energized)
- ✓ Digital x-ray equipment
- ✓ Skeletons
- ✓ Positioning aides
- ✓ Calipers
- ✓ X-ray illuminators
- ✓ Lead aprons
- ✓ Radiation protection devices
- ✓ Automatic film processor
- ✓ Conventional cassettes/film
- ✓ Digital cassettes/image receptor
- ✓ Densitometer
- ✓ Penetrometer
- ✓ X-ray training phantoms



DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY

The **DIAGNOSTIC MEDICAL ULTRASOUND / VASCULAR TECHNOLOGY** program is offered for the student who wishes to obtain preparation for employment in the field of Diagnostic Medical Ultrasound/Vascular Technology.



DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY Continued . . .

THE PROGRAM:

The Diagnostic Medical Ultrasound/Vascular Technology program is an 18 month course of study with three major components: didactic, laboratory & clinical internship. The didactic and laboratory portions average twenty-four (24) hours per week; and upon placement in a clinical internship, the student is required to commit to a maximum of forty (40) hours per week. All internships require a commitment of day, evening and/or weekends.

The program will cover the ultrasound technology, vascular technology, anatomy & physiology, pathology, scanning protocols, ultrasound physics and medical ethics, medical terminology and patient care. The predominant didactic scope of the program is in abdomen, obstetrics and gynecology, small parts, vascular evaluations, abdominal Doppler of vasculature & abdominal structures, venous & arterial imaging and evaluation.

EDUCATIONAL OBJECTIVE:

To provide students with didactic, laboratory and clinical training necessary to obtain employment in the field of Ultrasound. Sonographers are frequently required to perform vascular procedures as part of their caseload. Students completing the ultrasound/vascular technology course will be able to perform various procedures related to diagnostic ultrasound and vascular technology.

NATIONAL REGISTRY EXAMINATION FOR ULTRASOUND TECHNOLOGISTS:

Students completing the program will be able to sit for the national registry examination in General Ultrasound and/or Vascular Technology. Students must meet the prerequisite requirements listed on the ultrasound registry website.

- 12 months post-graduate employment
- 12 continuing education credits in ultrasound
- A letter of verification of hours from employer

Students will also be able to take the ultrasound registry physics and instrumentation examination after successful completion of the program.

CAREER OPPORTUNITIES:

Students completing the Diagnostic Medical Ultrasound/Vascular Technologist program will be able to obtain entry-level employment as either an Ultrasound or Vascular Technologist. Employment opportunities will be found in medical centers, hospitals, imaging centers, mobile or portable companies, or the ultrasound registry. Student employment opportunities also exist in ultrasound departments that require SONOGRAPHERS performing diagnostic procedures to be cross-trained in Vascular Technology.



PROGRAM OF INSTRUCTION

DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY

Certificate Awarded – Diploma

Maximum Classroom Size: 16

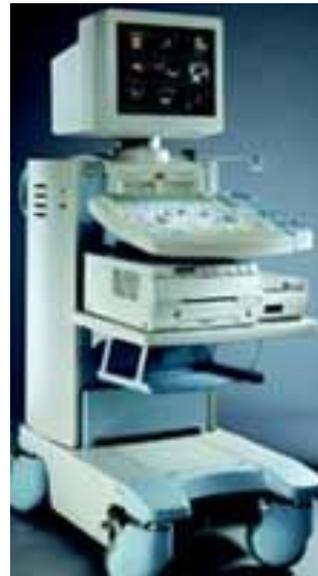
PROGRAM OUTLINE:

MODULE I = (8 WEEKS)	INSTRUCTIONAL HOURS	QUARTER CREDIT HOURS
HUMAN ANATOMY AND PHYSIOLOGY	48 HRS	4.50
MEDICAL TERMINOLOGY	72 HRS	7.00
COLLEGE MATHEMATICS	48 HRS	4.50
PATIENT CARE AND HANDLING	24 HRS	2.00
MODULE II = (8 WEEKS)		
ABDOMEN 100	48 HRS	4.50
OB/GYN 101	72 HRS	7.00
SCANNING LABORATORY 103	72 HRS	3.50
MODULE III = (8 WEEKS)		
ABDOMEN 200	40 HRS	4.00
OB/GYN 201	60 HRS	6.00
SCANNING LABORATORY 203	72 HRS	3.60
MODULE IV = (8 WEEKS)		
ABDOMEN 300	40 HRS	4.00
OB/GYN 301	60 HRS	6.00
SCANNING LABORATORY 303	72 HRS	3.50
MODULE V = (8 WEEKS)		
OB/GYN 401	40 HRS	4.00
PHYSICS 202	36 HRS	3.50
SCANNING LABORATORY 403	72 HRS	3.50
MODULE VI = (8 WEEKS)		
CLINICAL I	256 HRS	8.50
PHYSICS 302	20 HRS	2.00
PHYSICS 402	12 HRS	1.00
MODULE VII = (8 WEEKS)		
CLINICAL II	256 HRS	8.50
VASCULAR PRINCIPLES 500	32 HRS	3.00
SCANNING LABORATORY 700	32 HRS	1.50
MODULE VIII = (8 WEEKS)		
CLINICAL III	256 HRS	8.50
VASCULAR PRINCIPLES 501	32 HRS	3.00
SCANNING LABORATORY 701	32 HRS	1.50
MODULE IX = (8 WEEKS)		
CLINICAL IV	256 HRS	8.50
VASCULAR PHYSICS 600	32 HRS	3.00
SCANNING LABORATORY 702	32 HRS	1.50
MODULE X = (4 WEEKS)		
VASCULAR PHYSICS 601	16 HRS	1.50
SCANNING LABORATORY 703	16 HRS	.50
CAREER PREPARATION	16 HRS	1.50
TOTAL: 76 WEEKS/18 MONTHS (may vary due to holidays)	2,172 HRS	125.0

ULTRASOUND EQUIPMENT

Specialized ultrasound equipment includes:

- ✓ *Real-time Ultrasound Units*
- ✓ *View Boxes*
- ✓ *Exam Tables & Supplies*
- ✓ *Plethysmography Unit*



CLINICAL INTERNSHIP

In the latter portion of each program, the student will begin the clinical phase, and will be placed in a Healthcare facility to continue learning under clinical professionals. During this time, the student is expected to perform in an ethical, professional manner and to assist the clinical professionals in all matters requested within the scope of the student's training.

All clinical sites are carefully selected, based on evaluation of clinical personnel, case load, facilities, geographic location and, when applicable, approval by the Radiologic Health Branch of the State of California. Clinical placement is at the sole discretion of the Clinical Department.

Criteria used for selection is: student suitability for a specific site, availability of a site at the time of placement &/or department reorganization. Circumstances sometimes arise that will cause a delay in clinical scheduling. Clinical assignments for students meeting the requirements for internship placement will be made according to the clinical policies.

Modern Technology School maintains Affiliation Agreements with multiple clinical facilities. In order to maintain formal and structured relationships with these clinical affiliates, a student, or his/her representative (parents, rehabilitation counselor, etc.), is **NOT PERMITTED TO APPROACH A SCHOOL AFFILIATED CLINICAL FACILITY ON HIS OR HER OWN**. If a student has a particular interest in a clinical facility with which *MTS* is not affiliated, the student must bring this to the attention of the Clinical Coordinator, who will evaluate the clinical setting for approval.

**DAYS OR TIMES OF CLINICAL PRACTICE MAY NOT BE ARRANGED BY THE
STUDENT WITHOUT WRITTEN PERMISSION BY *MTS*.
IF A STUDENT IS ABSENT, THE CLINIC AND *MTS* MUST BE INFORMED.**

CRITERIA FOR BEGINNING A CLINICAL INTERNSHIP

The eligibility criteria for placement in a clinical site are as follows:

1. Student must be cleared from each department prior to clinical placement.
2. Student must have a GPA of 70% (2.0) and 80% attendance rate in each course and/or module of the program prior to entering clinical rotation.
3. Tuition payments must be current and have no outstanding Financial Aid issues.
4. Student must have a current valid BLS/CPR card.
5. Student must have completed a health screening.
6. Student must have reliable transportation to and from the clinical site.
7. If applicable, student must be in strict compliance with any probation plan in place at the time of eligibility for placement.

CLINICAL INTERNSHIP Continued....

Once eligible the selection criteria for assignment to a clinical site are (in descending order):

1. Best attendance/punctuality in the class.
2. Level of clinical competency in Medical Assisting duties, X-ray procedures, & Ultrasound/Vascular procedures.
3. Overall grade point average (GPA).
4. Conduct in the classroom & labs – with specific emphasis on interaction with peers & instructional staff.
5. Number of probation's accrued.
6. Recommendation of the instructors.

General Notes

1. If any student declines an offered clinical site, he/she has 14 calendar days to personally procure a viable clinical site; failure to do so may result in a drop from the program.
2. Any student asked to leave a clinical site has 14 calendar days to personally procure a viable clinical site; failure to do so may result in a drop from the program.
3. If a student is required to find his/her own clinical site, he/she is prohibited from contacting facilities that are under contract with *Modern Technology School* at that time (a list of current facilities will be provided to the student). If the student contacts one of the currently contracted facilities, disciplinary action, up to and including expulsion, will be taken.
4. If subsequent to placement in a clinical site, any student demonstrates academic failure of any component, module, or final exam, the following may occur:
 - a. If a student is required to repeat, due to failure, any class, component, or module of the program, that student may be pulled from his/her clinical site permanently. The student will be suspended from clinic until that student successfully demonstrates academic competency in the repeated class, component, or module.
 - b. This may extend the completion date of the program.

OTHER CLINICAL INFORMATION

A professional attitude during clinical internship is required by the clinical facilities and the school. The clinical student is expected to follow all clinical protocols and rules of department and take pride in his/her participation. The clinical student is expected to be in attendance during all scheduled hours. He/she must never reveal any confidential medical information. Good personal hygiene is mandatory and dress must meet clinical department requirements. If you fail to notify the clinical site and the school of your need to be absent, disciplinary action will be taken.

CLINICAL INTERNSHIP Continued....

The Medical Assistant/Back office program is a full-time assignment. (40 hours per week/240 total hours). You must make all the necessary arrangements to meet this requirement before starting clinical rotation. Clinical hours are Monday – Saturday, 8am – 5pm. All students must take a required ½ hour lunch which is not included in the clinical hours.

The X-Ray/Medical Assistant clinical internship is combined with classroom training, & is a full-time assignment (40 hours per week/519 total hrs). Radiologic Health Branch regulations require X-ray students wear their dosimeter & name tag at all times during internship. You must make all the necessary arrangements to meet this requirement before starting their clinical rotation. Clinical hours are Monday – Saturday, 8am – 5pm. All students must take a required ½ hour lunch which is not included in the clinical hours.

The Diagnostic Medical Ultrasound/Vascular Technology clinical internship, combined with classroom training, is a full-time assignment (40 hours per week/1024 total hrs). Clinical hours may require a daytime, evening or weekend commitment. You must make all the necessary arrangements to meet this requirement before starting their clinical rotation. All students must take a required ½ hour lunch which is not included in the clinical hours.

Students must have reliable transportation available to and from their clinical assignment.

MTS maintains professional liability insurance on all students during clinical internship.

EVALUATION OF CLINICAL PERFORMANCE

Competency based standards are set by the school for clinical performance. Both the clinical facility and school personnel will submit evaluations.

Failing clinical training or violating standards of department during a clinical internship can result in program failure. A restart of clinical will be evaluated on a case-by-case basis, and may require additional tuition charges. Only upon satisfactory completion of all segments of the program will a Diploma be issued.

CASE STUDY LOG

Each clinical student is required to maintain a logbook of cases observed and performed by the student during internship. Submission of time sheets, procedural counts and copies of clinical logs to the Clinical Department on a weekly basis is mandatory and is a requirement of graduation.

SCHOOL HOLIDAYS AND CLINICAL INTERNSHIPS

MTS Holidays listed in this Catalog represents classroom/didactic days recognized by the school only. These holidays **DO NOT** pertain to students' clinical training commitment. Each student is required to maintain the scheduled clinical hours and days at the clinic to which they are assigned, and may take only those holidays recognized by the clinical facility. In addition, as during the classroom phase, students are not allowed to take vacations during their clinical or didactic training. Satisfactory attendance must be maintained during all phases of students' programs.

CONTINUING EDUCATION CREDITS OFFERED

CONTINUING EDUCATION CREDITS:

Once the graduate is certified they must maintain continuing education requirements. X-ray technicians must have obtained 24 CE credits to renew their permit every two years through the ASRT. Medical Assistant graduates must complete CE credits to renew their permit through the NCCT.

Modern Technology School has created several continuing education courses which are available for graduates and other members in the medical community who are required to submit continuing education credits for renewal of x-ray certification. All courses are approved by California State Radiologic Health Branch and the American Society of Radiologic Technologists (ASRT) for category "A" continuing education credits.

Continuing Education courses are competitively priced and include several convenient home-studies related to the field of radiography. The school also offers live-lecture course as well as certification and re-certification for BLS/CPR and first aid.

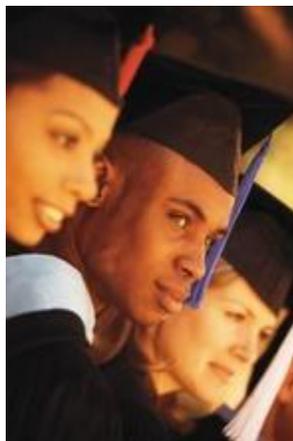
ASRT approved courses are excellent for renewal of physician re-certification, renewal of physician Supervisor/Operator Permits, renewal of Limited Permit X-Ray Technician Permits and CRT certification.

Please see Modern Technology School's web-site to for more information. www.mtschool.edu.

Continuing Education Courses are not approved by the ACCSC.



GRADUATION REQUIREMENTS



Student must successfully complete all required course work with a grade point average of 2.0 (70%) or better; plus complete and pass all clinical training hours. Students must also fulfill all financial obligations to *Modern Technology School* prior to graduation.

In order to receive a Diploma, and in order to be seated for the State X-Ray Exam(s), students must fulfill all academic, clinical and financial requirements within 30 days of the completion of their program. The graduate will receive a Diploma from the School recognizing the graduate's achieved competency.

Graduation requirements include:

- ☞ Satisfactory completion of all didactic, lab and clinical components of the Program.
- ☞ The clinical logbook, time sheets log-sheets, case studies and clinical evaluations submitted for evaluation.
- ☞ All financial obligations to the school paid in full.
- ☞ Graduation Clearance from all departments at the school must be completed.

All student records are permanently maintained by the school and can be furnished to students upon a five-(5) business day written request provided all financial obligations are current. First copy of Official School Transcripts will be provided free of charge. A \$10.00 fee will be assessed for each additional copy of Official School Transcripts. Students requesting any copies from their educational files will be charged \$5.00 for up to 20 pages at one time, per request.

GRADUATION REQUIREMENTS Continued...

TRANSFERABILITY OF CREDITS/UNITS

Decisions concerning the acceptance of credits/units by any institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits/units to any institution.

Students considering continuing their education at or transferring to other institutions must not assume that credits/units earned at this school will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits/units earned at that institution will be accepted for transfer by any other institution. **Students must contact the registrar of the receiving institution to determine what credits/units, if any, that institution will accept.**



FINANCIAL AID CONSUMER INFORMATION

Financial Aid is the money you receive from a variety of sources to help cover the total cost of education. Regardless of income, most people are eligible for some kind of financial aid. This can include:

- Grants and campus based programs (sometimes called “free money” or gift aid)
- Loans, including Federal Stafford Loans for students, Federal PLUS loans for parents and alternative loans.

Specific written information as provided under Title IV of the Higher Education Act (and its amendments) is available free of charge to interested parties from our Financial Aid Office.

Anyone desiring further information regarding our financial aid programs, policies and procedures may contact the Financial Aid Director during business hours and request our financial aid assistance information pamphlet and FAFSA forms (*Free Application for Federal Student Aid*)

Recipients of financial aid are subject to all terms and conditions of federal regulations for eligibility, enrollment, disbursement, and continued satisfactory progress. Therefore, financial aid programs under Title IV are awarded based on need as determined by the applicable program regulations to the extent that funds are available to the school or to the student directly.

In addition to the Federal Pell Grant application, the school requires verification of income and assets of the applicant (and spouse) and parents, if applicable, for the base year and academic year and/or award year prior to the determination of the applicant's eligibility status and amount of aid for which the student is eligible. All applicants who are awarded Title IV funds will be given a formal letter regarding the amount, the program, and the conditions of the estimated aid awarded. The written estimated offer must also be accepted in writing by the student prior to any aid being disbursed.

The financial aid paid to eligible students will be paid on a voucher system. The disbursements will be made in a minimum of two equal installments: one at the beginning of the program, and the second at the completion of the program's mid-point.

Modern Technology School does disburse Title IV aid for living expenses to eligible students. Eligibility funding will be applied to the extent of the program cost. Excess Title IV funds, if any, for those who did not apply for living expenses, have been applied to a student's account that exceed the school costs will immediately be notified to the student. The student can then make a decision within 14 days if he/she wishes to have the excess amount or can choose to return to the lender to reduce indebtedness of student loan. To those student that were dropped, terminated or withdrew, all excess funds that have been applied to a student's account will be refunded or returned to the lender/holder of the funds accordingly.

Satisfactory academic progress is required for all disbursements of Title IV program awards. For the purpose of financial aid disbursements, satisfactory progress must be maintained.

If the student does not maintain satisfactory academic progress, the subsequent scheduled disbursements will be withheld until the conditions causing the funds to be withheld have been rectified and written verification is received by the Financial Aid Director based on established policy of the Campus Director, the Program Director and Instructors involved in classes in which the student failed to maintain satisfactory academic progress. Please refer to the Satisfactory Progress description found in the Academic Policies of this catalog.

FINANCIAL AID INFORMATION continued . . .

Students dismissed from school for other than failure to maintain satisfactory academic progress will not be eligible to receive any subsequent scheduled awards and will be required to complete the school process for re-admission. An **exit interview** will be required with the Financial Aid Director upon dismissal.

Exit interviews are required of all loan recipients who have graduated, dropped or been dismissed. During the exit interview loan recipients will be given a repayment schedule and disclosure form, which summarizes the total amount borrowed, the total amount of interest and the interest rate as outlined on the borrower's interim (in-school) promissory note. The repayment schedule will also fix the first date, in addition to the number of monthly payments, required to pay the loan plus interest.

During the exit interview, the Financial Aid Director will also review the borrower's rights and responsibilities and provide a copy for future reference. The borrower must sign all documents if the borrower does not wish to invalidate any conditions allowed for the repayment of the loan.

All loan recipients will receive payment books through the mail prior to the first payment due date of the loan. All loan recipients are required to notify the Financial Aid Director or Business Office regarding any change of address to ensure all communications regarding the repayment of the loan are received on a timely basis and for the protection of the borrower's rights, since the school has specific United States Department of Education reporting requirements on individual loans made with Federal funds or guarantees of interest payments on an individual basis.

Federal Family Education Loan Programs: If you need to borrow to help pay for college, there are Federal Stafford loans (unsubsidized and subsidized) for students, and Federal PLUS loans for parents. The amount you can borrow varies by the type of loan and your enrollment status.

- (1) **Subsidized:** are need-based. The current interest rate effective July 1, 2007 is 6.80%. The federal government does not charge interest while you're in school. Six months after graduating, leaving school or dropping below half-time status, ***you must begin repaying your loan.***
- (2) **Unsubsidized:** are for qualified students, regardless of income. While you don't have to show financial need, you do have to meet all the other requirements for the subsidized Stafford loan. Interest payments also begin immediately but may be deferred. Payments on the principal start six months after you are no longer enrolled at least half time. The interest rate on unsubsidized loans effective July 1, 2007 is 6.80%
- (3) **Federal PLUS (Parent) Loan:** are for parents with a good credit history to help pay for their dependent's college costs. Interest begins to accrue when the first funds are released. Repayment begins within 60 days after the last disbursement for the school year. The current interest rate for the PLUS loans effective July 1, 2007 is 8.50%. To apply, your parents must complete the PLUS loan application Promissory Note.

FINANCIAL AID INFORMATION continued . . .

Federal Pell Grants: are targeted to Undergraduate students with very high need. The amount of your Pell Grant is determined by the size of your Expected Family Contribution (EFC), the school's Cost of Attendance, your enrollment status, e.g. half-time or full-time and whether you attend for part of all of the school's academic year. As with all grants, Federal Pell Grants ***do not have to be repaid.***

Federal Supplemental Educational Opportunity Grants (FSEOG): are for undergraduates with exceptional financial need, with priority to those receiving Pell Grants starting with the lowest EFC.

The financial aid programs are made available to students attending this school as a matter of convenience, and in no way is the offer of financial assistance an inducement to enroll or an implied guarantee of employment.

For purposes of Federal Pell Grant determination, a full-time student is defined as a student enrolled in a minimum of thirty-six (36) credit-units of class/clinical work each academic year. Half-time attendance status is defined as a student enrolled in a minimum of eighteen (18) credit units of class/clinical work each academic year.

The U.S. Department of Education certifies this institution as an eligible participant in the federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other Institutional charges it is eligible to retain using either the state/institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If a student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury. The student must pay any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state/institutional policy to the institution.

Any monies due an applicant or student will be refunded within thirty (30) days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or (b) the point at which the student fails to meet the published attendance policies outlined in this Catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student.

If student does not return following a leave of absence on the date indicated on the approved written request, refunds will be made within thirty (30) days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

ADMINISTRATIVE POLICIES

REGISTRATION

During registration, class schedules are reviewed with each student to ensure timely progress through their program. Students are urged to register on time, as class space is limited. Students must be registered prior to attending class.

ORIENTATION

Orientation for new students is held on the first day of each class start. Pertinent policies and procedures concerning students and the school are discussed. The student signs a signature sheet acknowledging receipt of the school catalog. The student retains a copy of the school catalog and the original signature page is placed in the academic file.

ADMINISTRATIVE PREROGATIVES

MTS reserves the right at any time to make changes, as necessary, in the regulations, policies and fees, and to cancel any course if registration does not justify continuance.

SCHOOL CATALOG

A student entering *Modern Technology School* has made a commitment to reach a professional vocational goal. To aid the student in the process, he/she receives a current copy of the school catalog. The catalog outlines student rights and responsibilities as well as the school policies, rules and regulations that directly affect the student. The student is aware of the standards of performance and conduct expected; standards which will result in success in their chosen field. The school encourages students to review the catalog and school performance fact sheet prior to signing an enrollment agreement.

PROGRAM CHANGES

Permission must be obtained from the Program Director for a change in the program.

In keeping with *MTS'* philosophy of a response to the needs of the students and employers, *MTS* reserves the right to make modifications in the course content and the structure of the curriculum. Such modifications will be in compliance with existing State and Federal regulations.

CURRENT FILE

Students must file their current legal name, address and phone number with the school registrar within five (5) days of any change.

DISCLOSURE OF EDUCATIONAL RECORDS

Adult students, parents of minor students and tax dependent students have the right to inspect, review and challenge information contained in their educational records or those of their minor or tax dependent child. Educational records are defined as files, materials and documents which contain information directly related to a student and are maintained by the Registrar of the school. Students are not entitled to inspect the financial records of their parents. Enrollees are advised and cautioned that State Law requires the educational institution to maintain school and student records for a five (5) year period or the life of the institution. Written consent is required before educational records may be disclosed to third parties with the exception of accrediting bodies and government agencies, so authorized by law.

ADMINISTRATIVE POLICIES continued...

REPEATING A MODULE

A student failing any individual subject may not continue in the program. Students who fail any portion of a module are subject to repeat the entire course module. Repeating a course module is established solely on a case by case basis. A student may only recycle once in the entire program. The cost of the repeat course module will be based on the number of credit hour to be repeated, by percentage, and the total tuition cost in effect at the time the course is to be repeated. The student must achieve a passing grade in the repeated course or course module in order to continue to the next phase of the program. All pending examinations must be completed prior to entering the next course module.

If failure of a course indicates to the faculty that the student may not benefit from continued participation in the program, permission to repeat **may not be granted**. If a student fails a course, the student fails the program. The repeating of a course module is based upon space availability and is at the sole discretion of *MTS*.

NOTE: FINANCIAL AID IS NOT AVAILABLE FOR REPEATED SECTIONS

RE-ADMISSION

A student who has withdrawn from the school, and who withdrew in good academic standing, may be reinstated upon application to the Re-Admission Committee - provided that no more than six (6) months have elapsed since last class attendance and there is space availability. The applicant for re-admission may be required to take a proficiency exam to test retained knowledge.

If remedial work is deemed necessary by the faculty, *MTS* will advise the student of the schedule in writing. A new enrollment agreement will be written on all re-admissions and tuition, supplies and fees may be assessed relative to any remedial work required. The re-enrollment committee must approve a re-entry request from the same student.

APPEALS

Students may appeal any decision regarding their progress, probation, suspension or dismissal. Appeals must be submitted in writing to the appropriate Department Director within two weeks of the action causing the appeal. An appeals board will review all appeals and notify the student of its decision within thirty (30) days.

RESOURCE CENTER/LIBRARY

The Resource Center is composed of books, periodicals and reference books to support the courses offered in the various curricula. Students are encouraged to use and check out materials at *MTS* with the approval of the Resource Center Coordinator. However, loss or damage to any materials will result in a charge to the student. Library is open during administrative hours.

PREGNANCY POLICY

It is the policy of Modern Technology School to ensure that students are able to finish their coursework if certain standards are met during their tenure. If a student is pregnant upon entry into the program or becomes pregnant during their course of study they may not be able to complete the program. Disclosure of pregnancy is voluntary [This is in accordance with the NCR Regulatory Guide 8.13]. Pregnant students will **not** be placed into clinical rotation at the request of our facilities and because of the liability issues associated with this type of program. Students who are not attending class and clinic on a full time basis will not meet satisfactory attendance standards and will have to

be dropped from the program. A 60 day leave of absence may be used in some cases for students who are pregnant and who work with the Program Director to maintain an overall 80% attendance rate. Students who are dropped due to pregnancy can re-apply to the school within six months of their last date of attendance and only if they are not pregnant.

Students who are pregnant during the didactic phase of the program and are eligible to remain in class are required to wear a fetal monitor dosimeter.

DRESS CODE POLICY

1. Approved Navy Blue MTS School uniform (scrub top and bottom) with MTS Logo shall be worn at all times when on campus.
2. Students are required to comply with clinic facility uniform policy after placement.
3. Uniforms must be cleaned and pressed.
4. Shoes must be solid black or solid white closed toe shoes. No sandals or multicolored shoes.
5. Shoes and shoelaces must be clean and laced completely.
6. Socks must be worn.
7. A modest amount of jewelry may be worn.
8. Visible body piercings or tattoos are not permitted.
9. Fingernails must be clean and no longer than ¼ inch from the tip of the finger.
10. No artificial nails.
11. Hair must be groomed and, if long, tied back. Hair must be a natural shade of color.
12. No perfume or cologne.
13. Moderate make-up.
14. Good body hygiene must be maintained.
15. Students are required to wear student ID at all times on the school premises.
16. Clinic Students must wear approved school uniform any time they are on campus.

Students shall observe the dress code at **all times**. This includes weekend classes, specialty and evening classes, during all clinical internship hours and during proctoring session.

Failure to comply with dress codes policy will result in the following:

- Student will not be admitted to class and will not receive credit for attendance.
- Repeated violations of established dress code may result in termination from the program.

Variances from the established dress code, as stated above, must be requested in writing and shall be approved by the Campus Director.

DRUG AND ALCOHOL POLICY

It is the policy of *Modern Technology School*, that no student shall use, sell or be under the influence of drugs (unless prescribed by a physician) or alcohol while on campus, in classrooms, labs, in the parking lot, at break or during clinical training hours. Anyone found or suspected of using, selling, or arriving under the influence of drugs or alcohol will be subject to a random drug test at student's expense. If any students test positive it is grounds for immediate dismissal from the program, without chance of reinstatement.

ADMINISTRATIVE POLICIES continued...

SEXUAL HARASSMENT/MISCONDUCT POLICY

Modern Technology School is committed to the principle that it's learning and clinical environment be free from inappropriate conduct of a sexual nature. Sexual harassment and sexual misconduct in any form will not be tolerated and individuals who engage in such conduct will be subject to disciplinary action or dismissal from the program.

Scope of the Policy

This policy applies to all school administrators, faculty, didactic and clinical staff, students, visitors and applicants of *Modern Technology School*. This applies to any unwelcome conduct which violates state or federal laws regarding sexual harassment-misconduct or any inappropriate conduct of a sexual nature. This includes any gender.

Sexual Misconduct

This includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature directed towards another individual that does not rise to the level of harassment, but is unprofessional and inappropriate for the classroom or clinical setting.

Sexual Harassment

This includes unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of sexual nature to include:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or student status.
- Submission to or rejection of such conduct is used as a basis for evaluation in making personnel or academic decisions affecting that individual.
- Conduct that has the purpose or effect of unreasonably interfering with an individual's performance, creating an intimidating, hostile or offensive environment.

Examples

- physical contact of a sexual nature including touching, patting, hugging or brushing against a person's body;
- explicit or implicit propositions or offers to engage in sexual activity;
- comments of a sexual nature, including sexually explicit statements, questions, jokes or remarks of a sexual nature about a person's clothing or body; remarks about sexual activity' speculation about sexual experiences'
- exposure to sexually oriented graffiti, pictures, posters, or materials; and/or
- Physical interference with or restriction of an individual's movements.

Consensual Relationships

It is the policy of Modern Technology School to strongly discourage romantic or sexual relationships between the following:

- a faculty member and a student, who is enrolled in the faculty members course or who is otherwise under the supervision of the faculty member
- between a supervisor and a student
- between a student and affiliated clinical staff

Romantic or sexual relationships often create situations that lead to sexual harassment, conflicts of interest, favoritism and low morale. Even consenting romantic and sexual relationships may evolve into sexual harassment case with serious implications, either from a subsequent change of attitude by the parties involved or from a contemporary complaint from a disadvantaged third-party.

ADMINISTRATIVE POLICIES continued...

Reporting

Informal

An individual who does not wish to file a formal complaint may make an informal complaint. The Clinical Coordinator, Program Director or Campus Director will provide assistance strategies for the individual to effectively inform the offending party that his or her behavior is unwelcome and should be immediately ceased.

Formal

Modern Technology School encourages any person who believes that he or she has been subjected to sexual misconduct or harassment to immediately report the incident to the Program Director or Campus Director. A report of the incident must be made immediately after the conduct and no longer than 90 days after the event occurred. A signed written statement must be made to include an outline of the details of the misconduct, the subject of the complaint, the complainant's name, signature, and contact information; the name of the person responsible for the misconduct along with the dates, locations and times and any witnesses to the misconduct or harassment.

False complaints

Any persons who knowingly and intentionally files a false complaint under this policy or any person who knowingly and intentionally makes false statements within the course of the investigation is subject to disciplinary action up to and including dismissal from the school.

Investigation

Investigation of the written incident will begin ten (10) days after receipt of the complaint. Any person that has information relevant to the complaint shall be interview and appropriately documented. Offensive material involved will be reviewed as necessary. Upon completion of the investigation a written report will be issued. The report is to include a recommendation of whether a violation of the policy occurred and recommended disciplinary action if a violation of the policy occurred. This will be disseminated to the appropriate persons involved.

HEALTH AND SAFETY POLICY

It is the policy of *MTS* to have its facility in compliance with the requirements of the State and Local Building Codes, the Board of Health and Fire Department regulations. In case of a medical emergency during school hours, *MTS* will take action to obtain local medical services as needed.

INDUSTRIAL ACCIDENTS

Students must report **ANY INJURY** that occurs on school premises immediately to their appropriate Instructor.

CRIME AWARENESS AND CAMPUS SECURITY POLICY

In compliance with the Crime Awareness and Campus Security Act of 1990, *Modern Technology School* maintains and administers the policies as described below. In accordance with this Act, all colleges are required to publish and distribute standard procedures for reporting crime, educational programs for crime prevention and crime rate statistics to all potential applicants and to all current employees.

1. All on-campus crimes must be reported in writing to the Campus Director within 24 hours of the occurrence. The Director will contact the appropriate law enforcement agency.
2. The school will take appropriate action against any employee, up to and including termination, who does not report a crime to the Director.

ADMINISTRATIVE POLICIES continued...

3. All students and employees are strongly encouraged to file a police report.
4. If it is determined that any employee or student is involved in a violent crime, felony or theft, he/she will be immediately terminated.
5. Any student wishing to appeal their dismissal must present his/her case before the Student Review Board. Any employee wishing to appeal his/her termination must present his/her case before the Administrative Director.
6. A separate "Drug and Alcohol Policy" remains in effect, and is required to be adhered to by all enrolled students and employees.
7. When class dismisses, you are to leave the grounds immediately.

8. Campus incidents reported to *Modern Technology School* by employees and/or students.

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Murder & Non-Negligent	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Forced Entry	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0

9. Crime statistics: The school wants to make you aware of the following:

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Arson	0	0	0	0	0	0	0	0	0	0
Bomb Threat	0	0	0	0	0	0	0	0	0	0

10. Campus arrest statistics for three offense categories for the following years:

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0

The Police Department gives the following instructions:

SEXUAL ASSAULT:

The Fountain Valley Police Department gives programs to promote awareness of sexual offense to both men and women. **Fountain Valley Police Department Phone Number: 714-593-4485**

IF YOU ARE ATTACKED:

It is often difficult to know what action will work the best on the attacker. Scream, kick, bite and try to get away. Pepper spray would be worth trying if you have it, especially if you are in an area where there are other people near you. When you go to get into your car, check first to see if there are any signs of illegal entry before you enter your car. Visually check the back seat area prior to entering. If you are in a remote area or your life is in danger, cooperate with your attacker. Survival is your goal.

ADMINISTRATIVE POLICIES continued...

AFTER THE ATTACK:

Immediately tell someone that you were attacked. If the attack is on school property and/or another student was the attacker, report it immediately to your Instructor or the Campus Director who will call the police.

Do not shower or change clothes. Do not disturb any of the area of the attack. If this occurs away from school, access the nearest phone and call 911. The police will send out the appropriate officer who is specially trained to handle rape cases. *Modern Technology School* will carry out disciplinary actions and sanctions that will be enforced by campus disciplinary proceedings.

STUDENT/EMPLOYEE RESPONSIBILITIES:

The cooperation and involvement of the students and staff in a campus safety program is absolutely necessary. Students and staff must assume responsibility for their own safety and the security of their personal belongings by taking simple common sense precautions.

Students and employees with cars should keep them locked at all times. Valuables should be locked in the trunk or out of sight. Students and employees should report any suspicious looking persons/vehicles who they feel should not be around the parking areas that are used by students or staff. Also any unusual incidents should be reported.

Student Parking: Students are required to park in the center parking. Parking in front of any building in the complex is prohibited. These spots are reserved for customers of other business in the complex. Loud music or sport activities are prohibited.

MTS is a smoke free campus. All smoking must be done in the lunch area near the mailboxes on the north side of the complex.

Parking lot activities: MTS is located in a business park. Students of the school are obligated to conduct themselves in a professional manner regarding surrounding businesses. No sports, loud music or tailgate activities are allowed in the parking area.



STUDENT SERVICES POLICIES

STUDENT ADVISING:

Students are routinely provided with notice of academic progress. Areas of concern, if any, are noted and recommendations for improvement identified.

Students are directed to the appropriate Instructor or Program Director to discuss matters of concern, to develop plans for the improvement of performance and to meet required standards. The Program Director or Instructor will arrange for a meeting with the student to advise them related to their overall performance and to discuss the specific areas identified in the student's progress report. A program of remedial assignments or make-up work will be identified and agreed upon to correct any deficiencies noted.

PERSONAL ADVICE:

Any students experiencing personal or financial problems are directed to the appropriate person for possible assistance and advice. Financial problems are directed to the Financial Aid Director. Problems of a personal nature are directed either to the, Instructor, Program Director or Campus Director for assistance.

School personnel will offer assistance and advice to the student related to personal problems whenever possible in keeping with the policies of the school and the requirements of the specific program in which they are enrolled. When appropriate, students will be referred to the social service agencies that address their particular need for assistance.

STUDENT RECORDS:

All student files, including educational and financial records, are securely maintained and protected against unauthorized access, fire and other perils. Active and inactive files are maintained in the administrative offices.

The Registrar is responsible for the maintenance and accuracy of student records other than the financial records, as well as, the supervision and monitoring of attendance and any Leave of Absence. The Financial Aid Director is responsible for the student's financial records. Computer records are maintained for all student files. The Accounting Manager maintains computerized student accounts, financial records and secures them against unauthorized access.

PLACEMENT ASSISTANCE:

The school assists **graduates** with their job search. There is no charge for this assistance. As a matter of ethics, **NO SCHOOL CAN GUARANTEE PLACEMENT OR STARTING SALARIES.** However, *Modern Technology School* has been a source of competent, skilled medical personnel for the community that we serve since its founding in 1981.

The school performs a post-graduate survey and maintains verifiable records of the initial employment of its graduates. An annual report entitled, "How Our Students Are Doing" is published to provide up to date statistics related to graduation, state examination (if applicable) and employment for the previous calendar year.

STUDENT SERVICES POLICIES continued . . .

Medical ethics, patient care and handling, and career development are part of all curriculums. As part of the exit interview process, all graduates must meet with the Career Services Coordinator for resume and future career development referrals. *MTS* maintains an active list of employment opportunities and shares this information with graduates.

HOUSING

Most of our students reside within easy commuting distance to the school. Students must arrange for their own housing. No housing is provided or offered by *MTS*.

TRANSPORTATION

MTS is located in the city of Fountain Valley and centrally located in the greater Orange County area. As such, *MTS* is located within easy access of several freeway entrances/exits and several bus routes. *MTS* provides ample, free parking adjacent to the school building. No transportation is provided or offered by *MTS*.

CHILD CARE

Modern Technology School has no facilities for childcare arrangements. Students in need of childcare are referred to local facilities providing such services or to the appropriate social service agencies that can assist them with child care arrangements.

LOST OR STOLEN PERSONAL PROPERTY

MTS makes every effort to minimize the possibility of theft. However, we cannot be responsible for lost or stolen personal property. Valuables should not be left unattended on school or clinical site grounds.

STUDENT COMPLAINT PROCEDURE

Students experiencing difficulties, having concerns or complaints related to school or program matters are encouraged to first bring this to the attention of *MTS*.

Student concerns or complaints should be brought to the attention of their Instructor. Complaints that are not satisfactorily resolved at this level should be submitted on an individual basis in writing to the Program Director. Written responses will be given within five (5) working days of when written complaint was received. Any unresolved issue should be then brought to the Campus Director. A written response will be given within five (5) working days of when written complaint was received. If the complaint cannot be resolved by *MTS*, students can contact the BPPE directly.

STUDENT RIGHTS

The school licensed by the Bureau for Private Postsecondary Schools must have a procedure and operational plan for handling student complaints. If a student does not feel that *MTS* has adequately addressed a complaint or concern, or if the student wishes to address the complaint directly, the student may do so. All complaints considered must be in written form, with permission from the complainant(s) to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution.

STUDENT SERVICES POLICIES continued . . .

Please direct all inquiries to:

*MT X-ray Inc.
16560 Harbor Blvd. Suite K
Fountain Valley, CA 92708*

*Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone#: 916.431.6959*



ACADEMIC POLICIES

SATISFACTORY ACADEMIC PROGRESS POLICY

ATTENDANCE POLICY

The school expects 100% attendance of all students. The minimum acceptable standard to ensure reasonable progress in classes is 80% of any Program module or individual class. The school requires that students report absences by telephone to the school and the clinical site on the day of absence; however, all absences and tardiness count toward excessive absenteeism. Students who enter class after the class begins or who leave early will be counted as tardy. Students who arrive at their clinical site after their scheduled hour to begin or who leave before their scheduled hours end will be counted as tardy. For a 30-day period, any combination of four late arrivals to class/clinical site or early departures from class/clinical site equals one absence.

X-ray students are required to meet all Title 17 State Regulatory hour requirements to be eligible to take the X-ray State Board Examination.

A student must not drop below 80% attendance. Should absences exceed 20% of any Program module or individual class, they will be placed on probation for the next 30 days. Should tardiness exceed 20% of classes to date, they will be placed on probation for 30 days. Should attendance not improve to acceptable levels, the student will be dismissed. Should a student be dismissed, he or she may apply for re-admission. Students may be required to make up missed hours.

During the length of the entire Program, any student who fails to maintain contact with the school for more than FIFTEEN (15) successive school days will be automatically dropped from the Program.

SATISFACTORY ACADEMIC AND ATTENDANCE PROGRESS REQUIRED BY THE SCHOOL

Students are advised that the school requires students to maintain satisfactory academic and attendance progress. Financial Aid recipients must demonstrate satisfactory progress at the end of the first 31 days of their program. All students must maintain a minimum grade point average (GPA) of 2.0 (70%) and a minimum of 80% attendance of any component throughout their entire program.

Students who do not achieve the required grade point average or minimum required attendance will be placed on probation. A student who does not remove himself or herself from probation at the end of the next 30-day calendar period will be subject to dismissal.

It should be noted that students are expected to complete the requirements of their individual program within the required time frame. But in no case may the student take more than 150% the stated number of credit hours to complete the program requirements. The student's rate of completion will be measured no later than the midpoint of the program.

The standard length of time allotted for a student to successfully complete a program of study is stated as part of each Enrollment Agreement.

If a student cannot complete the training within the maximum time frame, the student will be dismissed from the program.

ACADEMIC POLICIES continued.....

GRADING SYSTEM

The grading system is as follows:

A	90--100 %	4 grade points for each unit completed
B	80--89 %	3 grade points for each unit completed
C	70--79 %	2 grade points for each unit completed
F	0--69 %	0 grade point for each unit completed

W - Withdrawal To be given to students who voluntarily withdraw from a course within the first thirty (30%) percent of attendance.

NC - No Credit To be given to students who withdraw after thirty (30%) percent, unless there are mitigating circumstances connected with the dropping of the course. In the case of mitigating circumstances, a "W" is to be given as a final grade.

I - Incomplete To be given to students who have not completed course assignments or exams required. The student must make up the required work within thirty (30) days. Failure to do so will result in a failing grade for the course.

A separate grade will be issued for the didactic and clinical components. The student's final grade point average (GPA) will be derived from both didactic and clinical results. The final grade for a course represents a measurement of the student's performance in achieving the objectives of the course. Each student is expected to: (1) have satisfactory attendance; (2) complete all workbook & homework assignments; (3) complete skills development and laboratory assignments and (4) satisfactorily complete and pass all quizzes and examinations.

UNIT OF CREDIT

Modern Technology School's academic year consists of thirty (30) weeks. Students who complete this requirement are considered second year students for academic and financial aid progress. Students who complete a minimum of sixty (60) weeks and seventy two (72) quarter credit units are considered third year students for academic and financial aid progress.

Modern Technology School defines one (1) credit hour (QCH) as the following:

- 1 credit hour equals 10.0 hours classroom contact
- 1 credit hour equals 20.0 hours of supervised lab/shop
- 1 credit hour equals 20.0 hours of documented independent study activities
- 1 credit hour equals 30.0 hours of internship experience

CLASS HOUR

One class hour equals one class period of fifty minutes.

COURSE LENGTH

To provide a comparison with other programs in other postsecondary schools, the course length is expressed in credit hours and weeks.

ACADEMIC POLICIES continued.....

EXCUSED and UNEXCUSED ABSENCES

Due to the nature and scope of the training, the school does not differentiate between an excused and un-excused absence in computing the maximum number of absences allowed.

LEAVE OF ABSENCE

A leave of absence (LOA) may be granted for emergency reasons only. The student must submit a written request to the Program Director for approval. Supporting documentation may be required. A Leave of Absence is normally granted for a minimum of one week and a maximum of sixty (60) days **once** during the duration of the program. If on a Leave of Absence, a student is not eligible for clinical placement. Re-admission to the program after return from a Leave of Absence is based upon class and clinical space availability.

MAKE-UP WORK AND RE-TAKE EXAMINATIONS

Students are required to make arrangements with their Instructor to make-up assignments, work missed due to absences or re-take examinations. Re-take examinations due to failure and make-up tests due to absence must be retaken/made-up within seven (7) calendar days of the initial examination, and may not be retaken/made-up during scheduled class time. Students who fail an examination are provided, under specified conditions and procedures, an opportunity to re-take the examination up to a maximum of one (1) time. If a student arrives 15 minutes or more after the start of an exam, they will not be allowed to take the exam at that time. The student must then schedule the exam as a make-up exam.

Re-take examinations are allowed a highest possible score of 70%. Make-up examinations will automatically have ten (10) points subtracted from the obtained raw score. It is the student's responsibility to schedule his/her re-take or make-up examination. **NO REMINDERS WILL BE GIVEN.** Retakes are scheduled Wednesday and Friday by Appointment only. Students are to be in dress code for retake or makeup proctor sessions.

If a student fails to achieve and maintain a 70% competency level in either academic or clinical course work they will be placed on probation. All arrangements for re-take or make-up examinations must be made with the student's **INSTRUCTOR**. The scheduling of all academic or clinical make-up work will be at the discretion of the Instructor, and in accordance with campus policies.

CONDUCT

When making application for training, students agree to conduct themselves within the limits of acceptable behavior and appearance, which will enable the school to recommend the graduate to prospective employers. *MTS* also expects the behavior of the student while off school premises to reflect favorably upon the school.

The following are considered violations of acceptable student conduct and may result in dismissal:

1. Cheating in any form of academic or clinical work.
2. The use of indecent or profane language.
3. The use of alcoholic beverages or drugs. Offering drugs to other students or staff.
4. Failure to follow common sense rules of safety and/or posted safety regulations.
5. Harassment or discrimination of any kind, including sexual harassment.
6. Disrespectful behavior towards Instructors, school staff, and fellow students.
7. Initiating or participating in disruptive behavior.

ACADEMIC POLICIES continued.....

PROBATION POLICY

Student will be placed on 30-day probation for any of the following reasons:

Academic -If at any time during the program, a student is failing any component/module of the program. For the purpose of this probation, "failing" will be considered having less than a 70% (2.0) GPA for any single component/module of the program.

A student will be placed on probation in the event that he/she fails three examinations on the first administration of the examinations or fails to take three consecutive examinations on the first administration. This probation will be instituted regardless of re-take/make-up examination grades.

Attendance -Attendance for any program component or module falls below 80% at any time during the program (an authorized Leave of Absence is not affected by this policy), tardies exceeding 20% of classes given to date or any 3 attendance issues in a 30 day period.

Conduct - Consists of: disruptive, disrespectful, intoxicated or drugged behavior, possession of alcohol, drugs, or weapons on school premises, theft of property, cheating on examinations, and repeated violations of school dress code, harassment or discrimination of any kind.

All conduct rules apply to the classrooms, school buildings, parking areas and clinical sites.

Financial - Failing to meet financial obligations to the school and/or failure to comply with Financial Aid rules and directives.

Removal From Probation Status

Students placed on probation will immediately be contacted by the Program Director who will outline a plan which will allow the student to lift probation. Failure to remove probationary status, as outlined below, will result in suspension or dismissal.

Academic -Raise cumulative grade point average to at least 2.0 (70%) within the next 30 days after being placed on probation.

Attendance -Immediately increase and maintain attendance at least or above 80% for the duration of the probationary period. No further tardies in excess of 20% of classes to date.

Conduct - No further infractions.

Financial - Adherence to the plan developed by the Financial Aid Director or Accounting Manager.

VA Students

*If after 60 days on probation a VA student's grade point average (GPA) or attendance remains below the graduation requirements, the student's **VA benefits will be terminated**. However, the student can continue enrollment subject to regular school academic policies.*

The student will not be certified again for VA educational benefits until he/she has met academic and attendance requirements.

ACADEMIC POLICIES continued.....

PROBATION and FINANCIAL AID

Students placed on probation for failure to maintain satisfactory progress for excessive absences, grades, conduct or financial matters will retain their eligibility for financial aid as long as they meet with the Program Director and the Financial Aid Director and develop a documented plan to lift the probation. If a student does not adhere to the outlined plan, eligibility for financial aid will be suspended until the student is in compliance as stated in the Probation Policy. Other financial arrangements must be made with the Campus Director.

Monitoring of the student's progress under any probation plan will be done by the appropriate Program Director and reported to the Registrar's Office for insertion into the student's permanent record.

SUSPENSION and DISMISSAL

Students may be suspended or dismissed for the following reasons:

- ☞ Failure to adhere to any probation plan developed by the appropriate Department Director/Instructor
- ☞ Students will be dismissed with third (3rd) probation of any kind.
- ☞ Excessive probation violations

MTS will notify the student in writing of suspension or dismissal. If a student is receiving Veteran's benefits and is suspended or dismissed, the Veteran's Administration will be notified immediately. Any student suspended or dismissed may be re-admitted only upon approval of the Re-Admission Committee. Re-admission is also subject to space availability. Students suspended or dismissed will be required to return all materials loaned to them by the school. Students on suspension are not eligible for clinical placement. Serious infractions, mainly those dealing with conduct (i.e. cheating, use of alcohol or drugs, fighting, harassment or discrimination of any kind, etc.) may be cause for immediate dismissal without first being put on probationary status. **DISCIPLINARY ACTION WILL BE ENFORCED WHETHER THE STUDENT IS IN CLASSROOM TRAINING OR INTERNSHIP (CLINICAL TRAINING).**

Should a student fail to respond to a "Student Notice" issued by any school department personnel, that student will be suspended from class until proper contact with the issuing department is made and a signed return slip is given to the student for re-admission to class.

FINANCIAL POLICIES

TUITION and FEES:

PROGRAM COSTS EFFECTIVE as of: 01/01/2011				
	MA	X-Ray/MA	Ultrasound/ Vascular	
Tuition	\$5,350	\$14,970	\$29,000	
Books & Supplies	\$527	\$1155	\$1,488	
Registration	\$75	\$75	\$75	
Total	\$5,952	\$16,200	\$30,563	

OTHER PURCHASES:

Expenditure	Fees Due	Cost
TB TEST	Prior to class start	\$25
Health Screening	Prior to class start	~\$190

Note: These fees are subject to change.

MODERN TECHNOLOGY SCHOOL REQUIRES that tuition payments must be current before students can progress to their clinical internship, administration of final exam, graduation or placement assistance.

TUITION PLANS

- Payment in full (in the form of cash, credit card, check or money order made payable to *Modern Technology School*) before the **first class session**,

OR

- Payment of tuition and other fees may also be paid in an equal monthly payment, over the length of the program taken. Payments are due starting the **first day** of class, and continuing on the first day of each month thereafter, until paid in full.

Tuition payments should be either delivered in person to the Accounting Manager during regular business hours or postmarked and mailed so as to be received by their due date. Please note that checks which are returned for non-sufficient funds will be assessed a \$10.00 processing fee. If tuition payments by check are returned more than once during the contract term, future payments will have to be made in cash, credit card or money order. Information regarding these payment plans may be obtained from the Business Office.

FINANCIAL POLICIES continued . . .

DELINQUENT TUITION

Students who are delinquent with respect to any tuition obligation after the 10th calendar day following the due date shall be assessed a late fee of five percent (5%) of each such installment, or \$5.00, whichever is less, subject to a minimum late charge of \$1.00. In addition, any student who is delinquent in his/her tuition payment obligation in excess of ten (10) calendar days may be suspended from class by the Accounting Manager. Students will not be readmitted until all delinquent payments, and late fees, are paid in full. Students who are delinquent for more than 30 calendar days may be dismissed from the Program.

TEXTBOOKS

The school will order textbooks for the student as part of the inclusive course costs to ensure consistency.

EQUIPMENT

Uniforms: Regulation uniforms & student ID badge must be worn during classroom and clinical assignments. The student is required to purchase his/her clinical uniforms. Student must maintain their own uniforms.

Equipment: The school reserves the right to charge a student for the cost of equipment breakage (including exposing an X-Ray film bin), damage or loss due to negligence on the part of the student at either the school or clinical site.



OTHER GAINFUL EMPLOYMENT INFORMATION

On-time Graduation Rate:

- Medical Assisting—480 clock hours in 18 weeks
- X-ray Technician/Medical Assistant—1159 clock hours in 11 months
- Ultrasound/ Vascular—2172 clock hours in 18 months

Job Placement Rate as of last annual reporting cycle

- Medical Assisting—30% *(last reporting 10/2009-09/2010)*
- X-ray Technician/Medical Assistant—65% *(last reporting 12/2008-11/2009)*
- Ultrasound/Vascular—61% *(last reporting 01/2008-12/2008)*

Median Loan Debt:

- Medical Assisting--\$3,244
- X-ray Technician/Medical Assistant--\$9,506
- Ultrasound/Vascular--\$20,853

Information on the NetPrice Calculator can be found on our web site at www.mtschool.edu

REFUND POLICY

CANCELLING COURSE DURING THE FIRST FIVE DAYS AFTER STARTING CLASS

1. You have the right to cancel this agreement for a course of instruction, including the cost of any equipment or supplies you received, until midnight of the fifth business day after the first class you attended. Business day means a day on which you were scheduled to attend a class session.
2. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of the Enrollment Agreement. You can do this by mail, hand delivery or E-mail or telegram.
3. Written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage pre-paid.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the Agreement. You will be given a form to use upon enrollment, however you can use any written notice that you wish.
5. If the school has given you any equipment or supplies, you shall return it to the Program Director in **unused** condition, within thirty (30) days following the date of your notice of cancellation. If you fail to return this equipment or supplies within the 30-day period, the school may deduct its documented cost for the equipment or supplies from any refund that may be due to you. Once you pay for the equipment or supplies, it is yours to keep without further obligation.
6. If you cancel this Agreement, the school will refund any money that you paid, less any deduction for equipment or supplies not timely returned in excellent condition, within 30 days after your notice of cancellation is received.

WITHDRAWING AFTER THE FIRST FIVE DAYS FOLLOWING THE FIRST CLASS

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment.
- c. You fail to attend classes for 3 consecutive weeks, in this case, the date of withdrawals shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the student.

CALIFORNIA PRO-RATA REFUND POLICY

1. You have the right to withdraw from the course at any time.

REFUND POLICY continued . . .

2. If you withdraw from your course after midnight of the fifth scheduled class session, the school will calculate the amount you owe for the time you attended according to the following formula: The amount you owe shall be determined on a pro rate basis depending on how many clock hours remain at the time you withdrew from the course. After we compute the amount you owe for the time you attended, we will also keep your registration fee (not to exceed \$75) and the documented cost of any equipment or supplies that you received which you do not return in unused condition within thirty (30) days of your withdrawal, as well as any fees. For a list of these costs, see the list on the front of the Enrollment Agreement and any attachments.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY (30) DAYS. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

HERE IS HOW WE FIGURE THE AMOUNT YOU OWE:

- I. Amount Paid for Instruction
- II. Less \$75.00 registration fee
- III. = Tuition Charges X $\frac{\text{Hours not attended but paid for}}{\text{Total Hours Paid For}}$ = Initial Refund
- IV. Initial Refund, adjusted for equipment or supplies if applicable

HERE'S AN EXAMPLE OF A WITHDRAWAL CALCULATION:

Assume that a student enrolled in and paid for an 800-clock hour program that costs \$4,325 (\$4,000 for tuition, \$75 registration and \$250 for textbooks). If the student withdraws after completing 600 clock hours and received all textbooks, the calculation is:

- I. Amount Paid for Instruction (\$4,000 plus \$75 registration) = \$4,075
- II. Less \$75.00 Registration Fee <75>
- III. = \$4,000 X $\frac{200 \text{ clock hours paid for but not received}}{800 \text{ clock hours for which student has paid}}$ = \$1,000 Initial Refund
- IV. Initial Refund, adjusted for equipment or supplies, if applicable.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment.
- c. You fail to attend classes for 3 consecutive weeks, in this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be

REFUND POLICY continued . . .

used to repay student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the student.

FEDERAL RETURN OF TITLE IV FUNDS REFUND POLICY

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of the SFA Program withdraws from the institution during a payment period or a period of enrollment in which the student began attendance, the institution must calculate the amount of

SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a schedule is used to determine how much SFA program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the last date of attendance.

Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

REMITTANCE TO THE FEDERAL GOVERNMENT

If it is determined that a federal refund is due, the statute and regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans), the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Federal PLUS Loan Program;
4. Federal Pell Grant Program;
5. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
6. Other federal, state, private and/or institutional sources of aid; and
7. The student.

**“BUCKLEY AMENDMENT”
FORM**
*FAMILY RIGHT and PRIVACY ACT—FERPA OF 1974
(P.L. 93-380, SECTION 438)*

Interpretation of Public Law 93-380 Section 438

The Family Right and Privacy Act of 1974 prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. The institution can have a student sign an all-inclusive release for each record and other information, such as prospective employers, or can have a student sign an individual release for such as the one below would be appropriate; it can adjust for a specific event or for all possible releases.

I, _____, [do grant, do not grant] permission for
Print Name of Student (CHECK ONE)

Modern Technology School to release my school records and/or other similar information

to _____ or interested parties.
Name of Institution, Company, or Person(s).

Student Signature

Date

PROCEDURES FOR REQUESTING ACADEMIC ADJUSTMENTS

MODERN TECHNOLOGY SCHOOL is firmly committed to provide programs to participants regardless of race, color, religion, national origin, sex, sexual orientation, age, disability or medical condition except under special circumstances where sex, age, medical condition or disability constitutes either an occupational limitation or limitation in participation in the programs offered.

Under Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans With Disabilities Act of 1990, *Modern Technology School* shall take all necessary steps to ensure that no student with a verified disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in an education program because of the absence of auxiliary aids or academic accommodations.

A student with a verified disability may be entitled to auxiliary aids or academic accommodations. The decision for the authorization of such accommodation is the responsibility of the Campus Director after a review of documentation verifying the disability and any resulting educational limitations.

It is the responsibility of the student to file a written request for services/accommodation with the Campus Director. The request should be made in writing and should be submitted with adequate notice provided for an effective response. The Campus Director will review the request for authorization within adequate time and, if approved, a copy will be sent within three (3) days of receipt to the Instructor. The Instructor will implement immediately.

If the Campus Director denies the request, the student will be immediately notified of the decision and the student's right to file an appeal with the Administrative Director of the school. If the student files an appeal, the Administrative Director will review the original documentation, the Campus Director's decision, and any additional information submitted by the student. The Administrative Director will issue a final decision on the appeal within ten (10) days of receiving the appeal.

STUDENT TUITION RECOVERY FUND

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund, a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result to untimely school closure. Institutional participation is mandatory.

To be eligible, you must be a "California resident" and reside in California at the time the enrollment is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file an STRF application within two (2) years of the final judgment.

If you are a recipient of third-party payer tuition and course costs, you are not eligible for protection under the STRF. If eligible for protection, you are responsible for paying the state assessment amount for the Student Tuition Recovery Fund.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the moneys paid to the school. Questions regarding the STRF may be directed to:

**State of California
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95798**

www.bppe.ca.gov

P: 916.431.6959

F: 916.263.1897

HOLIDAYS

The school observes the following holidays and will not conduct classes on these days:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day - July 4th
Labor Day
Thanksgiving Day & Thanksgiving Friday

Winter Break for Students:

Saturday, December 22, 2012 through Tuesday January 1, 2013

- **Winter break is for didactic students only.**
- **Clinical Students internship rotation requires them to attend all scheduled hours of internship during winter break.**



Faculty Professional Profiles

(alphabetical order)

Matt Anderson, AS, RT ARRT, X-ray Instructor

- Graduate of Cypress College in Radiologic Technology, Cypress CA.
- 7 years of experience in the field
- Certified Radiologic Technologist (CRT)
- American Registry of Radiologic Technologist (ARRT)

Robert Chavez, RDMS, Ultrasound Instructor

- Graduate of El Camino College, Torrance, CA in Radiologic Technology
- Graduate of King Drew Medical Center in Ultrasound
- RDMS, OB/GYN – 1985
- RVT, Vascular Technology – 1995

Lani Coates RVT, Ultrasound Program Director

- Graduate of Modern Technology School, Anaheim, CA in Ultrasound/Vascular, 2001
- RVT, Vascular Technology – 2005
- Member of Society of Medical Diagnostic Sonographers

Adam Cooper, NCMA, XT, X-ray Instructor

- Graduate of Modern Technology School—2005
- X-ray Technician (XT)
- ROP for Medical Assisting diploma in 2001
- 10+ years' experience in the field
- Clinical instructor for MA/XT's in Los Alamitos Family Medicine

Bernie Espinoza, Ultrasound Instructor

- Graduate of Modern Technology School, Fountain Valley, CA in Ultrasound/Vascular, 2006

Ed Fernandez AS RT ARRT, X-ray Instructor

- Certified Radiologic Technologist (CRT)
- American Registry of Radiologic Technologists (ARRT)
- Associates degree (AS) in Radiologic Technology, Merced College, California
- Over 30 years' experience in Radiology

Shanaz Foroozanfar, RDMS, Ultrasound Instructor

- Graduate of Newbridge College, Santa Ana, CA in Diagnostic Medical Sonography, 2001
- RDMS, Abdomen – 2007

Alina Kane, AS RT ARRT, X-ray Instructor

- Associates degree (AA) Radiologic Technology, Long Beach City College, Long Beach, CA
- Certified Radiologic Technologist (CRT)
- American Registry of Radiologic Technologists (ARRT)
- Over 30 years' experience as a Radiologic Technologist
- 3 years' experience in Orthopedics
- ASRT member

Gloria Lozano, NCPT, MA Instructor

- Graduate of Regional Occupation Program, Cerritos, CA -Medical Assisting Program
- NCPT-National Certified Phlebotomy Technician
- 18 + year of Experience in Family Practice, Urology, Pediatrics and Endocrinology

Lotechel Lumayno, BS, RT, X-ray Instructor

- Bachelor's degree (BS) in Radiologic Technology, Cebu Doctors College, Philippines
- Certified Radiologic Technologist (CRT)
- 7 years' experience in the field

Marcelino Padilla, NCMA, MA Instructor

- 4 years' experience as a Medical Assistant.
- California Occupational Safety & Health Administration Blood borne Pathogens Trainer
- American Heart Association- Heartsaver First Aid & BLS (CPR/AED) Instructor/Trainer

Yvonne Parker, NCMA, NCPT, NCPCT, Medical Assisting Director

- Graduate of Bryman College-Medical Assisting Program
- 12+ Years Medical Director experience in private post-secondary education
- Campus reviewer for Fed, State, & local regulatory/accreditation guidelines
- Certified AHA CPR/First Aid Instructor -American Heart Association
- NCMA - National Certified Medical Assistant
- NCPT - National Certified Phlebotomy Technician
- NCPCT -National Certified Patient Care Technician
- Over 23 Years of Experience in the Medical Profession in the Specialty of Family Practice, Pediatrics, Cardiology, Hematology, Outpatient Surgery, Industrial Care and Urgent Care.

Nisha Rajpoot, RDMS, Ultrasound Instructor

- Graduate of Ultrasound Diagnostic School, New York, NY, in Ultrasound Technology, 1988
- Graduate of Modern Technology School, Anaheim, CA in Vascular Technology, 2004
- RDMS, Abdomen – 2001
- Member of Society of Diagnostic Medical Sonography

Mike Remmes, RVT, Vascular Instructor

- Graduate of Grossmont College, San Diego, CA in Vascular Technology
- RVT, Vascular Technology – 1996

Tommy Saivichit, AS, RT, ARRT, X-ray Instructor

- Certified Radiologic Technologist (CRT)
- American Registry of Radiologic Technologists (ARRT)
- Associates degree (AS) in Radiologic Technology, Orange Coast College, CA
- XT and NCMA Certification prior to completion of ARRT
- American Heart Association BLS certified Trainer
- Venipuncture Certification for Injection of Contrast Materials Certification

Steven L. Shannon, AS, RT, ARRT, X-ray Instructor

- Certified Radiologic Technologist (CRT)
- American Registry of Radiologic Technologists (ARRT)
- Associates degree (AS) in Radiologic Technology, Merced College, California
- Associates degree (AS) in Electronic, CDI, Anaheim, California
- Over 30 years' experience in Radiology, including Orthopedic X-ray & DEXA scanning.
- Venipuncture Certification for Injection of Contrast Materials—ASRT.
- American Heart Association BLS certified trainer

Susan L. Shannon, MS, RT, ARRT (M), X-ray Program Director/Campus Director

- Certified Radiologic Technologist (CRT) (M)
- American Registry of Radiologic Technologists (ARRT)
- Associates degree (AS) in Radiologic Technology, Merced College, California
- Bachelor's degree (BS) California State University Fullerton
- Masters (MS) Azusa Pacific University
- CPFI certification, University of Irvine
- 30+ years' experience as a Radiologic Technologist
- 7+ years' experience as Chief Radiologic Technologist
- 13+ years clinical instructor in Mammography and Breast Sonography
- Venipuncture Certification for Injection of Contrast Materials—ASRT
- Current member of the ASRT

Terri Torrance, XT, NCMA, Medical Assisting Instructor

- Graduate of Modern Technology School—1993
- Licensed X-ray Technician (XT)
- 18+ years' experience in the field

Mary Uht, Ultrasound Instructor

- Graduate of Modern Technology School, Anaheim, CA in Ultrasound/Vascular, 1999
- 12+ year experience as a clinical instructor

SAMPLE PROGRAM CALENDAR

PROGRAM TITLE: X-RAY TECHNICIAN / MEDICAL ASSISTANT

1ST QUARTER: INTRODUCTION TO MEDICAL ASSISTING

Start Date: 01/30/2012
 Time: Morning
 Hours: 8:00 a.m. - 1:00 p.m.
 Days: Monday, Tuesday, Wednesday, Thursday

2ND QUARTER: RADIOLOGIC TECHNICIAN I

Start Date: 04/23/12
 Time: Morning
 Hours: 8:00 a.m. - 1:00 p.m.
 Days: Monday, Tuesday, Wednesday, Thursday

3RD QUARTER: RADIOLOGIC TECHNICIAN II & CLINICAL

Start Date: 08/13/12
 Time: Morning and Afternoon
 Hours: 40 hours/week (classroom and clinical combined)
 Days: Monday, Tuesday, Wednesday, Thursday, Friday

4TH QUARTER: CLINICAL & RADIOLOGIC TECHNICIAN III

Start Date: ongoing
 Time: Morning and Afternoon
 Hours: 40 hours/week (classroom and clinical combined)
 Days: Monday, Tuesday, Wednesday, Thursday, Friday

PROGRAM SUMMARY: Class Start Date: 01/30/2012
 Clinic Start Date: 08/13/12
 Clinic Completion Date: 11/30/12

PROJECTED GRADUATION DATE: 11/30/12

Note: *This is a typical program calendar schedule.*

*A copy of the **Actual Schedule of Classes** is given to the student during the first day of class.*

SAMPLE PROGRAM CALENDAR

PROGRAM TITLE: DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY

START DATE: 02/21/12

Module I				Mod. Hrs.	Cum.Wks.	Cum.Hrs.
	A&P	2 weeks	24hrs/wk	48	2	48
	Med.Term.	3 weeks	24hrs/wk	72	5	120
	Math	2 weeks	24hrs/wk	48	7	168
	Pt.Care	1 week	24hrs/wk	24	8	192
			Total	Didactic 192		
Module II						
	Abd 100	2 weeks	24hrs/wk		10	240
	Ob/gyn 101	3 weeks	24hrs/wk		13	312
	Lab 103	3 weeks	24hrs/wk		16	384
			Total	Didactic 120 Lab 72		
Module III						
	Abd 200	2 weeks	20hrs/wk		18	424
	Ob/gyn 201	3 weeks	20hrs/wk		21	484
	Lab 203	3 weeks	24hrs/wk		24	556
			Total	Didactic 100 Lab 72		
Module IV						
	Abd 300	2 weeks	20hrs/wk		26	596
	Ob/gyn 301	3 weeks	20hrs/wk		29	656
	Lab 303	3 weeks	24hrs/wk		32	728
			Total	Didactic 100 Lab 72		
Module V						
	Ob/gyn 401	2 weeks	20hrs/wk		34	768
	Phy 202	3 weeks	12hrs/wk		37	804
	Lab 403	3 weeks	24hrs/wk		40	876
			Total	Didactic 76 Lab 72		
Module VI						
	US Clinical I	8 weeks	32hrs/wk	(concurrent)	48	1132
	Phy 302	5 weeks	4hrs/wk			1152
	Phy 402	3 weeks	4hrs/wk			1160
			Total	Didactic 32		Clinic 256
Module VII						
	US Clinical II	8 weeks	32hrs/wk	(concurrent)	56	1420
	Vas.Tech 500	8 weeks	4hrs/wk			1452
	Vas.Lab 700	8 weeks	4hrs/wk			1484
			Total	Didactic 32 Lab 32		Clinic 256
Module VIII						
	US Clinical III	8 weeks	32hrs/wk	(concurrent)	64	1740
	Vas.Tech 501	8 weeks	4hrs/wk			1772
	Vas.Lab 701	8 weeks	4hrs/wk			1804
			Total	Didactic 32 Lab 32		Clinic 256
Module IX						
	US Clinical IV	8 weeks	32hrs/wk	(concurrent)	72	2060
	Vas.Phy 600	8 weeks	4hrs/wk			2092
	Vas.Lab 702	8 weeks	4hrs/wk			2124
			Total	Didactic 32 Lab 32		Clinic 256
Module X						
	Vas.Phy 601	4 weeks	4hrs/wk	(concurrent)	76	2140
	Vas.Lab 703	4 weeks	4hrs/wk			2156
	Career Prep.	4 weeks	4hrs/wk			2172

			Total	Didactic 32	Lab 16	
		Total Didactic Hours				748
		Total Lab Hours				400
		Total Clinical Hours				1024
			Program Total			2172

PROJECTED GRADUATION DATE: 08/16/13

Note: *This is a typical program calendar schedule.*

*A copy of the **Actual Schedule of Classes** is given to the student during the first day of class.*

PROGRAM COURSE DESCRIPTIONS

MEDICAL ASSISTANT / BACK OFFICE

MA 101 COURSE ORIENTATIONS; INTRO. TO MATH; BASIC MED. SKILLS & VITAL SIGNS; PRINCIPLES OF SURGERY & SURGICAL ASEPSIS.....Credit Hours - 7.00

This course provides the student with the understanding of the learning process and refreshes the student's basic mathematic skills. It further expands into basic medical terminology; medical law and ethics; HIPAA, interpersonal communication; fundamental body structures; body mechanics; sterilization; and minor surgery.

MA 102 URINALYSIS; GASTROINTESTINAL & ENDOCRINE SYSTEMS AND HEMATOLOGY; INJECTIONS; MUSCULOSKELETAL..... Credit Hours - 6.00

This course provides understanding and training in urinary systems; reproductive systems; blood borne pathogens; hematology; venipuncture; specimen collection; digestive system and hands-on training in administering injections.

MA 103 SENSORY SYSTEMS; CPR; CARDIOVASCULAR AND FINALS..... Credit Hours - 6.00

Operation of the electrocardiograph. It provides an understanding in sensory systems; visual acuity ear lavage; respiratory system; cardiovascular systems and PFT. The course further prepares each student in the basic fundamentals of first aid, CPR certification; and electrocardiography.

MA 104 CLINICAL APPLICATION SKILLS I..... Credit Hours - 8.00

This course includes the student's medical assistant-back office clinical commitment.

X-RAY TECHNICIAN

XR 201 X-RAY TECHNOLOGY..... Credit Hours – 7.00

This course consists of the X-Ray technological aspect of the program. The handling of radiographic equipment and formulation of X-Ray exposure factors are covered. Included in this section are composition and use of X-Ray film and intensifying screens, the darkroom and film processing. X-Ray exposures and their varying effects on film are performed by the students on radiographic phantom body parts. The students are taught how to critique finished radiographic films.

XR 202 SPECIALIZED CHEST RADIOGRAPHY..... Credit Hours - 1.50

This course covers the anatomy of the bony thorax and respiratory system. Detailed positioning skills of the chest are taught utilizing the X-Ray tables and tubes, with students simulating patient and technician roles/functions.

XR 203 SPECIALIZED EXTREMITY RADIOGRAPHY..... Credit Hours - 6.50

This is a detailed course covering the anatomy of the appendicular skeleton, to include the shoulder girdle and hips. Detailed radiographic positioning skills are given utilizing the X-Ray tables and tubes, with students simulating patient and technician roles/functions.

XR 204 SPECIALIZED TORSO-SKELETAL RADIOGRAPHY..... Credit Hours - 6.50

This course provides the student with a detailed, comprehensive study of the anatomy of the spine. Also included in this section is a comprehensive study of the anatomy of the bony thorax, shoulder girdle, pelvis and hips. Detailed positioning skills of these anatomical regions are also covered utilizing the X-Ray tables and tubes, with students simulating the patient and technician roles/functions.

PROGRAM COURSE DESCRIPTIONS continued . . .

- XR 301 DIGITAL RADIOGRAPHY..... Credit Hours - 2.00
 This course introduces the student to the basics of digital radiography. It will prepare them for the use and function of a typical digital unit seen in a doctor’s office. Lessons include the comparison of various units used and the different components of a computer system including a PACS system.
- XR 302 RADIOLOGICAL PHYSICS..... Credit Hours - 2.00
 This course introduces the student to the basics of physics and its relationship to the production of X-Rays. Also included is the function and components of the X-Ray tube and its associated electrical circuitry, based on electromagnetism.
- XR 303 X-RAY MEDICAL PROCEDURES (CORE)..... Credit Hours - 2.00
 This course covers gross human anatomy, basic patient care procedures and medical terminology as related to X-Ray technology.
- XR 304 CLINICAL APPLICATION SKILLS I..... Credit Hours - 8.00
 This course begins the student's medical assistant-back office clinical commitment and the 400 X-Ray procedure (100 chest, 100 extremities and 200 torso-skeletal) X-Ray clinical commitment performed under the supervision of a State-approved licentiate.
- XR 401 RADIOBIOLOGY & RADIATION PROTECTION Credit Hours - 5.50
 This course covers the interactions of radiation with matter and the effects of X-Rays and radiation in general on living tissue. The importance of radiation protection is discussed with particular emphasis on operator protection. The students perform X-Ray exposure labs designed to demonstrate methods of reducing occupational worker exposure. Also included in this section is the method of reducing unnecessary patient X-Ray exposure. The students perform X-Ray exposure labs designed to demonstrate how to reduce patient exposure. The laws and regulations governing the utilization of X-Ray equipment are also covered.
- XR 402 CLINICAL APPLICATION SKILLS II..... Credit Hours - 9.00
 This course completes the student's medical assistant-back office clinical commitment and the 400 X-Ray procedure (100 chest, 100 extremities and 200 torso-skeletal) X-Ray clinical commitment performed under the supervision of a State-approved licentiate.
- XR 403 X-RAY REVIEW & EXAM PREPARATION..... Credit Hours - 2.00
 This course is designed to assist the student in reviewing all of the X-Ray course material in preparation for the final examinations and the State of California Limited Permit X-Ray Certification Examinations.

DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY

MODULE I

COURSE: HUMAN ANATOMY AND PHYSIOLOGY..... Credit Hours - 4.50
 The human anatomy and physiology course is designed to introduce students pursuing careers in the allied health fields to the structure and function of the human body. A workbook is provided which includes exercises and answers to assist the student with the course material.

COURSE: MEDICAL TERMINOLOGY..... Credit Hours - 7.00
 The medical terminology course will provide a foundation to the study of medical terms. The course is organized into sections by body systems. A workbook format is utilized with phonetic pronunciation and practical applications included.

PROGRAM COURSE DESCRIPTIONS continued . . .

COURSE: COLLEGE MATHEMATICS..... Credit Hours - 4.50

The college mathematics course is designed to provide a basic understanding of fundamental mathematical concepts.

COURSE: PATIENT CARE AND HANDLING Credit Hours - 2.00

Subjects covered include medical ethics, asepsis, isolation technique, body mechanics, moving and transferring patients, drainage tubes, blood borne pathogens, HIPAA and CPR.

MODULE II

COURSE: ABDOMEN 100 Credit Hours - 4.50

The historical aspects of ultrasound and cross-sectional anatomy will begin the course. Anatomy and physiology is covered for the liver, gallbladder, intra and extra hepatic biliary tree, pancreas, renals, spleen and vasculature during this course.

COURSE: OB/GYN 101..... Credit Hours - 7.00

Normal anatomy and pathology associated with the pelvis is covered, including uterus, ovaries and fallopian tubes.

COURSE: SCANNING LABORATORY 103..... Credit Hours - 3.50

This initial lab class involves hands-on scanning of the liver, gallbladder and pelvis. Equipment functions, exam routines, and sonographic technique are stressed.

MODULE III

COURSE: ABDOMEN 200 Credit Hours - 4.00

The areas of concentration include anatomy, physiology and pathology of the peritoneum and retroperitoneum. Pathology of the liver, gallbladder, billiary tree, spleen, pancreas, and renals will be discussed.

COURSE: OB/GYN 201..... Credit Hours - 6.00

The areas of concentration are first trimester obstetrics, including embryology, placental development, fetal dating, trophoblastic disease, IUGR, twins and fetal brain.

COURSE: SCANNING LABORATORY 203..... Credit Hours - 3.50

This lab session continues the process of hands-on scanning for the anatomical structures of the pancreas and billiary tree. A review of the structures covered in lab 103 will also occur.

MODULE IV

COURSE: ABDOMEN 300 Credit Hours - 4.00

The topics include pathology, anatomy and physiology, and pathology of superficial structures including thyroid, breast, adrenal glands, gastrointestinal tract, scrotum and prostate. Biopsy/aspiration techniques will also be included.

PROGRAM COURSE DESCRIPTIONS continued . . .

COURSE: OB/GYN 301..... Credit Hours - 6.00
 This course covers advanced concepts involving maternal complications in pregnancy, CNS anomalies, GI anomalies, cardiac anomalies, hydrops, and thoracic and skeletal disorders in the fetus.

COURSE: SCANNING LABORATORY 303..... Credit Hours - 3.50
 The lab structures covered during this session include the spleen, great vessels and renals. Students are also responsible for all structures covered during the previous lab courses.

MODULE V

COURSE: PHYSICS 202..... Credit Hours - 3.50
 The course begins with a review of fundamental math concepts. Physical concepts covered include the sound wave characteristics of longitudinal waves, velocity, pulsed ultrasound, tissue interaction characteristics and transducer construction.

COURSE: OB/GYN 401..... Credit Hours - 4.00
 Subjects covered include fetal demise, biophysical profiles, fetal monitoring, post partum, infertility and genetic screening. Student case presentations, written and oral, are required for the course.

COURSE: SCANNING LABORATORY 403..... Credit Hours - 3.50
 This final lab course involves hands-on scanning of the thyroid. Obstetrical scanning techniques will be practiced. Students will be responsible for demonstrating competency for complete abdominal and pelvic examinations prior to clinical placement.

MODULE VI

COURSE: PHYSICS 302..... Credit Hours - 2.00
 The course continues with the physical principles of ultrasound. Topics included are resolution, real-time scanning instruments, and instrumentation.

COURSE: PHYSICS 402..... Credit Hours - 1.00
 This course completes the physical principles of diagnostic ultrasound. Topics to be discussed include artifacts and bioeffects.

COURSE: CLINICAL I..... Credit Hours - 8.50
 The clinical component begins with an initial rotation into the school's clinical facility. During this segment students will be expected to comply with specific exam routines within a defined time period. Competency in all examinations will be evaluated prior to placement at an outside clinical internship.

MODULE VII

COURSE: CLINICAL II..... Credit Hours - 8.50
 During this clinical component students will be assigned to an outside facility. Students will be given specific criteria and will be evaluated for competency in multiple areas.

PROGRAM COURSE DESCRIPTIONS continued . . .

COURSE: VASCULAR PRINCIPLES 500 Credit Hours - 3.00

The course material includes gross and microscopic anatomy of the cerebrovascular system and invasive and non-invasive disease testing techniques for the carotid arteries. Transcranial Doppler techniques will also be discussed. Additional topics include patient history, physical examination, test validation therapeutic techniques, Doppler criteria, plaque characteristics, and cerebrovascular disease.

COURSE: SCANNING LABORATORY 700 Credit Hours - 1.50

The scanning laboratory will focus on cerebrovascular examination techniques. Students will learn the applications of imaging, spectral analysis and color Doppler. A competency evaluation will be performed at the conclusion of the course.

MODULE VIII

COURSE: CLINICAL III..... Credit Hours - 8.50

During this clinical component students will continue developing competency in scanning techniques at their assigned facility. Students will be given specific criteria and will be evaluated for competency in multiple areas.

COURSE: VASCULAR PRINCIPLES 501 Credit Hours - 3.00

The course material continues discussions of the vascular systems. Topics include invasive and non-invasive disease testing techniques for the peripheral arterial and venous systems including hemodynamics. The specifics of Doppler velocimetry, plethysmography, Duplex imaging, arterial and venous diseases and vascular anatomy for the upper and lower extremities are included.

COURSE: SCANNING LABORATORY 701 Credit Hours - 1.50

The scanning laboratory will focus on lower extremity arterial and venous examination techniques. Students will learn the applications of imaging and color Doppler. A competency evaluation will be performed at the conclusion of the course.

MODULE IX

COURSE: CLINICAL IV..... Credit Hours - 8.50

During this final clinical component, students will continue developing competency in scanning techniques at their assigned facility. Students will be evaluated for competency in multiple areas prior to completion of the clinical component.

COURSE: VASCULAR PHYSICS 600..... Credit Hours - 3.00

The course begins with a review of the physical concepts covered during the ultrasound physics courses. The focus will then switch to Doppler characteristics. Topics to be included are the Doppler effect, signal processing, and instrumentation.

COURSE: SCANNING LABORATORY 702 Credit Hours - 1.50

The scanning laboratory will focus on upper extremity arterial and venous examination techniques. Students will learn the applications of imaging and color Doppler. A competency evaluation will be performed at the conclusion of the course.

PROGRAM COURSE DESCRIPTIONS continued . . .

MODULE X

COURSE: VASCULAR PHYSICS 601..... Credit Hours - 1.50

This course continues vascular physical concepts. Topics include physiology and fluid dynamics of the arterial and venous systems, physical principles of electricity, and ultrasound safety and quality assurance considerations.

COURSE: SCANNING LABORATORY 703..... Credit Hours - 0.50

The scanning laboratory will focus on abdominal Doppler examination techniques. Students will learn the applications of imaging and color Doppler. A competency evaluation will be performed at the conclusion of the course.

COURSE: CAREER PREPARATION..... Credit Hours - 1.50

This focus of this course is directed towards the career aspects of the sonographer professional. Interviewing techniques, resumes and career ladders will be discussed.



CATALOG SIGNATURE SHEET

16560 Harbor Blvd
Fountain Valley
CA 92708
714.418.9100
Fax 714.418.9109

I have received a copy of the *Modern Technology School (MTS)* Catalog and I understand and have reviewed the content in its entirety.

I understand that the information contained in this catalog takes precedence over all other information presented in any conflicting correspondence.

Signature

Date

Printed Name

☀ Return to the Registrar's Office.