GALAXY

MEDICAL COLLEGE

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SCHOOL CATALOG

JULY 1, 2014 – JUNE 30, 2015

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A Message from the Director

It is with great pleasure that I introduce you to Galaxy Medical College. Our school has been serving students in the Los Angeles area since 2003. It brings me great satisfaction to assure you with certainty that our school maintains a high standard in achieving its goal, and continuously improving upon our set goals, by providing each and every student with the best possible training available in the allied health care occupations in the field of medicine and health. Our graduates have been given entry-level skills in their newly chosen professions, skills that will yield pride, prestige, and professionalism. It is always a great experience to take in new students and to see them grow and expand their knowledge in the medical field and graduate to be industry professionals.

One aspect of Galaxy Medical College that is appealing to most students is the time frame and tuition of the training programs. We offer career training in 6 months or more and with reasonable tuition prices; students have the opportunity to jump-start a career that will yield to greater endeavors. Our welcoming and friendly, yet professional, environment is always a plus when students are trying to make a decision regarding their educational training; we always aim to make our students feel comfortable in order to have an enjoyable educational experience.

Galaxy Medical College is proud to have a 100% Retention Rate and an 89% Placement Rate among our graduates for the 2013-2014 school year. Let it be known that our staff is constantly trying to make the students' educational experience enjoyable and is always on top of the industry market assisting graduates to be placed in their chosen professions.

I hope that after studying this catalog you will have a better understanding and a better idea of our school and that you will be encouraged to start a new career in the field of healthcare and medicine. Our catalog is updated bi-annually, or as necessary, to ensure that all information provided is up-to-date and accurate. All prospective students are provided a hard copy of the catalog during their Orientation and are directed to visit our website www.galaxymedcollege.com to access the electronic version of this document. The general public may request a hard copy of the school catalog from the Admissions Office on campus or view an electronic version which can be accessed online on our website at www.galaxymedcollege.com.

Agun Anna Khachatryan

School Director

School History

Galaxy Medical College was granted registration to operate by the state of California Bureau for Private Postsecondary and Vocational Education (BPPVE) [presently the Bureau for Private Postsecondary Education (BPPE)] pursuant to California Education Code Section 94931. California state law requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying that fact. Galaxy Medical College awards its graduates an appropriate Certificate of Completion or non-degree granted Diploma, depending on which course is taken, that acknowledges satisfactory course completion. We also hold national institutional accreditation from ABHES.

Galaxy Medical College is one of the schools in the state of California offering Short Term Career Training, helping students start exciting careers through these short intensive programs. Several programs offered by our school are 240 hours in length, and provide students the chance to complete career training within a short time frame, and start their careers as entry-level professionals.

In addition to our short term training programs, Galaxy Medical College also offers non-degree granting programs consisting up to 980 hours in length which provide a more comprehensive approach and include an externship program. Some of these long term programs provide students a chance to become nationally certified in their chosen profession.

Galaxy Medical College's goal is to provide each of our students with the best possible training available in the occupations related to medicine and health. Our goal is to give our students entry-level skills in their newly chosen industry, skills that will yield prestige, pride and professionalism.

Galaxy Medical College is a private operating institution, owned 100% as a sole proprietorship. Galaxy Medical College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

Mission

The mission of Galaxy Medical College is to offer innovative, quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation of knowledge and skills demanded by today's job market.

All training programs emphasize hands-on experience that reflect employers' needs and focus on areas that offer strong long-term employment opportunities. Our goal is to give our students entry-level skills in their newly chosen industry, skills that will yield prestige, pride and professionalism.

Approvals and Accreditation

Galaxy Medical College is approved by the Bureau for Private Postsecondary Education (BBPE) and holds national institutional accreditation by ABHES [Accrediting Bureau for Health Education Schools] to offer the following courses:

Program	Clock Hours	Credits
Cardiology Technician	240	15.5
Dental Assistant	760	51.5
Medical Assistant	980	60.5
Health Claims Examiner	720	46.5
Medical Management	240	16.5
Medical Transcriptionist	240	15.5
Pharmacy Technician	720	48.0

Approved By The Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive Suite 400
Sacramento, CA 95833
(916) 263-1897

Accredited by The Accrediting Bureau of Health Education Schools
7777 Leesburg Pike Suite 314N
Falls Church, Virginia 22043
(703) 917-9503

Approved by the US Department of Education
50 Beale Street Suite 9700
Sacramento, CA 91405
(202) 377-4374

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:

ADDRESS: **2535 CAPITOL OAKS DRIVE SUITE 400**
SACRAMENTO, CA 95798-0818

WEB SITE ADDRESS: www.bppe.ca.gov

TELEPHONE AND FAX #'S: (888) 370-7589 OR BY FAX (916) 263-1897
(916) 431-6959 OR BY FAX (916) 263-1897

Facility

Galaxy Medical College provides instruction within a 6,741 sq/foot facility with occupancy of 100 students at any one time. The campus consists of a reception area, 6 classrooms which include a Medical Laboratory and a Computer Lab, a Library Resource Center, a Break Room and 5 Administrative Offices.

Reception Area

This area is utilized by the institution's Receptionist to monitor incoming calls, schedule appointments etc. This is the area in which all individuals check in for their appointments and wait prior to meeting with their appointments.

Library Resource Center

This area is designated for all students. The library is located on the first floor and consists of 2 desktop computers with internet connection, 1 telephone, 1 conference desk, a television to view missed class visual assignments and bookshelves with educational resources. The Library Resource Center has an occupancy of 12 people at any one time.

Educational resources are related to the following areas:

- Anatomy
- Medical Terminology
- Nursing
- Veterinary Medicine
- Medical Assisting
- Medical Coding & Billing
- Pharmacy Technician
- Dental Assisting
- Cardiology
- Medical Management
- Medical Transcription

Resources range from the following:

- Textbooks
- Flashcards
- CD Rom
- Electronic subscriptions
- Videos
- Workbooks
- Educational games
- Dictionaries

Students may check out these resources for reference during operating hours, which are from 9am to 2pm and from 5pm to 9pm. Carla Melendez, the librarian, is available to students at the designated hours mentioned above.

Classroom #1

This classroom is known as the Medical Laboratory and it is primarily used for hands-on training by the Medical Assistant, Cardiology Technician and Medical Management students. It houses many medical equipment including an EKG machine, an electric cardio shock machine, a massage table, a centrifuge, a hanging blood pressure monitor, 8 blood pressure monitors with stethoscopes, 2 First Aid kits, weight/height scale, an oxygen tank, syringes, tourniquets, needles, alcohol pads, biohazard waste disposal, and sample patient files. All sharps and "at risk" supplies are stored in a locked cabinet, applicable OSHA manual and posters are available and applicable MSDS data sheets are available. The Medical Lab has an occupancy of 21 people (1 instructor, 20 students).

Classroom # 2

This classroom is used by all students primarily for the Anatomy and Medical Terminology courses. It houses 2 desktop computers, a television for class related visual aids, and anatomical posters for visual stimulation. This classroom has an occupancy of 25 people (1 instructor, 24 students).

Classroom #3

This classroom is known as the Computer Lab and is primarily used by the Health Claims Examiner and Medical Transcriptionist students. It houses 5 desktop computers and a bookshelf with books used during classroom instruction. This classroom has an occupancy of 18 people (1 instructor, 17 students).

Classroom #4

This classroom is used by the Dental Assistant students. It houses a locked cabinet of dental supplies, teaching models and books. This classroom has occupancy of 9 people (1 instructor, 8 students).

Classroom #5

This classroom is used by the Pharmacy Technician students. This classroom houses 12 desks and chairs and an instructors desk. This classroom has an occupancy of 13 people (1 instructor, 12 students).

Classroom #6

This classroom is known as the Pharmacy Laboratory and it is primarily used for hands-on training by the Pharmacy Technician and Medical Assistant students. It houses all required pharmacy equipment and supplies, IV stations, a computer for prescription intake and software utilization, shelves of empty medication containers, a television for visual simulation and instruction, 2 locked cabinets containing sharps, medication and similar supplies. The Pharmacy lab has an occupancy of 13 people (1 instructors, 12 students).

Break Room

The Break Room is primarily utilized by students during their break time. It has a coffee maker, a tea maker, a water dispenser and a sink. All needed supplies such as cups, napkins, plates etc., which are all available to the students for use. The break Room has an occupancy of 15 people.

Administrative Office #1

This is the Financial Aid office. This office is used by Arpine Lusikyan, Financial Aid Director and Armine Arutyunyan, Financial Aid Officer.

Administrative Office #2

This is the Admissions Office. This is the Associate Director's, Helen Lusikyan office.

Administrative Office #3

This is the Job Placement Office and the Externship Office.

Administrative Office #4

This is the School Director's, Agun Anna Khachatryan's, office.

Data Room

This locked and secured space contains all student files.

Storage Room

This space is used for storage purposes.

ALL CLASSES ARE HELD ON CAMPUS AT THE FOLLOWING ADDRESS:

GALAXY MEDICAL COLLEGE
6400 LAUREL CANYON BLVD SUITE 270 & 125
NORTH HOLLYWOOD, CA 91606

GMC HAS AN APPROVED SEPARATE OUTSIDE CLASSROOM FOR THE DENTAL ASSISTANT PROGRAM LOCATED AT:
8182 SUNSET BLVD #202
LOS ANGELES, CA 90046

Academic Calendar

Class Start Dates for Long-term Courses

Galaxy Medical College's long-term programs start a new class on the first Monday of March, first Monday of July, and the first Monday of November. Effective since January 2008.

Class Start Dates for Short-term Courses

Galaxy Medical College's short-term 240-hour programs start a new class on the first Monday of February, first Monday of May, first Monday of August, and the first Monday of November. Effective since November 2006.

Class Schedule

Classes for long-term 720-hour programs are held Monday through Friday according to the following schedule:

	Morning	Evening
Class	9:00 A.M. – 11:00 A.M.	5:00 P.M. – 7:00 P.M.
Break	11:00 A.M. – 11:20 A.M.	7:00 P.M. – 7:20P.M.
Class	11:20 A.M. – 1:00 P.M.	7:20 P.M. – 9:00 P.M.

Classes for short-term 240-hour programs are held Monday through Thursday according to the following schedule:

	Afternoon
Class	2:00 P.M. - 3:30 P.M.
Break	3:30 P.M. – 3:45 P.M.
Class	3:45 P.M. – 5:00 P.M.

Cancellation of Classes

Galaxy Medical College reserves the right to discontinue any class with insufficient enrollment. Students will be notified by registered mail one month prior to class start date. A full refund of all tuition, and supply fees will be mailed to the student with the cancellation notice, within a 30 day period.

HOLIDAY SCHEDULE

Galaxy Medical College will be closed on the following days for legal holidays and seasonal vacations:

Independence Day	July 4, 2013
Labor Day	September 3, 2013
Veteran's Day	November 11, 2013
Thanksgiving Day	November 22, 2013
Christmas Eve	December 24, 2013
Christmas Day	December 25, 2013
New Year's Day	January 1, 2014
Martin Luther King, Jr. Day	January 20, 2014
President's Day	February 17, 2014
Memorial Day	May 26, 2014

In addition to these legal holidays, the school will be closed for three short vacation breaks:

Summer Vacation is from August 13, 2013 to August 17, 2013
Winter Vacation is from December 22, 2013 to January 03, 2014
Spring Break is from April 21, 2014 to April 25, 2014

Staff, Faculty and Advisory Board

Administrative Staff

Name	Title	Education/Degrees	Status
Dr. Agun Anna Khachatryan	Director/CEO	-Nursing Degree -Bachelor of Arts -Diploma: Medical Assistant -Diploma: Cardiology Technician -Diploma: Medical Insurance Biller -CA Certified Phlebotomy Technician I	Full time
Hermine Helen Lusikyan	Associate Director/ Director of Admissions	-B.S. in Child Psychology, CSU Northridge -Certificate/CA Licensed: Pharmacy Tech. -Certificate: Medical Management	Full Time
Arpine Lusikyan	Financial Aid Director	-B.A. in English, Creative Writing Major, -MFA in Screenwriting -Certificate: Health Claims Examiner	Full Time
Armine Arutyunyan	Financial Aid Officer	-Certificate: Computerized Office Assistant Certificate: Automated Office Specialist	Part Time
Vicky Chayloyan	Externship Coordinator/ Placement Coordinator	-Medical Assistant Diploma -AA Degree in Business	Part Time
Lidia Avagyan	Receptionist/ Student Services Representative	- H.S. Diploma -BSN (Pending)	Part Time
Ting Zhang	Bursar	-BS in Journalism -MA in Fine Arts	Part Time

FACULTY

Name	Course Instructed	Education & Degrees	Status
Dr. Agun Anna Khachatryan	Anatomy Medical Terminology	-Nursing Degree -Bachelor of Arts -Diploma: Medical Assistant -Diploma: Cardiology Technician -Diploma: Medical Insurance Biller -CA Certified Phlebotomy Technician I	Part Time
Ruzana Margaryan	Medical Assistant	-Medical Assistant Diploma -Phlebotomist -Cardiology Technician	Part Time
Avedis Hakopian	Cardiology Technician	-MA Diploma -Radiology Technician Diploma -Cardiology Technician Certificate	Part Time
Paula Lazar	Medical Management	-Diploma: Medical Assistant - Diploma: Medical Management	Part Time
Kristine Sahakyan	Health Claims Examiner	-B.A. in Child Development -Diploma: Health Claims Examiner -Diploma: Medical Management	Part Time
Alla Avetisyan	Pharmacy Technician	-Bachelors of Science -Diploma/CA Licensed: Pharmacy Technician -PTCB Certification	Part Time
Dmitry Aminov	Dental Assistant	-D.D.S., Moscow State Medical University, School of Dentistry	Part Time
Syuzan Harutynyan	Medical Transcriptionist	-AA Degree, Medical Transcriptionist	Part Time

ADVISORY BOARD

MEDICAL ASSISTANT

Name	Title/Occupation	Degree/Qualifications
Taron Israelian	Medical Assistant	-Diploma: Medical Assistant & Cardiology Technician -Employed as an MA in a medical clinic
Dr. Narine Arutyunyan	Medical Doctor	-Board Licensed Medical Doctor -Owns and operates own medical clinic
Gevork Ter-Mkrtchyan	Medical Assistant	-Diploma: Medical Assistant -Diploma and CA State License: Phlebotomy -Diploma: Cardiology technician

HEALTH CLAIMS EXAMINER

Name	Title/Occupation	Degree/Qualifications
Rima Voskani	Medical Biller	-Diploma: Health Claims Examiner; currently owns and works as a Medical Biller at a company.
LaTrice Ceardner	Medical Biller/ Office Manager	-Diploma: Medical Billing & Coding. Currently employed at a medical billing company as a biller and office manager.
Sona Gasparyan	Health Claims Examiner	-Diploma: Medical Billing & Coding. Currently employed at a medical billing company as the medical coder, biller and transcriptionist.

PHARMACY TECHNICIAN

Name	Title/Occupation	Degree/Qualifications
Araxie Nazaryan	Pharmacy Technician	-Diploma & State License: Pharmacy Technician -Owns and operates a pharmaceutical company
Lucy Yeranosyan	Pharmacy Technician	-Diploma and CA State License: Pharmacy Technician -Currently employed as a Pharmacy Technician
Don Blunkin	Pharmacist	-CA State License: PharmD

DENTAL ASSISTANT

Name	Title/Occupation	Degree/Qualifications
Dr. George Karayan	DDS	-Licensed DDS -Currently owns and operates a dental office
Ruzanna Melkonyan	Dental Assistant	-Diploma, Dental Assistant -Currently employed as a Dental Assistant
Narine Arutyunyan	Dental Assistant	-Diploma: Dental Assistant. -Currently employed as a Dental Assistant

MEDICAL MANAGEMENT

Name	Title/Occupation	Degree/Qualifications
Valintine Parseghian	Medical Assistant	-Diploma: Medical Assistant -Diploma: Cardiology Technician
Dr. Narine Arutyunyan	Medical Doctor	-Board Licensed Medical Doctor -Owns and operates own medical clinic
Suren Masumyan	Office Manager	-Diploma: Medical Management -Owns and manages a medical transportation company

MEDICAL TRANSCRIPTIONIST

Name	Title/Occupation	Degree/Qualifications
Rima Voskani	Medical Biller	-Diploma: Health Claims Examiner; currently owns and works as a Medical Biller at a company.
LaTrice Ceardner	Medical Biller/ Office Manager	-Diploma: Medical Billing & Coding. Currently employed at a medical billing company as a biller and office manager.
Sona Gasparyan	Health Claims Examiner	- Diploma: Medical Billing & Coding. Currently employed at a medical billing company as the medical coder, biller and transcriptionist.

CARDIOLOGY TECHNICIAN

Name	Title/Occupation	Degree/Qualifications
Taron Israelian	Medical Assistant	-Diploma: Medical Assistant & Cardiology Technician -Employed as an MA in a medical clinic
Gevork Ter-Mkrtchyan	Medical Assistant	-Diploma: Medical Assistant -Diploma and CA State License: Phlebotomy -Diploma: Cardiology technician
Dr. Narine Arutyunyan	Medical Doctor	-Board Licensed Medical Doctor -Owns and operates own medical clinic

Admission Requirements

To meet the basic admission criteria, a student must be at least 18 years of age and possess a valid high school diploma, GED, or its equivalent, posses valid state ID, a valid Social Security card and valid Alien Documentation providing proof of citizenship or legal residency in the United States. Individuals who do not possess a high school diploma or equivalent will not be eligible for admission to Galaxy Medical College. GMC does not utilize an Ability to Benefit Exam. All students, including those with disabilities, are considered for acceptance according to the admissions standards stated in this catalog.

The final determination for admission is based on Entrance Exam results, prior education (high school diploma), motivation, work experience, appropriate attitude, placement potential, and general attitude for the chosen field. Applicants are assessed on an individual basis to determine the prospective student's ability to successfully complete the program of study. All students will be required to undergo an Orientation Workshop prior to enrollment and to sign disclosures signifying that the institution has complied with state student disclosure requirements prior to enrollment.

All applicants considered for enrollment must be proficient in the English language. Proficiency means having the ability to read and write in the English language. Proficiency is assessed by administering an Entrance Exam to the applicant prior to enrollment. Each student must have a passing grade (look to the next page for passing grades) in order to be accepted for admissions in the training program. English language services are not provided by this institution. All instruction is given in the English language.

Students with specific physical disabilities will be assessed individually to determine the extent of their potential ability to perform in their desired career area. Students who demonstrate special needs in hearing or sight related learning disabilities will be accommodated as best as possible in selected programs. Obvious sight disabilities could disqualify some students from some programs. For students with learning disabilities, instructors can provide tutoring help to increase a student's learning. The institution is handicap accessible.

Previous training at a state-approved school will be considered with respect to the respective program upon demonstration of proficiency. The student must present his/her evidence of training in these areas and pass hands-on and written tests. Appropriate credit (not to exceed 50% of program hours) may be offered. This determination will be made and documented jointly by the School Director and respective instructors.

The school reserves the right to change tuition and fees, make curricular changes as necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect a student already in attendance or enrolled.

Admissions

The admissions process at Galaxy Medical College is a step every student must take prior to course enrollment. We encourage students to apply for admission at least one month prior to the course start date in order to be officially accepted for a specific program because the number of students enrolled in every program is limited.

To apply, students must call for a priority appointment to visit the school for an Orientation Workshop. The orientation workshop is a monthly event, which requires perspectives students to participate in pre-admissions activities. The workshop is held by the school's Associate Director/Director of Admissions, where the prospective students have an opportunity to interact on a one-on-one basis with the school's administrative staff. The Orientation Workshop consists of a thorough power-point presentation, which educates the students about the school and its practices. During this orientation students have the opportunity to ask questions ranging from educational practices to job placement. Also during this event, Galaxy Medical College utilizes several activities to identify the prospective students qualifications for enrollment.

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

Prior to and upon signing an enrollment agreement, the applicant is given the school's catalog for review. Also, the Admissions Representative reviews disclosures and statements to the student to ensure that the applicant understand the terms set forth by this institution, prior to signing an Enrollment Agreement. This review of information is conducted in the English language.

All applicants are required to complete the orientation workshop. Following the workshop students have the opportunity to register for a personal interview with the School Director prior to signing an Enrollment Agreement. Personal interviews give the School Director an opportunity to conclude an applicant's qualifications for enrollment in any program. Also during this interview, the student must take an Entrance Exam, focusing on the areas of the English language and basic mathematics skills, and must pass the exam with the following scores:

PROGRAM	MINIMUM TEST SCORE	DOT CODE
Cardiology Technician	15	078.381-014
Dental Assistant	19	079.361-018
Health Claim Examiner	20	241.267-018
Medical Assistant	23	079.362-010
Medical Management	17	169.167-034
Medical Transcriptionist	20	203.582-058
Pharmacy Technician	22	074-382-010

Once an applicant has completed and submitted an Enrollment Agreement, the Director of Admissions reviews the information and notifies the applicant of the assessment. Throughout the enrollment process, school representatives will make every effort to assist and guide each student through every step of the way.

NEW AND RETURNING STUDENTS

All students need to complete an application for enrollment, regardless if they have previously taken a course at the institution. This can be done in person at the admissions office. Once the application has been completed, an appointment will be made. Please bring a photo ID. All applicants must complete the Entrance Exam, focusing on the areas of the English language and basic mathematics skills, and must pass the exam with the minimum test score referenced on page 17 of this catalog. This test is used to determine if a prospective student has the basic problem-solving skills, works well under pressure, and follows written directions. This test needs to be passed before the student is considered for any program and admission.

CONTINUING STUDENTS

Continuing Students (graduated and taking another program) are given a date and time to return for registration. Students who miss their registration appointment may register after their appointment during regular registration hours. Continuing students may not register after the program has begun; however, only after obtaining a special pass from the Associate Director and slots are available may the student register for their choice of program.

SPECIALIZED TESTING

Galaxy Medical College does not administer or utilize challenge exams or achievement tests as bases for admissions.

ARTICULATION AGREEMENT

Galaxy Medical College does not currently engage in articulation agreements with any other school, college or university.

INTERNATIONAL STUDENTS

Currently, Galaxy Medical College does not admit students from other countries as international students. No visa services are provided and GMC will not vouch for student status.

STUDENT HOUSING

Galaxy Medical College does not provide housing for its students, as we don't have any dormitories under our control.

Housing located reasonably near the institution's facility is available. Many apartment buildings and housing facilities are available, especially along the main roads of Laurel Canyon Blvd and Victory Blvd. Approximately, the cost of housing can range from $800 - $1500 in the North Hollywood area.

This institution accepts no responsibility to find or assist any student in finding housing.

Title IV Federal Financial Aid

Galaxy Medical College is approved by the US Department of Education to participate in the Title IV, Higher Education Act, to provide Federal Student Aid to eligible applicants attending this institution.

If paying for your education is a concern for you, you're not alone. Many students at Galaxy Medical College require financial help in order to be able to attend school. Here at Galaxy, our financial aid team takes great pride in their ability to work with you personally to overcome any financial obstacle you may be facing. Galaxy Medical College participates in several of the U.S. Department of Education's Federal Financial Aid Programs, which are available to eligible applicants who qualify.

Our financial aid team is available to assist our students in completing the necessary applications and paperwork for various aid programs. All financial aid student consumer publications can be found online at www.studentaid.ed.gov. The Financial Aid Office at Galaxy Medical College directs all students to this helpful website where many different resources may be accessed. At this time, the publications found on the above mentioned website are the only financial aid student consumer publications being used by Galaxy Medical College.

Galaxy Medical College participates in the following Financial Aid Programs:

Federal Pell Grant

For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. Unlike a loan, a Federal Pell Grant does not need to be repaid.

Federal Loans (Subsidized and Unsubsidized)

Subsidized and Unsubsidized Loans are low-interest loans made by the U.S. Department of Education.

Federal PLUS Loan

PLUS loans enable parents to borrow to pay the education expenses for a dependent undergraduate student enrolled at least half-time. These low-interest loans are made with funds borrowed from banks, savings and loans, etc. Loan applications are available in the Financial Aid office.

Awarding of Title IV

The award of federal financial aid under the Title IV program is determined by Galaxy Medical College's Financial Aid Office once the necessary steps have been completed by the student. The following polices and procedures outline the awarding of Federal Student Aid at Galaxy Medical College.

FAFSA

All students are required to complete a FAFSA in order to determine eligibility to receive financial aid. Once this application has been completed and processed, the awarding of federal student aid can be determined by the institution.

Awarding of Aid

Once a student completes the FAFSA, they will receive a Student Aid Report (SAR) that summarizes the data from the FAFSA and determines the student's official Expected Family Contribution (EFC). Awarding of Financial Aid based upon the following factors:

- Student Aid Report (SAR)
- Estimated Family Contribution (EFC)
- Cost of Attendance (COA)
- Enrollment Status (full-time)
- Annual Loan limits and Pell Grant Award limits

COA
- EFC
NEED

This formula is used to determine the Award for Title IV Programs

Once the Financial Aid office has all the necessary information/documentation they can begin packaging an award for each individual applicant. Once the packing of aid has been determined, the Financial Aid Director will mail the applicant an award letter outlining the award package for the school year. The student must accept or decline their award; if accepted the processing of aid begins at the institution.

Enrollment Status Requirements

The number of clock hours enrolled during an academic year affects the amount of Federal Student Aid (FSA) the student will receive. Students must be at least at half-time status to be eligible to receive aid. If a student does not meet the minimum enrollment status, FSA will not be disbursed.

To determine the enrollment status of students at our institution Galaxy Medical College utilizes the following formula:

$$\frac{\text{Clock hours in payment period}}{\text{20 hours per week (full time requirement)}}$$

The product of the calculation must be at least 12 to qualify for full time enrollment, 9 for ¾ time enrollment and 6 for ½ time enrollment.

Please refer to the chart below for enrollment status classification

TRAINING PROGRAM	CLOCK HOURS IN TRAINING PROGRAM	CLOCK HOURS IN PAYMENT PERIOD	PRODUCT OF CALCULATION	ENROLLMENT STATUS
Dental Assistant	760	380	19	Full Time
Health Claims Examiner	720	360	18	Full Time
Pharmacy Technician	720	360	18	Full Time
Medical Assistant	980	450	22.5	Full Time

AWARD YEAR REQUIREMENTS

Because Galaxy Medical College is identified as being a Clock-Hour school, the following policies apply. One full academic year is defined as being 900 hours in length; there are 26 weeks in an academic year. Because our programs vary in clock hours, FSA is awarded and disbursed based on proration of clock hours per program. Proration occurs when a student is enrolled in a program that is shorter than a full academic year and when a student is enrolled in a program that is one academic year or more in length but is in remaining period of study that us shorter than a full academic year. Proration occurs both for Pell Grant awards and Stafford Loan awards. Proration determines the maximum loan and grant amount that a student may receive or borrow for a program of study. Galaxy Medical College utilizes the following formula to prorate annual grant and loan limit:

$$\frac{\text{Clock hours in Training Program}}{\text{Clock Hours in Academic Year}}$$

OR

$$\frac{\text{Weeks enrolled in Program}}{\text{Weeks in Academic Year}}$$

Please refer to the chart below for enrollment status classifications.

TRAINING PROGRAM	ENROLLMENT STATUS	CLOCK HOURS IN TRAINING PROGRAM	CLOCK HOURS IN ACADEMIC YEAR	PRORATION PERCENTAGE
Dental Assistant	Full Time	760	900	84%
Health Claims Examiner	Full Time	720	900	80%
Pharmacy Technician	Full Time	720	900	80%
Medical Assistant	Full Time	980	900	108%

Verification

Verification is a process where some students are required by the federal government to document financial circumstances with Galaxy Medical College's Financial Aid Office to confirm the data submitted on the FAFSA or to confirm students' eligibility to receive financial aid. This is a process of random selection which requires some students to provide documentation of income, household size, dependency status, etc. the student and his/her parent(s), if dependent, must provide a signed copy of their federal tax returns as well as a verification worksheet that is provided by the school. If a student is selected for verification, they will be notified in writing and will be provided the appropriate worksheet by the school.

Only students selected for verification need to complete this step. Students will receive a letter from Galaxy Medical College if they are selected for verification. The letter will contain a verification worksheet and instructions on how to submit the appropriate documents. In order for us to get the students financial file processed in a timely manner, we ask that the student return the required information to the financial aid office within 7 business days. If you are selected for verification, funds will not be disbursed until this process is completed.

Institutional Policy:

Galaxy Medical College adheres to the following policies in regards to Verification:

- All selected applicants will be verified.
- Selected applicants must submit required verification documents within fourteen (14) days of notification.
- If student fails to meet the deadline and is not capable of making cash payment at the end of the deadline, he/she will not be granted admission to the training program.
- The Financial Aid Office reserves the right to make exceptions to the above stated policies due to mitigating circumstances, on a case-by-case basis. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
- Students will be informed of their responsibilities regarding verification of application information, including the college's deadline for completion of any action required.
- Students will be notified if the result of verification change the student's scheduled award.

Student Responsibilities

If you are selected for verification you must complete a Verification Worksheet (appropriate to the award year) provided by the school. Additional requirements may include providing the following documentation:

- Copies of federal income tax returns and accompanying schedules (required)
- Documentation of Independent Student status
- Documentation of Citizenship
- Verification of Social Security Number

- Veterans may need to verify their status to receive aid.
- Students who are convicted of drug offense may be ineligible for financial aid.

Any suspected case of fraud will be reported to the US Department of Education, or, if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter.

Cost of Attendance Budgets

2014-2015 academic year

Without Family

BUDGET	DENTAL ASSISTANT	HEALTH CLAIMS EXAMINER	PHARMACY TECHNICIAN	MEDICAL ASSISTANT
TUITION	$10,700.00	$10,900.00	$12,500.00	$14,000.00
FEES/MATERIALS	$625.00	$525.00	$525.00	$675.00
REGISTRATION FEE	$75.00	$75.00	$75.00	$75.00
HOUSING	$3501.00	$3501.00	$3501.00	$4668.00
OTHER EXPENSES	$1206.00	$1206.00	$1206.00	$1608.00
TOTAL	**$16,107.00**	**$16,207.00**	**$17,807.00**	**$21,026.00**

With Family

BUDGET	DENTAL ASSISTANT	HEALTH CLAIMS EXAMINER	PHARMACY TECHNICIAN	MEDICAL ASSISTANT
TUITION	$10,700.00	$10,900.00	$12,500.00	$14,000.00
FEES/MATERIALS	$625.00	$525.00	$525.00	$675.00
REGISTRATION FEE	$75.00	$75.00	$75.00	$75.00
HOUSING	$0.00	$0.00	$0.00	$0.00
OTHER EXPENSES	$1071.00	$1071.00	$1071.00	$1428.00
TOTAL	**$12,471.00**	**$12,571.00**	**$14,171.00**	**$16,178.00**

Satisfactory Academic Progress (SAP) Policy

In order to comply with accreditation, state and federal regulations Galaxy Medical College must establish and apply reasonable standards of Satisfactory Academic Progress (SAP) for completion of training programs and eligibility of financial aid. In order to qualify for graduation and for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act, students must meet SAP requirements for their enrollment period. Students who wish to be considered for financial aid must maintain satisfactory academic progress in their program of study as set forth in this policy. The following requirements must be met in order for students to achieve SAP and be awarded a Certificate of Completion or Diploma (non-degree granting) from Galaxy Medical College and remain eligible to receive Financial Aid under the FSA Title IV program.

A student must maintain satisfactory academic progress (SAP) in order to remain in training. SAP is cumulative and it includes all periods of attendance, which are counted towards the maximum timeframe allotted. SAP is applied to all students equally and measured throughout each course. In order to comply with the school's SAP, the student must:

1. Be enrolled in a program of study with a valid enrollment agreement.
2. Maintain a cumulative grade average of 70% or more (a "C" grade on a letter scale).
3. Complete his/her program within the maximum time allowed (150% of the normal program length).
4. Successfully pass the final exam
5. Maintain satisfactory attendance 95% and above (9 school days for long-term programs; 4 school days for short-term programs).

Academic Requirements

All students must maintain a cumulative grade average of 70% or more to be in good academic standing. The Instructor shall inform the Associate Director of any student who is failing their class (less than 70% grade average). The Associate Director shall schedule a meeting with the student within a week of this notification. At the meeting, the Associate Director shall advise the student on ways to improve his or her academic performance and shall make clear other available student options, such as withdrawal or a leave of absence from their program.

Any student, who incurs two (2) verbal warnings and a written one, will be placed on one-week academic probation. A student who fails a class will be automatically placed on academic probation until he/she has brought his/her coursework back to a satisfactory level (within 15 days) and has made-up failed class work. A note describing this remedial action will be placed in the student's file.

The Associate Director will inform the School Director of any student on probation. The Associate Director will ensure that adequate counseling and support is given to any student failing his or her coursework. If improvement is not evident immediately after the terms of the probation, and the reasons behind it have been made known to the student, the student may face dismissal from the school. If the director determines that the conditions, which caused the interruption, have been rectified the student will be taken out of probation status.

Note: Students who are pre-registered and miss the first class meeting, without prior notification, may lose their right to a place in the class, but the instructor may consider special circumstances. If a student is absent for a test he/she will be given an opportunity to retest at the earliest convenience of the instructor. Make-up classes may be required at the discretion of the instructor and with the approval of the School Director.

ATTENDANCE REQUIREMENTS

Galaxy Medical College's attendance policy approximates the expectations found in a work situation. It is essential that each student learn the discipline of regular and prompt attendance as well as the skills involved in the allied health industry. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present at the job. We consider each moment in class imperative for success. When the student is not in the classroom, the information missed may not be recaptured.

Students are expected to attend all classes on time. Absences must be accounted for and make-up time will be considered. Students are required to have an overall attendance rate of 95% or more to meet the minimum attendance requirement of the program and meet graduation requirements. Students enrolled in the long-term training programs are allotted a total of 9 absences, equaling a 95% attendance rate; students enrolled in the short-term training programs are allotted a total of 4 absences, equaling a 95% attendance rate.

Students are informed, on a regular and timely basis, of their progress in meeting attendance standards.

MAXIMUM TIMEFRAME

Students must complete their training program within 150 percent of the clock hour requirements for the Diploma. Students who are unable to complete their training program within the timeframe limitation will no longer be eligible to use federal financial aid to cover any costs associated with completing the training program and will be withdrawn/dropped from the training program.

SAP EVALUATION

SAP is evaluated upon the completion of each course: Anatomy, Medical Terminology, CORE program and Externship. Each evaluation includes both academic (qualitative) and attendance (quantitative) measures.

Students who fail to meet SAP standards immediately following SAP evaluation will be placed on the appropriate probationary action and will be monitored closely as outlined in the probation section.

Students on probation will continue to be eligible to receive federal aid. Students on probation who fail to meet SAP standards at the end of probationary period will be dismissed from the institution and will NOT be eligible to receive financial aid. Students who are dismissed will have the opportunity to submit an appeal in writing.

PROBATION

A student shall be placed on probation if any one of the following conditions prevails:
Academic Probation: The student has a grade-point-average less than a "C" (2.0).
Attendance Probation: Overall attendance rate is less than 95%.

ACADEMIC PROBATION/DISMISSAL

Students who are on academic probation shall be subject to dismissal if they have earned a cumulative grade-point-average of less than 2.0 in programs attempted.

Students who are on academic probation and earn a quarter grade-point-average of 2.0 or better shall not be dismissed as long as this minimum quarter grade-point-average is maintained.

Students shall be subject to automatic dismissal if exhibited any of the following inappropriate behaviors during school time or on school premises. The following are behaviors Galaxy Medical College considers to be inappropriate and will not tolerate:

1. Falsification of student records, or other Company records.
2. Theft, deliberate or careless damage or destruction of any school property or the property of any student.
3. Removing or borrowing school property without authorization.
4. Unauthorized use of school equipment, time, materials, or facilities.
5. Provoking a fight or fighting during class, or while on school premises.
6. Participating in horseplay or practical jokes during class, or on school property.
7. Carrying firearms or any other dangerous weapons on school premises at any time.
8. Engaging in a criminal conduct whether or not related to school performance.
9. Causing, creating or participating in a disruption of any kind during class on school property.
10. Insubordination, including but not limited to failure or refusal to obey the orders of instructions of a school director, or instructor.
11. Using abusive language at any time on school premises.
12. Failure to obtain permission to leave class for any reason during class instruction time.
13. Sleeping or malingering during class.
14. Making personal telephone calls during class on school telephones, except in case of emergency or extreme circumstances.
15. Wearing extreme, unprofessional or inappropriate styles of dress or hair while at class.
16. Violation of any safety, health, security, school policies, rules or procedures.
17. Committing a fraudulent act or a breach of trust under any circumstances.
18. Unlawful harassment.
19. Possession or use of alcohol, or being under the influence of alcohol while in class or on school property.
20. Distribution, sale or purchase of an illegal or controlled substance while in class or on school property.
21. Possession or use of illegal controlled substance, or being under the influence of an illegal or controlled substance while in class or on school property.

ATTENDANCE PROBATION

Students are expected to attend all classes on time. A student is considered tardy when arriving 15

minutes or more after the start of class, or leaving 15 minutes or more before the end of class. It is also important to note that 3 tardies/early departures or a combination of both equal 1 absence. Tardiness and early departures are included in the student's attendance record of absences. Absences must be accounted for and make-up time will be considered. Students are required to have an overall attendance rate of 95% or more to meet the minimum attendance requirement of the program. Students enrolled in the long-term training programs are allotted a total of 9 absences, equaling a 95% attendance rate; students enrolled in the short-term training programs are allotted a total of 4 absences, equaling a 95% attendance rate. Students who miss 50% or more of their allotted absences (5 for long-term training and 2 for short term training) will be placed on attendance probation. Attendance probation is determined by the school's Director of Operations. Once on attendance probation, a student may not miss any class within a 30 day period; failure to do so, will increase the length of the probation period for an additional 15 days. If a student misses 100% of their allotted absences, for whatever reason, he/she may face dismissal of the training program.

APPEAL OF DISMISSAL

Students have the right to appeal a dismissal. They shall submit a written petition requesting readmission to the school in compliance with school procedures. All appeals must be accompanied by substantiating documentation including a definitive statement from the student as to why s/he has failed to meet SAP standards and what has changed in their situation that will allow the student to meet SAP at the end of the evaluation period. The student has 15 days to file a written appeal.

Students must file an appeal petition with the Associate Director. The school reserves 15 days to make a decision regarding the appeal and will notify the student in writing. Readmission may be granted, denied, or postponed subject to the fulfillment of conditions as prescribed by the school. If appeal is granted, an academic plan for the student will be required.

The academic plan will be developed by the institution and the student. The academic plan is put into action to ensure that, if followed, the student will be able to meet SAP standards by a specified date. An academic plan may require SAP to be evaluated more frequently than generally done by the institution.

Appeals that are approved will result in a student being placed on probation and will require a plan of action leading to successful completion of training program. While on probation, students will be evaluated for SAP at the end of each course to ensure the student is meeting the academic standards of the action plan, and if at any point the student is not meeting the academic standards, eligibility for financial aid will be suspended.

READMISSION AFTER DISMISSAL

Students shall submit a written petition requesting readmission to the Institution in compliance with Institution procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the Institution. Those conditions include the following:

1) Student must show that they can dedicate at least 25 hours a week to their studies (including 20 hours in-class attendance and 5 hours outside classroom time for assignments and studying).
2) The student must display that they are stable (emotionally, physically, etc.) to complete the prescribed coursework. If student has medical problems that impair his/her ability to complete

the program, they may be asked to provide written documentation from a physician/medical professional stating they are stable to complete the training program.

3) Student must be able to demonstrate and show that he/she is not a direct threat to students/staff and the institution. Behavioral issues are very closely evaluated.
4) Student will be accepted on probationary terms. The first 30 days will be an evaluation period for the student to ensure they are meeting SAP policies.

If student is unable to display the conditions above, their petition can be denied/postponed. Students must file a petition to return 2 weeks prior to the first day of class. New and returning students must register in person.

If the student's petition is granted, they will have to reapply and go through the enrollment process in person. If the student's petition is denied they will not be eligible for readmission. If the student's petition is postponed, they will have to wait the prescribed time in order to qualify for a grant or a denial. This policy is set for the by the school to ensure that the student will succeed in their studies if they are granted readmission by the institution.

PROGRAM RETAKE POLICY

The program retake policy is offered to students who have unsuccessfully completed a program and received a failing grade (F). The student will be charged tuition at the appropriate rate.

GRADUATION REQUIREMENTS

Upon successful completion of training programs, a certificate of completion or diploma will be awarded to those students meeting the graduation requirements.

DIPLOMA PROGRAMS:

Medical
Assistant Dental
Assistant

Health Claims
Examiner Pharmacy
Technician

CERTIFICATE PROGRAMS

Medical Management
Cardiology Technician
Medical
Transcriptionist

Students eligible for a certificate of completion or diploma are those who have satisfactorily completed their program of study with the appropriate number of hours and cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, who have meet the attendance policy, and who have fully paid all tuition charges. If a third-party is paying for your program, the school will not issue the program completion record until the program has been completely paid in full. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

Leave of Absence

Galaxy Medical College understands that life events may require a student to modify class enrollment and schedules. The leave of absence policy is designed to allow the student flexibility in his/her program enrollment to adjust to these events. The leave of absence policy also extends to students the ability to make up any courses missed during the approved leave. The following are the institution's guidelines for LOA:

1. Students are entitled to take only one leave of absence during any academic year. Student who will be out of attendance for more than 5 consecutive school days are urged to request a leave of absence. Students out of class for scheduled class breaks do not need to apply for a leave of absence.
2. Both Title IV and non-Title IV students are eligible to request for a LOA. Students must request a leave of absence, regardless if they are receiving federal financial aid or not, in order to prevent from being withdrawn from the training program by not meeting attendance policies.
3. LOA's must be requested in writing, with supporting documentation (if applicable), in advance of the beginning of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If the student does not request a leave of absence within 9 days of absence, s/he will be withdrawn from the training program.
4. Leave of absences are limited to 60 days in any 12-month period or one-half of the published program length, whichever is shorter. Multiple leaves of absences may be permitted provided the total of the LOA's does not exceed this limit.
5. The student must sign and date the LOA request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
6. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. Failure to return to school as scheduled without prior written notification to and approval from the School Director will result in immediate dismissal.
7. The institution will document the LOA approval request and include in the students file. The institution will not assess the student any additional charges as a result of a LOA.
8. An approved LOA may be extended for an additional period of time (dependent on the circumstance at hand) provided that the extension meets all of the above requirements and the total LOA does not exceed 60 days in any 12 month period.

Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The School Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory academic progress in the program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be counted towards the calculation of a student's maximum program length.

Students are required to pick-up where they left off (academic studies) upon approval of LOA, per Title IV requirements. Students will only receive disbursements of Pell Grants while on LOA but

Termination, Withdrawal and Appeals

Should students find it necessary to discontinue their training, they should arrange to meet with the Associate Director to discuss their situation and submit written notification of their request. Their request will be granted after their meeting with the Associate Director.

Galaxy Medical College reserves the right to terminate any students enrollment at any time, if the student fails to:

- Meet minimum standards for academic progress,
- Meet minimum standards for attendance requirements,
- Meet the minimum conduct standards of the school, or
- Fulfill their financial obligations according to their agreement with the school.

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the School Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the School Director.

Automatic Withdrawal

A student will automatically be withdrawn from the program for the following reasons:

- Failure to return from an approved leave of absence on the scheduled return date.
- Failure to attend school for 4 consecutive class days of the program.
- Failure to maintain Satisfactory Academic Progress (SAP)
- Failure to fulfill financial agreements.
- Failing any program twice during one enrollment period.

Official Withdrawal

A student desiring to withdraw from the institution must contact and confer with the Associate Director and obtain an Official Withdrawal Form. A student may officially withdraw from any training program within 5 instructional days from the start of enrollment in the training program. The instructor for each course must indicate the last day of student attendance in respective courses and sign appropriate paperwork. Refunds are based on the last date of attendance indicated by the instructor. Withdrawals are processed through the Office of Admissions.

Unofficial Withdrawal

If the student fails to attend school for more than 4 consecutive days or misses 16 hours of class work (without prior notification) the school will consider the student a drop and automatically withdraw him/her from the program. Therefore, if the student decides to leave the school without completing and submitting official withdrawal papers, he/she is considered unofficially withdrawn

and is subject to receiving failing grades for the term.

APPEAL

Terminated students may appeal the school's decision in writing to the School Director. The School must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten [l0] business days of receipt by the school.

RETURN OF TITLE IV FUNDS

Federal student aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant, or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. The institution is required to determine the amount of federal aid earned by the student as of the date the student ceased attendance based on the amount of time the student was in attendance. The percentage of Title IV aid earned is equal to the percentage of the payment period or period of enrollment completed. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

If a student obtains a loan to pay for their educational program, 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 has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Please refer to the Return of Title IV Funds to better understand the responsibilities of returning unearned aid once a student is withdrawn from a training program.

MAKEUP POLICY

Make up time will be allotted and granted for those students with an approved Leave of Absence. Depending on the length of the LOA, the student will be given specific dates for makeup work to be completed and submitted. Granted make-up time will not exceed 50% of the total LOA. All makeup work must be submitted and accepted by the instructor and program supervisor prior to completion of the course.

Those students with absences, not an LOA, will be given time to makeup assignments, tests, etc. Makeup work must be completed and submitted to the instructor 1 week following the students return to class.

Return of Title IV Funds

Students receiving financial aid who withdraw or stop attending will, in most cases, be required to return a portion of financial aid received. The Higher Education Act established the Return of Title IV Funds Policy.

These regulations outline the following policy. The concept behind the policy is that the school and the student are allowed to retain only the amount of Title IV federal aid that is earned. If a student withdraws or stops attending classes, whether any credits have been earned for the program or not, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received. For Title IV purposes, the last date of attendance is one of the following: the date the formal withdrawal process begins, the date the student gives official notice of intent to withdraw, the mid-point of the training program, or the last documented date of attendance. If a student attends through 60% of the training pay period , all Title IV aid is considered earned.

Definitions

Return to Title IV (R2T4) Calculation:

A required calculation to determine the amount of aid earned by the student when the student does not attend all days scheduled to complete within a payment period.

Overaward

A required recalculation of Pell Grant and other aid types due to student dropping or not attending hours required for the status of the award (full-time, half-time etc.). This is a required step at any point when information is received that changes student status. Reductions in aid will always be required for students whose status changes due to dropped courses or courses not attended beyond the course census date.

Clarification of Regulations

The school must be able to demonstrate that the student actually attended each class, including any class with a failing grade. Attendance must be "academic attendance" or "attendance at an academically related activity." Documentation of attendance must be made by the school. A student's self-certification of attendance is not acceptable unless supported by school's documentation. Examples of attendance include:

- Physical class attendance where there is direct interaction between instructor and student
- Submission of academic assignment
- Examination or computer-assisted instruction
- Study group assigned by school

Required Steps

1. The first step is a series of formulas to determine the amount of aid which must be returned. Following the determination of the last date of attendance, the school must calculate the number of days attended and the total number of days the student was scheduled to

complete within the payment period. Days attended are then divided by days in the payment period the student was scheduled to complete to calculate percentage completed. That percentage is multiplied by total aid for which the student is eligible to determine the amount of aid earned (% completed X total aid = earned aid). Total aid – earned aid = unearned aid (aid to be returned).

2. The next step is for the school to determine total institutional charges and multiply the figure by the percentage of unearned aid (100% - % completed = % unearned). It makes no difference which type of resource actually paid the school; the law assumes that Title IV aid goes first to pay institutional charges. Institutional charges X % unearned = amount returned to school.

   The school must then return the amount of unearned aid, up to the maximum received, to each of the Title IV programs in the following order:

   1. Unsubsidized Direct Stafford Loan
   2. Subsidized Direct Stafford Loan
   3. Direct PLUS Loan
   4. Federal Pell Grant

3. The school then calculates the amount for which the student is responsible by subtracting the amount returned by the school from the total amount which is unearned. That remaining amount is the student's share and is allocated in the same order as stated above. Total amount unearned – amount returned by the school = $$ for which student is responsible.

Once the school determines dollar amounts and which individual programs must be repaid, the student will be notified of any amounts he or she owes. Funds that must be returned by the student to the loan programs can be paid in full in accordance with normal loan repayment terms. For grant dollars that must be repaid, the amount due from a student is limited to the amount by which the original grant overpayment amount due from the student exceeds half of the Title IV grant funds received by the student. A student has 45 days to make repayment and does not have to repay a grant overpayment of $50 or less. Unpaid balances will be reported on NSLDS and turned over to the Department of Education for collection. Until overpayments are repaid or satisfactory arrangements to repay have been made, the student will be ineligible for further Title IV aid at any institution.

This policy is separate from the institutional refund policy. Unpaid balances due to Galaxy Medical College that result from amounts returned to Title IV programs and other sources of aid will be charged back to the student. If a student does not begin attendance in the training program or ceases attendance during the 100% refund period, aid may have to be reduced to reflect appropriate status prior to recalculating Return of Title IV Funds.

Before withdrawing or stopping attendance in classes, the student should be aware of the [roper procedure for withdrawing from classes and the consequences of either withdrawing or stopping attendance. Official withdrawal is always the responsibility of the student.

Any questions on the Return of Title IV Funds may be addressed to the Financial Aid Director. Questions regarding withdrawal should be addressed to the Office of Admissions.

Grading and Evaluation Procedures

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, and projects as indicated on the program syllabus. The grading scale is as follows:

Letter Grade	Quality Points	Percentage	Indicator
A	4.0	100 – 90 %	Excellent
B	3.0	89 – 80 %	Good
C	2.0	79 – 70 %	Average
F	0.0	Below 69 %	Failing
I	0.0	-	Incomplete
W	0.0	-	Withdrawn

Application of Grades and Credits

The chart above describes the impact of each grade on a student's academic progress. For calculating the rate of progress, grades of F (failure), W (withdrawn), and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A "W" will not be awarded after reaching 60% of the term. Withdrawal after reaching 60% of the term will result in the student receiving an "F." The student must repeat any required program for which a grade of F or W is received. Students will only be allowed to repeat programs in which they received an F. In the case of an F, the better of the two grades is calculated into the GPA. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

A W grade is not replaced when a student repeats the program. Full tuition will be charged for any portion of the program or program lab program that is re-taken. To receive an incomplete (I), the student must petition, by the last week of the term, for an extension to complete the required program work. The student must be satisfactorily passing the program at the time of petition. Incomplete grades that are not completed within two weeks after the end of the term will be converted to an F and will affect the student's GPA. The school reserves the right to extend the time needed to make-up an incomplete grade.

Grades and Grade Changes

Galaxy Medical College's School Director has approved the following grading policies and academic standards as required by California law. Please be aware of these policies and standards as they can have serious consequences if not followed. The Admissions Office will be happy to answer any questions you might have regarding these policies and standards.

- The grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of a mistake, fraud, bad faith, or in competency, it shall be final.
- No grade may be challenged by a student more than one (1) year from the end of the term in which the program was taken. If the School Director has determined that the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that Institution.

PETITIONING EVALUATIVE OR NON-EVALUATIVE GRADE SYMBOLS

Students must file petitions in the Admissions Office for any evaluative or non-evaluative grade symbol change. Inquiries regarding results of grade petitions or instructor complaints should first be directed to the faculty member responsible for the program. If the resolution is not reached within 30 days, the inquiry should be directed to the School Director.

DEFINITION OF A UNIT OF CREDIT

One quarter unit is converted from clock hours attended per each of the school's program. Credits are granted for the successful completion of either 10 clock hours of instruction in a lecture setting; 20 clock hours of instruction in a laboratory setting; or 30 clock hours of instruction in an externship setting. One clock hour is equivalent to a minimum of 50 minutes.

Transfer of Credit Policy

Acceptance of Credit for Prior Education or Experience

Students who have previously attended another school or college accredited by an agency recognized by the United States Department of Education (USDoE) or CHEA (Counsel for Higher Education Accreditation) may receive credit for such attendance when proof is presented at time of enrollment and proper review of the transcript(s). GMC issues academic credit to its graduates who complete the required clock hours of instruction. In addition, we offer 2.0 credits per 1,000 hours of experiential learning towards the cost of our programs, where the student has completed hours within the field of training to be taken at GMC credit hours will be issued based upon the ratio of:

1.0 = 500 hours. If student is admitted on the bases of experiential learning, employment records showing experience will be required for administration to review.

GMC can provide financial treatment for transfer of credit(s) and experiential learning towards the cost of a program at its sole discretion. GMC will charge such students tuition based upon per hour of instruction to be received. The formula is as follows:

Total Tuition/(Total Hours – Hours Credited) X Hours Needed = Cost of Tuition.

This formula is only for tuition charges; all other fees, book, materials are not included in the formula and must be paid for.

Articulation Agreement

Galaxy Medical College does not currently engage in articulation agreements with any other school, college or university.

Acceptable Grades

At minimum, the student must have a cumulative 2.0 GPA or higher and a letter grade of "C" or better in order for grades to be accepted by GMC

Credit Through Examination

Students at GMC may not earn credit through examination, including but not limited to the following exams: SAT, ACT, PEP, AP, CLEP, DSST etc.

Credit Acceptance Limits

Acceptance of credits from other schools and institutions is at the sole discretion of Galaxy Medical College. A student may obtain credits for previous academic study, or occupational experience.

Students applying for transfer of credit(s) will have to pass an exam administered by GMC to establish their competency in the subject matter of Galaxy Medical College's programs for credits to be granted, and the length of the program will be shortened appropriately after final review of submitted documentation.

In order for credits to be accepted by Galaxy Medical College, qualifying transferred coursework

must be completed in the last 5 years. GMC will not accept more than 50% of the required clock hours. For example, a potential students wants to transfer into our MA program which is 980 hours in length and the student has completed 800 hours at another institution, GMC will only accept 490 hours as this is 50% of our MA program hours. GMC will also require course descriptions for those courses being transferred to our institution as course content needs to be accepted in addition to course grades.

There is no fee assessed for testing, evaluation, or granting of transfer of credits.

REQUIRED DOCUMENTATION

In order to accept transfer of credits, GMC will require the potential student to provide a copy of their Official Transcripts and course descriptions from the prior institution.

REQUESTING TRANSFER OF CREDITS

Students requesting transfer of credits must submit the appropriate documentation to GMC at least 2 weeks prior to their class start date to ensure timely handling. If an exam is required to be completed, it must be done 2 weeks prior to the class start date.

APPEALING TRANSFER OF CREDITS

Students have the right to appeal the transfer of credits. They shall submit a written petition to the school requesting re-evaluation in compliance with school procedures. Transfer of credits may be granted, denied, or postponed subject to the fulfillment of conditions as prescribed by the school. It is encouraged for those students appealing transfer of credits to supply additional documentation that can help GMC administrators make an informed decision.

Appeals that are approved will result in the institution accepting the transfer of credits.

TRANSFER OF CREDITS AND TITLE IV

Accepting or declining transfer of credits may have potential ramifications for financial aid. Students who qualify for Title IV may apply and funds will be awarded according to Title IV regulations.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Galaxy Medical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in

_____ is also at the complete discretion of the institution to which you may seek to transfer. If the credits/diploma/certificate 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 Galaxy Medical College to determine if your credits/diploma/certificate

Retention of Records

Galaxy Medical College will maintain student records for five [5] years, as required by state law. Student transcripts will be maintained permanently. Financial aid and payment documents will be kept for a period of at least five [5] years after completion or withdrawal of the student. Students have a right to access their records during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school's administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have the right to review student records. No outside personnel will be allowed to view records except for the appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena via court order. A transcript for program work will be issued upon request by the student. Students and former students shall be entitled to two free copies of their transcripts or to two free verifications of enrollment. Additional copies shall be made available to students, or to designated addressees identified by students, at a cost of $3.00 each. Students may request special processing to expedite their request for a fee of $7.00 per request.

The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

    - School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, with a written request. However, the school must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Programs Offered

Long Term Programs

DENTAL ASSISTANT

Course Description

Total Tuition: $9,450.00 **760 Hours**

Dental assistants perform a variety of patient care, office, and laboratory duties. They work chair-side as dentists examine and treat patients. They make patients as comfortable as possible in the dental chair, prepare them for treatment, and obtain their dental records. Assistants hand instruments and materials to dentists and keep patients' mouths dry and clear by using suction or other devices. Assistants also sterilize and disinfect instruments and equipment, prepare trays of instruments for dental procedures, and instruct patients on postoperative and general oral health care. Dental Assistants also obtain and maintain patient history and records, train in dental office software and perform administrative duties.

ANATOMY

Course Title:
Anatomy 101

Course Description:
Anatomy and Physiology is a course which all students must undergo. The course content is presented according to body systems. Mastery of key concepts is encouraged with lectures, full-color art and educational aids such as videos. The course is designed to help students successfully pass the course in order to continue to the following areas of their chosen profession. The course following anatomy and physiology is Terminology, in which knowledge of anatomy and physiology is needed in order to successfully complete the course.

Clock Hours/Credits:

Upon successful completion of the Anatomy and Physiology course, students will be awarded the following:
Clock Hours: 190.0
Quarter Credit Units: 11.5

MEDICAL TERMINOLOGY

Course Title:
Medical Terminology 101

Course Description:
Medical Terminology introduces elements of medical terms, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body.

Clock Hours/Credits:

Upon successful completion of the Medical Terminology course, students will be awarded the following:
Clock Hours: 88.0
Quarter Credit Units: 7.5

DENTAL ASSISTANT CORE

COURSE TITLE:
Dental Assistant Core

COURSE DESCRIPTION:
Dental assistants perform a variety of patient care, office, and laboratory duties. They work chair-side as dentists examine and treat patients. They make patients as comfortable as possible in the dental chair, prepare them for treatment, and obtain their dental records. Assistants hand instruments and materials to dentists and keep patients' mouths dry and clear by using suction or other devices. Assistants also sterilize and disinfect instruments and equipment, prepare trays of instruments for dental procedures, and instruct patients on postoperative and general oral health care. Dental Assistants also obtain and maintain patient history and records, train in dental office software and perform administrative duties.

CLOCK HOURS/CREDITS:

Upon successful completion of the Dental Assistant course, students will be awarded the following:
Clock Hours: 322.0
Quarter Credit Units: 23.5

EXTERNSHIP

COURSE TITLE:
Dental Assistant Externship

COURSE DESCRIPTION:
Dental assistants perform a variety of patient care, office, and laboratory duties. They work chair-side as dentists examine and treat patients. They make patients as comfortable as possible in the dental chair, prepare them for treatment, and obtain their dental records. Assistants hand instruments and materials to dentists and keep patients' mouths dry and clear by using suction or other devices. Assistants also sterilize and disinfect instruments and equipment, prepare trays of instruments for dental procedures, and instruct patients on postoperative and general oral health care. Dental Assistants also obtain and maintain patient history and records, train in dental office software and perform administrative duties.

CLOCK HOURS/CREDITS:

Upon successful completion of the Dental Assistant course, students will be awarded the following:
Clock Hours: 160.0
Quarter Credit Units: 5.0

DENTAL ASSISTANT PROGRAM BREAKDOWN

COURSE	CLOCK HOURS			CREDITS
	LECTURE	LAB	EXTRN.	
ANATOMY				
Cellular System	6	2	0	0.5

Skeletal System	12	4	0	1.0
Muscular System	12	4	0	1.0
Digestive System	16	4	0	1.5
Respiratory System	12	4	0	1.0
Circulatory System/Blood	12	4	0	1.0
Urinary System	12	4	0	1.0
Nervous System	16	4	0	1.5
The Senses	16	4	0	1.5
Endocrine System	8	2	0	0.5
Reproductive System	12	4	0	1.0
Lymphatic System	4	4	0	0.5
Immune System	4	4	0	0.5
MEDICAL TERMINOLOGY				
Root	16	2	0	1.5
Suffix	16	2	0	1.5
Prefix	16	2	0	1.5
Combining Form	16	2	0	1.5
Medical Abbreviations	16	0	0	1.5
DENTAL ASSISTANT CORE				
Medical Law and Ethics	12	4	0	1.0
Documentation & Forms	16	16	0	2.0
Office Administration	16	16	0	2.0
Dental Equipment & Materials	32	12	0	3.5
Infection Control	32	12	0	3.5
Laboratory Practices	26	16	0	3.0
Chair Side Techniques	32	32	0	4.5
Patient Diagnosis & Treatment	16	16	0	2.0
Inventory and Supplies	8	8	0	1.0
DENTAL ASSISTANT EXTERNSHIP				
Externship	0	0	160	5.0
TOTAL	**412 Hrs**	**188 Hrs**	**160 Hrs**	**51.5 Credits**

PROGRAM OBJECTIVES

The Dental Assistant program aims to prepare all graduates for an entry level position in the field. Upon successful completion of the training program, students will :

- ✓ Understand the role of the administrative dental assistant.
- ✓ Know the basics of dental practice; relate to patients in a professional, caring manner.
- ✓ Develop communication skills, such as telephone technique and professional written correspondences, for use with patients and coworkers.
- ✓ Maintain quality patient records.
- ✓ Understand information management in the dental office.
- ✓ Process dental insurance, know bookkeeping and collection procedures.
- ✓ Perform inventory management and equipment maintenance.
- ✓ Use the computer to promote efficiency.

A Diploma will be awarded for successful completion of the training program. This training

programs fulfills instruction in theory, lab and externship. In order to successfully complete the training program all students enrolled in this program must successfully pass (with a grade of "C" or better) the following courses: Anatomy, Medical Terminology and Dental Assistant Core. Each course has a Final Examination which also must be passed with a grade of a "C" or better.

PROGRAM SCHEDULE

The Dental Assistant program has the following breakdown among theory hours, laboratory hours, externship, total weeks and credits:

Program	Theory	Lab	Externship	Total Weeks	Credits
Dental Assistant	412 Hours	188 Hours	160 Hours	47 weeks	51.5

Definition of a Unit of Credit

One quarter unit is converted from clock hours attended per each of the school's program. Credits are granted for the successful completion of either 10 clock hours of instruction in a lecture setting; 20 clock hours of instruction in a laboratory setting; or 30 clock hours of instruction in an externship setting. One clock hour is equivalent to a minimum of 50 minutes.

REQUIRED EQUIPMENT

- Dental Chair with Light (adjustable)
- Mobile stool
- Sink with Eyewash station
- Plaster control device
- Lathes
- Model trimmers
- Air syringe
- Water syringe
- Hand pieces (various speeds)
- Oral evacuator
- Autoclave
- X-Ray Machine
- Dental Mannequin
- Xray view box
- Xray film holding device
- Surgical equipment
- Prosthetic teaching models
- Dental Care Kit
- Dental Mirror
- Dental Stain Eraser
- Dental Pick
- Tongue Brush
- Tooth Brush
- Dental Dam
- Dental vibrator
- Ceramic Teeth Models
- Dental Map
- Files
- Dental Forms
- Books
- Software

PROGRAM DELIVERY

Residential

TUITION COSTS

Tuition:	$8,800.00
Books:	$ 475.00
Materials:	$ 100.00
Registration Fee:	$ 75.00
Total	**$9,450.00**

HEALTH CLAIMS EXAMINER

COURSE DESCRIPTION

Total Tuition: $8,585.00 **720 Hours**

Health Claims Examiners learn about medical legislation, changes in insurance and insurance billing. They also review and verify patient account information against insurance program specifications; routine patient billing inquiries and problems, follow up on balances due from insurance companies, and type invoices to insurance companies. Health Claims Examiners enter data electronically to process charges, payments, denials and adjustments. They also analyze and code surgical procedures and diagnosis using ICD-9 & CPT codes.

ANATOMY

COURSE TITLE:
Anatomy 101

COURSE DESCRIPTION:
Anatomy and Physiology is a course which all students must undergo. The course content is presented according to body systems. Mastery of key concepts is encouraged with lectures, full-color art and educational aids such as videos. The course is designed to help students successfully pass the course in order to continue to the following areas of their chosen profession. The course following anatomy and physiology is Terminology, in which knowledge of anatomy and physiology is needed in order to successfully complete the course.

CLOCK HOURS/CREDITS:

Upon successful completion of the Anatomy and Physiology course, students will be awarded the following:
Clock Hours: 190.0
Quarter Credit Units: 11.5

MEDICAL TERMINOLOGY

COURSE TITLE:
Medical Terminology 101

COURSE DESCRIPTION:
Medical Terminology introduces elements of medical terms, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body.

CLOCK HOURS/CREDITS:

Upon successful completion of the Medical Terminology course, students will be awarded the following:
Clock Hours: 88.0
Quarter Credit Units: 7.5

HEALTH CLAIMS EXAMINER CORE

COURSE TITLE:
Health Claims Examiner Core

COURSE DESCRIPTION:
Health Claims Examiners learn about medical legislation, changes in insurance and insurance billing. They also review and verify patient account information against insurance program specifications; routine patient billing inquiries and problems, follow up on balances due from insurance companies, and type invoices to insurance companies. Health Claims Examiners enter data electronically to process charges, payments, denials and adjustments. They also analyze and code surgical procedures and diagnosis using ICD-9 & CPT codes.

CLOCK HOURS/CREDITS:

Upon successful completion of the Health Claims Examiner course, students will be awarded the following:
Clock Hours: 332.0
Quarter Credit Units: 24.0

EXTERNSHIP

COURSE TITLE:
Health Claims Examiner Extern

COURSE DESCRIPTION:
In a healthcare setting, Health Claims Examiners will learn about medical legislation, changes in insurance and insurance billing. They also review and verify patient account information against insurance program specifications; routine patient billing inquiries and problems, follow up on balances due from insurance companies, and type invoices to insurance companies. Health Claims Examiners enter data electronically to process charges, payments, denials and adjustments. They also analyze and code surgical procedures and diagnosis using ICD-9 & CPT codes.

CLOCK HOURS/CREDITS:

Upon successful completion of the Health Claims Examiner course, students will be awarded the following:
Clock Hours: 110.0
Quarter Credit Units: 3.5

HEALTH CLAIMS EXAMINER PROGRAM BREAKDOWN

COURSE	CLOCK HOURS			CREDITS
	LECTURE	LAB	EXTRN.	
ANATOMY				
Cellular System	6	2	0	0.5
Skeletal System	12	4	0	1.0
Muscular System	12	4	0	1.0
Digestive System	16	4	0	1.5
Respiratory System	12	4	0	1.0
Circulatory System/Blood	12	4	0	1.0
Urinary System	12	4	0	1.0
Nervous System	16	4	0	1.5
The Senses	16	4	0	1.5
Endocrine System	8	2	0	0.5
Reproductive System	12	4	0	1.0
Lymphatic System	4	4	0	0.5

Immune System	4	4	0	0.5
MEDICAL TERMINOLOGY				
Root	16	2	0	1.5
Suffix	16	2	0	1.5
Prefix	16	2	0	1.5
Combining Form	16	2	0	1.5
Medical Abbreviations	16	0	0	1.5
HEALTH CLAIMS EXAMINER CORE				
Medical Law & Ethics	12	4	0	1.0
Professionalism	8	4	0	1.0
Medical Insurances/Benefits	32	8	0	3.5
Coding ICD-9 & CPT	26	26	0	3.5
Workers Compensation	16	4	0	1.5
Medical Billing Forms and Documentation	16	8	0	1.5
Medical Reports	12	4	0	1.0
Follow-Up of Claims and Collections	16	8	0	2.0
Computerized Medical Insurance Billing	36	76	0	7.0
CPR/First Aid	4	4	0	0.5
Job Placement, Human Resources	4	4	0	0.5
HEALTH CLAIMS EXAMINER EXTERNSHIP				
Externship	0	0	110	3.5
TOTAL	**402 Hrs**	**208 Hrs**	**110 Hrs**	**46.5 Credits**

PROGRAM OBJECTIVES

The Health Claims Examiner program aims to prepare all graduates for an entry level position in the field. Upon successful completion of the training program, students will :

- ✓ Be proficient in skills such as medical terminology, communications, coding, software and text utilization, organization and time management.
- ✓ Have knowledge of the differences in Commercial, HMO/PPO, Federal and State insurance plans, including eligibility and coverage, as well as reimbursement methodologies.
- ✓ Have knowledge of the legal and ethical responsibilities of an administrative medical specialist, including the HIPAA mandates, the rules for maintaining privacy of medical records and protected health information, and the types of consents and disclosures that are required in a medical office environment.
- ✓ Be able to perform tasks associated with the entire billing process, including scheduling and registration of patients; posting of accounting transactions; completion of insurance claim forms, and collections.
- ✓ Be able to perform the day-to-day tasks associated with medical coding, medical billing and completing insurance forms.
- ✓ Be able to effectively input patient information, run office reports, and process insurance claims using medical software.

A Diploma will be awarded for successful completion of the training program. This training programs fulfill instruction in theory, lab and externship. In order to successfully complete the training program all students enrolled in this program must successfully pass (with a grade of "C" or better) the following courses: Anatomy, Medical Terminology and Health Claims Examiner Core. Each course has a Final Examination which also must be passed with a grade of a "C" or better.

PROGRAM SCHEDULE

The Health Claims Examiner program has the following breakdown among theory hours, laboratory hours, externship, total weeks and credits:

Program	Theory	Lab	Externship	Total Weeks	Credits
Health Claims Examiner	402 Hours	208 Hours	110 Hours	45 weeks	46.5

Definition of a Unit of Credit

One quarter unit is converted from clock hours attended per each of the school's program. Credits are granted for the successful completion of either 10 clock hours of instruction in a lecture setting; 20 clock hours of instruction in a laboratory setting; or 30 clock hours of instruction in an externship setting. One clock hour is equivalent to a minimum of 50 minutes.

REQUIRED EQUIPMENT

- Computers
- Workers Compensation Form
- HCFA 1500
- HCFA 1600
- ADA Dental Claim Form
- Patient Information Sheet
- Patient History Form
- Patient Authorization Request
- Treatment Authorization Request
- Super bills
- UB-92
- Files
- Medical Billing Software
- White Board
- Software

PROGRAM DELIVERY

Residential

TUITION COSTS

Tuition:	$8,000.00
Books:	$ 450.00
Materials:	$ 60.00
Registration Fee:	$ 75.00
Total	**$8,585.00**

MEDICAL ASSISTANT

COURSE DESCRIPTION

Total Tuition: $10,445.00 **980 Hours**

Medical assistants perform administrative duties, including answering telephones, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services. Clinical duties include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms (EKGs), remove sutures, and change dressings.

ANATOMY

COURSE TITLE:
Anatomy 101

COURSE DESCRIPTION:
Anatomy and Physiology is a course which all students must undergo. The course content is presented according to body systems. Mastery of key concepts is encouraged with lectures, full-color art and educational aids such as videos. The course is designed to help students successfully pass the course in order to continue to the following areas of their chosen profession. The course following anatomy and physiology is Terminology, in which knowledge of anatomy and physiology is needed in order to successfully complete the course.

CLOCK HOURS/CREDITS:

Upon successful completion of the Anatomy and Physiology course, students will be awarded the following:
Clock Hours: 190.0
Quarter Credit Units: 11.5

MEDICAL TERMINOLOGY

COURSE TITLE:
Medical Terminology 101

COURSE DESCRIPTION:
Medical Terminology introduces elements of medical terms, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body.

CLOCK HOURS/CREDITS:

Upon successful completion of the Medical Terminology course, students will be awarded the following:
Clock Hours: 88.0
Quarter Credit Units: 7.5

MEDICAL ASSISTANT CORE

COURSE TITLE:
Medical Assistant Core

COURSE DESCRIPTION:
Medical assistants perform administrative duties, including answering telephones, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services. Clinical duties include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms (EKGs), remove sutures, and change dressings.

CLOCK HOURS/CREDITS:

Upon successful completion of the Medical Assistant course, students will be awarded the following:
Clock Hours: 522.0
Quarter Credit Units: 35.5

EXTERNSHIP

COURSE TITLE:
Medical Assistant Externship

COURSE DESCRIPTION:
In a healthcare setting medical assistants will perform administrative duties, including answering telephones, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services. Clinical duties include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms (EKGs), remove sutures, and change dressings.

CLOCK HOURS/CREDITS:

Upon successful completion of the Dental Assistant course, students will be awarded the following:
Clock Hours: 180.0
Quarter Credit Units: 6.0

MEDICAL ASSISTANT PROGRAM BREAKDOWN

COURSE	CLOCK HOURS			CREDITS
	LECTURE	LAB	EXTRN.	
ANATOMY				
Cellular System	6	2	0	0.5
Skeletal System	12	4	0	1.0

Muscular System	12	4	0	1.0
Digestive System	16	4	0	1.5
Respiratory System	12	4	0	1.0
Circulatory System/Blood	12	4	0	1.0
Urinary System	12	4	0	1.0
Nervous System	16	4	0	1.5
The Senses	16	4	0	1.5
Endocrine System	8	2	0	0.5
Reproductive System	12	4	0	1.0
Lymphatic System	4	4	0	0.5
Immune System	4	4	0	0.5
MEDICAL TERMINOLOGY				
Root	16	2	0	1.5
Suffix	16	2	0	1.5
Prefix	16	2	0	1.5
Combining Form	16	2	0	1.5
Medical Abbreviations	16	0	0	1.5
MEDICAL ASSISTANT CORE				
Medical Law and Ethics	12	4	0	1.0
Typing, Microsoft Office	16	16	0	2.0
Administrative & Communication Skills	16	16	0	2.0
Medical Documentation	20	20	0	3.0
Medical Records Management	16	4	0	1.5
Medical Insurance, Coding & Billing	26	16	0	3.0
Introduction to Laboratory & Federal Regulations	2	2	0	0.0
Vital Signs	16	16	0	2.0
Injections/Veinapuncture	16	16	0	2.0
Diagnostic Imaging	8	8	0	1.0
Electrocardiogram	16	16	0	2.0
Urinalysis	4	4	0	0.0
Hematology	4	4	0	0.0
Nutrition	4	4	0	0.0
Physical Examination	12	4	0	1.0
Medical Asepsis	12	4	0	1.0
Basic Microbiology	12	4	0	1.0
Assisting with Minor Surgery	20	12	0	2.5
Pediatrics	16	8	0	2.0
Gynecology	16	8	0	2.0
Specialty Lab Tests	8	8	0	1.0
Basic Pharmacology Dosage and Calculations	32	8	0	3.5
CPR/First Aid	4	4	0	0.5
Job Placement, and Human Resources	4	4	0	0.5
MEDICAL ASSISTANT EXTERNSHIP				
Externship	0	0	180	6.0

TOTAL	534 Hrs	266 Hrs	180 Hrs	60.5 Credits

PROGRAM OBJECTIVES

The Medical Assistant program aims to prepare all graduates for an entry level position in the field. Upon successful completion of the training program, students will :

- ✓ Be able to identify the roles and responsibilities of the medical assistant.
- ✓ Have knowledge of safety measures to prevent injury to patients, as well as the medical team.
- ✓ Know how to communicate in an effective manner with the medical team and patients.
- ✓ Be able to apply ethical and legal standards to issues in the medical environment.
- ✓ Have knowledge of professional work habits; understand proper office and compartment cleaning methods for safety of patients and the medical team.
- ✓ Understand medical terminology.
- ✓ Be able to perform administrative office procedures.
- ✓ Be proficient in HIPPA laws and know the importance of confidentiality and patient privacy.
- ✓ Know how to handle patient specimens correctly and process them accurately.

A Diploma will be awarded for successful completion of the training program. This training programs fulfill instruction in theory, lab and externship. In order to successfully complete the training program all students enrolled in this program must successfully pass (with a grade of "C" or better) the following courses: Anatomy, Medical Terminology and Medical Assistant Core. Each course has a Final Examination which also must be passed with a grade of a "C" or better.

PROGRAM SCHEDULE

The Medical Assistant program has the following breakdown among theory hours, laboratory hours, externship, total weeks and credits:

Program	Theory	Lab	Externship	Total Weeks	Credits
Medical Assistant	534 Hours	266 Hours	180 Hours	61 weeks	60.5

Definition of a Unit of Credit

One quarter unit is converted from clock hours attended per each of the school's program. Credits are granted for the successful completion of either 10 clock hours of instruction in a lecture setting; 20 clock hours of instruction in a laboratory setting; or 30 clock hours of instruction in an externship setting. One clock hour is equivalent to a minimum of 50 minutes.

REQUIRED EQUIPMENT

- EKG Machine
- Microscope
- Refrigerator
- Surgical Instruments (minor surgery)
- Eye Wash Station
- Mayo Stand
- Eye Chart
- Hemocytometer
- Exam Table
- Model Skeleton

- Autoclave
- Professional Scale/Height
- Blood Pressure Monitor
- Glucose Monitor
- Thermometer
- Sphygmomanometer
- Otoscope
- IV Stand
- Phlebotomy Chair
- Centrifuge
- Lancets
- Urine Cups
- Antiseptic Towelette
- Feeding Tube
- Nasal Cannula
- Goggles
- Tracheal Tube
- Vital Sign Monitor
- Iodine
- Peroxide
- Tourniquet
- Oxygen Tank w/mask
- Biohazard Waste Disposal
- Measuring Tape (Head Circumference)
- Gloves
- Needles
- Butterfly Needle
- Syringes
- Tubes
- Cotton Balls
- Alcohol Pads
- Bandages
- Notebook
- Pens
- Lab Sheet
- Patient Information Sheet
- Patient History Sheet
- Allergy Requisition
- Pregnancy Health Record
- Women's Health Update Form
- Workers Compensation Information Sheet
- Progress Note
- HCFA 1500 Billing Form
- Superbill
- Books
- Files
- Folders
- Colored Filing Tabs
- Phone/Fax/ Copier
- Software

PROGRAM DELIVERY

Residential

TUITION COSTS

Tuition:	$9,760.00
Books:	$ 530.00
Materials:	$ 80.00
Registration Fee:	$ 75.00
Total	**$10,445.00**

PHARMACY TECHNICIAN

COURSE DESCRIPTION

Total Tuition: $10,100.00 **720 Hours**

Pharmacy Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor's office. They must verify that the information on the prescription is complete and accurate. To prepare the prescription, technicians must retrieve, count, pour, weigh, measure, and sometimes mix the medication. Then, they prepare the prescription labels, select the type of prescription container, and affix the prescription and auxiliary labels to the container. Once the prescription is filled, technicians price and file the prescription, which must be checked by a pharmacist before it is given to the patient. Technicians may establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications.

ANATOMY

COURSE TITLE:
Anatomy 101

COURSE DESCRIPTION:
Anatomy and Physiology is a course which all students must undergo. The course content is presented according to body systems. Mastery of key concepts is encouraged with lectures, full-color art and educational aids such as videos. The course is designed to help students successfully pass the course in order to continue to the following areas of their chosen profession. The course following anatomy and physiology is Terminology, in which knowledge of anatomy and physiology is needed in order to successfully complete the course.

CLOCK HOURS/CREDITS:

Upon successful completion of the Anatomy and Physiology course, students will be awarded the following:
Clock Hours: 190.0
Quarter Credit Units: 11.5

MEDICAL TERMINOLOGY

COURSE TITLE:
Medical Terminology 101

COURSE DESCRIPTION:
Medical Terminology introduces elements of medical terms, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body.

CLOCK HOURS/CREDITS:

Upon successful completion of the Medical Terminology course, students will be awarded the following:
Clock Hours: 88.0
Quarter Credit Units: 7.5

PHARMACY TECHNICIAN CORE

COURSE TITLE:
Pharmacy Technician Core

COURSE DESCRIPTION:
Pharmacy Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor's office. They must verify that the information on the prescription is complete and accurate. To prepare the prescription, technicians must retrieve, count, pour, weigh, measure, and sometimes mix the medication. Then, they prepare the prescription labels, select the type of prescription container, and affix the prescription and auxiliary labels to the container. Once the prescription is filled, technicians price and file the prescription, which must be checked by a pharmacist before it is given to the patient. Technicians may establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications.

CLOCK HOURS/CREDITS:

Upon successful completion of the Pharmacy Technician course, students will be awarded the following:
Clock Hours: 322.0
Quarter Credit Units: 25.0

EXTERNSHIP

COURSE TITLE:
Pharmacy Technician Externship

COURSE DESCRIPTION:
Pharmacy Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor's office. They must verify that the information on the prescription is complete and accurate. To prepare the prescription, technicians must retrieve, count, pour, weigh, measure, and sometimes mix the medication. Then, they prepare the prescription labels, select the type of prescription container, and affix the prescription and auxiliary labels to the container. Once the prescription is filled, technicians price and file the prescription, which must be checked by a pharmacist before it is given to the patient. Technicians may establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications.

CLOCK HOURS/CREDITS:

Upon successful completion of the Pharmacy Technician course, students will be awarded the following:
Clock Hours: 120.0
Quarter Credit Units: 4.0

PHARMACY TECHNICIAN PROGRAM BREAKDOWN

COURSE	CLOCK HOURS			CREDITS
	LECTURE	LAB	EXTRN.	
ANATOMY				
Cellular System	4	4	0	0.5
Skeletal System	12	4	0	1.0

Muscular System	12	4	0	1.0
Digestive System	16	4	0	1.5
Respiratory System	12	4	0	1.0
Circulatory System/Blood	12	4	0	1.0
Urinary System	12	4	0	1.0
Nervous System	16	4	0	1.5
The Senses	16	4	0	1.5
Endocrine System	8	2	0	0.5
Reproductive System	12	4	0	1.0
Lymphatic System	4	4	0	0.5
Immune System	4	4	0	0.5
MEDICAL TERMINOLOGY				
Root	16	2	0	1.5
Suffix	16	2	0	1.5
Prefix	16	2	0	1.5
Combining Form	16	2	0	1.5
Medical Abbreviations	16	0	0	1.5
PHARMACY TECHNICIAN CORE				
Pharmacy and Health Care	2	2	0	0.0
The Pharmacy Technician	4	2	0	0.5
Drug Regulation & Control	12	8	0	1.5
Prescriptions	12	8	0	1.5
Calculations	20	20	0	3.0
Routes and Formulations	12	4	0	1.0
Parenterals	16	8	0	1.5
Compounding	20	12	0	2.5
Basic Biopharmaceutics	14	2	0	1.5
Drug Activity	10	2	0	1.0
Pharmacy Information	2	2	0	0.0
Inventory Management	16	8	0	2.0
Financial Issues	12	4	0	1.0
Community, Hospital and Other Pharmacy Enviornments	16	4	0	1.5
Drug Classification	40	12	0	4.5
CPR/First Aid	4	4	0	0.5
Job Placement, Human Resources	4	4	0	0.5
PHARMACY TECHNICIAN EXTERNSHIP				
Externship	0	0	120	4.0
TOTAL	**436 Hrs**	**164 Hrs**	**120 Hrs**	**48.0 Credits**

PROGRAM OBJECTIVES

The Pharmacy Technician program aims to prepare all graduates for an entry level position in the field. Upon successful completion of the training program, students will :

- ✓ Define the differences between the hospital and retail, private and chain, pharmacy setting.
- ✓ Demonstrate ethical conduct in all duties performed.
- ✓ Understand the laws that govern pharmacy, whether federal or state mandated.
- ✓ Interpret physician orders and prescriptions.
- ✓ Prepare and distribute medications.
- ✓ Define medical and pharmaceutical terms, and common abbreviations.
- ✓ Understand the pharmacology of medications in relation to the anatomy affected.
- ✓ Perform pharmaceutical calculations.
- ✓ Communicate effectively with patients and medical professionals.
- ✓ Understand the importance of confidentiality of all patient information, including HIPPA guidelines.
- ✓ Process insurance billing and/or collect payments.

A Diploma will be awarded for successful completion of the training program. This training programs fulfill instruction in theory, lab and externship. In order to successfully complete the training program all students enrolled in this program must successfully pass (with a grade of "C" or better) the following courses: Anatomy, Medical Terminology and Pharmacy Technician Core. Each course has a Final Examination which also must be passed with a grade of a "C" or better.

PROGRAM SCHEDULE

The Pharmacy technician program has the following breakdown among theory hours, laboratory hours, externship, total weeks and credits:

Program	Theory	Lab	Externship	Total Weeks	Credits
Pharmacy Technician	436 Hours	164 Hours	120 Hours	45 weeks	48.0

Definition of a Unit of Credit

One quarter unit is converted from clock hours attended per each of the school's program. Credits are granted for the successful completion of either 10 clock hours of instruction in a lecture setting; 20 clock hours of instruction in a laboratory setting; or 30 clock hours of instruction in an externship setting. One clock hour is equivalent to a minimum of 50 minutes.

REQUIRED EQUIPMENT

- IV Stand
- Syringes
- Needles
- Suppositories
- Tablets
- Bottles
- Tubes
- Medication envelope
- Cream Ointments
- Capsules
- Droppers
- Nasal Spray
- Gloves
- Spatulas
- Ointment Jars
- Suppository Box
- Containers
- Eyewear Repair Kit
- Medicine Spoon
- Oral Syringe
- Blood Pressure Monitor
- Thermometer
- Prescription Labels
- RX forms
- Balance scales
- Counting trays
- Mortar & pestle
- Measuring container
- Refrigerator
- IV stands

- Vials
- Drug Information Cards
- Immunization Records
- Medication Sheets
- Books
- Computer
- Copy Machine
- Phone
- Fax
- Pharmacy Software
- White Board
- Pin Board
- Medication Shelf
- Locked Medication Cabinet
- Posters

LICENSURE

In order to be employed as a Pharmacy Technician in the State of California, a State Licensure is required. In order to be eligible to receive a CA State License for Pharmacy Technician the following is required:

- High School Diploma (or its equivalent)
- No infractions, misdemeanors or felonies in any state, the USA or its territories
- No engagement in the use of illegal drugs or controlled substances in the past 2 years
- Proof of Completion of a Pharmacy Technician Training Program
- Live Scan Fingerprinting

Because the CA State Board of Pharmacy DOES NOT approve schools or the education program, GMC does not have an approval form this agency.

PROGRAM DELIVERY

Residential

TUITION COSTS

Tuition:	$9,500.00
Books:	$ 425.00
Materials:	$ 100.00
Registration Fee:	$ 75.00
Total	**$10,100.00**

SHORT TERM PROGRAMS

CARDIOLOGY TECHNICIAN

COURSE DESCRIPTION

Total Tuition: $1,950.00 **240Hours**

Cardiology Technician's assist physicians in diagnosing and treating cardiac (heart) and peripheral vascular (blood vessel) ailments. Cardio technicians specialize in electrocardiograms (EKG's), stress testing, and Holter monitor procedures. They explain test procedures to patients and compare findings to a standard to identify problems. Their ultimate responsibility is to monitor patient's heart rate. They also schedule appointments, type doctors' interpretations, maintain patient files, and care for equipment.

ANATOMY

COURSE TITLE:
Anatomy 102

COURSE DESCRIPTION:
Anatomy and Physiology is a course which all students must undergo. The course content is presented according to body systems. Mastery of key concepts is encouraged with lectures, full-color art and educational aids such as videos. The course is designed to help students successfully pass the course in order to continue to the following areas of their chosen profession. The course following anatomy and physiology is Terminology, in which knowledge of anatomy and physiology is needed in order to successfully complete the course.

CLOCK HOURS/CREDITS:

Upon successful completion of the Anatomy and Physiology course, students will be awarded the following:
Clock Hours: 69.0
Quarter Credit Units: 5.0

MEDICAL TERMINOLOGY

COURSE TITLE:
Medical Terminology 102

COURSE DESCRIPTION:
Medical Terminology introduces elements of medical terms, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body.

CLOCK HOURS/CREDITS:

Upon successful completion of the Medical Terminology course, students will be awarded the following:
Clock Hours: 27.0
Quarter Credit Units: 2.0

CARDIOLOGY TECHNICIAN CORE

COURSE TITLE:
Cardiology Technician

COURSE DESCRIPTION:
Cardiology Technician's assist physicians in diagnosing and treating cardiac (heart) and peripheral vascular (blood vessel) ailments. Cardio technicians specialize in electrocardiograms (EKG's), stress testing, and Holter monitor procedures. They explain test procedures to patients and compare findings to a standard to identify problems. Their ultimate responsibility is to monitor patient's heart rate. They also schedule appointments, type doctors' interpretations, maintain patient files, and care for equipment.

CLOCK HOURS/CREDITS:

Upon successful completion of the Cardiology Technician course, students will be awarded the following:
Clock Hours: 144.0
Quarter Credit Units: 8.5

CARDIOLOGY TECHNICIAN PROGRAM BREAKDOWN

COURSE	CLOCK HOURS		CREDITS
	LECTURE	LAB	
ANATOMY			
Cellular System	4	1	0.0
Skeletal System	4	2	0.5
Muscular System	4	2	0.5
Digestive System	6	2	0.5
Respiratory System	4	2	0.5
Circulatory System/Blood	4	2	0.5
Urinary System	4	2	0.5
Nervous System	6	2	0.5
The Senses	4	2	0.5
Endocrine System	4	2	0.5
Reproductive System	4	2	0.5
MEDICAL TERMINOLOGY			
Root	5	1	0.5
Suffix	5	1	0.5
Prefix	5	1	0.5
Combining Form	5	1	0.5
Medical Abbreviations	3	0	0.0
CARDIOLOGY TECHNICIAN CORE			
Medical Law and Ethics	6	0	0.5
Clinical Equipment	6	12	1.0
EKG Procedure	15	27	2.5
Machine Monitoring	6	12	1.0
EKG Exam Readings	15	24	2.5
Documentation	6	6	0.5
Lab Safety and Infection Control	6	3	0.5

TOTAL	131 Hrs	109 Hrs	15.5 Credits

PROGRAM OBJECTIVES

The Cardiology Technician program aims to prepare all graduates for an entry level position in the field. Upon successful completion of the training program, students will :

- ✓ Identify common worksite problems and issues and identify possible solutions.
- ✓ Identify acceptable and unacceptable standards.
- ✓ Describe the procedures used for obtaining and monitoring EKG readings.
- ✓ Observe and maintain procedures for EKG monitoring in ICU and CCU.
- ✓ Identify legal and ethical responsibilities of the Cardiology Technician.
- ✓ Demonstrate professional conduct as it relates o patients, staff and services.
- ✓ Be proficient in prioritizing immediate emergency response.

A Certificate of Completion will be awarded for successful completion of the training program. This training programs fulfill instruction in theory and lab. In order to successfully complete the training program all students enrolled in this program must successfully pass (with a grade of "C" or better) the following courses: Anatomy, Medical Terminology and Cardiology Technician Core. Each course has a Final Examination which also must be passed with a grade of a "C" or better.

PROGRAM SCHEDULE

The Cardiology Technician program has the following breakdown among theory hours, laboratory hours, total weeks and credits:

Program	Theory	Lab	Total Weeks	Credits
Cardiology Technician	131 Hours	109 Hours	20 weeks	15.5

Definition of a Unit of Credit

One quarter unit is converted from clock hours attended per each of the school's program. Credits are granted for the successful completion of either 10 clock hours of instruction in a lecture setting; 20 clock hours of instruction in a laboratory setting; or 30 clock hours of instruction in an externship setting. One clock hour is equivalent to a minimum of 50 minutes.

REQUIRED EQUIPMENT

- EKG Machine
- Cardioscope
- EKG Tape
- Electrodes
- Patient History Form
- Patient Information Sheet
- Phone/ Fax/Copy
- Software

PROGRAM DELIVERY

Residential

TUITION COSTS

Tuition:	$1,850.00 (includes materials)
Registration Fee:	$ 100.00
Total	**$1,950.00**

MEDICAL MANAGEMENT

COURSE DESCRIPTION

Total Tuition: $1,950.00 **240 Hours**

Medical managers are responsible for the maintenance and security of all patient records. Additionally, Medical Managers must oversee the activities of all employees and their practices. Managers must keep up with current computer and software technology and with legislative requirements and developments. In addition, managers oversee the activities of outpatient and inpatient facilities.

ANATOMY

COURSE TITLE:
Anatomy 102

COURSE DESCRIPTION:
Anatomy and Physiology is a course which all students must undergo. The course content is presented according to body systems. Mastery of key concepts is encouraged with lectures, full-color art and educational aids such as videos. The course is designed to help students successfully pass the course in order to continue to the following areas of their chosen profession. The course following anatomy and physiology is Terminology, in which knowledge of anatomy and physiology is needed in order to successfully complete the course.

CLOCK HOURS/CREDITS:

Upon successful completion of the Anatomy and Physiology course, students will be awarded the following:
Clock Hours: 69.0
Quarter Credit Units: 5.0

MEDICAL TERMINOLOGY

COURSE TITLE:
Medical Terminology 102

COURSE DESCRIPTION:
Medical Terminology introduces elements of medical terms, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body.

CLOCK HOURS/CREDITS:

Upon successful completion of the Medical Terminology course, students will be awarded the following:
Clock Hours: 27.0
Quarter Credit Units: 2.0

MEDICAL MANAGEMENT CORE

COURSE TITLE:
Medical Management

COURSE DESCRIPTION:

Medical managers are responsible for the maintenance and security of all patient records. Additionally, Medical Managers must oversee the activities of all employees and their practices. Managers must keep up with current computer and software technology and with legislative requirements and developments. In addition, managers oversee the activities of outpatient and inpatient facilities.

CLOCK HOURS/CREDITS:

Upon successful completion of the Medical Management course, students will be awarded the following:

Clock Hours: 144.0
Quarter Credit Units: 9.5

MEDICAL MANAGEMENT PROGRAM BREAKDOWN

COURSE	CLOCK HOURS		CREDITS
	LECTURE	LAB	
ANATOMY			
Cellular System	4	1	0.0
Skeletal System	4	2	0.5
Muscular System	4	2	0.5
Digestive System	6	2	0.5
Respiratory System	4	2	0.5
Circulatory System/Blood	4	2	0.5
Urinary System	4	2	0.5
Nervous System	6	2	0.5
The Senses	4	2	0.5
Endocrine System	4	2	0.5
Reproductive System	4	2	0.5
MEDICAL TERMINOLOGY			
Root	5	1	0.5
Suffix	5	1	0.5
Prefix	5	1	0.5
Combining Form	5	1	0.5
Medical Abbreviations	3	0	0.0
MEDICAL MANAGEMENT CORE			
Medical Law and Ethics	15	3	1.5
Medical Office Administration	12	36	3.0
General Office Procedures	24	27	3.5
Medical Documentation & Forms	9	9	1.0
Medical Insurance	6	3	0.5
TOTAL	**137 Hrs**	**103 Hrs**	**16.5 Credits**

PROGRAM OBJECTIVES

The Medical Management program aims to prepare all graduates for an entry level position in the field. Upon successful completion of the training program, students will :

- ✓ Comprehend how to obtain appropriate patient data.

- ✓ Identify measurable business and/or clinical goals; perform appropriate data analysis; and based on the outcomes, provide recommendations for change and/or process improvement.
- ✓ Demonstrate clinical and business strategies for monitoring and evaluating outpatient and inpatient activities.
- ✓ Comprehend how management activities relate to business processes (i.e., financial incentives) and clinical processes.
- ✓ Be proficient in medical terminology, patient files and computer based software.

A Certificate of Completion will be awarded for successful completion of the training program. This training programs fulfill instruction in theory and lab. In order to successfully complete the training program all students enrolled in this program must successfully pass (with a grade of "C" or better) the following courses: Anatomy, Medical Terminology and Medical Management Core. Each course has a Final Examination which also must be passed with a grade of a "C" or better.

PROGRAM SCHEDULE

The Medical Management program has the following breakdown among theory hours, laboratory hours, total weeks and credits:

Program	Theory	Lab	Total Weeks	Credits
Medical Management	137 Hours	103 Hours	20 weeks	16.5

Definition of a Unit of Credit

One quarter unit is converted from clock hours attended per each of the school's program. Credits are granted for the successful completion of either 10 clock hours of instruction in a lecture setting; 20 clock hours of instruction in a laboratory setting; or 30 clock hours of instruction in an externship setting. One clock hour is equivalent to a minimum of 50 minutes.

REQUIRED EQUIPMENT

- Books
- Files
- Patient Information Sheet
- Patient History Sheet
- Women's Health Update
- Allergy Requisition
- Progress Note
- Pregnancy Health Record
- Lab Sheet
- HCFA 1500 Billing Form
- Superbill
- Office Management
- Software
- Worker Compensation Information

PROGRAM DELIVERY

Residential

TUITION COSTS

Tuition:	$1,850.00 (includes materials)
Registration Fee:	$ 100.00
Total	**$1,950.00**

MEDICAL TRANSCRIPTIONIST

COURSE DESCRIPTION

Total Tuition: $1,950.00 **240 Hours**

Medical Transcriptionist's listen to dictated recordings made by physicians and other health care professionals and transcribe them into medical reports, correspondence, and other administrative material. They generally listen to recordings on a headset, using a foot pedal to pause the recording when necessary, and key the text into a personal computer or word processor, editing as necessary for grammar and clarity. The documents they produce include discharge summaries, history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic imaging studies, progress notes, and referral letters. Medical Transcriptionist's return transcribed documents to the physicians or other health care professionals who dictated them for review and signature, or correction. These documents eventually become part of patients' permanent files.

ANATOMY

COURSE TITLE:
Anatomy 102

COURSE DESCRIPTION:
Anatomy and Physiology is a course which all students must undergo. The course content is presented according to body systems. Mastery of key concepts is encouraged with lectures, full-color art and educational aids such as videos. The course is designed to help students successfully pass the course in order to continue to the following areas of their chosen profession. The course following anatomy and physiology is Terminology, in which knowledge of anatomy and physiology is needed in order to successfully complete the course.

CLOCK HOURS/CREDITS:

Upon successful completion of the Anatomy and Physiology course, students will be awarded the following:
Clock Hours: 69.0
Quarter Credit Units: 5.0

MEDICAL TERMINOLOGY

COURSE TITLE:
Medical Terminology 102

COURSE DESCRIPTION:
Medical Terminology introduces elements of medical terms, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body.

CLOCK HOURS/CREDITS:

Upon successful completion of the Medical Terminology course, students will be awarded the following:
Clock Hours: 27.0
Quarter Credit Units: 2.0

MEDICAL TRANSCRIPTIONIST CORE

COURSE TITLE:
Medical Transcriptionist

COURSE DESCRIPTION:
Medical Transcriptionist's listen to dictated recordings made by physicians and other health care professionals and transcribe them into medical reports, correspondence, and other administrative material. They generally listen to recordings on a headset, using a foot pedal to pause the recording when necessary, and key the text into a personal computer or word processor, editing as necessary for grammar and clarity. The documents they produce include discharge summaries, history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic imaging studies, progress notes, and referral letters. Medical Transcriptionist's return transcribed documents to the physicians or other health care professionals who dictated them for review and signature, or correction. These documents eventually become part of patients' permanent files.

CLOCK HOURS/CREDITS:

Upon successful completion of the Medical Transcriptionist course, students will be awarded the following:
Clock Hours: 144.0
Quarter Credit Units: 8.5

MEDICAL TRANSCRIPTIONIST PROGRAM BREAKDOWN

COURSE	CLOCK HOURS		CREDITS
	LECTURE	LAB	
ANATOMY			
Cellular System	4	1	0.0
Skeletal System	4	2	0.5
Muscular System	4	2	0.5
Digestive System	6	2	0.5
Respiratory System	4	2	0.5
Circulatory System/Blood	4	2	0.5
Urinary System	4	2	0.5
Nervous System	6	2	0.5
The Senses	4	2	0.5
Endocrine System	4	2	0.5
Reproductive System	4	2	0.5
MEDICAL TERMINOLOGY			
Root	5	1	0.5
Suffix	5	1	0.5
Prefix	5	1	0.5
Combining Form	5	1	0.5
Medical Abbreviations	3	0	0.0
MEDICAL TRANSCRIPTIONIST CORE			
Medical Law and Ethics	6	0	0.5
Typing	0	12	0.5
Medical Reports	12	18	2.0

Grammer	18	18	2.5
Transcription Mechanics	15	12	2.0
Dictation	0	24	1.0
Editing	6	3	0.0
TOTAL	**162 Hrs**	**78 Hrs**	**15.5 Credits**

PROGRAM OBJECTIVES

The Medical Transcriptionist program aims to prepare all graduates for an entry level position in the field. Upon successful completion of the training program, students will :

- ✓ Describe the importance of the confidential nature of medical reports.
- ✓ Describe the content and purpose of the medical reports used.
- ✓ Transcribe medical reports using correct report format.
- ✓ Transcribe medical reports using correct capitalization, number, punctuation, abbreviation, symbols, and metric measurement rules.
- ✓ Correctly spell English and Medical terms in addition to the abbreviations, either by memory or by using a reference book.
- ✓ Define the medical terms and abbreviations presented, either by memory or by using a dictionary/reference book.
- ✓ Define the prefixes, combining forms and suffixes presented.
- ✓ Identify the knowledge, skills, abilities, and responsibilities required of medical transcriptionists.

A Certificate of Completion will be awarded for successful completion of the training program. This training programs fulfill instruction in theory and lab. In order to successfully complete the training program all students enrolled in this program must successfully pass (with a grade of "C" or better) the following courses: Anatomy, Medical Terminology and Medical Transcriptionist Core. Each course has a Final Examination which also must be passed with a grade of a "C" or better.

PROGRAM SCHEDULE

The Medical Transcriptionist program has the following breakdown among theory hours, laboratory hours, total weeks and credits:

Program	Theory	Lab	Total Weeks	Credits
Medical Transcrip.	162 Hours	78 Hours	20 weeks	15.5

Definition of a Unit of Credit

One quarter unit is converted from clock hours attended per each of the school's program. Credits are granted for the successful completion of either 10 clock hours of instruction in a lecture setting; 20 clock hours of instruction in a laboratory setting; or 30 clock hours of instruction in an externship setting. One clock hour is equivalent to a minimum of 50 minutes.

REQUIRED EQUIPMENT

- Books
- Computers
- Recorders
- Earphones
- Patient Information Sheet
- Patient History
- Software

PROGRAM DELIVERY

Residential

TUITION COSTS

Tuition:	$1,850.00 (includes materials)
Registration Fee:	$ 100.00
Total	**$1,950.00**

Occupational Descriptions of Duties and Skill Required

CARDIOLOGY TECHNICIAN

This job analysis is based on average duties required of a Cardiology Technician. Most companies will not deviate too far from this norm, but please be aware that some companies do not conform exactly to the following job analysis.

I. Job Duties

-Operate EKG machine
-Attach electrodes to patient's chest, arms, and legs
-Make instrument adjustments
-Review/add to patient's file

II. Average Working Hours

The average work week is 5 days a week, 4-8 hours a day. Sometimes overtime may be applicable.

III. Physical Demands

-Standing: 80% of workday
-Sitting: N/A
-Walking: 10-20% of workday
-Lifting: N/A
-Carrying: N/A
-Reaching: No more than 1 foot.
-Neck Movement: 20 degrees maximum
-Talking: Interaction with patients, employees and supervisors.

IV. Typical Environment

-Inside: 100%
-Temperature: Average climate for office or hospital setting
-Hazards: Anticipated to be minimal

V. Machines, Equipment, & Work Aids

-EKG Machine

VI. How do workers receive instruction?

-From manager or supervisor.

DENTAL ASSISTANT

This job analysis is based on average duties required of a Dental Assistant. Most companies will not deviate too far from this norm, but please be aware that some companies do not conform exactly to the following job analysis.

I. Job Duties

-Work closely with dentists and dental hygienist
-Process Paperwork for Insurance Companies/ Bill Patients
-Take Patient's Oral Exam
-Prepare Patient for Exams

II. Average Working Hours

The average work week is 5 days a week, 8 hours a day. Overtime may be applicable.

III. Physical Demands

-Standing: 40% of workday
-Sitting: 40% of workday
-Walking: 20% of workday
-Lifting: 5 pounds
-Carrying: 5 pounds
-Reaching: No more than 1-2 feet
-Neck Movement: 20 degrees maximum
-Talking: Interaction with patients, employees and supervisors.

IV. Typical Environment

-Inside: 100%
-Temperature: Average climate for office or hospital setting
-Hazards: Working with patients (anticipated to be minimal).

V. Machines, Equipment, & Work Aids

-Computer -Photocopier -Oral X-ray machine
–Telephone -Fax machine -Lasers and other dental equipment

How do workers receive instruction?

-From manager or supervisor.

MEDICAL ASSISTANT

This job analysis is based on average duties required of a Medical Assistant. Most companies will not deviate too far from this norm, but please be aware that some companies do not conform exactly to the following job analysis.

I. Job Duties

-Schedule Appointments
-Process Paperwork for Insurance Companies/ Bill Patients
-Take Patient's Vital Signs (such as height, weight, blood pressure Etc.)
-Prepare Patient for Exams

II. Average Working Hours

The average work week is 5 days a week, 8 hours a day. Overtime may be applicable.

III. Physical Demands

-Standing: 70% of workday
-Sitting: 10% of workday
-Walking: 20 % of workday
-Lifting: 10 pounds
-Carrying: 10 pounds
-Reaching: No more than 1-2 feet
-Neck Movement: 20 degrees maximum
-Talking: Interaction with patients, employees and supervisors.

IV. Typical Environment

-Inside: 100%
-Temperature: Average climate for office or hospital setting
-Hazards: Working with patients (anticipated to be minimal).

V. Machines, Equipment, & Work Aids

-Computer	-Photocopier	-EKG
-Telephone	-Fax Machine	-Stethoscope

VI. How do workers receive instruction?

-From manager or supervisor.

HEALTH CLAIMS EXAMINER

This job analysis is based on average duties required of a Medical Biller. Most companies will not deviate too far from this norm, but please be aware that some companies do not conform exactly to the following job analysis.

I. Job Duties

-Medical Claims
-Billing Insurance Companies
- Follow-Up of Claims
-Medical Office Bookkeeping
-Workers Compensation

II. Average Working Hours

The average work week is 5 days a week, 6-8 hours a day. Overtime may be applicable. A Medical Biller also has the opportunity to open up his/her own Medical Billing Company and work from home on his/her own time.

III. Physical Demands

-Standing: NA
-Sitting: 90% of workday
-Walking: NA
-Lifting: 10 pounds maximum
-Carrying: 10 pounds maximum
-Reaching: No more than 1 foot.
-Neck Movement: 20 degrees maximum
-Talking: Interaction with patients, employees or supervisor.

IV. Typical Environment

-Inside: 100%
-Temperature: Average climate for office, hospital or home setting.
-Hazards: Anticipated to be minimal

v. Machines, Equipment, & Work Aids

-Telephone -Photocopier -Calculator
-Fax machine-Computer -Labeling machine

VI. How do workers receive instruction?

-From manager or supervisor. Also from doctor's prescription.

MEDICAL MANAGEMENT

This job analysis is based on average duties required of a Medical Management. Most companies will not deviate too far from this norm, but please be aware that some companies do not conform exactly to the following job analysis.

I. Job Duties

-Telephone and Fax communication
-Management of Patients and Employees
-Maintenance of Medical Records
-Management of Patient's Financial Records

II. Average Working Hours

The average work week is 5 days a week, 8 hours a day. Overtime may be applicable.

III. Physical Demands

-Standing: 80% of workday
-Sitting: 10% of workday
-Walking: 10% of workday
-Lifting: 10 pounds maximum
-Carrying: 10 pounds maximum
-Reaching: No more than 1 foot.
-Neck Movement: 20 degrees maximum
-Talking: Interaction with patients and employees.

IV. Typical Environment

-Inside: 100%
-Temperature: Average climate for office setting
-Hazards: Anticipated to be minimal

V. Machines, Equipment, & Work Aids

-Telephone -Photocopier
-Fax machine-Computer

VI. How do workers receive instruction?

-N/A

MEDICAL TRANSCRIPTIONIST

This job analysis is based on average duties required of a Medical Transcriptionist. Most companies will not deviate too far from this norm, but please be aware that some companies do not conform exactly to the following job analysis.

I. Job Duties

-Document preparation
-Keyboarding
-Transcribe recordings made by physician or other health professional
-Create documents from dictated reports

II. Average Working Hours

The average work week is 5 days a week, 8 hours a day. Overtime may be applicable.

III. Physical Demands

-Standing: N/A
-Sitting: 90% of workday
-Walking: 10% of workday
-Lifting: 10 pounds maximum
-Carrying: 10 pounds maximum
-Reaching: No more than 1 foot.
-Neck Movement: 20 degrees maximum
-Talking: Interaction with employees or supervisor.

IV. Typical Environment

-Inside: 100%
-Temperature: Average climate for office setting
-Hazards: Anticipated to be minimal

V. Machines, Equipment, & Work Aids

-Telephone -Photocopier -Tape/CD Player
-Fax machine-Computer -Typewriter

VI. How do workers receive instruction?

-From manager or supervisor.

PHARMACY TECHNICIAN

This job analysis is based on average duties required of a Pharmacy Technician. Most companies will not deviate too far from this norm, but please be aware that some companies do not conform exactly to the following job analysis.

I. Job Duties

-Pharmaceutical Calculations
-Administration of medication
-Preparation for medication to be administered to patient

II. Average Working Hours

The average work week is 5 days a week, 8 hours a day. Overtime may be applicable.

III. Physical Demands

-Standing: 90% of workday
-Sitting: N/A
-Walking: 10% of workday
-Lifting: 5 pounds maximum
-Carrying: 5 pounds maximum
-Reaching: No more than 1 foot.
-Neck Movement: 20 degrees maximum
-Talking: Interaction with patients, employees or supervisor.

IV. Typical Environment

-Inside: 100%
-Temperature: Average climate for office setting
-Hazards: Anticipated to be minimal

V. Machines, Equipment, & Work Aids

-Telephone -Photocopier -Calculator
-Fax machine-Computer -Labeling machine

VI. How do workers receive instruction?

-From manager or supervisor. Also from doctor's prescription.

Externship Policy

Purpose

The purpose of the externship is to provide students with an opportunity to practice their classroom training within a practical setting while being supervised by professionals. This will help the student understand continued areas for improvement to be a successful professional and will help Galaxy Medical College improve its mission of training quality professionals.

Site Selection

Externship sites will be selected according to the following principles

1. Ease of accessibility for the student
2. Accessibility to Galaxy Medical College employees and staff to help with supervision
3. Quality of professionalism exhibited by the site.
4. Willingness of Physician and staff to participate with Galaxy Medical College regarding the externship phase of the training programs.

Student Responsibilities

It is expected that the Student will:

1. Treat this experience as if they were employed by the externship site
2. Cooperate fully with externship site supervisors and the Physician
3. Arrive on time and fulfill their duties as assigned
4. Exhibit a high level of professional conduct
5. Take instruction and correction in a professional manner
6. Practice quality communication with the site
7. Inform Galaxy Medical College of any problems or concerns with the externship site immediately.
8. Perform all tasks as assigned.

Externship Site Responsibilities

It is expected that the Externship site will:

1. Provide the students with a broad range of activities to acquaint the student with a typical working environment.
2. Provide reasonable supervision of the student
3. Evaluate the student using the guidelines established by Galaxy Medical College
4. Allow Galaxy Medical College to visit and observe the student as needed during the externship experience.
5. Provide Galaxy Medical College with an evaluation of the student's learning experiences.
6. Communicate concerns with Galaxy Medical College regarding the externship experience.

Externship Monitoring Plan

Galaxy Medical College evaluates all externship programs based on the Externship Monitoring Plan. The Externship Monitoring Plan is set to ensure the successful completion of all student externship programs and it allows students to complete their assigned externships accordingly and in a timely manner. The Externship Monitoring Plan also ensures that all students experience an effective and educational externship experience with the highest level of professionalism and quality possible. Our Monitoring Plan is reviewed bi-annually by the appropriate staff members and Advisory Board Committee for necessary revisions or changes due to externship policy revisions or supervisor(s) evaluations.

The Institutions Externship Monitoring Plan ensures the following:

i. **Students are oriented to the facility and the daily routine of the facility.**
Galaxy Medical College requires that all students undergo an initial interview with the selected externship site for scheduling and site introduction prior to the start of their externship. All externship sites are required to orient each student with the facility and daily routines of the facility prior to the actual stat of externship.

ii. **Students initially observe activities and procedures and then begin to perform tasks and procedures.**
Galaxy Medical College requires all active externship sites to assign each student to an employee to shadow initial activities and procedures at the facility prior to allowing students to perform assigned tasks and procedures.

iii. **A clinical externship includes assisting staff members with the daily tasks, while under the supervision of staff.**
Galaxy Medical College requires that during all Clinical Externships, students take part in daily tasks and activities under the supervision of staff or externship coordinator. Students shall be under direct supervision at all times during their Clinical Externship.

iv. **As their externship experience progresses, students move into an array of different tasks and procedures. Student case logs or checklists are maintained to ensure a variety of tasks performed.**
Externship students will excel and progress into different array of tasks and procedures as they familiarize themselves with facility operations. Students are required to experience different areas of the profession as they progress in their externship program. They will perform different varieties of tasks, which will be recorded daily, on the students Externship Log. The externship logs must be regularly maintained and completed by the student and signed by the assigned externship supervisor on a daily bases as stated in the "Externship Site Agreement". Externship logs will assist with keeping track of student's daily activities while also tracking attendance and hours completed.

v. **Students do not replace of substitute for existing staff while participating in clinical externships.**
Galaxy Medical College, under no circumstances, will allow for students to substitute for existing staff members while participating in clinical externship at their assigned site. As

stated in the Galaxy Medical College "Externship Site Agreement" sites agree to only mentor and guide students in the educational process of hands on training and clinical experience development at each assigned site. Sites, under no circumstances, will use students as substitutes for any current employees, even if the tasks and activities required are the same as those required of the student to take part in. Students are assigned to externship programs only to obtain educational experience and advance in their knowledge of the procedures and tasks performed in their training professions.

vi. **There is a system in place by which completed externship hours are monitored by the student, on-site supervisor, and externship coordinator to ensure that all requirements are met.**

Galaxy Medical College requires all students to track daily hours, tasks and procedures performed, and dates attended by completed the "Externship Log" provided to all students prior to the beginning of their externship. The assigned externship supervisor, who is the individual responsible for the oversight of student's tasks and activities performed, at the clinical site, must sign the "Externship Logs" daily. Once externship logs are completed and returned to Galaxy Medical College, the Externship Coordinator will verify all completed hours and dates attended to see if all required hours have been met. Once completed, the Program Supervisors will evaluate the Externship Log to verify that course requirements, tasks performed, and skills obtained are all in accordance with Galaxy Medical College course externship requirements. After all requirements are met, the Program Supervisor will the assign a letter grade to the student for the externship course.

The Externship Coordinator at Galaxy Medical College is responsible for weekly verification of the student's attendance and performance at the clinical sites. Verifications are done via email or phone, per student per site, to properly monitor all students actively attending externship. The Externship coordinator is also required to perform surprise visits to the clinical externship sites when students are actively attending the site. The visits allow the externship coordinator and Galaxy Medical College, to evaluate the sites accommodations, tasks assigned, and externship policies as signed and agreed to by the site and the institution. These visits allow the institution to properly monitor the onsite requirements of the externship site while students actively are in attendance.

Tuition Payment, Cancellation and Refund Policies

Tuition Payment Methods

Galaxy Medical College accepts payment for tuition, books, equipment and other fees through cash payment, or personal, company or credit card check. We will also assist students in applying for student financial assistance in order to defray the cost of their education. At the school's discretion, installment payments may also be arranged. All outstanding student account balances are billed directly to the student prior to graduation or termination. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a financial aid payment plan. Students will not be eligible for graduation nor awarded a Certificate of Completion or a Diploma unless all balances are paid in full prior to graduation date. All financial arrangements must be made before the beginning of classes.

STRF Disclosure

Currently the STRF Assessment rate is $0 per $1,000. Currently, this institution does not collect STRF assessments from students. Should the rate change in the future, 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, guaranteed student loans, or personal loans, and
2) Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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 relive or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1) The school closed before the 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 schools failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4) There was a material failure to comply with the Act or the Division within 30-days before the school closed, or if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5) An inability after diligent efforts to prosecute, prove and collect on a judgment against the institution for a violation of the Act.

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

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. (916) 431-6959. Other details apply. See the school director if you have any questions.

COLLECTION OF DELINQUENT TUITION ACCOUNTS

Galaxy Medical College reserves the right to collect tuition owed for instruction provided to the student. Tuition payments are due on a monthly basis from the 20th to the 25th of each month. Tuitions paid after the due date are subject to a $25.00 late fee; tuitions not paid after 5 days from the due date are considered delinquent and subject to the following collection policy:

1. First letter of notification is mailed to the student's home address extending a courteous grace period of 10 days to settle delinquent amount.

2. If delinquency persists, a second letter of notification is mailed to the student's home informing them of the school's intent to refer account to collection if delinquent amount is not settled within 10 days.

3. A third and final registered notice is mailed to the student's home informing them of the school's decision to refer the account to an outside collection agency for further action.

TUITION REFUND POLICIES

The student has the right to cancel their enrollment/enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, hand delivery or telegram. A written notice of cancellation sent by mail is only effective when deposited in the mail properly addressed and with the proper postage affixed. The school will provide you with two [2] Notice of Cancellation forms that will be attached to your Enrollment Agreement.

However, you do not necessarily have to use the written notice provided at the time of your enrollment, and may use any written notice that has your signature, as long as it shows that you no longer wish to be bound by this agreement starting on the date of the notice. If the school has given you any books or other printed materials, you must return them in good condition to the school within ten [10] days following the date of your Notice of Cancellation.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

WITHDRAWAL FROM PROGRAM

You have the right to withdraw from a program of instruction at any time. If you withdraw from the program of instruction after the period allowed for cancellation of the Enrollment Agreement, which is within five working days beginning on the first day of your first class attendance, the School will remit a prorated refund less the registration fee, if applicable, which is not to exceed $100.00, within thirty [30] days following your withdrawal. You are obligated to only pay for educational services rendered and for unreturned equipment or materials. The refund shall be the amount you paid for instruction multiplied by 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 plus the amount owed for any unreturned or damaged equipment/materials.

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

Note: Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

STATE REGISTRATION DISCLOSURE

We are registered with the state of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration forms.

DISCLOSURE STATEMENTS

To protect you rights as a student, we offer the following information:

1. You are to receive a copy of this catalog prior to your signing an enrollment agreement or contract.

2. The contract or agreement you sign shall not become operative (enforceable) until you attend the first class or session of instruction.

CANCELLATION POLICY

This institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed $100, if the notice of cancellation is made prior to or on the first day of instruction. If you cancel your enrollment agreement, please do so in writing. Deliver your notice to cancel to the school, and direct it to the attention of the school director.

Rejection: If, for any reason, an applicant is rejected enrollment by the institution, a full refund of all monies paid will be made to the student, less the application fee not to exceed $100.

Program Cancellation: If the school cancels or discontinues a course or educational program, the school will refund all monies paid by the student.

Cancellation Prior to Class Start: If, for any reason, an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class, a full refund of all monies paid will be made to the student, less the application fee not to exceed $100.

Cancellation After Class Start: The student has the right to cancel their enrollment/enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A full refund of all monies paid will be made to the student, less the application fee not to exceed $100.

REFUND POLICY

The student has a full refund of all charges except the amount of the registration fee listed in the fee schedule in the catalog (amount retained may not exceed $100) if the student cancels this agreement prior or on the first day of instruction. Further, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction.

If the school cancels or discontinues a course or educational program, the school will refund all of the charges.

If you are entitled to a refund, the refund is to be made within 30 days of the date the school determines, or is notified, of your cancellation or withdrawal.

FEE SCHEDULE

Except for the Registration Fee of $100.00 all other charges are refundable, per the terms of cancellation and refund policies specified in the catalog in effect at the time of your enrollment, as well as your enrollment agreement.

HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment as a Pharmacy Technician in a 720 hour program, pays $9,150 for tuition, $75 non-refundable registration fee, $475 textbook charges, and $100 for materials as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the textbooks and materials he/she obtained. The refund to the student would be $7,858.00 based upon the calculations stated below. If the student returns the textbooks and materials in **good condition** within ten [10] days following his/her withdrawal, the School shall refund the amount the student paid for the textbooks and textbook and materials. The following calculation shown below is how a refund will be calculated:

$9,800	TOTAL TUITION PAID
- $650	MINUS REGISTRATION/BOOKS/MATERIALS
_____	EQUALS
$ 9,125	THE AMOUNT THE SCHOOL MAY RETAIN

$9,125	
÷ 720	DIVIDED BY HOURS IN THE PROGRAM
_____	EQUALS
$12.67	HOURLY CHARGE FOR THE PROGRAM

$12.67	HOURLY CHARGE FOR PROGRAM
X 100	MULTIPLIED BY HOURS OF INSTRUCTION RECIEVED
_____	EQUALS
$1,267	OWED BY STUDENT FOR INSTRUCTION RECIEVED

$9,125	
- $1,267	
_____	
$7,858	TOTAL REFUND AMOUNT DUE BACK TO STUDENT

If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be $8,508 [$7,858 + $650].

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

- They notify the school of their withdrawal or the actual date of withdrawal.
- The school terminates their enrollment agreement.
- They fail to attend classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

Financial Plan

Galaxy Medical College has set forth a financial plan in order to help better serve it's students that do not qualify to receive Financial Aid under the Title IV program. Galaxy Medical College complies with the needs of the student and permit's the student to pay the full amount of the tuition in payments, as long as the full amount is paid in full 1 month prior to graduation.

Upon entering Galaxy Medical College, the student must pay a $100.00 Registration Fee; this fee covers the processing and assessment of the student's application. Once the student enrolls in a class and it is determined that they do not qualify for financial aid, the financial department will assess the student's tuition and will work with the student to establish a Payment Plan. A deposit payment of $1000.00 is required at the time of enrollment. The student will be given dates to make each payment, usually the 20th to the 25th of each month. If the student fails to make a payment on the date assigned by the financial officer, the student will have to pay a $25.00 late payment fee. Payments are accepted in cash, personal, business and credit card checks; no credit card payments are accepted.

Example of Payment Plan

ENROLLMENT DATE:	June 19, 2006
TOTAL TUITION COST:	$10,000.00
DEPOSIT PAYMENT DUE:	$1,000.00 on June 19, 2006
MONTHLY PAYMENTS DUE:	$800.00 on 20TH -25TH of every month

Complaint Grievance Procedure

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature, a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. Please read the following student complaint procedure:

(1) All complaints will be investigated thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint;

(2) Complaints may be rejected if, after investigation, they are determined to be unfounded or to compromise or resolve the complaints in a reasonable manner, including the payment of a refund;

(3) A summary of the complaint, its disposition, and the reasons; will be placed, along with any other related documents, in the student's file, and an appropriate entry in the log of student complaints will be made.

(4) If the complaint is valid, the institution will determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students;

(5) The institution will implement reasonable policies or procedures to avoid similar complaints in the future;

(6) Students should communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

(7) A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the School Director.

(8) If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student complains again about the same matter, the student must submit the complaint in writing.

(9) If a student complains in writing, Galaxy shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of the matter. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be provided.

(10) The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

(11) The person authorized to resolve complaints under this section shall not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of duties under this section.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the BPPE.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with one or all of the following agencies:

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

ABHES
A student or any member of the public may file a complaint about this institution with the Accrediting Bureau of Health Education Schools by calling (703) 917-9503 or by completing a complaint form, which can be obtained on ABHES's internet website www.abhes.org.

ACCET
A student or any member of the public may file a complaint about this institution with the ACCET by calling (202) 955-1113, emailing complaints@accet.org or by visiting ACCET's internet website www.accet.org.

Rules of Student Conduct

1. All cell phones, MP3 players or PDA's must be turned off once class begins. No electronic use is permitted in classrooms during instruction.

2. No visitors allowed during class hours.

3. No outside conversation during class.

4. Students must wear uniforms at all times.

5. All questions related to class material will be answered during or after lecture.

6. No inappropriate comments, judgments or racial remarks towards students, instructors or employees.

7. No food, drink or gum is permitted in class, especially in the Computer Lab.

8. All students and instructors must only speak English during class hours.

10. No school property, such as CD ROMs, disks, and books, can be taken out of class or barrowed without the permission from the school administration.

11. Vandalism or abuse of school property such as equipment, books, furniture etc.

12. Students may not wonder into unauthorized areas of the campus without the supervision of school personnel.

13. All students must stay within the range of the campus and not wonder around the building at any time.

If any student chooses to ignore these rules set forth by Galaxy Medical College, consequences will follow. Consequences include counseling, being held liable for cost of damaged goods, or dismissal depending on the extent of the violation. Specifically, if students are caught using any electronic devices during class, tests or finals, these items will be confiscated for the duration of the class period.

Copyright Infringement Policy

GMC utilizes a wide range of computer based software and programs for educational and administrative activities. Faculty, staff and students are all expected to comply with the policies that apply to the use of such resources. As a part of GMC's effort prevent the unauthorized distribution of copyrighted materials, this policy addresses the issue of illegal peer-to-peer file sharing. It is in the intention of GMC to strictly enforce a policy of zero tolerance for illegal file sharing and to comply with all applicable laws and regulations.

Copyright Violation

Peer-to-Peer file sharing is often used to distribute copyrighted work without the permission of the copyright owner. Such acts are illegal and subject the user to personal liability even if the user is unaware that he/she is violating the law.

Consequences

Illegal Peer-to-Peer sharing is a violation of GMC's policy and of the federal law. To protect both students and employees, GMC will disable access to the computer network for any device for which a copyright infringement complaint has been received.

Faculty and staff who violate this policy are subject to dismissal according to the policies set forth in the employment handbook. Students who violate this policy are subject to discipline pursuant to the copyright infringement policy. Additionally, GMC has the right to report such violations to the appropriate authorities for criminal or civil investigation/prosecution.

Civil and Criminal Penalties

A person or entity found to have committed a copyright violation may be civilly liable for up to $150,000 for each separate act of infringement. Individuals may also be prosecuted criminally for copyright infringement. First offenses may result in prison sentence of up to five (5) years and fines of up to $250,000.

Emergency Plan

Important Information

Emergency: Dial 911

Local Police Department non-emergency phone number: (818) 623-4016

Local Fire Department non-emergency phone number: (818) 374-1110

Nearest Red Cross phone number: (818) 842-5295

Nearest hospital phone number: (818) 902-5756

Local Water Company phone number: (818) 459-3703

Procedures to Call 911

1) State your emergency

2) Stay Calm

3) Give your name and address

4) Listen. Allow 911 employee to direct conversation

5) Be Prepared to answer questions in a clear, calm manner

6) Remain on the telephone. DO NOT hang up until the dispatcher says to do so

Procedure to Evacuate A School Site

Evacuation of the Building:

Students and staff should leave the building in an orderly fashion using the primary or alternate fire routes. Attendance should be taken and reported to the school director.

Evacuation of the School Site (leaving the campus):

This action should be implemented if it not safe to remain on the school campus. The students and staff should evacuate the building as above. The campus should be left by vehicle or by walking.

To Evacuate by Walking:

If it is safe to do so, students may be walked to evacuation sites nearby. Students should be lined up in an orderly fashion and walk away from the danger. The procession should follow the safest route to the evacuation site. Attendance should be taken before leaving the campus and upon arrival at the safe site.

BOMB THREAT

In the event that the school receives a bomb threat, by latter or telephone, the following procedures will be accomplished.

RESPONSIBILITIES:

1. If the bomb threat is in the form of a letter, note the manner in which it was delivered, who found it and where it was found. Take care while handling the message by immediately placing it in an envelope so that possible fingerprints may be detected.

2. If the bomb threat is a telephone call, keep the caller on the line. Delay the caller with statements such as " I am sorry, I did not understand you, what did you say?" Note the time the call was received, manner of caller, background noises and what the caller is saying. Use the worksheet that follows to assist you.

3. Immediately notify the police and fire department (or designee) (call 911).

4. If the caller is still on the phone, call the phone company to trace the call.

5. Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Do not use theses devices during this threat.

6. Caution students against picking up or touching any strange objects or packages.

7. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.

8. Evaluate students using primary and alternate routes. Check to be sure all students have left the building.

9. Upon arrival at the designated safe site, take attendance. Notify the director and emergency response personnel of any missing students.

10. Do not return to the building until emergency response officials determine it is safe.

CHEMICAL ACCIDENT (OFFSITE)

Chemical accidents of a disaster magnitude could result from a transportation accident or an industrial accident. Should any such endanger the students or staff, the following will be accomplished.

RESPONSIBILITIES:

1. Have all students report to nearest designated building

2. Close all doors and windows, shut off ventilation.

3. Take attendance. Notify director of any missing students

4. If necessary, use tape, rags, clothing or any other available material of seal air leaks

5. CONTINUE TO SHELTER-IN-PLACE UNTIL ADVISED TO DO OTHERWISE.

6. If you believe that gas is entering the building, protect everyone with a wet cloth r towel over the mouth and nose. Have everyone breath in short, quick shallow breaths.

7. A check should be performed to be sure all students have been evacuated

8. A notice should be left on the office door stating where the school has relocated

9. Upon arrival at safe site, take attendance and report attendance to director immediately

CHEMICAL ACCIDENT (ONSITE)

This incident could be the result of spilled cleaning chemicals within the school building, in the school lab, a material a student brings to school, or a broken gas main. Should any such accidents endanger the students or staff, take the following actions.

RESPONSIBILITIES:

1. Determine if evacuation is required.

2. Notify appropriate local authorities of incident (call 911)

3. If necessary, proceed with school evacuation procedure using primary or alternate routes, avoiding exposure to the chemical fumes.

4. Evacuate students from the building using primary and or alternate fire routes. Check to be sure all students have left the school building.

5. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation.

6. Upon arrival at evacuation site, take roll and report attendance to director immediately. Notify emergency response personnel of any missing students.

7. Do not return to the building until emergency response personnel have determined it is safe.

CRIMINAL ACT

This incident could occur if a crime has been committed on the campus.

RESPONSIBILITIES:

1. If there is a victim of the crime, care for the victim. Provide any medical attention that is needed.

2. Notify police (dial 911)

3. Identify all parties involved (if possible). Identify witnesses, if any.

4. Deny access to crime scene until police arrive.

5. If an individual is armed with any type of weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from their possession, allow police to do so.

EXPLOSION

If an explosion occurs in the school building, the following shall be accomplished.

RESPONSIBILITES:

1. If there is an explosion, instruct students to DUCK and COVER.

2. Notify police and fire departments (call 911)

3. Immediately after the passage of the blast wave, proceed with school evacuation procedure using primary or alternate routes.

4. Check to be sure all students have left the school site

5. Students are not to be left unattended at any time during evacuation process.

6. Upon arrival at evacuation site, take roll and report attendance to director immediately.

7. Notify emergency response personnel of any missing students.

8. Care for the injured, if any.

9. Do not return to the building until the emergency response personnel determine it is safe.

FIRE (OFFSITE)

This event could occur if a fire offsite, such as a wildland fire, threatens or is near the school building. Should any such even endanger the students or staff, the following will be accomplished.

RESPONSIBILITIES:

1. Determine if evacuation of school site is necessary.

2. Contact local fire department (call 911) to determine the correct action for your school site.

3. If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan.

4. An inspection will be performed to be sure all students and personnel have left the building.

5. Evacuate students using the evacuation plan. Take roll to be sure all students are present before you leave the building site. Maintain control of the students a safe distance from the fire and fire fighting equipment.

6. A notice shall be left on the office door stating where the school has relocated.

7. Take roll. Report any missing students to the director and emergency response personnel.

8. Do not return to the building until the Fire Department determines it is safe.

FIRE (ONSITE)

This incident could occur if the school building is on fire; should any such event endanger the students or staff, the following will be accomplished.

RESPONSIBILITIES:

1. Notify the Fire Department (call 911)

2. Proceed to evacuate the school using the primary or alternate fire routes.

3. An inspection will be performed to be sure all students and personnel have left the building.

4. Evacuate students from the building using primary or alternate fire routes. Maintain control of the students a safe distance from the fire and fire fighting equipment.

5. Take roll. Report any missing students to the director and emergency response personnel.

6. Do not return to the building until the Fire Department determines it is safe.

FLOODS

This event could threaten the safety of students or staff if a severe rainstorm has caused urban streams to rise. If such an even occurs, the following shall be accomplished.

RESPONSIBILITIES:

1. Determine if evacuation is required.

2. Notify local police department of intent to evacuate, the location of the safe evacuation site and the route to be taken to that site.

3. Evacuate students using evacuation plan. Take roll before leaving the campus.

4. An inspection shall be performed to be sure all students have been evacuated.

5. Students should not be left unattended at any time during evacution process.

6. A notice should be left on the office door stating where the school has relocated.

7. If evacuation is by care. DO NOT drive through flooded street/roads. DO NOT cross bridges of flooding rivers.

8. Upon arrival at the safe site, take roll. Report any missing students to director and emergency response personnel.

9. Do not return to school site until emergency response officials determine it is safe.

RIOT/CIVIL DISORDERS

INSIDE SCHOOL:

This incident could occur if the students gather in an unruly crowd. Should such an occurrence appear to threaten any students or staff, the following shall be accomplished.

RESPONSIBILITIES:

1. If the students are engaging in civil disobedience, keep the students confined to one room in the school building.

2. Set up a communication exchange with the students, staff and director. Try to restore order.

3. If unable to calm students, call police (dial 911) for assistance.

RIOTS/CIVIL DISORDERS

OUTSIDE OF SCHOOL:

This incident could occur if a riot breaks out in the streets. Should such an event threaten or endanger students or staff, the following shall be accomplished.

1. If any students are outside, get them inside the school building. If unable to do so, have students lie down and cover their heads.

2. Once students are in the school building, lock the doors and secure the facility.

3. Notify police (dial 911)

4. Close all curtains and blinds.

5. Instruct students to DUCK and COVER, lie on the floor and keep students calm.

6. Cancel all outside activities.

7. Care for the injured, if any.

8. Remain with students until all clear is given.

SEVERE WINDSTORM

Severe weather can be accomplished by high winds. If this type of weather poses any risk to the staff or students the following shall be accomplished.

WARNING: An alert message will be broadcast over the weather radio located in school office.

1. Staff and students should TAKE COVER in the shielded areas within the building (refer to shelter map on p.17) STAY AWAY FROM WINDOWS.

2. Take roll and report any missing students to director.

3. Close all blinds and curtains.

4. Evacuate any classrooms bearing full force of wind.

5. Remain with students near an inside wall or on lower floors of the building.

6. Students and staff should be kept in the sheltered areas of the building until winds have subsided and it is safe to return to the classroom.

THREATENING INDIVIDUALS

This incident could occur if a belligerent person or armed person appeared at the school site. Should such an individual threaten the safety of students or staff, the following shall be accomplished.

1. If any students are outside, get them inside the school building. If unable to do so, have students lie down and cover their heads.

2. Once students are in the school building, lock the doors and secure the facility.

3. Notify police (dial 911)

4. Close all curtains and blinds.

5. Instruct students to DUCK and COVER, lie on the floor and keep students calm.

6. Cancel all outside activities.

7. Remain with students until all clear is given

8. If an individual is armed with any type of weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from their possession, allow police to do so.

DURING AN EARTHQUAKE

If indoors:

- Stay inside, move away from windows, shelves, heavy objects or furniture, which may fall over. Take cover under a table or desk. Instruct the students to "DUCK-COVER-HLD"

- In halls, stairways, or other areas where cover is not available, move to an interior wall.

- In library, immediately move away from windows and bookshelves. Take appropriate cover.

- In laboratories, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals, which may spill.

- In the multi-use room, take cover under the tables or move close to the interior walls away from windows.

If outdoors:

- Move to an open space, away from buildings and overhead powers lines. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of dangers, which may demand movement.

- On the school bus, stop the bus away from power lines, bridges, overpasses and buildings. Students should remain in their seats and hold on.

NOTE:

- Doorways may become blocked if the door slams shut as the building shifts during an earthquake. If the doors becomes jammed, it may be necessary to use the pry bar and gloves(in emergency backpack) to open the door or break windows to exit the classroom. If it is still not possible to exit the classroom, blow the whistle (in emergency backpack) to alert rescuers.

AFTER THE EARTHQUAKE

1. Evacuate students from the building to be sure all students have left the school building. Tag the room with a green search and rescue tag if everyone is accounted for and is able to evacuate the room. If there are trapped or injured left in the room, tag the room with a red search and rescue tag to alert search and rescue teams.

2. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation.

3. Upon arrival at prearranged safe site, take roll and report attendance to director immediately.

4. Notify police and fire department (dial 911) if you have trapped or missing individuals. Organize Search and Rescue (SAR) teams, consisting of adults, to search for missing or trapped people.

5. Begin a search of the entire school building. Search rooms tagged with red Search and Rescue tags for missing, trapped or injured people. When everyone has been removed from the room, change the red tag to a green tag. Check rooms with green Search and Rescue tags to be sure no one is left in the rooms. Report activities to director or designee. After each room is searched and no one is left in the room, close and lock the door if possible.

6. Set up the treatment area. Categorize patient injuries. Care for the injured. Report casualties and injuries to the director.

7. Students should be released only to authorized adults. If under 18, fill out student release forms for each student allowed to leave.

Campus Security

Galaxy Medical College is committed to providing an environment conducive to teaching, learning and working. The cooperation and involvement of all members of the institution are necessary for a successful safety and security program. Students, faculty and staff can assume responsibility for their own personal safety and the security of their personal belongings by taking a few simple precautions:

- Park cars in assigned areas and keep vehicles locked
- Lock valuables in the trunk.
- Leave personal valuables at home.
- Report suspicious-looking individuals/suspicious activity to the security officer in the main building lobby between 9:00 a.m. and 9:00 p.m.
- If you are uncomfortable walking to your car at night, walk with a classmate or ask the security officer on duty to escort you.

College facilities are normally in use days and evenings five days per week (Monday through Friday). The school is located in a large office building which monitors surveillance of the entire building, equipment and grounds in order to provide for protection against breeches of the peace or other disruptive activities as well as damage, vandalism and loss from theft. This service is provided by uniformed, unarmed guards who are on duty during business hours.

Exit lights, fire extinguishers, fire alarm systems and panic hardware are all inspected by building maintenance personnel (who are on site) and equipment and hardware are kept in good repair. Evacuation plans are posted and the institution has a well planned emergency plan which is given to students during their enrollment process. The College reserves the right to exclude persons exhibiting disruptive or inappropriate behavior from the campus. In situations where someone who has been asked to leave by school officials or security personnel refuses to do so, the North Hollywood Police Department will be asked to assist.

Crimes of an emergency nature are to be reported to the school personnel or the security officer on duty and providing the person with a description of what has occurred. The security officer will contact local law enforcement personnel, if needed. Fire and other emergencies can be reported directly to local emergency personnel by dialing 9-911 from campus telephones.

Incidences of theft should be reported directly to the Associate Director. If a crime is reported that is considered to be a threat to other students and to employees, the School Director will report information about that crime to students and staff.

Alcohol, controlled substances and illegal drugs are prohibited from being brought on to campus. The unlawful possession, distribution, and use of controlled substances and illicit drugs, are prohibited in the state of California. If any student or employee fails to abide by this policy, they will be dismissed from campus immediately, local law enforcement will be contacted if necessary and termination from enrollment or employment will result.

The institution will ensure that disciplinary actions taken as a result of a violation of this policy are consistent, fairly applied, and not unduly harsh or punitive and are based on the severity and nature of the violation.

The following page is the current COMPSTAT for the city of North Hollywood, California.

Compstat & Crime Prevention

COMPSTAT
North Hollywood Area Profile
01/25/15 - 02/21/15

AREA COMMANDING OFFICER:	Stephen M. Carmona
Rank:	CAPT-II
Date of Rank:	June 16, 2013
Date Assigned Area:	June 16, 2013
LAPD Appointment Date:	March 22, 1982

PATROL DIVISION COMMANDING OFFICER:	Synthia L. Lee
Rank:	CAPT-I
Date of Rank:	June 15, 2014
Date Assigned Area:	June 15, 2014
LAPD Appointment Date:	January 11, 1988

CRIME STATISTICS for week ending 02/21/15

VIOLENT CRIMES	01/25/15 TO 02/21/15	12/28/14 TO 01/24/15	% Change	12/28/14 TO 01/24/15	11/30/14 TO 12/27/14	% Change	YTD 2015	YTD 2014	% Change	YTD 2015	YTD 2013	% Change
HOMICIDE	0	0	N.C.*	0	0	N.C.*	0	0	N.C.*	0	1	-100.0%
RAPE (121,122)	2	3	-33.3%	3	4	-25.0%	5	5	0.0%	5	2	150.0%
RAPE(815,820,821)	2	0	N.C.*	0	1	-100.0%	2	1	100.0%	2	3	-33.3%
TOTAL RAPE	4	3	33.3%	3	5	-40.0%	7	6	16.7%	7	5	40.0%
ROBBERY	8	20	-60.0%	20	20	0.0%	27	21	28.6%	27	28	-3.6%
AGGRAVATED ASSAULTS	34	44	-22.7%	44	22	100.0%	70	57	22.8%	70	40	75.0%
TOTAL VIOLENT	46	67	-31.3%	67	47	42.6%	104	84	23.8%	104	74	40.5%

PROPERTY CRIMES	01/25/15 TO 02/21/15	12/28/14 TO 01/24/15	% Change	12/28/14 TO 01/24/15	11/30/14 TO 12/27/14	% Change	YTD 2015	YTD 2014	% Change	YTD 2015	YTD 2013	% Change
BURGLARY	54	71	-23.9%	71	62	14.5%	117	89	31.5%	117	122	-4.1%
MOTOR VEHICLE THEFT	56	44	27.3%	44	60	-26.7%	95	70	35.7%	95	104	-8.7%
BTFV	175	164	6.7%	164	167	-1.8%	318	261	21.8%	318	337	-5.6%
PERSONAL /OTHER THEFT	107	124	-13.7%	124	158	-21.5%	217	219	-0.9%	217	221	-1.8%
TOTAL PROPERTY	392	403	-2.7%	403	447	-9.8%	747	639	16.9%	747	784	-4.7%
TOTAL PART I	438	470	-6.8%	470	494	-4.9%	851	723	17.7%	851	858	-0.8%

Child/Spousal Abuse (Part I & II)*	41	36	13.9%	36	35	2.9%	74	71	4.2%	74	65	13.8%
SHOTS FIRED	7	10	-30.0%	10	3	233.3%	15	1	1400.0%	15	5	200.0%
SHOOTING VICTIMS	3	2	50.0%	2	0	N.C.*	5	0	N.C.*	5	0	N.C.*

ARREST STATISTICS for week ending 02/21/15

ARRESTS	01/25/15 TO 02/21/15	12/28/14 TO 01/24/15	% Change	12/28/14 TO 01/24/15	11/30/14 TO 12/27/14	% Change	YTD 2015	YTD 2014	% Change	YTD 2015	YTD 2013	% Change
HOMICIDE	0	0	N.C.*	0	1	-100.0%	0	1	-100.0%	0	1	-100.0%
RAPE	0	1	-100.0%	1	0	N.C.*	1	0	N.C.*	1	0	N.C.*
ROBBERY	6	6	0.0%	6	5	20.0%	11	6	83.3%	11	10	10.0%
AGGRAVATED ASSAULT**	24	32	-25.0%	32	28	14.3%	53	33	60.6%	53	43	23.3%
BURGLARY	17	9	88.9%	9	2	350.0%	23	24	-4.2%	23	34	-32.4%
LARCENY	13	16	-18.8%	16	33	-51.5%	26	63	-58.7%	26	50	-48.0%
MOTOR VEHICLE THEFT	10	5	100.0%	5	6	-16.7%	14	15	-6.7%	14	7	100.0%
TOTAL VIOLENT	30	39	-23.1%	39	34	14.7%	65	40	62.5%	65	54	20.4%
TOTAL PART I	70	69	1.4%	69	75	-8.0%	128	142	-9.9%	128	145	-11.7%
TOTAL ALL ARRESTS	640	565	13.3%	565	397	42.3%	1096	1181	-7.2%	1096	931	17.7%

*Part II Child/Spousal Abuse Simple Assaults not included in Part I Aggravated Assaults above to comply with the FBI's Uniform Crime Reporting guidelines.
**Statistics include domestic violence.

N.C. - Not Calculable

Statistics are based on the date the crime or arrest occurred.

Drug and Substance Abuse Policy

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 1010-226) and 34 Code of Federal Regulation, Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart, and other chronic diseases, low birth weight, birth defects, and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW
Room 3124, GSA Regional Office Bldg., #3
Washington, DC 20202-1571

The report must be made within 10 days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

- **LA County Health Services Alcohol & Drug** (323) 221-1746
- **So. CA Alcohol & Drug Program** (323) 780-4357
- **L.A. Center for Alcohol and Drug** (213) 626-6411
- **Nat'l Council on Alcoholism & Drug- L.A. County** (800) 622-2255

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization. This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession, or distribution of drugs and alcohol.

Student and Career Services

To try to serve all our students better, Galaxy Medical College offers Student and Career Services. These services are set forth to make your career training experience as easy as possible and to ensure the quality and well being of all students. Some of the Student Services we offer include:

- ✓ Awards/Honors
- ✓ Carpooling
- ✓ Child Care Referrals
- ✓ Graduation Ceremony
- ✓ Orientation (a mandatory informative workshop for all new students)
- ✓ Parking Passes
- ✓ School Supplies
- ✓ School IDs

Alongside Student Services, Galaxy Medical College also assists each student in job placement. We work with a large range of professionals who are motivated to help our students with job placement assistance that is FREE of charge to current and graduate students. Despite the fact that employment cannot be guaranteed by any educational institution, in accordance with Californian law, our representatives guide our graduates to the best available jobs in the market. Students are assisted in the following areas:

- ✓ Career Counseling
- ✓ Career Planning
- ✓ Help with completing Job Applications
- ✓ Interviewing Skills Seminar
- ✓ Resume Preparation
- ✓ Volunteer Placement

Another important aspect of student services at Galaxy Medical College is out Library Resource Center. This is a resource center that every student is encouraged to take advantage of and use it for their benefit. The resource center includes the following:

- ✓ Textbooks
- ✓ Study Manuals
- ✓ Flashcards
- ✓ Educational CD's and DVD's
- ✓ Computers with internet access
- ✓ Study desks
- ✓ School Supplies
- ✓ Copy Machine Resource Directories

All enrolled students have access to the Library Resource Center before and after class. They may use any books, materials, equipment at the resource center while in school. If students desire to check out material from the library, they must first complete a check-out slip and turn it into the Student Services Representative. Materials may be checked out for 4 days at one time.

Educational & Social Enrichment

In order for our students to have a vivid impression of the medical field and to better their communication and social skills, Galaxy Medical College provides extensive activities to ensure that all our students excel in their training.

- ✓ **School Field Trips**

  Galaxy Medical College along with UCLA Medical Center has organized and developed an educational tour of different departments of both Mattel Children's Hospital and Ronald Regan Medical Center, both located at UCLA. This event is organized to better educate all students on the working environment of their chosen profession. This is a mandatory field trip for all students where they get to view the facilities, ask question to working professionals and experience a hands on tour. The tour begins with a introductory orientation from working professionals who discuss the ups and downs of the industry. Following the orientation students take the tour of the hospitals and end the trip with a question/answer session and are offered an opportunity to volunteer at the hospital during their own time.

- ✓ **Guest Speakers**

  Galaxy Medical College works with St. Josephs Hospital who provides guest speakers on a variety of subjects. These guest speakers are assigned for a 2 hour period where they educate enrolled students on many different subjects. A list of subjects are presented to the students and the subject is chosen based on popular demand from the student population. Subjects range from disease management to professionalism in the workplace. This allows the student to have a diverse view on certain issues discussed in the classroom

- ✓ **Graduate Motivation Workshop**

  This is a non-mandatory workshop organized by Galaxy Medical College, where graduate students are invited to speak to current students about the benefits of the medical field, their personal experiences, and the benefits of being a graduate from Galaxy Medical College. This workshop is conducted outside of classroom hours.

- ✓ **HELP Events**

  HELP is Health. Education. Life. Principles. This is a bi-weekly, non-mandatory event with food and fun activities organized by Galaxy Medical College's School Director in which all faculty and staff, and current students and their friends and family, outside of Galaxy Medical College, may attend. The event, which is free of charge, takes place at

ARPI Restaurant where participants come to share questions, concerns, thoughts and ideas about health, education, life and principles; issues that class time does not allow for discussion. In many cases, guest speakers, from many walks of life and many different professions, are invited to volunteer their time and advise and help students in different areas. Participants of the event choose a topic every week (for the following week) which they want discussed. This event was set forth because we strongly believe that interaction and social communication help build a stronger foundation for many working professionals. This event has been taking place for about a year; in the beginning this was a temporary event but as time went on, we saw many improvements in the classroom so we continue to host this event bi-weekly with hopes of expanding into wider horizons.

- ✓ **Annual Spring Picnic**

Galaxy Medical College also organizes an annual picnic where faculty, staff and students are invited and have the opportunity to invite their family for fun in the sun. The picnic includes a barbeque, organized activities and prizes. This event allows for students to interact with each other and it gives the school the opportunity to be better acquainted with its students.

- ✓ **Constitution Day**

Constitution Day is a holiday recognized by Galaxy Medical College and its students. On this day, all students are organized to be in the conference room of the campus, where the School Director, Anna Khachatryan and the Financial Aid Director, Arpine Lusikyan speak to students about our nation, our constitution etc. They begin with a power point presentation, then go on to a Q & A session with all students. Then students must partake in a class activity such as making a Constitution Day poster, reciting a part of the Constitution or making pamphlets. Students are also given free Constitution Day Booklet, "The US Constitution & Fascinating Facts About It." Following these activities students write a one-page report about what they learned. This is a mandatory, annual event at Galaxy Medical College

Statement of Non-Discrimination

Galaxy Medical College does not discriminate in its enrollment practices on the basis of race, religion, national origin, sexual orientation, gender or ethnicity.

Statement of Employment Assistance

Alongside Student Services, Galaxy Medical College also assists each student in job placement. We work with a large range of professionals who are motivated to help our students with job placement assistance that is free of charge. Despite the fact that employment cannot be guaranteed by this, or any educational institution, in accordance with Californian law, our representatives guide our graduates to the best available jobs in the market.