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Student Catalog 2014

St. Joseph's School of Nursing

DBA "St. Joseph's School of Nursing"

Address: 816 West Lancaster Blvd

Lancaster, CA 93534

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Phone: (661)726-5060

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This student catalog covers a student over the period of one (1) year. _____ Period Covered:
Jan 1st, 2014 – Jan 1st, 2015

MISSION STATEMENT

Our mission is to provide quality vocational training and prepare future leaders for a diverse health care setting.

VISION STATEMENT

our vision is to be community mentors guiding individuals into entry level practice through vocational training. Our faculty members aspire to provide excellent education one student at a time.

Objectives

Our objective is to prepare students with theoretical and practical skills for entry level positions in Health Care.

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A Brief history of the institution

St. Josephs School of Nursing has been in operation since year 2007 we are located in downtown Lancaster our Vocational training program is accredited by the board of nursing and psychiatric technician and our nurse assistant training program/Home Health approved by California Department of Public Health. All faculty members are preapproved by accrediting agencies and are qualified. Other courses offered Include NCLEX Review and CPR class.

St. Josephs School of Nursing Corporation is owned by Niki Joseph and there is advisory board that includes Bayo Ogunmakinwa,Wale Olukanmi, Linda Tally, Segun Waidi,and Noella Barb.

The Student Catalog is designed to give you a general overview of courses offered at St. Josephs School of Nursing. Additional policies may also be available in student handbook

FACULTY

St. Joseph's School of Nursing

ADMINISTRATION

Director of Nursing:

Niki Joseph RN, M.S.N

ADVISORY BOARD

Nike Joseph, RN, MSN, DNP

Wale Olukanmi, LVN, PA

Bayo Ogunmakinwa, RN

Linda Tally ,RN

Oluwasegun Waidi

Noella Barb, LVN,PA.

VN PROGRAM FACULTY

Robert Hawkins RN

Linda Tally RN

N.A PROGRAM FACULTY

Tammy Harper RN

Elizabeth Mason RN

CAO

Barbara R. Clark

Approvals

Our Vocational training program is accredited by the board of vocational nursing and psychiatric technician and our nurse assistant program/Home Health aide is approved by California Department of Public Health. All faculty members are preapproved by accrediting agencies and are qualified. This institution is a private institution and is approved to operate by the bureau.

Holiday Schedule:

Martin Luther King Day	Students Off
Memorial Day	School Closed
Independence Day	School Closed
Labor Day	School Closed
Thanksgiving Day	School Closed
Day after Thanksgiving Day	Students Off
Christmas Eve	Students Off
Christmas Day	School Closed
Christmas Break	Dec 23 rd – Jan 2 nd
New Year's Eve	Student's off
New Year's Day	School Closed
Spring Break	Mar 18 th – Mar 24 th

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Non Discrimination Policy

St. Joseph's school of nursing does not discriminate on the basis of sex, race, ethnic origin or religion for placement or admittance.

St. Joseph's School of Nursing

VN Program: Student Policies

Policy on Transfer of Credits

The campus Director will evaluate any student's formal post-secondary education and award appropriate credit if, in his/her discretion, the coursework is comparable to that of St. Joseph's School of Nursing (St. JSN) and was earned at an institution accredited by an accrediting agency recognized by the US Department of education or by the council for Higher Education Accreditation (CHEA).

Requests should be made in writing within 30 days of enrollment to permit adequate time to plan the student's schedule. The Institute will only grant transfer credit for 3 courses or units and will NOT grant transfer credit for course work graded less than a "B".

Examples of comparable coursework generally considered for transfer credit include:

- Prior formal Training
- Related Medical Courses
- Courses Leading to N.A/HHA Licensure

To ensure that the competencies attained in the prior coursework are comparable to those covered in the St. JSN curriculum, the student or program candidate is asked to provide the following information:

- Official transcript, sent under seal from the institution which originally awarded the credit.
- Catalog description of the course to be considered for transfer of credit.
- Copies of course syllabi or outlines may be helpful, but are not required.

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Experiential credit will be awarded, if appropriate, by the Director/program director(s) at his/her discretion. A certification from the medical assistant has been mastered. Request for transfer of experiential credit must be made in writing within 30 days of enrollment and prior to the start of any course for which transfer credit is sought.

Policy on Transfer of Credits Cont.

To Request consideration for transfer credit, the student or program candidate should communicate only with the school director or appropriate program director. A decision will be rendered within seven (7) calendar days or receipt of the official transcript and catalog description and any other appropriate supporting documentation. Transfer of credit decisions are made jointly by the campus director and appropriate course instructor are final.

Students who wish to appeal the evaluation of transfer credit must write a letter within 20 working days (4 weeks) of receiving the evaluation. The letter must include:

- The name(S) of the previous institution(s) attended, the name and number of each course for which the student was denied transfer credit, and the date(s) of enrollment in each course.
- A copy of the catalog description (from the appropriate year) for each course in question.
- A copy of the syllabus or course outline (from the appropriate year) for each course in question. This information can be obtained from the sending institution.
- A statement indicating why the credit(s) should be accepted.

The appeal must be addressed to the School President/CEO. St. JSN will respond in writing within 10 working days (2 weeks) of receiving the appeal.

TRANSFER OF St. JSN CREDITS TO OTHER INSTITUTIONS:

A clock hour is a unit of measure, not necessarily and indicator of transferability of credit. The receiving institution, rather than the training institution (i.e. ST. JSN), decides whether to accept credits for transfer. The institution is not a degree granting institution, and there is no guarantee that degree granting institutions will accept St. JSN credits towards degree requirements.

To facilitate transfer of St. JSN credits to other institutions, the Institute provides the following at no charge to graduates:

- Official transcripts, sent under seal to the institution requested by the graduate.
- Course description (found in this catalog and in the course study guides).

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- Detailed course Syllabi (found in the course study guides).

Please email or call the Director for assistance with any of these items. A transcript request form is available by request.

The Institute cannot control the transfer of credits to other institutions, and makes no guarantees or promises that graduates will be successful in this endeavor.

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

"The transferability of credits you earn at St. Joseph's School of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in St. Josephs School of Nursing is also at the complete discretion of the institution to which you may seek to transfer. If the (degree, diploma, or certificates) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending St. Joseph's School of Nursing to determine if your (degree, diploma, or certificate) will transfer."

The school has an articulation agreement with Indiana State University/College Network.

The following are the student policies that supplement and complement the overall school policies:

Financial discount will be considered for approved credit granting and the tuition will be pro-rated for any credit transferred.

Credit granting:

Transfer credit for students admitted to the Vocational Nursing Program shall be given for related previous education completed within the last five years. This includes the following courses:

- A. Accredited Vocational or Practical Nursing Courses

- B. Accredited Registered Nursing Courses

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- C. Accredited Psychiatric Technician Courses
- D. Armed services nursing courses
- E. Nurse assistant training program courses: Credit granting of 160 hours will be offered to students who complete the nurse assistant training program and a reduction of \$1500 in their vocational nurse tuition.**
- F. Other relevant, accredited courses for example Certified EMT programs

Competency-based credit will be given for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical exams.

Exceptions can be made for credit granting with Director's approval.

Students are currently not being charged for evaluations of credit awarding.

1. Attendance Policy

All students must punch in with the electronic time card as well as manually sign attendance sign in sheet. The badge /time card allows student to sign in in the reception area and is monitored by the receptionist as student punch in. The daily attendance is verified by the clinical and theory instructor and Satisfactory academic progress is monitored by the director of Nursing.

- A. The minimum acceptable attendance for students enrolled in a vocational program is an 80% attendance rate for completion/graduation. St. Joseph's school of Nursing doesn't participate in Title IV federal financial aid.
- B. The maximum number of consecutive days absent is 10, at which point a student will automatically considered withdrawn.
- C. St. Joseph's School of Nursing will inform all students on a regular and timely basis, of their progress in meeting the standards of attendance

D. VN Attendance Policy:

All VN Program students are required to meet the minimum of 80% of attendance and complete all required clock hours within 150% of the completion date.

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E. Theory absences

Students are required to meet 80% attendance for the theory classes. Director may make approval for LOA on individual basis upon request. All missed hours must be made up within 150% of the completion date; make up days must be approved by the Program Director.

b. Skills lab absences

- i. Students are required to meet 80% of attendance for the skills lab classes. All hours must be made up within 150% of the completion date; make up days must be approved by the program Director.

c. Clinical Absences

- i. Students are required to attend 80% of attendance for the clinical classes. All hours must be made up within 150% of the completion date; make up days must be approved by the program Director.

- d. Students who do not meet the standards set forth above will have to leave the program and start again during the next offering of the program and will have to update any designated areas (physical, fingerprinting) for readmission.

e. NA Attendance:

- a. All NA Program students are required to meet 80% attendance and complete all required clock hours within 150% of completion date.

- f. Students are required to attend 80% of classes for our Nurse Assistant Program. In case of an emergency, students must immediately contact the Program Director. Make-up hours must be completed within 150% of the completion date. Make up days must be approved by the program Director.

- g. Students who do not meet the standards set forth above will have to leave the program and start again during the next offering of the program and will have to update any designated areas (physical, fingerprinting) for readmission.

2. Attendance & Tardiness Policy

It is important that the school have a record of attendance for each student. It is your responsibility to sign and out on the (Sign in/Out Sheet) daily, located in your classroom.

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When students are absent from class the students should call the school prior to the start of class with an explanation of why they will not be in class that day, and when can we expect their return. **A student will be dismissed after 10 class days of consecutive unexplained absences.** The School Director will consult, and will dismiss, students failing to maintain satisfactory attendance. The institution places upon students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session and remain in class for the entire session. A student is considered tardy for class if he/she arrives later than 15 minutes after the scheduled start of class and leaving earlier than **15 minutes prior** to the close of class. A tardy student will be marked as being tardy. Any combination of **(three) 3 documented tardiness will be considered as one (1) absence.**

3. Attendance Probation Policy

Any student failing to maintain a minimum 80% of the cumulative clock hours of the program shall be, at a minimum, placed on "Attendance Probation". The length of probation shall be for the period of time for the student to bring cumulative clock hours to reach a minimum of 80% however; it may be lengthened at the sole discretion of the School Director. Once student achieves satisfactory attendance progress the student will be removed from probation. If student does not achieve satisfactory attendance progress he/she will be dismissed from the program.

Satisfactory Academic Progress Report

St. Joseph's school of Nursing effectively monitors, assesses, and records the progress of participants utilizing a sound assessment system with a set of defined elements that are appropriately related to the performance objectives of the programs or courses. Semester credits, quarter credits, clock hours, and/or continuing education and training services. Students' progress is documented consistently in accordance with institutionally established performance outcomes and is communicated to all participants. Participants are informed of their progress on a regular basis. St. Joseph's school of Nursing publishes clearly descriptions of their requirements for satisfactory student progress and utilizes sound written policies and procedures to determine student compliance with these requirements and to document the results.

St. Joseph's school of Nursing established and implemented written policies and procedures for monitoring and documenting attendance. The attendance policy is effective in ensuring that student participation and preparation are consistent with the expected performance outcomes of the course or program.

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Using an electronic time card system student manually clocks in at the beginning of class and clocks out when class is complete. The data is sent to a secured online data base. Authorized personnel can access each students' time punches daily and use the data to create the satisfactory academic progress report; to ensure satisfactory academic progress.

1. Vocational Nurse program Satisfactory Academic Progress

For our LVN program the satisfactory academic progress report will be implemented for each module. Clock Hours are checked daily and reported into a satisfactory academic attendance report. The satisfactory academic attendance report tracks each students' total clock hours; as well as, when each student has reached 25% completion, 50% completion, 75% completion, and 100% completion. When students reach each point of completion a meeting will be held to inform each student of their progress in meeting the standards of attendance using a Satisfactory Academic Progress Report. This ensures that each student in our LVN program is in compliance with the 80% attendance requirement. Each modules attendance is recorded as follows:

- **Module One-** There is a total of 384 clock hours in module one. The systematic academic attendance report shows each students' total clock hours; as well as, when each student has reached 25% completion (96 clock hours), 50% completion (192 clock hours), 75% completion (288 clock hours), and 100% completion (384 clock hours).
- **Module Two-** There is a total of 384 clock hours in module two. The systematic academic attendance report shows each students' total clock hours; as well as, when each student has reached 25% completion (96 clock hours), 50% completion (192 clock hours), 75% completion (288 clock hours), and 100% completion (384 clock hours).
- **Module Three-** There is a total of 528 clock hours in module three. The systematic academic attendance report shows each students' total clock hours; as well as, when each student has reached 25% completion (132 clock hours), 50% completion (264 clock hours), 75% completion (396 clock hours), and 100% completion (528 clock hours).
- **Module Four-** There is a total of 272 clock hours in module four. The systematic academic attendance report shows each students' total clock hours; as well as, when each student has reached 25% completion (68 clock hours), 50% completion (136 clock hours), 75% completion (204 clock hours), and 100% completion (272 clock hours).

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2. Nursing Assistant Program Satisfactory Academic Progress

There is a total of 160 clock hours in our NA program. Hours are checked and reported daily into a systematic academic attendance report. The systematic academic attendance report tracks the total hours of completion; as well as, when each student has reached 25% completion (40 clock hours), 50% completion (80 clock hours), 75% completion (120 clock hours), and 100% completion (160 clock hours). This ensures that each student in our CNA program is in compliance with the 80% attendance requirement.

3. Home-Health Aide Program Satisfactory Academic Progress

There is a total of 40 clock hours in our HHA program. Hours are checked and reported daily into a systematic academic attendance report. The systematic academic attendance report tracks each students' total clock hours; as well as, when each student has reached 25% completion (10 clock hours), 50% completion (20 clock hours), 75% completion (30 clock hours), and 100% completion (40 clock hours).

Grading Standards

Each module consists of several weeks; each week students are graded on written tests on class lectures, professionalism, class participation, and practical skills. At the end of the module, the grades will be averaged out for a final grade. Saint Joseph's School of Nursing is a clock hour institution. In addition to completion time frames, to make satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 75% - "C" or better at the end of every grading period. All students are evaluated for satisfactory academic progress at specific periods of time. Evaluation periods are outlined in the chart below/ Quantitative progress is defined as credit hours achieved divided by the credit hours attempted. To make satisfactory academic progress, a student's quantitative progress must be at least 75%. The student's cumulative GPA is reviewed to determine qualitative progress. The minimum GPA required is a 2.0. A progress report is given to the student at the end of each module for discussion of the student's training progress. Students achieving a cumulative grade point average **below** 75% - "C" at the time of evaluation will be advised of their unsatisfactory academic progress and be placed on academic probation.

ESL

Saint Joseph's School of Nursing does not offer English as a Second language (ESL) Programs.

We currently only offer instruction in the English language

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Grievance

Students wishing to file a complaint may do so immediately after the event by writing to the Student Services Department and VN Program Director. Complaints that are not resolved in 30 days or sooner by the Student Services Office to the satisfaction of the students should be directed confidentially, in writing, to the School Director. The student may also make an appointment with the School Director. Unresolved complaints can be directed to:

For VN Program students, unresolved complaints can be directed to:

State of California

Department of Consumer Affairs

Board of Vocational Nursing and Psychiatric Technicians

2535 Capital Oaks Drive, Suite 205

Sacramento, CA 95833

<http://www.bvnpt.ca.gov>

Phone: (916) 263-7800

FILING A COMPLAINT

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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Also if you are seeking to file a complaint against an ACCET accredited institution, please review ACCET's complaint policy as described in ACCET Document 49 and ACCET Document 49.1, and then submit your complaint and supporting documentation in writing to:

1722 N St NW

Washington DC, 20036

Phone: (202) 955-1113

Fax: (202) 955-1118

complaints@accet.org

Note: Forms are available at the front desk in the main office.

Financial Assistance and Payment Policy

St. Joseph's school of nursing does not participate in federal and state financial aid programs Title IV

- 1. St. Josephs School of Nursing has a \$3000 scholarship for students who maintain an 80% average for each level module 1-4 of the VN program. Student must pay Level one in full prior to start date on scholarship application. \$3000 is then refunded upon successful completion of Modules 1-4 with an 80% average each level. Applications are available for those who qualify upon enrollment.**
- 2. The Jewish free loan association gives up to \$5000 interest free loan for vocational training apply online at www.jfla.org or call (818)464-3331 available for those who qualify.**
- 3. California Vocational Nurse Scholarship has \$4000 for vocational nurse program and \$6000 for loan repayment for vocational nurse program; apply at www.healthprofessions.ca.gov available for those who qualify.**
- 4. St. Josephs School of Nursing in house Payment plan available please see student services for assistant**
- 5. Other Local Resources include Edwards Credit Union private loan can be obtained (661)952-5945 for those who qualify.**

Tuition for the program selected is due the first session of each module or term unless alternate arrangements are made with the finance department. Payments may be made with money orders or cashier's checks made payable to Saint Joseph's School of Nursing. Any delinquency in non-governmental financial aid tuition payments over sixty (60) days will place a student in jeopardy of termination from the program of study unless mutual satisfactory arrangements are made. The time period for making such arrangements is within 90 days from the due date of the delinquent payment. If after the 90 day period, no arrangements have been

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made, the account will be turned over to collections and the student will be placed on 30-day probation. If the student's financial status is not in compliance at the end of probation, the student will be terminated.

Students who fail to make prompt payments or fail to make a good-faith effort to catch up their account in a timely manner may be subject to disciplinary action. Students who have been dismissed for non-payment of tuition, will not be re-admitted, but will have to re-enroll; after all delinquent tuition payments have been paid in full. Saint Joseph's school of Nursing reserves the right to withhold a student's transcript for hours completed but not yet paid for.

Prior to enrolling at the institution, all applicants are encouraged to explore the availability of financial assistance through federal, state, and private loan agencies. Financial assistance information is provided by the institutes finance director to help all students and their families clearly understand their financial situation before entering into contractual agreement.

The following is a description of the financial assistance at Saint Joseph's school of Nursing:

- TFC
- Jewish Free Loan Association (JFLA)
- Jenna Mae
- St. JSN Scholarship
- In House Payment Plan

Details of each program are available in the front Office.

Physical facility

Our Administration office is located at 816 w. Lancaster Blvd. You can access the library, student services and administrators there

St. JSN LIBRARY AND LEARNING RESOURCES

The library and learning resources for the health care programs are readily available to the total student population at the school site. These resources are multimedia in nature and have the necessary equipment to be utilized with the media and computer resources.

These resources include:

1. computer internet access for research and information gathering on
2. Patient care and health care topics.
3. Audio visuals for classroom and individualized learning related to the
4. Content presented.
5. Current and classic books to supplement textbooks used.

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6. Library copies of textbooks used in courses.
7. mentors and tutors to assist student to use the learning resources
8. And assist with the learning experiences.
9. archived videotapes of each lecture to be used for learning augmentation
10. Experiences and for course review.
11. Access to CINAHL® with Full Text

CINAHL® with Full Text is the world's most comprehensive source of full text for nursing & allied health journals, providing full text for more than 600 journals indexed in

CINAHL. Of those, 301 are not found with full text in any version of Academic Search™, Health Source®, or Nursing & Allied Health Collection™. This authoritative file contains full text for many of the most used journals in the CINAHL index - with no embargo. With full-text coverage. CINAHL with Full Text is the definitive research tool for all areas of nursing and allied health literature.

Class Size and Lecture Hall

Our Lecture Hall/Facility is 810 Lancaster Blvd it is designed to maintain small class of 15 - 20 students. The skills Lab is located at 812 Lancaster Blvd and can accommodate up to 30 students. The maximum student /teacher ratio is 20:1. Our campus complies with ADA guidelines. The facility has all necessary equipment, video, and simulations by virtual clinical excursion, projector, computer and skills lab supplies and equipment.

CLASS MEETING LOCATIONS:

Lectures will be held on the main campus in the 810 and 812 classrooms.

810 W. Lancaster Blvd. Lancaster, CA 93534

812 W. Lancaster Blvd. Lancaster, CA 93534

St. Joseph's School of Nursing does not offer online instruction.

Safety

Our campus training equipment comply with local, state and federal law and environmental safety issues. Our campus is in downtown Lancaster less than a mile from the sheriff department located at 501 w. Lancaster Blvd, 93534. The building is equipped with video

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monitoring in the class rooms and parking lots. The students are encouraged to call 911 in case of emergency.

Special Accommodations

Any students with need of special accommodation please notify the director of Nursing. Accommodations will be provided based on individual need.

HOUSING

St. Josephs School of Nursing does not offer assistant with housing.

Academic Calendar

Course start dates

Vocational Nurse Anatomy and Physiology Prerequisite course: 12

Vocational Nurse Training Program: Offered every 8 months total 1568 hours

Nurse Aide Training Program: Offered every 4 weeks total 160 hours

Home Health Aide Course: Offered every 6 weeks total 40 hours

General Enrollment Procedure

We encourage prospective students to visit our campus and discuss educational and occupational goals with our School Director prior to signing our enrollment agreements.

All applicants for admission to the institute must first be administered a test that is designed to reliably measure their ability to be successfully trained to perform the tasks associated with the occupation to which the program of instruction is represented to lead.

St. Joseph's School of Nursing does not discriminate in admissions, advising, training, placement, employment, or any activity on the basis of race, color, national origin, religion, age, gender, physical or mental handicap, marital status or political affiliation. We comply with Section 504 of the rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. All applicants are interviewed and evaluated on the basis of their ability to train in the field of study. The steps of enrollment are as followed:

Step # 1 Complete an Enrollment Application

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Step # 2 Personal interview with Admissions, tour of facilities, and determination of the program appropriate for the applicant.

Step # 3 Take the administered entrance evaluation and/or schedule a third party proctor ability to benefit evaluation

Step # 4 All applicants must complete financial arrangements prior to starting class. If applicable, financial aid applications must be completed.

Step # 5 Complete all admissions documentation prior to scheduling class start.

VN Program: Admission, Student Screening & Selection, Frequency of

Admissions, Class Size, Starting Date and Supporting Services

Admissions Requirements:

Admission, student screening and selection are reflected in the student admission process outlined below:

1. The potential student is evaluated based on:
 - a. High school graduation from a US or equivalent high school or successful completion of the GED
 - b. Preadmission testing for a knowledge base in Sciences, Medical Terminology, Math including ratio and proportion and English reading, writing and speaking proficiency
 1. Pass Scholastic Level Exam with a minimum of a 30 point score.
 2. A course in Anatomy and Physiology
 3. Medical Terminology Assessment will include a medical terminology test with an 80% pass rate required for entrance into the program. Scores lower than 80% will have advisement relative to participation in the program and learning needs for medical terminology.
 4. Complete a nurse assistant training course
 5. 18 yrs. of age.
 - c. Desire to be a Caregiver as expressed in a written essay completed on site at the time of the interview

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- d. Screening for criminal record or abuse problems
 - e. Physical examination, immunization completion, TB testing and any other healthcare related screenings required by clinical facilities
 - f. Personal interview
 - g. Ability to pay for program or qualify for student loans
2. The selection of students for admission is based on successful completion of the objective data required for admission evaluation, a personal interview that reflects desire, English verbal competency, commitment to the care giving process (utilizing a scored interview sheet) and the potential students ability to commit the time for class/clinical attendance and study as well as the ability to finance the program

Note: We currently do not accept international students.

Nursing Assistant Training Program: Admission Process and Requirements

- 1. Must be at least 16 years old
- 2. Complete N.A Application (with written essay)
- 3. Students without High school diploma or GED will need to pass Wonderlic Ability to benefit test
- 4. Interview with program director
- 5. Complete screening Policy

Certification requirement

Upon successful completion of 160 hours (100 hours of clinical and 60 hours of theory), student will be able to sit for the state certification exam.

Nurse Assistant Training Program

Students are required to complete a total of 160 hours and maintain a grade average of 75% to complete the course. The program consists of 100 skill and 60 theory hours.

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Upon completion nurse aide students will be eligible to take the State Board Certification Exam upon completing the course and apply skills activities of daily living.

Students pay their tuition (\$1,655.00) over the course of the six (4-6) weeks they are receiving instruction.

TUITION: NA

THE TOTAL COST \$1,655.00 OF THE PROGRAM IS AS FOLLOWS:

TUITION:	\$ <u>975.03.</u>
NON-REFUNDABLE REGISTRATION FEE:	\$ <u>55.00.</u>
BOOKS/EQUIPMENT:	\$ <u>200.00.</u>
UNIFORM:	\$ <u>29.99.</u>
LAB FEE:	\$ <u>70.00.</u>
TUTORING/COUNSELING:	\$ <u>0.00.</u>
ASSESSMENT FEES FOR TRANSFER OF CREDITS:	\$ <u>0.00.</u>
FEES TO TRANSFER CREDIT:	\$ <u>0.00.</u>
LIVE SCAN (non-refundable)	\$ <u>50.00</u>
DRUG SCREEN	\$ <u>50.00</u>
CPR (non-refundable)	\$ <u>49.99</u>
Regional Center Testing Fee	\$ <u>90.00</u>
BLOOD PRESSURE CUP	\$ <u>29.99</u>
Student Tuition Recovery fund fee (Nonrefundable)	\$ <u>5.00</u>
GRAD FEE: CAP & GOWN	\$ <u>50.00</u>
 TOTAL COST:	 \$ <u>1,655.00.</u>

The following is not covered and will need to be paid for by the student:

1. Live Scan- \$50 --- Payable to Fran's Mobile.
3 weeks into the course.
2. CPR Card- \$49.99 --- Payable to Saint Joseph's School of Nursing.
1 week into the course

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3. Licensing fee- \$90 --- Payable to Regional Testing Site.
Last week of the course.
4. Student Tuition Recovery Fund (STRF)-(non-refundable) Charge.

Home Health Aide Program

Upon completion, Home Health Aide students will be able to apply skills activities of daily living in work area such as home health care agencies, and eligible to work as a Home Health Aide. 40 hours are required to complete this course.

Home Health Aide Program

Home Health Aide Program Admission Process and Requirements

1. Must be at least 16 years old
2. Complete H.H.A Application(with written essay)
3. Students without High school diploma or GED will need to pass Wonderlic Ability to benefit test
4. Interview with program director
5. Complete screening Policy
6. Complete a nurse assistant training program

Home Health Aide Program

<u>Subject</u>	<u>Hours</u>
Introduction to Aide and Agency Role	2 Theory
Interpretation of Medical and Social Personal Care Services	5 Theory 20 (5) Theory (15) Clinical
Nutrition	8 (5) Theory (3) Clinical
Cleaning and Care Tasks in the Home	5 (3) Theory (2) Clinical
Total Hours: 40 - (17) Theory (23) Clinical	

Student Initial _____

HHA Certification requirement

Upon successful completion of this 40 hour course student will complete state application for initial certification form 283b and will receive certification in the mail.

There is no state exam for this course.

TUITION: HHA

THE TOTAL COST \$655.00 OF THE PROGRAM IS AS FOLLOWS:

TUITION:	\$ <u>267.51.</u>
NON-REFUNDABLE REGISTRATION FEE:	\$ <u>55.00.</u>
BOOKS/EQUIPMENT:	\$ <u>200.00.</u>
UNIFORM:	\$ <u>29.99.</u>
LAB SUPPLIES:	\$ <u>0.00.</u>
TUTORING/COUNSELING:	\$ <u>0.00.</u>
ASSESSMENT FEES FOR TRANSFER OF CREDITS:	\$ <u>0.00.</u>
FEES TO TRANSFER CREDIT:	\$ <u>0.00.</u>
Misc. EXPENSES:	\$ <u>0.00</u>
Student Tuition Recovery Fund	\$ <u>2.50</u>
GRAD FEE: CAP & GOWN	\$ <u>50.00</u>
LIVE SCAN:	\$ <u>50.00</u>
TOTAL COST:	\$ <u>655.00.</u>

Student Initial _____

Vocational Nursing Training Program

Upon successful completion of this level, the successful student will be able to:

1. Apply principle of life and physical sciences in the assessment of the physical , psychological and spiritual health status of individual, family unit, and communities across various cultural and age groups.
2. Recognize the organization of the human body, its structure and functions, anatomy and normal physiologic processes.
3. Identify factors which directly and indirectly affect the individual, family and community health.
4. Describe the physiologic changes associated with disturbances in nutritional status, fluid and electrolyte balance.
5. Analyze medical terms in relation to component parts.
6. Develop correct usage of medical terminology.
7. Apply skills related to collecting and interpreting data using the nursing process.
8. Apply critical thinking related to scientific problem solving in the nursing process.
9. Apply effective therapeutic communication skills.
10. Demonstrate basic nursing procedures in relation to the care of the client in the skills laboratory and in the clinical venues.
11. Apply knowledge and work in the home setting.

At the end of this program the graduate will be able to meet all the education requirements of the California Board of Vocational Nursing and be educationally prepared to assume the role of a beginning Vocational Nurse in a clinical setting and be eligible to take the NCLEX-PN exam.

Employment outlook

Student Initial _____

Successful graduates will be ready to care for ill, injured, convalescent, or disabled persons in Clinics, Hospitals, Private Clinics, Nursing Homes, group homes and similar institutions. May work under the supervision of a Registered Nurse.

Program Outlook

49 weeks

1568hours

1568hrs.-160hrs. = 1408 (For Transferable Credits of CNA)

Period of charges for the VN program

Students pay their tuition (\$16,054.99) over the course of the twelve (12) months they are receiving instruction.

Ex. January 2013 – December 2013.

THE TOTAL COST \$22,500 OF THE PROGRAM IS AS FOLLOWS:

TUITION:	\$ <u>19,999.99</u>
NON-REFUNDABLE REGISTRATION FEE:	\$ <u>100.00</u>
BOOKS/SUPPLIES PER MODULE:	\$ <u>1,670.07</u>
UNIFORM(S) PER SET x4	\$ <u>119.96</u>
UNIFORM JACKET: X2	\$ <u>59.98</u>
LAB SUPPLIES:	\$ <u>100.00</u>
TUTORING/COUNSELING:	\$ <u>0.00</u>
ASSESSMENT FEES FOR LESS TRANSFER OF CREDITS:	\$
HESI ASSESSMENT TEST \$100 per module	\$ 400.00
MISC. EXPENSES:	\$ <u>0.00</u>
<u>Student Tuition Recovery fund –Nonrefundable</u>	<u>\$ 50.00</u>
 TOTAL COST:	 \$ 22,500.00

Student Initial _____

St. JOSEPH'S SCHOOL OF NURSING PROGRAM OVERVIEW

Module 1

Prerequisite: Admission to the Department

Anatomy & Physiology:	5
Nutrition:	4
Psychology:	4
Growth & Development:	8
Fundamentals of Nursing:	37
Nursing Process:	8
Communication:	8
Patient Education:	8
Pharmacology:	14
Communicable Disease:	6
Gerontological Nursing:	9
Rehabilitation Nursing:	5
Ethics & Unethical Cond:	10
Critical Thinking:	10
Culturally Congruent Care:	<u>8</u>
Total Clock Hours (144 theory +240 Clinical):	384
Total Clock Hours with 160 CNA Transferable to module 1:	384-160 = 224

Module 1 is designed to provide the beginning student with an introduction to basic nursing skills for direct patient care in nursing. Emphasis is placed upon the application of the nursing process and Maslow's Hierarchy of Needs utilized within the context of the Licensed Vocational Nursing scope of practice, the healthcare environment, critical thinking, the caring role, and basic nursing skills and procedures, including physical assessment. This includes five integrated hours of anatomy and physiology, and 25 hours of basic pharmacology. At successful completion of this level, the student is eligible to sit for the Nursing Assistant Certification and Clinical Performance Examination. Student must Pass HESI requirement.

Student Initial _____

Module 2Prerequisite: Successful Completion of **Module 1**

Anatomy & Physiology:	15
Nursing Process:	8
Communication:	8
Patient Education:	8
Pharmacology:	14
Medical/ Surgical Nursing:	28
Communicable Disease:	8
Gerontological Nursing:	24
Rehabilitation Nursing:	8
Ethics & Unethical Cond:	8
Critical Thinking:	8
Culturally Congruent Care:	<u>7</u>
Total Clock Hours(144 theory +240 clinical):	384

Module 2 is designed to provide the student with a foundation in medical- surgical nursing. Topics include general care of patients having problems with pain, fluid and electrolyte imbalance and urinary system problems. Emphasis is placed upon care of patients with disorders of the skin, endocrine system, blood and cardiovascular system. The nursing process and Maslow's Hierarchy are utilized as a unifying framework. General pharmacology and pharmacology related to systems problems and treatment is covered. Student must Pass HESI requirement.

Student Initial _____

Module 3Prerequisites: Successful Completion of **Module 2**

Anatomy & Physiology:	15
Nutrition	16
Patients Education:	6
Pharmacology:	8
Medical/Surgical:	51
Communicable Disease:	8
Gerontological Nursing:	8
Rehabilitation Nursing:	20
Critical Thinking:	<u>12</u>
Total Clock Hour(144 theory +384 Clinical):	528

Module 3 is a continuation of Medical-Surgical Nursing. Emphasis is placed upon care of patients with respiratory, musculoskeletal, gastrointestinal, neurological, eye and ear disorders as well as cancer and steroid related problems and home health and hospice. Again, the nursing process and Maslow's Hierarchy is the unifying framework for the studies. Pharmacology includes systems problems as well as the nursing process. Student must Pass HESI requirement.

Student Initial _____

Module 4Prerequisite: Successful Completion of **Module 3**

Specialty Nursing:

Anatomy & Physiology:	15
Nutrition:	4
Psychology:	4
Growth & Development:	8
With Patients With Psych Disorders:	7
Pharmacology:	18
Medical/ Surgical Nursing:	32
Maternity Nursing:	32
Pediatric Nursing:	32
Leadership:	8
Supervision:	8
End- of –Life Care:	<u>8</u>
Total Clock Hours(176 theory+96 Clinical):	272

Module 4 is designed to provide the senior student the basic knowledge in several specialty areas: family nursing, pediatrics, end of life care mental health, AIDS including pharmacology for these areas, and to give the core information for Leadership and Supervision. In addition, career issues for the vocational nurse are discussed during preparation for professional practice. Student must Pass HESI requirement.Total Program Hours: 1568

Licensure Requirement for Vocational Nurse Training Program.

Must successfully complete 1568 hours of training which includes 960 hours of clinical and 608 hours of theory. In addition student must successfully pass HESI. Upon successful completion of vocational nurse training program and HESI requirement per HESI policy, student will be eligible to sit for National Council licensure exam for vocational nurses.

VOCATIONAL NURSE TRAINING PROGRAM**Assessment for NCLEX-PN Readiness Agreement**

Saint Joseph's School of Nursing (JSN) is committed to assist you in achieving a passing score on the National Council Licensure Examination for Vocational Nursing (NCLEX-PN). JSN and not the Board of

Student Initial _____

Vocational Nursing and Psychiatric Technicians (BVNPT) or any other accrediting and licensing agency requires that you comply with the following process prior to JSN submitting you application to BVNPT.

1. Complete each of the scheduled Health Education Systems Inc (HESI) practice examinations.
2. Retake any failed HESI Exams, for the module that it applies to, after mandatory counseling with the Director of Nursing (D.O.N).
3. Schedule an exit meeting with the Director of Nursing.

Note:

- All practice examinations must be completed “as scheduled” prior to taking any proctored examinations.
- Failure to achieve a score of 950 or higher in modules 1-3’s HESI examinations with the first attempt will result in **MANDATORY** attendance of focused tutoring sessions. If by the third attempt the required score is still not met, it will result in the student having to re-take the current module.
- If a score of 950 or higher is not achieved on the Comprehensive Predictor Examination within 60 days of completing the VN curriculum, the student will be **required to repeat module 4 and re-take the HESI exit exam.**
- Students are expected to schedule a date to take the NCLEX-PN Exam within 90 days of completing the VN program.
- Failure to complete the NCLEX-PN Assessment Readiness requirements will result in a delay in the submission of you application to the BVNPT.
- Failure to meet the HESI requirement for any module will result in a repeat of the current module.
- Students repeating must re-enroll into the nursing program for current module and must meet all admissions requirements. Payment is due in full at time of registration.

Your signature on this form indicates your understanding of the above Readiness Agreement requirements for completion of the Vocational Nurse Training Program.

(Print Name)

Signature/Date

Student Initial _____

Readmitted Students

If a student withdraws from a course before the completion of a module, the student will receive a “W” for the module. “W” counts as zero (“0”) in the overall cumulative grade point average. If the student returns to school, all course work graded “I” in the module they withdrew from should be completed.

Repeating a Module

The Students will be allowed to repeat a module once and must pay all enrollment fees at the time of admission.

Remediation Policy for Vocational Nurse Training

Each student must maintain a passing grade of 75% average at all times. Each student who falls below the passing grade will be given one chance to remediate per level at which time must be counseled instructor.

Saint Joseph’s School of Nursing of Nursing is a clock

VN program 1568 Clock Hours

Nurse Assistant training Program 160 clock hours

HHA 40 Clock Hours

Saint Joseph’s School of Nursing’s training programs use the grading system outlined below.

Grading System:	Honor Roll
97-100%	=A+
94-96	=A
90-93	=A-
87-89	=B+
84-86	=B
80-83	=B-
77-79	=C+
74-76	=C
70-73	=C-
67-69	=D+
65-66	=D

Student Initial _____

0-64	=F
00% No grade assigned	= W=Withdrawal
Credit/No Credit assigned	= P/W= Pass/Fail

Make – Up Work

Make up work must be scheduled with your instructor to assure proper credit. Students must make-up work for proper credit towards graduation. Make-up assignments and/or test will be given to those who need to make up academic grade/quarter credit units. Students must complete make-up work within 150% of completion date.

Attendance Policy

- F. The minimum acceptable attendance for students enrolled in a vocational program is an 80% attendance rate for completion/graduation. All make up work- must be completed within 150% of completion date. St. Joseph’s school of Nursing doesn’t participate in Title IV federal financial aid.
- G. The maximum number of consecutive days absent is 10, at which point a student will automatically considered withdrawn.
- H. St. Joseph’s School of Nursing will inform all students on a regular and timely basis, of their progress in meeting the standards of attendance

St. Josephs School of Nursing (St. JSN)

POLICY SCREENING FOR NURSING ASSISTANT

Form 283B must be completed by all Nurse Aide applicants. St. Josephs School of Nursing uses this as screening for Nurse Aide applicants. In addition applicant must complete and sign a Disclaimer Acknowledgment that they have not committed any of the crimes listed in the 55 Disqualifying Penal Code Section below: If the individual have been convicted of any other crimes. St. JSN will allow you to continue until notified otherwise.

Drug Abuse Policy

Students are expected to treat school personnel and fellow students with consideration and respect. A student will be suspended or dismissed from the school for serious incidence of intoxication, possession of illegal drugs or alcohol upon school premises, improper or sexual

Student Initial _____

behavior; behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to staff or faculty member. St. Joseph's School of Nursing fully supports Drug-Free Schools and Communities Act and forbids the use, possession, distribution or sale of drugs or alcohol by students, faculty or staff anywhere on campus. Anyone in violation of state, federal or other local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and campus disciplinary action.

Conduct and Dress Code

Students are expected to treat school premises with consideration, keep the campus neat and clean no graffiti on the walls, equipment or furniture. At the discretion of the school Director, a student may be dismissed from school for any serious incident. **Possession of weapons on school premises, behavior creating a safety hazard to others, disobedient or disrespectful behavior to others will result in dismissal.**

Students should remember that they represent the institute at all times. Any student not conducting themselves in an orderly and professional manner, which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to either suspension or dismissal from classes.

All students should dress in the required program regulation uniform, excluding the NCLEX review course and the CPR course.

Suspension & Dismissal

A student whose enrollment is terminated for unsatisfactory attendance, academic performance, Copyright infringement and/or unauthorized use/distribution of school materials, for which the appropriate authorities will be notified for possible prosecution under the fullest extent of the law, personal behavior will not be allowed to reenter the Institute for at least thirty (30) days from the last date of attendance. Students are allowed to appeal enrollment termination due to extenuating circumstances. The student must request the appeal in writing to the School Director. The School Director, in conjunction with two other staff members, will comprise an absence committee. The committee has discretionary decision authority. Policy exceptions may be made if, in the judgment of the committee, extreme mitigating circumstances warrant change. The decision of the committee is final.

Leave of Absence Policy

1. A student must request a leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a LOA within the timeframe consistent with the institutions consecutive absence policy, he or she must be withdrawn.
2. Except under the circumstances identified in # 3 below, the leave of absence is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
3. A student enrolled under a F-1 or M-1 visa may be granted multiple leaves of absence for a maximum total period in accordance with: (a) the written leave of absence policy of ST. JSN; (b) the regulations of the Department of Homeland Security; and (c) sound educational and professional practice.
4. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for ST. JSN to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
5. The student must attest to understanding the procedures and implications of returning or failing to return to his/her course of study.
6. ST. JSN must document its approval of the leave of absence request in accordance with its published policy
7. ST. JSN may not assess the student any additional charges as a result of the leave of absence.
8. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit, as noted in item #2 or #3.

Appeal Process

A student whose enrollment is terminated for unsatisfactory attendance, academic performance, or personal behavior will not be allowed to reenter the institute for at least thirty (30) days from the last date of attendance. Students are allowed to appeal enrollment termination due to

Student Initial _____

extenuating circumstances. The student must request the appeal in writing to the School Director/Program Director. The school Director/Program director in conjunction with two other staff members will comprise an absence committee. The committee has discretionary decision authority. Policy exceptions may be made if, in the judgment of the committee, extreme mitigating circumstances warrant change. The decision of the committee is final.

Reinstatement

Submitting a written request to the School Director may reinstate students who have been suspended or dismissed. If the appeal is accepted, the student shall be notified of the reinstatement along with the according special terms stipulating by the School Director.

Graduation

Students will receive a Diploma of graduation. To graduate a student must:

- Maintain 80% of attendance performance throughout the program.
- Maintain cumulative minimum grade point average 75% - "C" or better throughout the program.
- Tuition paid in full.

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Disqualifying Penal Code Sections.

If they have been convicted of any of the penal codes listed, NA/HHA applicants will be automatically denied certification or ICF/DD, DDH, or DDN applicants will be denied employment.

All NA/HHA applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance if they have been convicted of any of these violations.

Section

- 187 Murder
- 192(a) Manslaughter, Voluntary
- 203 Mayhem
- 205 Aggravated Mayhem
- 206 Torture
- 207 Kidnapping
- 209 Kidnapping for ransom, reward, or extortion or robbery
- 210 Extortion by posing as kidnapper
- 210.5 False-imprisonment
- 211 Robbery (includes degrees in 212.5 (a) and (b))
- 220 Assault with intent to commit mayhem, rape, sodomy, oral copulation
- 222 Administering stupefying drugs to assist in commission of a felony
- 243.4 Sexual battery (includes degrees (a)-(d))
- 245 Assault with deadly weapon, all inclusive
- 261 Rape (includes degrees (a)-(c))
- 262 Rape of spouse (includes degrees (a)-(e))

Student Initial _____

- 264.1 Rape or penetration of genital or anal openings by foreign object
- 265 Abduction for marriage or defilement
- 266 Inveiglement or enticement of female under 18

Disqualifying Penal Codes Cont.

- 266a Taking person without will or by misrepresentation for prostitution
- 266b Taking person by force
- 266c Sexual act by fear
- 266d receiving money to place person in cohabitation
- 277e Placing a person for prostitution against will
- 266f Selling a person
- 266g Prostitution of wife by force
- 266h Pimping
- 266i Pandering
- 266j Placing child under 16 for lewd act
- 266k Felony enhancement for pimping/pandering
- 267 Abduction of person under 18 for purposes of prostitution
- 273a Willful harm or injury to a child; (including degrees (a)-(c))
- 273d Corporal punishment/injury to a child (includes degrees (a)-(c))
- 273.5 Willful infliction of corporal injury (includes (a)-(h))
- 285 Incest
- 286(c) Sodomy with person under 14years against will
 - (d) Voluntary acting in concert with or aiding and abetting in act of sodomy against will
 - (f) Sodomy with unconscious victim
 - (g) Sodomy with victim with mental disorder or developmental or physical disability

Section

- 288 Lewd or lascivious acts with child under age of 14

Student Initial _____

288a(c) Oral copulation with person under 14years against will

- (d) Voluntary acting in concert with aiding and abetting
- (f) Oral copulation with unconscious victim

Disqualifying Penal Codes Cont.

- (g) Oral copulation with victim with mental disorder or developmental or physical disability
- 288.5 Continuous sexual abuse of a child (includes degree (a))
- 289 Penetration of genital or anal openings by foreign object (including degrees (a)-(j))
- 289.5 Rape and sodomy (includes degree (a) and (b))
- 368 Elder or dependent adult abuse: theft or embezzlement of property (includes (b)-(f))
- 451 Arson (includes degrees (a)-(e))
- 459 Burglary (includes degrees in 460 (a) and (b))
- 470 Forgery (includes (a)-(e))
- 475 Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (includes degrees (a)-(c))
- 484 Theft
- 484b Intent to commit theft by fraud
- 484d-j Theft of access card, forgery of access card, unlawful use of access card
- 487 Grand theft (includes degrees (a)-(d))
- 488 Petty theft
- 496 Receiving stolen property (includes (a)-(c))
- 503 Embezzlement
- 518 Extortion
- 666 Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

Certification of applicants with convictions on this list MAY be reconsidered by ATCS only

If misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation

Has been obtained for felony convictions. Any other convictions, other than minor traffic

Student Initial _____

Violations must also be reviewed by ATCS.

NOTICE OF STUDENTS RIGHTS

STUDENT'S RIGHT TO CANCEL:

You have the right to cancel the enrollment agreement for the program of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the agreement. A student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Note: The registration fee is refunded if a student is rejected from admission.

Additionally, the School also may reject an applicant for enrollment; and, an applicant accepted by the institution may cancel his/her agreement prior to the scheduled class start or may never attend class (no show). The School may consider a withdrawal after the class start as a cancellation or no show and, therefore not consider the applicant as a new start. Furthermore, the School reserves the right to postpone or cancel a scheduled program or course if the registration is insufficient to establish a class.

Cancellation shall occur when you give **written notice of cancellation** at the institution's address. You can do this by mail, hand delivery, fax, or email. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. Address is as followed: Saint Joseph's School of Nursing, Attn: ATTN: School Director, 816 W Lancaster Blvd, Lancaster, CA 93534. The written notice of cancellation needs not to take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given a Notice of Cancellation form for your use if you decide to cancel, however, you can use any written notice that you may wish. The School will refund any money that you paid within 45 days after receipt of your notice of cancellation. **You must notify us of your cancellation by midnight of the seventh day to avoid any charges.**

Student Initial _____

Withdrawal from a Course:

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is outlined above in the cancellation section, the school will remit a refund, less a registration fee not to exceed \$55.00, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for books, uniforms, and equipment received. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. You shall be liable for the amount, if any, by which the documented cost for books and equipment exceeds the prorated refund amount. The documented cost of the even, you will never be charged for more than books and equipment received charges stated in the contract. Students aren't required to notify the institution about the withdrawal and will not be penalized.

Equipment:

If the school has given you any equipment, including, books or other materials, they are part of your tuition. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, books, uniforms, and equipment received.

Release of the Student Records:

"JSN complies with the Family Educational Rights and Privacy Act of 1974 (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>). This act protects the privacy of student's educational records, established students' rights to inspect and review their academic records and provides guidelines for correcting inaccurate and misleading data through information and formal hearings. Written consent is required before education records may be disclosed to third parties." ST. JSN's ensures confidentiality of student records by designating the School Director as the "Custodian of Records". Program Directors and the financial aid officer are designated authority to access and maintain student records. Physical records are maintained in a locked, fireproof cabinet in a locked office and have minimal exposure to school personnel. All electronic files such as grades, attendance audits, digital financial records, and other vital documents are held on school computers only and are only accessible by the staff's unique credentials to the school's servers. Student transcripts are kept permanently. By regulation of BPPE and BVNPT, ST. JSN maintains student files for a minimum of five years.

Student Initial _____

Student Record Retention:

All individual student files are maintained on school premises. Each file contains information relating to the student financially and academically. The Institution maintains educational record of students for a period of five (5) years in fire proof file cabinets. Student transcripts are kept permanently.

Grading Policy

As indicated under the section pertaining to Satisfactory Academic Policy if a student fails to achieve a cumulative grade point average of 75% "C", the student will be placed on academic probation until such time as their cumulative grade point average reaches 75% "C" however, may not exceed one module period (approximately 30 days). At the end of the probationary period, the student must maintain a cumulative grade point average of 75% - "C" and/or achieves a cumulative GPS of 75% - "C" GPA, probation will be removed. However, if the student has failed to maintain a 75% - "C" GPA and/or will be unable to achieve a cumulative GSP the student will be dismissed from their program.

Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

Please refer to the "Grading Standards" note below reflecting the performance evaluation by Saint Joseph's School of Nursing. It is recommended that if a student received an "I" (incomplete), that they complete the make-up work prior to module completion. Grade of "I" Incompletes ("I") are counted as hours attempted but not achieved and carry a value of zero ("0").

Refund Policy

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF THE OFFICIAL WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO ARRANGE TO PAY IT. OFFICIAL WITHDRAWAL DATE IS ON THE STUDENTS NOTIFICATION OR SCHOOL'S.

If a student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for loan guaranteed reinsured by the state or federal government and the student defaults on the loan:

Student Initial _____

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

Student Tuition Recovery Fund (STRF)-(non-refundable) Charge.

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guarantee student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
 1. You are not a California resident, or are not enrolled in a residency program, or
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30

Student Initial _____

days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

Note: As stated in the above title, STRF is a nonrefundable charge.

Pro Rata Refund Policy:

JSN applies a 60% pro rata refund calculation for students who withdraw or are terminated from their training before completing the stated period of enrollment. Under a 60% pro rata refund calculation, JSN will retain only the percentage of charges proportional to the period of enrollment completed up to 60% or less by the student.

After completing more than 60% of the program, JSN will retain 100% of the charges for the enrollment period. The percentage of the period of enrollment completed by the student is calculated by dividing the total number of program hours in the period of enrollment into the number of scheduled hours completed in the period as of the student's last date of attendance. A refund is calculated

Tuition refunds will be determined as follows:

<u>Proportion of Total Program Taught by Withdrawal Date</u>	<u>Tuition Refund</u>
Up to 10%	90% of program cost
Up to 20%	80% of program cost
Up to 35%	65% of program cost
Up to 50%	50% of program cost
More than 60%	No Refund

Official Termination Date:

Students will be officially withdrawn from the school within 30 days from the last day of recorded attendance. The student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved Leave of Absence (LOA) is set retroactively to the last day of attendance, as determined by the institution's attendance records.

Student Initial _____

Note: A STUDENT WHO IS ON AN APPROVED LOA RETAINS IN-SCHOOL STATUS FOR PURPOSE OF TITLE IV LOANS. HOWEVER, THE STUDENT SHOULD BE AWARE THAT IF HE OR SHE DOES NOT RETURN FROM A LOA, THAT SOME OR ALL OF THE GRACE PERIOD FOR THE LOAN HAVE BEEN USED UP, THE WITHDRAWAL DATE IS SET RETROACTIVELY.

If any portion of your cost of attendance was covered by the proceeds of a loan, then the refund will be sent to the lender. The remaining amount of the refund will first be made to the financial aid program from which benefits were received, according to the order of priority provided in federal regulations. Any amount remaining shall be paid to the student.

CANCELLATION REFUND POLICY:

1. **Rejection:** An applicant rejected by the school is entitled to a refund of all monies paid.
2. **Seven-Day Cancellation or No Show:** A student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
3. **Course Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its own option:
 - a. Provide a full refund of all money paid.
 - b. Provide for completion of the course at schools in the neighborhood.
4. **Other Cancellations:** ST. JSN shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee of \$55.00, if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

School Closure:

If the school closes subsequent to a student's enrollment and before instruction in the course that has begun, the school shall at its own option:

1. Provide a full refund of all money paid.
2. Provide for completion of the course at schools in the neighborhood.

If the amount that a student paid is more than the amount that he/she owed for the time attended, then a refund will be made within 45 days. If the amount that a student owed is more than the

Student Initial _____

amount he/she has already paid, then the student will have to make arrangements for payment of the balance due.

Saint Joseph's School of Nursing will pay or credit refund due on a reasonable and timely basis, within 45 days following the date upon which the student's withdrawal or cancellation has been determined. Tuition paid by a third party on behalf of the student will be refund to the third party, NOT the student.

Hypothetical Refund Example According to the State Prorate Policy:

Assume that a student, upon enrollment in a 1,600-hour course, pays \$ 6,800.00 for tuition, \$75.00 for registration, and \$400.00 (not documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The prorate refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 45 days following his/her withdrawal the school would refund the charge for equipment returned.

Total paid: \$7,400.00	Tuition Cost: \$ 6,800.00	Paid for Instruction: \$6,800.00
Less Registration Fee (not refundable): \$75.00	Hours in the course: 1,600	Hours attended: 600
Less cost of Un-returnable equipment: \$525.00	Hourly Charge: \$ 4.25	
Tuition owed: $600 \times \$4.25 = \$2,550.00$		
Equals amount paid for instruction: \$6,800.00		Refund due: \$4,250.00

For purpose of determining the amount you owe for the time you attended (include the hours of training offered to the student but not attended by the student), you shall be deemed to have withdrawn from the course when any of the following occurs;

You notify the school of your withdrawal or the actual date of withdrawal:

The school terminates our enrollment due to academic failure or for violation of its rules and policies stated in the catalog. You fail to attend class for 10 consecutive scheduled class dates. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

Under the California State Requirements of Refunds Calculations:

A student enrolled in this particular course whose account was paid in full would receive the following refund of tuition paid if he or she withdrew after having attended to the point at which he or she was scheduled to have completed 10%, 25%, 50%, or 59 of the course.

An example of these calculations would be as followed;

Student Initial _____

Nurse Assistant Training Program: 10% = \$159.5, 25% = \$398.75, %50% = \$797.5, 60% = \$957,

Vocation Nurse Training Program: 10% = \$1599.9, 25% = \$3999.75, %50% = \$7999.5, 60% = \$9599.4,

Student Services

Advising

If students encounter any difficulty in progressing satisfactorily through the program, any member of the faculty and / or advisor is available for private advising. Saint Joseph's School of Nursing welcomes feedback from students regarding policy, instruction, and curriculum. The campus Director has an open door policy should a problem occur.

Counseling & Library

The Library and other learning Resources are sufficient to meet student needs

Student's academic success is essential. Counseling may be arranged with students' Instructors at no extra charge. Reference material, magazines, computers, internet access and other pertinent publications for use by faculty and students are available on campus.

St. JSN LIBRARY AND LEARNING RESOURCES

The library and learning resources for the health care programs are readily available to the total student population at the school site. These resources are multimedia in nature and have the necessary equipment to be utilized with the media and computer resources.

These resources include:

1. computer internet access for research and information gathering on Patient care and health care topics.
2. Audio visuals for classroom and individualized learning related to the Content presented.
3. Current and classic books to supplement textbooks used.
4. Library copies of textbooks used in courses.
5. mentors and tutors to assist student to use the learning resources And assist with the learning experiences.
6. archived videotapes of each lecture to be used for learning augmentation Experiences and for course review.

Student Initial _____

7. Access to *CINAHL® with Full Text*

CINAHL® with Full Text is the world's most comprehensive source of full text for nursing & allied health journals, providing full text for more than 600 journals indexed in CINAHL. Of those, 301 are not found with full text in any version of Academic Search™, Health Source®, or Nursing & Allied Health Collection™. This authoritative file contains full text for many of the most used journals in the CINAHL index - with no embargo. With full-text coverage, CINAHL with Full Text is the definitive research tool for all areas of nursing and allied health literature.

Content includes:

- Full text for more than 600 journals

Career Services

Placement assistance is provided to active students and alumni at no charge. However, no guarantee for employment or level of income can be made.

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

NOTE: *Saint Joseph's School of Nursing is not an institution with any pending petitions in bankruptcy. We do not operate as a debtor in possession and have not filed a petition preceding five years, nor have we had a petition in bankruptcy filed against us within preceding five years that have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).*

**Saint Joseph's School of Nursing
816 W. Lancaster Blvd
Lancaster, CA. 93534**

ACKNOWLEDGMENT OF DISCLOSURES RECEIVED

Student's Name: _____ Program: _____

Student Initial _____

(STUDENT IS TO INITIAL EACH APPLICABLE ITEM THAT IS UNDERSTOOD AND THAT HAS TAKEN PLACE)

I certify that I have received the disclosures indicated below, prior to my enrollment and signing the enrollment agreement.

___ how are Students Doing our completion and placement rates.

N/A School Security Act Disclosure Statement.

___ A copy of the school's Catalog.

___ I confirm that prior to my enrollment, I physically visited the school, and I had the opportunity to observe classes and other instruction; talk with students and instructors, and tour the facility.

___ I have provided proof of my ability to benefit from the training. I provided a copy of High School diploma or its equivalency. OR, I have taken and passed the school's Ability to Benefit Test. If applicable, I have taken and passed the school's admissions test.

I certify that I have received the disclosure indicated below, at the time of my actual enrollment and signing of my enrollment agreement.

___ I have received a completed copy of the enrollment agreement/ contract, indicating all school charges and terms of payment to meet the cost of the course of study.

___ I have received a copy of the Notice of Student's Rights (California Schools Only).

___ (If applicable), I have applied for a student loan. I have been advised (admissions disclosure form; CA schools only) of my obligation to repay any federal student loan I receive, and acknowledge receipt of the completed loan application.

I certify that I have received the disclosures indicated below on the first day of class.

___ Satisfactory Progress Policy.

___ Course outline for my course of study.

___ Notice of Cancellation (One copy), and I understand my rights and obligations regarding cancellation (California School Only).

(Student Signature)

Date