

Southern California Medical College School Catalog as required by California State Law CEC:
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SOUTHERN CALIFORNIA MEDICAL COLLEGE

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CATALOG DATE

This catalog covers October 1, 2014 to October 30, 2015

SCMC MISSION STATEMENT

The mission of Southern California Medical College is to be a part of meeting the educational needs of the community we serve by providing high quality education, respect to students and staff. SCMC believes that by attaining a higher level of education, recipients will have the opportunity to enhance their standards of living and become assets to their community.

REVIEW OF DOCUMENTS PRIOR TO SIGNING

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.

PURPOSE AND OBJECTIVES OF PROGRAMS

SCMC is a private vocational institution. Its purpose is to train people who are interested to join the workforce of the medical field, to become well equipped and effective health care providers.

NCLEX Review Classes: SCMC's NCLEX review class package which includes nursing content review, test taking strategies, NCLEX-type sample questions, computer testing and individualized feedbacks will help prepare our students pass the National Council Licensure Examination in order to practice as a Registered Nurse or a License Vocational Nurse.

BLS/CPR: An eight-hour class on Basic Life Support training being taught by a certified BLS instructor with the American Heart Association will train students to provide effective basic life support in case of emergencies.

Home Health Aide Training Program (HHA) is a 40-hour program. This program will prepare CNA's for certification as a home health aide by the State of California and allows the home health aide to function as an entry-level worker on a health care team in a home health agency.

Nursing Assistant Training Program (CNA) is a two-month long program. This program will train or prepare the nurse assistant for certification by the State of California as an entry-level worker on a health care team in a long-term care facility. The program is structured to provide theory and practical application on skill needed to function as a nurse assistant.

Medical Assistant Program (MA) is a three-month long program. This program will train or prepare the student to become an effective multi-skilled member of the health care team, working under the supervision of the health care provider. The Medical Assistant has an interdependent role acting as an agent for the health care provider.

Vocational Nursing Program: The Program's objective is to train our students to become safe, knowledgeable and hardworking nurses.

English as a Second Language Program (ESL) The ESL classes will help you become proficient in English so you can successfully compete with native speakers in your major field and at work. Before a Certificate of Proficiency can be issued, the student has to complete three levels of the course study: Basic/Beginner ESL Classes, Intermediate ESL Classes and the Advance ESL Classes.

APPROVAL

- Approved by the Bureau for Private Postsecondary Education (BPPE)
- Approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
- Approved by the California Department of Public Health (CDPH)

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 as amended and Division 7.5 of Title 5 of the California Code of Regulations.

QUESTIONS

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833. Mailing address is still the same: P. O. Box 980818, W. Sacramento, CA 95798-0818. Phone Number: (916) 431-6959/Toll Free: (888) 370-7589/Fax Number: (916) 263-1897 Website: <http://www.bppe.ca.gov>

COMPLAINTS

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling: 1(888) 370-7589 OR by completing a complaint form, which can be obtained on the bureau's Web site: <http://www.bppe.ca.gov>

ADDRESS

All classes are being held at the institutions primary address at 333 Palmer Drive, Suite 200, Bakersfield CA 93309.

ENGLISH PROFICIENCY REQUIREMENT

English is the medium of instruction in this institution. All textbooks & other educational materials are in English language only.

The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma or its equivalent, GED or passage of the California high school proficiency exam.;

Medium of instruction at Southern California Medical College are instructed in English language only.

FACULTY

Members of the faculty are registered nurses and licensed vocational nurses who have been approved to teach by the California Board of Vocational Nursing & Psychiatric Technician (BVNPT), the California Department of Public Health and by the Bureau for Private Postsecondary Education.

Nomar M. Tongco, MD, BSN, RN - Nomar currently serves as the Director of Nursing and Chief Academic Officer at Southern California Medical College. His passion for education is displayed through his lifetime worth of learning and teaching. Nomar practiced as a family physician practitioner for 12 years prior to branching out to nursing in 2003. He never looked back since. A nursing educator for 11 years, his passion for teaching continues on. He has developed a robust academic curriculum for the Vocational Nursing Program that has consistently held a NCLEX pass rate of over 90 percent since 2013. Nomar continues to take on an active role in teaching in the VN Program and is often seen teaching theory courses.

Cerelina Pichay, RN, BSN, NHA – A current hospital executive, serving as the sub-acute Executive Director in one of the local hospitals in town. Cerelina's passion for both nursing and nursing education, brings a wealth of knowledge and experience in the faculty team at SCMC. Celerina has held numerous highly notable leadership positions in the healthcare field. She also served as a state surveyor at the Department of Health Services. She has been a part of the SCMC family since 2009.

Dio Telmo, LVN – Dio began his Vocational Nursing career in 1997, an 18 year veteran both as a floor nurse and an educator. Dio joined the SCMC family as a clinical instructor in 2009 and has helped many students attain sound practical skills. Today, Dio has the pleasure of working with some of our Alumni at Bakersfield Rehabilitation Center.

Genevieve Quijano, LVN – Genevieve began her Vocational Nursing career in 2005 and quickly found a passion to share her experience with students through teaching and instruction. Genevieve joined SCMC in 2009 and has since seen numerous individuals start as students and eventually become her colleagues. Genevieve also possess a Bachelor of Science in Pharmacy and is a licensed pharmacist.

Haezyl Flores, RN, BSN – Haezyl is an SCMC NCLEX RN Review Program Alumni. She currently holds the Director of Nursing position in one of the health care facilities in Bakersfield. Haezyl also currently oversees SCMC's Certified Nursing Program.

Joy M. Garcia, LVN – A Vocational Nurse since 1989, Joy brings a wealth of experience to our faculty team. She served in different managerial positions throughout her career and has always had a passion for teaching. Joy came on board with SCMC in 2009 and is currently serving our students and community as a Certified Nursing Assistant Program instructor as well as the Director of Staff Development in one of the long-term facilities in town. Joy is also a certified BLS instructor with the American Heart Association and serves as the institution's BLS/CPR instructor.

Samuel John B. Tongco, LVN – An SCMC alumni class of 2010, Samuel knew that teaching and giving back to his Alma Mater is something he was certain to do. After working as a floor nurse for a few years, Samuel transitioned to hold a Faculty position at SCMC as a state approved Certified Nursing Assistant Program instructor. Samuel is currently pursuing his Bachelor of Science in Nursing degree.

Meijanti Chen – Ms. Chen currently serves as our English as a Second Language instructor and have been a part of the SCMC family since 2012. She holds a Bachelor's of Science major in Teaching English As a Second Language from the state of Washington. She has been teaching ESL classes since 2002.

Nancy Kelly Alvarez – is a graduate of Wheaton College Graduate School where she earned her certificate in Teaching English as a Second Language. She began teaching ESL classes in 1979, worked with refugees from Eastern Europe, Asia, Africa and South America.

Epifanio Alvarez – earned his certificate in Teaching English as a Second Language from the International Scholl of Theology in Asia and has been teaching ESL classes for the past three years.

DESCRIPTION OF EDUCATIONAL PROGRAMS

NCLEX – RN/PN Review Class is designed to prepare the students to face the challenge of passing the National Council Licensure Examination to obtain the license to work as a Registered Nurse or a License Vocational Nurse. This program will enhance their knowledge, skills and abilities which are essential to the safe and effective practice of nursing. NCLEX is developed and owned by the National Council of State Boards of Nursing, Inc.

About the Program

SCMC offers review classes for both NCLEX -RN/PN. The NCLEX –RN consists of 7 weeks’ worth of lecture which is held every Friday and Saturday from 1:30 pm to 4:30 pm. NCLEX-PN is a 6-week program with the same schedule with as NCLEX-RN. Our package includes nursing content review, test taking strategies, NCLEX-type sample questions, computer testing and individualized feedbacks. We have a room exclusive for the NCLEX reviewers where they can come in as often as they like to study, take test with NCLEX-type questions or ask guidance from our instructors. Students are encouraged to come in at least twice a week to study in our review room to avoid distractions.

BASIC LIFE SUPPORT (BLS/CPR) is a five-hour class on Basic Life support being taught by a certified BLS instructor with the American Heart Association. Classes are held once a week.

About the program

BLS is the level of medical care which is used for patients with **life**-threatening illnesses or injuries until the patient can be given full medical care at a hospital. BLS guidelines have been made to reflect the importance placed on chest compression, particularly good quality compressions, and to attempt to reduce the number and duration of pauses in chest compression.

HOME HEALTH AIDE TRAINING PROGRAM (HHA) is a 40-hour program. This program will prepare CNA’s for certification as a home health aide by the State of California. This certification allows the home health aide to function as an entry-level worker on a health care team in a home health agency.

General Admission Requirements:

Prior to admission for the Home Health Aide Training Program, SCMC requires that applicant:

Must be at least 18 years of age

Must have successfully completed at least an approved course of study through 12th grade or its equivalent such as General Education Diploma (GED) or CA High School Proficiency Exam

Must possess an active California Certification as Nurse Assistant (CNA)

Pass the TABE entrance examination with at least 75%

Must submit a physical and medical clearance from the primary physician

Must submit a record of immunization

Must submit a current BLS/ CPR card

Must complete a registration form and submit with registration fee

Not be subject to denial of licensure/certification under section 480 of the Business and Professions Code. Section 480:

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:

(1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.

Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting

probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.

(2) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or

(3) Done any act which if done by a licensee of the business or profession in question, would be grounds for suspension or revocation of license.

The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.

(b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

(c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

Must complete the Enrollment Agreement Form

Must agree to provide or arrange payment options for the program intending to enroll prior to starting class.

Fulfillment of all of the above requirements does not guarantee enrollment for the Home Health Aide Training Program.

SCREENING AND SELECTION CRITERIA

Selection of prospective students for the Home Health Aide Training Program depends on several criteria:

1. An interview with the Admissions Director
2. Test on Adult Basic Education (TABE) Pre-Entrance Exam Score. A minimum passing score of 75% is required for prospective students to be eligible for the program. Applicants with higher score will have the priority for admission.
3. Number of times TABE Pre-Entrance Exam was taken. Applicants with passing score on the first attempt will have the priority for admission over those applicants who passed the exam on the second or third attempt regardless of the score.
4. If two or more applicants have similar TABE Pre-Entrance Exam score on the same attempt (first, second or third attempt), the applicant(s) who took the test first will have the priority for admission.

After careful consideration of the factors mentioned above, the Admissions Director will notify those applicants who have successfully undergone the screening and selection process by phone. The Admissions Director will also mail an acceptance letter to the applicants with further instructions for finalizing the enrollment process.

NURSING ASSISTANT TRAINING PROGRAM (CNA) is a two-month long program. This program will train or prepare the nurse assistant for certification by the State of California as an entry-level worker on a health care team in a long-term care facility. The program is structured to provide theory and practical application on skill needed to function as a nurse assistant.

General Admission Requirements:

Prior to admission for the Nursing Assistant Training Program, SCMC requires that applicant:

Must be at least 18 years of age

Must have successfully completed at least an approved course of study through 12th grade or its equivalent such as General Education Diploma (GED) or CA High School Proficiency Exam

Pass the TABE entrance examination with at least 75%

Must submit a physical and medical clearance from the primary physician

Must submit a record of immunization

Must submit a current BLS/ CPR card

Must complete a registration form and submit with registration fee

Not be subject to denial of licensure/certification under section 480 of the Business and Professions Code.

Section 480:

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:

(1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.

Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.

(2) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or

(3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.

The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.

(b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

(c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

Must complete the Enrollment Agreement Form

Must agree to provide or arrange payment options for the program intending to enroll prior to starting class.

Fulfillment of all of the above requirements does not guarantee enrollment for the Nursing Assistant Training Program.

SCREENING AND SELECTION CRITERIA

Selection of prospective students for the Nursing Assistant Training Program depends on several criteria:

1. An interview with the Admissions Director
2. Test on Adult Basic Education (TABE) Pre-Entrance Exam Score. A minimum passing score of 75% is required for prospective students to be eligible for the program. Applicants with higher score will have the priority for admission.
3. Number of times TABE Pre-Entrance Exam was taken. Applicants with passing score on the first attempt will have the priority for admission over those applicants who passed the exam on the second or third attempt regardless of the score.
4. If two or more applicants have similar TABE Pre-Entrance Exam score on the same attempt (first, second or third attempt), the applicant(s) who took the test first will have

the priority for admission.

After careful consideration of the factors mentioned above, the Admissions Director will notify those applicants who have successfully undergone the screening and selection process by phone. The Admissions Director will also mail an acceptance letter to the applicants with further instructions for finalizing the enrollment process.

MEDICAL ASSISTANT PROGRAM (MA) is a three-month long program. This program will train or prepare the student to become an effective multi-skilled member of the health care team, working under the supervision of the health care provider. The Medical Assistant has an interdependent role acting as an agent for the health care provider.

General Admission Requirements:

Prior to admission for the Medical Assistant Program, SCMC requires that applicant:

Must be at least 18 years of age

Must have successfully completed at least an approved course of study through 12th grade or its equivalent such as General Education Diploma (GED) or CA High School Proficiency Exam

Pass the TABE entrance examination with at least 75%

Must submit a physical and medical clearance from the primary physician

Must submit a record of immunization

Must submit a current BLS/ CPR card

Must complete a registration form and submit with registration fee

Not be subject to denial of licensure/certification under section 480 of the Business and Professions Code. Section 480:

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:

(1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.

Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting

probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.

(2) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or

(3) Done any act which if done by a licensee of the business or profession in question, would be grounds for suspension or revocation of license.

The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.

(b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

(c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

Must complete the Enrollment Agreement Form

Must agree to provide or arrange payment options for the program intending to enroll prior to starting class.

Fulfillment of all of the above requirements does not guarantee enrollment for the Medical Assistant Program.

SCREENING AND SELECTION CRITERIA

Selection of prospective students for the Medical Assistant Program depends on several criteria:

1. An interview with the Admissions Director
2. Test on Adult Basic Education (TABE) Pre-Entrance Exam Score. A minimum passing score of 75% is required for prospective students to be eligible for the program. Applicants with higher score will have the priority for admission.
3. Number of times TABE Pre-Entrance Exam was taken. Applicants with passing score on the first attempt will have the priority for admission over those applicants who passed the exam on the second or third attempt regardless of the score.
4. If two or more applicants have similar TABE Pre-Entrance Exam score on the same attempt (first, second or third attempt), the applicant(s) who took the test first will have the priority for admission.

After careful consideration of the factors mentioned above, the Admissions Director will notify those applicants who have successfully undergone the screening and selection process by phone. The Admissions Director will also mail an acceptance letter to the applicants with further instructions for finalizing the enrollment process.

VOCATIONAL NURSING PROGRAM (LVN) is a thirteen-month long program. This program will train students to become safe, knowledgeable and hardworking license vocational nurses.

About the Program

Our curriculum, policies and procedures has been approved by the Board of Vocational Nursing and Psychiatric Technician. In order to graduate from this program and be eligible to take the state licensure examination, a student has to complete 1698 hours of theory and clinical experience which consist of the following subjects with its corresponding hours:

Anatomy and Physiology

This course introduces beginning vocational nursing students to basic human structural information integrated with important functional concepts. Throughout the course, examples that stress the complementarity of structure and function have been selected to emphasize the importance of homeostasis as a unifying concept. The course begins with the overview of structural levels of organization then proceeding into detailed study of the eleven organ systems of the body emphasizing different organs included in each system.

Fundamentals of Nursing

This course is designed to assist beginning vocational nursing students in acquiring a foundation of basic nursing theory and developing clinical skills needed to care for the hospitalized or long-term care clients. The topics and/or competencies include but not limited to the scope of nursing practice, laws and ethics, client teaching, asepsis and infection control, vital signs and physical assessment, body mechanics, positioning and moving clients, peri- and post-operative care, wound care, hygiene, insertion of NGT, foley catheter, and oxygen administration.

Communication

This course emphasizes development of effective therapeutic communication skills among nursing students as vital component of client care and interdisciplinary communication. The course includes guidelines on how to communicate with the following clients: young children, older adults, visually-impaired, hearing-impaired, unconscious, and aphasic.

Nursing Process

This course introduces vocational nursing students to the concepts of the Nursing process. The students are guided on the proper ways to make nursing care plans to guide care of assigned clients. Development of critical thinking is emphasized. The steps of the nursing process are discussed including: nursing assessment, nursing diagnosis, planning, implementation, and evaluation.

Nutrition

The knowledge of Nutrition is important among nurses especially in the care of clients. The course discusses the MyPyramid Food Guidance System, the major dietary sources of carbohydrates, fats, and proteins, water and minerals, BMI, and special nutritional considerations related to infancy, childhood, adolescence, early and middle adulthood, and the elderly. The transcultural and social aspects of nutrition are also discussed including diet therapy and special diets for clients with specific diseases.

Pharmacology

This course on pharmacology reviews nursing students on mathematics including the different systems of measurement and dosage calculation. Classification of medications, different drugs that affect different systems of the body, and interactions between food and medications are studied. Emphasis is put on general principles of medication administration via enteral and parenteral routes of administration. Each drug is studied in detail based on its mechanism of action, uses, expected effects, side effects, adverse effects, contraindications, nursing consideration, and client teachings.

Medical-Surgical Nursing

This course prepares nursing students on how to care for the adult and elderly clients in the hospital and long-term care settings. Different common diseases that affect all 11 different systems in the body are studied with emphasis on the pathophysiology, signs and symptoms, diagnostic laboratories and radiologic studies, complications, management, nursing considerations, and formulation of nursing care plans. Theory instructions are correlated with clinical exposures and post-conferences. Students learned how to prioritize care and use critical thinking.

Normal Growth and Development

This course helps nursing students acquire and use the knowledge of developmental milestones and Developmental Theories by Havighurst, Erikson, and Piaget in the care of clients across the life span. It also emphasizes the acquisition and application of the knowledge of key areas of nursing concerns and anticipatory guidance in each developmental stage in the care of clients. Students are taught to identify any deviations from the normal growth and development.

Gerontological Nursing

In this course, students learn to care for aging adults in different care settings. They learn how to help the older clients identify and meet the basic physiological and emotional needs. Special concerns of the aging adult are addressed including communication with clients having visual, auditory, and speech impairment, use of safety devices, restraints, physical activity and exercise, and sexuality. Elder abuse and nursing interventions are also discussed.

Maternity Nursing

Signs and symptoms of pregnancy are discussed in this course including the anatomical and physiological changes during each trimester of pregnancy and use this knowledge in the care of pregnant mothers. Students are taught how to use the nursing process in the care of pregnant mothers during prenatal, intra-natal, and postnatal periods for normal and complicated pregnancies and labor. Discussed also are the common laboratories and procedures ordered during prenatal visits. Advantages of breastfeeding are emphasized.

Pediatric Nursing

In this course, the complete immunization program in the US is discussed and students are guided on how to administer vaccines to pediatric clients as ordered. The nursing process is used in the care of pediatric clients including assessments and nursing interventions. Guidelines of medication administration are reviewed constantly when giving drugs to pediatric clients. Common diagnostic and laboratory tests ordered related to common pediatric diseases are discussed.

Psychiatric Nursing

In this course, students are exposed to different mental disorders and to care for these clients. Emphasized in this course are the following: use of different assessment tools in the diagnosis of mental disorders, use of nursing process in formulating nursing care plans for clients with mental disorders, demonstration of effective therapeutic communication techniques, client teachings, and collaboration with other members of mental healthcare team, suicide precautions for depressed mental clients in an acute mental healthcare setting.

Communicable Diseases

This course prepares students of ways to break the chain of infection and prevent spread of infection to clients or nursing staff. The following are emphasized: practice of the Standard Precautions at all times including transmission-based precautions and/or protective isolation when ordered, demonstrate medical and surgical asepsis, administer ordered vaccines to protect clients against infectious diseases, and administration of anti-infectives following the 6 rights of medication administration.

Rehabilitation Nursing

In this course, nursing students learned the general rehabilitation guidelines in the care of clients undergoing rehabilitation program. The use of the nursing process is emphasized in the formulating of care plans. Different adaptive or assistive devices used in rehabilitation are discussed. Students learned to use different effective therapeutic communication techniques in the care of clients, client teachings, and collaboration with other members of the rehabilitation healthcare team.

Leadership and Supervision

This course introduces nursing students to the general guidelines of effective leadership and supervision and applies them in the care of clients and coordination with other members of the healthcare team. Experiences are enhanced in terms of team leading and supervision. It also discusses leadership functions available to a licensed vocational nurse in long-term care facilities.

GENERAL ADMISSION REQUIREMENTS

Prior to admission for the Vocational Nursing Program, SCMC requires that applicant:

Must be at least 17 years of age

Must have successfully completed at least an approved course of study through 12th grade or its equivalent such as General Education Diploma (GED) or CA High School Proficiency Exam

Pass the TEASE pre-entrance examination by ATI with a passing score of at least 45% and/or

Pass the TABE test with a passing score of at least 75%

Must submit a physical and medical clearance from the primary physician

Must submit a record of immunization

Must submit a current BLS/ CPR card

Must complete a registration form and submit with registration fee

Not be subject to denial of licensure under section 480 of the Business and Professions Code. Section 480:

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:

(1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.

Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.

(2) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or

(3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.

The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.

(b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

(c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

Must complete the Enrollment Agreement Form

Must agree to provide or arrange payment options for the program intending to enroll prior to starting class.

Fulfillment of all of the above requirements does not guarantee enrollment for the Vocational Nursing Program.

SCREENING AND SELECTION CRITERIA

Selection of prospective students for the Vocational Nursing Program depends on several criteria:

1. A one-paragraph essay composition (at least 100 words) describing why he or she wants to become a licensed vocational nurse (LVN).
2. An interview with the Director of Nursing
3. TEAS V® (ATI) Entrance Exam score and/or TABE test. A minimum passing score of 45% for the ATI TEAS V and/or a minimum passing score of 75% for the TABE test is required for prospective students to be eligible for the program. Applicants with higher score will have the priority for admission.

4. Number of times TEAS V® (ATI) and/or TABE test Pre-Entrance Exam was taken. Applicants with a passing score on the first attempt will have the priority for admission over those applicants who passed the exam on the second attempt regardless of the score. If two or more applicants have similar TEAS V® Pre-Entrance Exam and/or TABE test Pre-entrance Exam score on the same attempt (first or second attempt), other factors will be considered as stated in number 5 below.
5. Other factors considered for selection process include:
 - a. High-school over-all Grade/GPAs; applicants with higher Grade/GPA has the priority for admission
 - b. College or university degrees in related fields or other fields; applicants with a degree has the priority for admission
 - c. Any academic and/or extra-curricular merits or awards received.
 - d. Part-time or full-time jobs; applicants who have no job or working part-time will have the priority.
 - e. Presence or absence of any physical and/or mental illnesses or limitations that may compromise the health and safety of clients.

ENGLISH AS A SECOND LANGUAGE PROGRAM (ESL) is a course of study to learn both oral and written English so people will understand when you speak as well as when you write. The ESL classes will help you become proficient in English so you can successfully compete with native speakers in your major field and at work. Before a Certificate of Proficiency can be issued, the student has to complete three levels of the course study: Basic/Beginner ESL Classes, Intermediate ESL Classes and the Advance ESL Classes.

For International Students:

The English as a Second Language program (ESL) at Southern California Medical College consists of classes designed to offer international students the opportunity to learn the English language and improve their language skills. The program offers different levels, from beginner to advance. The core language skills courses include: Grammar and Communication, Reading/Writing, Listening and Communication Lab

Students will enjoy small class sizes and an individualized approach to learning. Upon completion of the program, students will receive a certificate of completion and may be eligible to enroll with Southern California Medical College academic program.

- Classes from beginner to advance
- Maximum of 25 students per class
- 20 to 25 hours of lessons each week (Monday to Friday)
- 12-week schedule

Fun while Learning:

Have fun learning English as a second language at Southern California twelve -week course which includes:

- 20-25 hours of lessons per week, in the mornings (9:00 am - 1:00 pm)
- Accommodation, 2 meals/day Breakfast & Dinner (Monday-Friday)
- Airport transfers
- Afterschool activities (Monday through Friday)
- Explore California on Weekends (Saturday & Sunday)
- All books and materials provided
- Southern California Medical College Certificate of Completion

Business English

The Business English program is designed for international students to study ESL (English as a Second Language) for a four-week or twelve-week period of time focusing on the use and application of English in the business world. The program will offer 4 hours of study per day including: Business English, Advanced Grammar, Business Vocabulary, and Speaking and Presentations. It is offered as a non-credit short program.

General Admission Requirements:

You will need to submit the following documents and fees to SCMC: Note: Application/tuition & Deposit fees are nonrefundable.

1. Completed and signed application form.
2. Application fee. (non-refundable)
3. Tuition deposit fee (non-refundable)
4. SEVIS Fee (non-refundable)
5. Financial certification document, in English.
6. Housing deposit (if SCMC housing is requested). (non-refundable)
7. Airport shuttle fee (if requested). (non-refundable)
8. Mailing fee (if requested). (non-refundable)

Please contact your SCMC ESL Department for current fee schedule.

When SCMC receives your completed application, deposits, and proof of financial responsibility, your application will be processed within two business days, and an acceptance packet, including your I-20, will be sent to you. It normally takes about two weeks for your admissions packet to arrive. You can request express courier service. Please check this option on the application form if you want express mail.

Please submit your application, financial certification documentation, and fees to:

Southern California Medical College
ATTN: ESL Programs
333 Palmer Avenue, Suite 200
Bakersfield, California 93309

What is a financial certification?

Your application must be accompanied by a financial certification document that while you are attending Southern California Medical College, sufficient funds are available to meet your combined living and tuition expenses. If you will be accompanied by family members, their living expenses must be covered as part of their student-dependent (F-2) visas. Any of the following documents is an acceptable form of certification:

1. A current personal bank statement or an original letter from your bank, in English.
2. Both a letter/affidavit of support from your parents or other source of support stating they will be responsible for your expenses during your stay at Southern California Medical College, and a bank statement (or bank letter) verifying their financial ability to meet your expenses.
3. A letter guaranteeing financial support from your employer.
4. An original scholarship letter from your government or other organization.

Since you will need to present financial documentation to the U.S. Consular Officer when applying for a student visa, we suggest that you make sufficient copies of all financial documentation for both SCMC and for visa application purposes.

When to apply?

The earlier you send in your application, financial certification and deposits the sooner Southern California Medical College can process your papers. This will give you more time to receive your welcome package which contains your Form I-20 (required for obtaining your student visa) and information about your arrival at SCMC.

Reserve for housing/accommodation

If you require housing, you should send in your application at least 6 weeks before your arrival.

Housing in the student residences fills quickly. Reservations are processed for applicants who submit their requests along with their deposit in the order in which they are received. If you are considering homestay accommodations, please apply as soon as possible so that we may place you with a family compatible with your requirements. You will receive the details of your host family within 21 days of your scheduled program start date.

Payments

Your application processing fee as well as any deposits must be paid in \$U.S. dollars. You may pay fees and deposits by checks drawn on a U.S. bank, postal money orders, or Cashier's check. All of these must be made payable to Southern California Medical College. Tuition may be paid using all of the above methods as well as by credit card (American Express, VISA, or MasterCard).

Tuition costs and fees?

Please contact Southern California Medical College ESL Program for the latest schedule of tuition and fees.

TOEFL Preparation

The TOEFL Preparation program is designed for international students to study ESL (English as a Second Language) for a four-week period of time and focuses on the iBT TOEFL Test. The program will offer 4 hours of study per day including: 1-hour of TOEFL Reading, 1-hour of TOEFL Listening, 1-hour of TOEFL Speaking, and 1-hour of TOEFL Writing. It is offered as a non-credit short program.

Contact Information for International Students

Please contact us if you have questions or need assistance.

Phone 001- 661- 832-2786

Fax 001 -661-832-5848

Southern California Medical College

ESL Programs

333 Palmer Avenue, Suite 200

Bakersfield, California 93309

CREDIT GRANTING POLICY

The *Southern California Medical College* shall grant credits to applicants for previous education and experience as per BVNPT guidelines, "Transfer credit shall be given for related previous Accredited vocational or practical nursing courses.

Accredited registered nursing courses.

Accredited psychiatric technician courses.

Armed services nursing courses.

Certified nurse assistant courses.

Other courses the school determines are equivalent to courses in the program.

Any students who wish to transfer from other accredited RN or vocational nursing programs must meet all admission and selection requirements. They must meet the minimum score of 64% in the TEAS V test by ATI.

They must have a grade of B or higher for nursing subjects for credit and must pass the assessment test conducted by ATI for the subjects.

The school shall require the applicant to submit an official transcript of records from previous school/s in a sealed envelope. To be eligible for credit transfer, the applicant must have a grade of at least B– (or point grades between 80 and 83) or higher for each subject being sought for credit. A Credit Granting Form shall be filled out and signed by the applicant. The Director of Nursing shall evaluate the official transcript of records and shall determine if transfer credits are granted or not and, if granted, how many credits are granted. If the applicant is not qualified for credit granting, the Director of Nursing or Assistant Director of Nursing shall discuss with the applicant the reasons for disapproval. Further, as stipulated in Article 5, Section 2535 (b)

“competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.” If an applicant, who is qualified for credit granting, decides to waive such credit granting, a Credit Waiver Form shall be filled out and signed by the applicant and the Director of Nursing. Both the applicant and the Director of Nursing shall thoroughly discuss the advantages of waiving credit granting.

Once credit granting is approved, applicant goes through the normal admission processes and may join the program pending slot availability. A transfer student must take a minimum of 20 weeks (640 hours) of classroom and/or clinical classes with SCMC to be accepted into the program and be considered SCMC graduate.

Southern California Medical College had not entered into an articulation or transfer agreement with any other college or university.

TRANSFER OUT

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Southern California Medical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in Vocational Nursing Program is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at SCMC will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SCMC to determine if your credits or degree, diploma or certificate will transfer. Southern California Medical College had not entered into an articulation or transfer agreement with any other college or university.

PROBATION & DISMISSAL POLICY

Attendance Policy:

Only students who have been admitted to the vocational nursing program and are in approved active status may attend classes. Class attendance and consistent study are the two factors which contribute most to success in the program and to passing the NCLEX-PN®. Students should attend every meeting of all classes to meet all theory and clinical objectives of the program.

An **absence** is defined as a state of being away or not being present within 15 minutes of the start of scheduled class lecture and clinical session.

A **tardy** is defined as arrival ten (10) minutes after a scheduled class lecture and/or five (5) minutes after a scheduled clinical session.

For Theory Lectures:

1. A student is only allowed a maximum of 3 theory lecture absences per term (excused or unexcused).
2. The Director of Nursing shall serve Attendance Probation to a student who already incurred two absences at any given term.
3. Tardiness is not acceptable. The Director of Nursing shall serve Attendance Probation to a student who incurred 3 tardy marks. Three tardy marks constitute one day absence.
4. It is also not acceptable to leave the classroom and clinical sites earlier than scheduled or earlier than what the instructor set as time of dismissal. Leaving the classroom after lunch break constitutes one-half day absence. Leaving the classroom 15 minutes earlier for 3 times constitute one day absence.
5. A student who fails to comply with the conditions/criteria set forth in the Attendance Probation will be terminated from the program.
6. To satisfy required theory hours, a student, who incurred absences, must do the following activities for make-up after instructor approval:
 - a. Type written thorough disease/s analysis and/or case study reports, at least 20 pages, related to the topic/s missed. Mere copying and pasting of whole articles/materials from textbook and/or internet are not allowed. The student is required to indicate references. The report shall include pathophysiology, signs and symptoms, laboratory and ancillary diagnostic procedures, complications and signs and symptoms of complications, management including medical and/or surgical, nursing care plans, nursing interventions, and client teachings.
 - b. Class report/discussion of disease/s analysis and/or case study reports mentioned in 6a using power point presentation
 - c. Submit at least 20 NCLEX-PN®-type questions on diseases or case studies in which the student is making report on.
 - d. Attend related seminar/workshop or make-up classes. The student is responsible for instructional fees or seminar fees

For Clinical Sessions:

1. A student must attend all clinical sessions. Any absences in the clinical sessions must be made-up at the end of the program. Students are responsible for paying instructional fees for clinical make-ups.
2. A student is allowed no more than 5 absences (excused or unexcused) for the entire program.
3. A student will be sent home and marked absent when he or she arrives to clinical sites 15 minutes after the start of clinical session.
4. The Director of Nursing shall serve Attendance Probation to a student who already incurred three absences at any given time.
5. Tardiness is not acceptable. The Director of Nursing shall serve Attendance Probation to a student who incurred 3 tardy marks. Three tardy marks constitute one day of absence.
6. Leaving the clinical sites after lunch break constitutes one-half day absence.
7. Leaving the clinical site 15 minutes earlier than the scheduled dismissal for 3 times constitute one day absence.
8. A student who fails to comply with the conditions/criteria set forth in the Attendance Probation will be terminated from the program.

ATTENDANCE (PROBATION)/GENERAL ATTENDANCE POLICY

1. The following are grounds for termination from the program on the basis of unsatisfactory attendance:
 - a. More than 3 absences per term in lecture classes.

- b. More than 5 absences in clinical sessions for the entire program.
 - c. Non-compliance with the conditions/criteria set forth in the Attendance Probation.
 - d. Inability to meet the minimum hours required by the state to be eligible for licensure.
- 2. A student terminated for unsatisfactory attendance may be allowed to re-enter the selection pool again for the next school year.
- 3. A student is allowed to appeal the termination for unsatisfactory attendance. The student must request the appeal in writing addressed to the Director of Nursing. The appeal must include:
 - a. An explanation as to why satisfactory attendance was not maintained with proofs or documents backing up the explanation.
 - b. Include proposed corrective measures that will prevent the student from acquiring another unsatisfactory attendance.
 - c. Include reasons why the student feel he/she should be allowed reinstatement.
 - d. The appeal letter must be received **within 7 business days** following notification of termination. The Director of Nursing retains the authority to terminate the educational contract with the student who does not comply with the policies of the school, or to permit the student to continue with the program with or without additional probationary provisions.
- 4. In cases of an illness, a student must provide the school with a full medical certificate/clearance from the physician before returning to school. Any restrictions related to the student's health condition must also be stated clearly.
- 5. A Leave of Absence may be granted by the Director of Nursing. The student may request a leave of absence for personal emergencies or those reasons included in the family medical leave act or military service. The student will join the next class and continue where he/she left off. A Student who does not return after a leave of absence will be terminated from the program.
- 6. A student who perceives and/or plans to be late or be absent must call the assigned instructor at least thirty (30) minutes prior to the start of the class/clinical session. However, a student coming in 15 minutes after the start of class/clinical session is considered absent.
- 7. A student is responsible in checking with the assigned instructor as soon as possible regarding completion of missed works, assignments, projects, and take of missed examinations. Deadline for completion of missed works, assignments, and projects is within 7 days from the day of absence from lecture, and within 4 days after missing an examination.
- 8. The student will be required to review contents of the subject matter or test on any content of the topics missed or may be required to attend make-up tutorial classes.
- 9. Make-up work, tests, and hours cannot be made up during regular class schedules.
- 10. Students are responsible for paying instructional fees for make-ups requiring special tutorial classes or clinical supervisions.
- 11. There is no make-up for quizzes. A student who missed a quiz will not get a grade credit for that quiz.
- 12. A student is responsible to complete the make-up log sheet confirming attendance and submit the sheet to the office.
- 13. Attendance is taken on a daily basis and an exact record of attendance will be part of the student's permanent record.

LEAVE OF ABSENCE:

A. Leave of Absence may be granted by the Director of Nursing. The student may request a leave of absence for personal emergencies or those reason included in the family medical leave act or military service. One leave of

absence is allowed for the entire program. A Student who does not return after a leave of absence will be terminated from the program.

- a. A student who perceives and/or plans to be late or be absent must call the assigned instructor or the school office at least thirty (30) minutes prior to the start of the class/clinical session.
- b. A student is responsible in checking with the assigned instructor within 5 days of absence regarding completion of missed works, assignments, projects, and examinations.

GRADING and REMEDIATION POLICIES (THEORY)

A student's progress in the classroom shall be closely monitored and his or her understanding of the subject matter and the learning objectives in each course shall be the basis of the evaluation. All teaching materials including examinations and homework shall be carefully and continuously evaluated by the Director of Nursing to effectively reflect the understanding of all learning objectives in each subject.

The school shall utilize the following grading system:

Points	Grade
95 +	= A
90 – 94	= A –
87 – 89	= B +
84 – 86	= B
80 – 83	= B –
75 – 79	= C
< 75	= Fail (grade of 70-74 remediation needed; grade <70 no remediation needed, student terminated)

Partial points will be rounded to the nearest full point; for example, 89.5 = 90 leads to a grade of A – (minus) and 89.4 = 89 leads to a grade of B +. A minimum grade of C is required to continue in the program.

A student with a final theory grade of 70-74 will be put on academic probation and may take remedial examination. A score of at least 75% in the remedial examination is required to pass the exam and pass the subject. The highest theory grade a student can get after passing the remedial examination is C or 75. The instructor, with the approval of the Director of Nursing, shall formulate the content of the remedial examination. If a student fails the remedial examination, he or she gets a final grade of F. Fail grade means the student will be terminated from the program. A student is allowed only three remedial examinations for a fail final course grades of any subjects throughout the entire program.

A student must pass the first subject before he or she is allowed to take the next subject. In the same way, a student must pass term one before he or she is allowed to move on to the next term. Instructors must submit to the office all final grades of students within two days after the final examination. An academic probation shall be issued by the Director of Nursing to all who fail the subject and a remedial examination will be given to the student. Counseling and tutorial classes shall be extended to the student as well.

The breakdown of final theory grade is as follows:

Midterm examination	35%
Final examination	35%
Attendance	5%
Participation (reports, role plays, class discussion, homework)	10%
Quizzes	15%
	=====
Total	100%

Note: Reports may include individual and/or group reports; class discussion includes active participation of students in class, asking and responding to questions, contributing significant ideas. Active discussion is encouraged in the classroom.

A student must take the missed test or examination within 4 days. Failure to do so means the student gets zero for that examination. He/she must contact the instructor for the date of examination. The highest score a student can get for taking missed test or examination is 75%. There is no make-up for missed quizzes.

A student who fails the midterm examination must take the remedial examination and must have a score of 75% or higher to continue into the program. If the student fails the first remedial examination, he/she must attend a tutorial class and will be allowed to take another remedial examination. The highest score a student can get for taking remedial examinations for midterm is 75%. Failure to pass the two remedial examinations means termination from the program. The student is responsible for tutorial or instructional fees.

Grading of quizzes and examinations is based on an absolute grading system and not based on a curve.

All test questions are considered school property and shall not be returned to students. However, ample time shall be allotted to students for review of examination papers.

Southern California Medical College shall strictly adhere to its grading system. The school shall provide all help and services to students to ensure quality education and training. The school shall use ATI services for evaluation of students' competencies in a particular course. The students must pass the proctored competency exams after finishing a course. Students who fail the ATI competency exams will be asked to study ATI materials and/or attend tutorial classes. Students are responsible for tutorial or instructional fees. However, for whatever reason that the student is unable to meet the required knowledge and competencies to go on with the program, he or she will be terminated from the program.

EXIT TEST

All students of the Vocational Nursing Program are required to pass two exit tests as requirements for graduation. Application for the NCLEX-PN will not be forwarded to the Board of Vocational Nursing and Psychiatric Technician until the student/students passed the two exit tests.

NCLEX-PN

It is mandatory for all LVN students to attend the review classes for the NCLEX-PN. Attendance will be checked daily.

DRESS CODE

As soon as the uniforms are available, all students of SCMC are required to wear their uniforms with plain white shoes until they are completely done with the program or have graduated from the program. During clinical rotation, students are not allowed to have jewelries of any form, nail polish, acrylic nails or any fake nails and shall maintain short nails. Students with long hair are required to tie up their hairs for safety reasons. Only white undershirts or thermal shirts are allowed.

WITHDRAWALS & REFUND

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the 7th day after enrollment, whichever is later. Students may withdraw at any time from any class or from the program as a whole by providing written notice to the Admissions office. Notice will be considered accepted when received by the Admissions office. All fees due up to the date of the withdrawal remain due and payable.

SOUTHERN CALIFORNIA MEDICAL COLLEGE

Attn: Admissions Office

3611 Stockdale Highway, Suite I-2

Bakersfield, CA 93309

WITHDRAWAL POLICY

To determine the refund, deduct the registration fee not to exceed Seventy-five dollars (\$75.00) from the total tuition charge. Divide this figure by the number of scheduled hours in the program. The quotient is the hourly charge for the program. Multiplying the hours by the hourly charge for instruction, plus the registration fee derives the amount owed by the student for the purpose of calculating refund. It is the policy of the institution to pay the refund in the disclosed distribution policy found in the school catalog.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWED FOR THE TIME YOU ATTENDED, THEN A FULL REFUND OF THE EXCESS PAYMENT WILL BE MADE WITHIN 30 DAYS FROM THE WITHDRAWAL DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

The Institution's refund policy is pro rata: If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Hypothetical Refund Example: Assume that a student, upon enrollment in a 742-hour program, pays \$7,420.00 for tuition, \$75.00 of which is registration fee. In the Enrollment Agreement, if the student withdraws after completing 54 hours, the pro-rata refund to the student would be \$6,880.00 on the calculation stated below:

Tuition plus Registration	\$7,495.00
Less: registration fee	(75.00)
\$7,420.00 divided by 742 hrs. =	\$10.00/hr. (quotient)
54 hrs completed x \$10.00/hr =	\$540.00 tuition charges
Total for calculation	\$6,880.00

Total amount paid (\$7,495.00) deduct registration fee (\$75.00), and deduct (\$540.00) charges of attending school. Refund due to student (\$6,880.00).

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs: **A) You notify the school of your withdrawal and the actual date of withdrawal. B) The School terminates your enrollment.**

CHARGES

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are specified and detailed in your enrollment agreement. Below are list of charges for the purpose of information.

LVN Program

Registration Fee (Non-refundable)	\$ 75.00
Tuition Fees	22,780.00
STRF	0.00
Books	1,400.00
Other Educational Materials	900.00
Miscellaneous	<u>846.40</u>
Expected Total Cost	\$ 26,000.00

NCLEX Review

Registration Fee (Non-Refundable)	\$ 75.00
Tuition Fee	450.00
Books	70.00
Computer Lab	<u>55.00</u>
Expected Total Cost	\$750.00

M.A. Program

Registration Fee (Non-refundable)	\$ 75.00
Tuition Fees	5,820.00
STRF (Non-refundable)	5.00
Books	500.00
Other Educational Materials	300.00
Miscellaneous	<u>300.00</u>
Expected Total Cost	\$ 7,000.00

CNA Program

Registration Fee (Non-refundable)-	\$ 75.00
Tuition Fees	1,023.50
STRF (Non-refundable)	1.50
Books	100.00
Other Educational Materials	100.00
Miscellaneous	<u>100.00</u>
Expected Total Cost	\$ 1,400.00

HHA PROGRAM

\$ 350.00

BLS/CPR

\$ 50.00

ESL Classes

Registration Fee (Non-refundable)	\$ 75.00
Tuition Fees	2,425.00
Books	300.00
Other Educational Materials	100.00
Miscellaneous	<u>100.00</u>
Expected Total Cost	\$ 3,000.00 per class

Note: Food, Accommodation, transportation and other non-academic expenses are not included in the above cost.

STUDENT TUITION RECOVERY FUND (STRF) – NON-REFUNDABLE

"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:

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."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

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

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

TITLE IV

Southern California Medical College **does not participate in federal and state financial aid programs.**

LOANS

The institution offers an in-house financing wherein the student can arrange a payment plan with the school. No interest shall be charged if the remaining balance (after deducting down payment) is fully paid within one year from the first day of school or during the first year of the monthly term. An interest of 12% per annum will be applied beginning on the second year of the monthly term until the remaining balance is fully paid.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to pay the full amount of the loan plus interest, less the amount of any refund.

A student may not receive copies of any grades, transcript of records, diploma or letter of recommendation until all unpaid financial obligations/accounts have been met. Credentials necessary for the filing of the NCLEX licensure test will be issued/released provided that the student's account is current.

BANKRUPTCY

Southern California Medical College does not have a pending petition in bankruptcy, is not operating a debtor in possession, has not filed a petition within the preceding five years, has not has a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

PLACEMENT ASSISTANCE SERVICES

Placement Assistance: Placement assistance is provided. However, it is understood that the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.

FACILITIES & EQUIPMENT

SCMC is located at the heart of Stockdale Highway & New Stine, Bakersfield California. The front desk computer unit is available to students for their printing needs with a minimal printing fee. Students can also use the copier located in the front desk office.

The rooms have centralized air-conditioning & heating. Three hospital beds and 3 mannequins are available for the students for their skills lab training prior to their actual clinical rotations. Parking is spacious.

LIBRARY

SCMC has a library available to students for additional study time in preparation for their examinations, homework, projects, and NCLEX-RN and NCLEX-PN examination. Library hours are from Mondays thru Fridays from 9:00 AM to 5:00 PM. It has various current texts and publications that the students can use for reference or study guide books. Students can access these additional resources when preparing for examinations, homework, case discussions, and projects.

COMPUTER LAB

There are 15 desk top computers in the computer lab available for students to take their entrance tests, exit tests and do some practice test for the NCLEX-PN and NCLEX-RN. Computer lab hours are from Mondays to Fridays from 9:00 AM to 5:00 PM. All desk top computers have internet access in addition to several programs intended for NCLEX-PN Exam review, Pharmacology content review, Calculation review, Nutrition content review, Fundamentals content review, Nursing Skills review, and Anatomy and Physiology content review.

PHOTOCOPYING AND COMMUNICATIONS

The school has a photocopier located in the front desk office which is available for instructors and students to use for school related purposes. Instructors who have lecture materials that are needed to be printed can use the photocopier machine before lecture starts or the instructors can give the lecture materials to the office secretary/front desk person in advance or before lecture starts for photocopying. Students who wish to photocopy materials needed for homework, school project and/or presentation must show it to their instructor first for approval. Upon approval by the instructor, students can then, give the material to the office secretary/front desk for photocopying. SCMC has also a fax machine/printer, 4 office telephones, front desk computer with Microsoft Word 2007, Microsoft Office Power Point 2007 and Microsoft Office Excel 2007.

PARKING

Student parking is located across the school building.

COUNSELING

SCMC offers counseling for students who are experiencing academic problems or personal issues that are affecting their academic performance. Students who wish to avail of this service can make an appointment with the Director of Nursing or with the school administrator. Students will be assured that confidentiality will be maintained at all times.

GRIEVANCE POLICY

The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances. These procedures shall be available to any student who reasonably believes a school decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding sex discrimination, sexual harassment, financial aid, course grades, and the exercise of rights of free expression protected by the constitution. The Southern California Medical College follows these three steps in addressing and resolving grievances in the school:

Step 1 – The student who has a valid or perceived complaint discusses the issues with the person directly involved. If the problem is not resolved, then the student may proceed to do the next step.

Step 2 – The student is encouraged to consult with the instructor for purposes of resolving complaints or grievances. If the difficulties are still not resolved or the student does not wish to meet with the instructor, then the student may proceed to step 3.

Step 3 – The student submits in writing all his / her complaints to the Director of Nursing. The Director of Nursing reviews the complaints, meets with the individuals involved, and tries to resolve the problem. The Director of Nursing may also recommend that a hearing be conducted by the Grievance Committee. The Grievance Committee is composed of the Director of Nursing, the assistant Director of Nursing (if there is any), one faculty member, and one representative of the Administration. The committee shall conduct the hearing within 5 working days following the request by the Director of Nursing. The Director of Nursing shall put into writing the final decision of Grievance Committee and shall furnish a copy to the student concerned. At any time, a student may contact the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). A student does not need to go through the Grievance steps prior to contacting the BVNPT.

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205 Sacramento, CA 95833-2945
Phone: (916) 263-7800 Fax: (916) 263-7859
Web: www.bvnpt.ca.gov

HOUSING

Southern California Medical College does not have dormitory facilities under its control. International students who are enrolled in the English as a Second Language classes may stay in homes located reasonably near the institution's facilities with a cost of \$700.00 - \$800.00 which includes utilities and two meals (breakfast and dinner) per day.

VISA

SCMC is not authorized to provide student visa & will not vouch for student status, and any associated charges. However, SCMC intends to seek approval with the Department of Homeland Security to grant student visas to international students who wish to enroll in the ESL classes with SCMC.

EXPERIENTIAL CREDIT

SCMC does not give/award credit for any prior experiential learning nor assist students to prepare for a test administered in conjunction with any undergraduate or graduate educational program. (CCR 7000)

FINANCIAL AID

SCMC Does not participate in federal and state financial aid programs.

THE INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT

SCMC is committed to give quality education, respect to students & staff by providing qualified instructors; acquiring instructional equipment & supplies; maintaining an appropriate & adequate educational facility; abide with the rules, regulations & standards of regulating bodies.

DISTANCE EDUCATION

SCMC does not offer distance learning programs.

RETENTION OF REQUIRED STUDENT RECORDS

SCMC will retain the student records for a period of not less than 5 years, at the institutions principal address in California, in a locked metal file cabinet. Transcript of Records are kept indefinitely. The following are the contents of the student files.

- I. Admissions
 - 1. Registration Form
 - 2. High School Diploma or GED/Transcripts of records
 - 3. ATI TEAS V/ TABE Assessment Test
 - 4. SS Card
 - 5. Driver's License
 - 6. Physical/Medical Form
 - 7. Immunization Record
- II. Enrollment
 - 8. Enrollment Agreement
 - 9. Business & Professional Code
 - 10. Acknowledge of Disclosure
 - 11. Refund Policy
 - 12. Notice of Cancellation, Student Rights
 - 13. Flexibility Form
 - 14. Information Access Form
 - 15. Compliance to Confidentiality
- III. Finances
 - 16. Contract/Promissory Note
 - 17. Copies of Receipt
 - 18. Student Refund Form
- IV. Progress Report/Certifications/Credit Granting
 - 19. Progress Report
 - 20. CPR Card
 - 21. Credit Granting Form/Transcripts of Records
 - 22. CNA/CHHA Certification
- V. Miscellaneous
 - 23. HIPAA Video Form
 - 24. Materials & Supplies Form
 - 25. Copy of Diploma/Certificate
 - 26. Copy of Transcript & Records (to be kept permanently)
 - 27. Others/Miscellaneous

SCMC also maintain & keep the following:

Required Institutional Records

- 1. Curriculum, policies & procedures for the program that the institution offers.
- 2. Names, addresses, phone numbers & other pertinent information of each faculty member that qualifies them to teach.
- 3. Other required legal records & records including:
 - Data required to provide the School Performance Fact Sheet.
 - Number of students who began each program on its start date.
 - Number of students who actually graduates.
 - Number of students who does not graduate.
 - Number of graduates available for employment
 - Number of students employed in the field.
 - Number of students not available for employment

- Job placement rate (graduates employed & unemployed)
- License examination passing rates
- Salary and wage information (graduates currently employed / annual wages or salaries)
- Employment positions used to calculate job placement rates.

The above data used to supply this information will be retained for not less than 5 years.