"Believing in Brighter Futures"

CNI COLLEGE™

2018-2019 Catalog

MESSAGE TO STUDENTS

Dear New Student,

Welcome to CNI College! We are delighted that you have chosen CNI College as your learning institution. Everyone associated with CNI College is looking forward to working with you and providing the guidance necessary to assist you in your future endeavors.

This College Catalog has been designed to answer your questions about school policies, regulations and academic expectations. The catalog has been sent electronically to you before your orientation for you to read, review and become familiar with it.

We ask that you read the CNI College Catalog and sign the acknowledgement form given to you in the orientation packet to signify your agreement to abide by the said rules, regulations, policies, and procedures. The CNI College Catalog is also available online on the college's website at http://cnicollege.edu/page/student- services/required-disclosures/...then goes to a PDF link.

It is your responsibility to read and understand the rules, regulations, policies and procedures which govern CNI College. If you have any questions regarding the College Catalog please feel free to ask at the orientation.

Remember, your future begins here at CNI College. Your new profession will require you to adhere to professional standards and behavior as will CNI College during your training.

The faculty and administration wish you the very best success.

James Buffington
President/CEO, CNI College

CNI College Core Values

- Achieve the Highest Integrity at All Times

- Provide Excellence at Every Opportunity

- Practice Dignity, Respect, Humility, and Justice at All Times

- Create an Environment of Positive Forward Thinking and Fun Energy

- Contribute to the Highest Good of the Community and Employers That We Serve
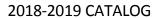
- Embrace and Drive Change with Passion

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COLLEGE INFORMATION

HISTORY AND OWNERSHIP

CNI College was established in 1994 as a postsecondary vocational education center for allied health in Santa Ana, California. The school was moved to the City of Orange campus in 1997 in order to provide more spacious accommodations and an environment more conducive to learning. The school expanded to the Costa Mesa campus location in 2003 to accommodate growth and continue our commitment to excellence in education.

On May 4th, 2009, the main campus moved back to the City of Orange campus to house all classrooms and administrative offices in one location.

CNI College is owned by Career Networks Institute, Incorporated, as a California Corporation and was established in 1994.

FACILITIES

CNI College is conveniently located at 702 West Town and Country Road, Orange, CA, 92868. The College's facility provides approximately 45,000 square feet of classroom, laboratory and office space.

The facilities include spacious classrooms as well as fully equipped medical laboratories for Associate Degree Nursing, RN to BSN Nursing, Surgical Technology, Medical Assisting and Magnetic Resonance Imaging, as well as a nursing simulation laboratory. CNI College also has skill-based laboratories and computer labs. An on-campus library with internet access is available to all CNI College students during regularly scheduled college hours. CNI College delivers education in two buildings ("A" & "D") depending on the programs and class schedules the students are enrolled in.

In addition, all students have access to the Library Information Resources Network (LIRN) online library database and our Consortium Librarian Service with your very own access code. The LIRN Virtual Library Collection consists of an expanded academic database consisting of holdings from the arts and the humanities to social sciences, science and technology offering a comprehensive and high-quality service to support the colleges licensing and accreditation requirements for all of the needs of each program offered. There is a Librarian available from LIRN Monday through Friday to answer your questions and guide you with your research or questions. On the weekends you can email the Consortium Librarian Services and they will get back with you.

In addition CNI College is contracted with St Joseph Burlew Medical Library which is a Medical Library within walking distance from the college campus where students may do research, study and get assistance from the Librarian during the week. Students may also communicate with the Librarian through email, online or phone. All of the Librarian service available to CNI College students are explained in the orientation before classes begin.

Student lounges are open during school hours. The vending machines provide a variety of snacks and refreshments students may purchase. Students are encouraged to use the lounges when eating and asked to respect the rights of all students for a clean environment.

Students may consume food and beverages in the Student Lounges, which is designated for this purpose. Smoking is prohibited within the College.

In keeping with the high educational standards of CNI College, the equipment used affords the student the opportunity to develop a practical, working knowledge of the equipment and materials they will be using on the job.

The campus facility and the equipment it utilizes fully comply with any and all state and local ordinances and regulations, including those requirements for fire safety, building safety, and health safety.

MISSION

CNI College is committed to providing excellent academic educational opportunities in allied health disciplines for the intellectual, social and professional development of a diverse student population. CNI is devoted to the community we serve and committed to our graduates' successful employment in the healthcare field.

APPROVAL, ACCREDITATIONS & MEMBERSHIPS

APPROVALS:

1. Bureau for Private Postsecondary Education (BPPE), Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888)370-7589; http://www.bppe.ca.gov (CNI College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE)

   CNI College is a private institution, approved to operate by the California Department of Consumer Affairs Bureau for Private Postsecondary Education pursuant to California Education Code Section 94302. The department's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

2. State of California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833; Phone: (916) 263-7800 Fax: (916) 263-7857 www.bvnpt.ca.gov

3. California State Approving Agency for Veterans Education,(CSAAVE) 1227 O Street, Suite 314 Sacramento, CA 95814 Phone: (916) 503-8317; Fax: (916) 653-1035; www.csaave.ca.gov/

4. State of California Board of Registered Nursing (BRN) 1747 North Market Blvd., Suite 150, Sacramento, CA 95834; (916) 322-3350 Mailing address: P.O. Box 944210, Sacramento, CA 94244-2100 http://www.rn.ca.gov/

5. United States Department of Education
   CNI College is authorized by the U.S. Department of Education for participation in the Federal Supplemental Educational Opportunity Grants, Federal Pell Grants, and Federal Student Loans.

ACCREDITATIONS:

1. Accrediting Bureau of Health Education Schools (ABHES), Institutional Accreditation; 7777 Leesburg Pike, Suite 314; N. Falls Church, VA 22043; Phone: (703) 917-9503; Fax (703) 917-4109; info@abhes.org; www.abhes.org

2. Commissions on Accreditation of Allied Health Education Programs (CAAHEP), Programmatic Accreditation; 1361 Park Street, Clearwater, Fl 33756; Phone: (727) 210-2350; Fax: 727-210-2354 (For Surgical Technology Program); www.caahep.org/. Upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) Phone: (303) 694-9262; Fax: (303) 741-3655 www.arcsta.org

3. American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) Programmatic Accreditation; 2049 E. 6th Street, Brooklyn, New York, 11324, Phone: (718) 347-8690 Fax: (718) 347-8691; www.armrit.org

5. The American Registry of Radiologic Technologists (ARRT) 1255 Northland Drive, St. Paul, MN 55120, Phone Number (651) 687-0048, https.//www.arrt.org/.

PENDING:

NEW APPLICATION: CCNE

The baccalaureate degree in nursing program at CNI College is a new applicant pursing initial accrediation by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791. New applicant is neither a status of accreditation nor a guarantee that accreditation will be granted.

MEMBERSHIPS:

1. California Association of Private Postsecondary Schools (CAPPS) Phone: (916)447-5500; Fax: (916)440-8970 www.cappsonline.org

2. Association of Surgical Technologists (AST) Phone: (800) 637-7433; Fax: (303) 694-9169 www.ast.org

3. Better Business Bureau (BBB) Phone: (909) 825-7280; Fax(909) 825-6246 www.la.bbb.org

4. Library and Information Resources Network, Inc. (LIRN) Phone: (727) 536-0214; Fax: (727) 530-3126

FACULTY

CNI College faculty members are selected for their academic qualifications and their "real world" experience. In this way, CNI College faculty can provide a healthy balance of textbooks theory and "real world" educational application to the classroom. Many of the faculty have advanced degrees, hold industry certifications, or have excelled in their particular field of endeavors. As professionals in the fields in which they teach, these faculty members bring to CNI College students the benefits of their practical professional experience.

The Executive Director of Education oversees all of the delivery of education, Program Directors, Assistant Program Directors, Clinical Coordinators, Faculty, Theory and Clinical Instructors, Dean of Administration, Dean of Students, Student Services, Career Services, Financial Aid Department and Admissions Department.

CNI COLLEGE OFFERS THE FOLLOWING PROGRAMS

Program	CIP	Credits	Clock Hours	Weeks	*	Award
MAGNETIC RESONANCE IMAGING Technologist (Evening/Weekend	51.0920	60.0	1720	61	*	Diploma
MEDICAL ASSISTING (Day)	51.0801	24.5	903.5	43	*	Diploma
SURGICAL TECHNOLOGY	51.0909	39.5	1100	56	*	Diploma

(*) This course is eligible to participate in the USDE Title IV programs

Program	CIP	Credits	Clock Hours	Weeks	*	Award
ASSOCIATE DEGREE NURSING (Day)	51.3808	115	1790	80	*	Associate of Science Degree in Nursing
RN to BSN Degree Completion Program	51.3808	73	790	52	*	Bachelor of Science Degree in Nursing

STATEMENT OF NON-DISCRIMINATION

CNI College does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender expression, gender identity disability, age, marital status, national origin, or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in its education programs or activities.

Further, CNI College is required by Title IX of the Higher Education Act not to discriminate on the basis of sex in such a manner. Questions regarding Title IX may be referred to the School's Title IX coordinator or to the U.S. Department of Education's Office of Civil Rights ("OCR"). The School's Title IX coordinator is James K. Buffington
he may be contacted at (714) 437-9697 or by email at jbuffington@cnicollege.edu

CNI COLLEGE DIVERSITY STATEMENT

CNI College is committed to inclusiveness for all students, faculty, and adminstration. Diversity is not limited and includes culture, gender, ethnicity, sexual orientation, gender expression/gender identity, learning styles, and physical abilities.

CNI Core Values stress dignity, respect, humility, and justice at all times.

TITLE IX POLICY

Students, instructors, and staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any School-related activity. Sexual harassment is defined as unwelcome sexual advances (including sexual violence), requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment education, or participation in the School's programs or activities, or
- Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in the School's programs or activities, or
- Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct or
- Such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in the School's programs or activities.

ADMINISTRATION BUSINESS HOURS

9:00 AM to 5:00 PM Monday through Friday

Prior to enrollment CNI College will provide a prospective student with an electronic copy of the school catalog by directing them to the college's website at http://cnicollege.edu/page/student-services/required-disclosures/ for their review and sending the students an electronic copy of the catalog.

CNI College updates this catalog annually or as needed. If any change to the educational programs, services, procedures or policies required by statute or regulatory boards will be implements before the annual update, they will be reflected at the time they are made through supplements or inserts accompanying the catalog.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement, is also sent electronically before orientation. We ask that you read the CNI College Catalog and sign the acknowledgement form given to you in the orientation packet to signify your agreement to abide by the said rules, regulations, policies, and procedures.. It is your responsibility to read and understand the rules, regulations, policies and procedures which govern CNI College. If you have any questions regarding the College Catalog please feel free to ask at the orientation.

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

CLASS SCHEDULES

MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST:

Modules I & II:
Thursday & Friday: 5:00 PM to 10:30 PM
Saturday: 8:30 AM to 7:00 PM
*Externship is scheduled for 40 hours per week

Modules III & IV:
Thursday & Friday: 5:00 PM to 10:30 PM
Saturday: 8:30 AM to 7:00 PM

MEDICAL ASSISTING:

Monday – Thursday
Morning Session:
8:30 AM to 12:30 PM
*Externship may be up to 40 hours per week

SURGICAL TECHNOLOGY

Monday - Thursday
Morning Session:
8:30 AM to 2:00 PM:
*Externship may be up to 32 hours per week

*Externships and clinical rotations are scheduled for various timeframes, Monday through Sunday, according to the needs of the specific program. Externship and clinical hours are set by the host site.

ASSOCIATE OF SCIENCE DEGREE IN NURSING PROGRAM SCHEDULE

Please Note:

Theory, lab, and clinical activities may be scheduled any day of the week including weekends; days may have varying start and end times (including evenings and nights). Student schedules may vary from quarter to quarter. To obtain exact times for classes offered, please check with the program director prior to enrollment. Students will be notified of their schedule in advance of each quarter start.

RN TO BSN DEGREE COMPLETION PROGRAM -BACHELOR OF SCIENCE DEGREE IN NURSING

Quarters	Monday	Tuesday	Wednesday	Thursday	Friday
Quarter 1	8:30 – 4:30	8:30 – 3:10			
Quarter 2	8:30 – 3:10	8:30 – 3:10			
Quarter 3	8:30 – 1:50				
Quarter 4	8:30 – 4:30	8:30 – 4:30			
Quarter 5	8:30 – 4:30	8:30 – 3:10			
Quarter 6	8:30 – 4:30	8:30 – 4:30			
Quarter 7	8:30 – 1:50	8:30 – 4:30	*	*	*

Note: * Practicum hours depends on site availability and may be scheduled any day of the week including weekends; days may have varying start and ending times (including evenings and nights).

The RN to BSN Degree Completion Program is an online program. Days and times are for tracking participation and grading only.

Schedule may vary from Quarter to Quarter. Students will be notified of their schedule in advance of each quarter start.

SCHOOL HOLIDAYS & IN-SERVICE DAYS

2018-2019 TENTATIVE SCHEDULE (ALL DATES SUBJECT TO   CHANGE)

January 1, 2018	New Year's Day
January 2, 2018	First day of school after Winter
January 15, 2018	Break Martin Luther King's Birthday
February 19, 2018	Presidens' Day
May 28, 2018	Memorial Day
July 4, 2018	Independence Day
September 3, 2018	Labor Day
November 22 and 23, 2018	Thanksgiving Holiday
December 22, 2018 to January 1, 2019	Winter Break (No school)
January 2, 2019	First day of school after Winter Break
* Faculty In-service Training	*Dates to be determined (Held two times a year)

January 1, 2019	New Year's Day
January 2, 2019	First day of school after Winter Break
January 21, 2019	Martin Luther King's Birthday
February 18, 2019	Presidents' Day
May 27, 2019	Memorial Day
July 4, 2019	Independence Day
September 2, 2019	Labor Day
November 28 and 29, 2019	Thanksgiving Holiday
December 23, 2019 to January 1, 2020	Winter Break (No school)
January 2, 2020	First day of school after Winter Break
* Faculty In-service Training	*Dates to be determined (Held two times a year)

Admissions

ADMISSIONS POLICY FOR APPLICANTS WITH FELONY CONVICTIONS

CNI College wants to do what is in the best interest of the prospective students. Certain misdemeanors and/or convictions may prevent a student from successfully completing a program due to externship or clinical site requirements; therefore, in these instances, CNI College reserves the right to deny admissions. The College does not believe that students should make substantial investment of time, money, and potential debt if the ability to secure employment in the field of training is unlikely. If you have a felony conviction, please disclose that information to your admissions advisor and they can provide further assistance.

ADMISSIONS POLICY

1. All applicants are required to complete a potential student questionnaire form for admission.
2. Applicants to CNI College must attend an initial personal interview with a CNI College Admissions Advisor and receive a tour of the campus.
3. Applicants must be at least 17 years of age to be considered for admissions. Parents and significant others are encouraged to attend initial interview and tour.
4. A $100 non-refundable applicant fee is required to apply for the Associate Degree Nursing program. There is no applicant fee for the other programs.
5. An applicant who is a high school graduate, who has earned a General Education Development (GED) certificate, or who has earned a foreign degree that has been credentialed for 12th grade proficiency may apply for enrollment in any of the programs offered at CNI College.
6. An applicant who is a high school graduate, who has earned a General Education Development (GED) certification, or who has earned a foreign degree that has been credentialed for 12th grade proficiency must take and pass the Wonderlic (SLE) exam. The Wonderlic is a national standardized exam recognized by the U.S. Department of Education. At the time of enrollment, the entrance exam test must have been successfully completed at the current composite score (as listed below) and dated within 1 year of the program start date. Applicants who can provide documentation of one of the following are exempt from the entrance exam testing: SAT score of 1220 or above achieved within five years of the date of application to CNI College; ACT score of 17 or above achieved within five years of the date of application to CNI College; Verified Bachelor's Degree or higher.
7. The minimum passing scores for exams are:

Wonderlic Scholastic Level Exam (SLE)	Minimum Score
Medical Assistant	12
Surgical Technology	14
Magnetic Resonance Imaging (MRI) Technologist	16

TEAS V or VI Entrance Exam	Minimum Score
Associate Degree Nursing	60.0%

8. Applicants who fail the entrance exam must wait a minimum of 1 calendar day prior to retaking an alternative version of the exam. If the applicant fails all 3 versions of the Wonderlic exam, he/she must wait a minimum of 30 days from the last attempt prior to retesting.

9. Applicants to the Associate Degree Nursing Program must pass the TEAS V or VI entrance exam with a minimum score of 60.0% to be considered for admission. Applicants who test at CNI College and who do not achieve a minimum score of 60.0% on the TEAS V of VI entrance exam must wait a minimum of 30 days to retake the entrance exam. Applicants who test at CNI College and who do not achieve the minimum score of 60.0% on the TEAS V or VI entrance exam on the second attempt must wait 6 months before retaking the exam for a third time. Applicants who fail to achieve the required minimum score of 60.0% on the TEAS V or VI entrance exam for a third time will not be allowed to retake the entrance exam for admission to the Associate Degree Nursing Program.

10. All applicants must complete financial arrangements prior to admission. If applicable, financial aid applications must be completed.

11. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

12. Documentation of any required health examinations, pathology test, and/or immunizations must be presented. In addition, full disclosure of any known medical conditions that will adversely affect the safe completion of the selected program is required.

13. Surgical Technology and Magnetic Resonance Imaging applicants must successfully complete all the requirements for admissions into the program as well as be accepted for Admission to the program.

14. Certain misdemeanors and/or convictions may prevent a student from successfully completing a program due to externship or clinical site requirements; therefore in these instances, CNI College reserves the right to deny admissions. To comply with the request from community and clinical agencies the MRI Technology, Associate Degree in Nursing, RN to BSN, and Surgical Technology programs require a background check on all eligible applicants. All candidates to these programs must obtain a background clearance prior to beginning these programs. The admission advisor will provide the applicant with the information on how to obtain this clearance. Applicants should discuss any concern in regards to licensing eligibility, such as having a criminal background, with your admissions advisor. Any applicant who receives a positive result on a controlled substance screen during the background check process will have to re-apply for admission to the next starting cohort for the program to which he or she originally applied. As part of the re-application process the applicant will have to complete the controlled substance screen again. If the applicant tests positive a second time, he or she will be denied admission to any program at the college

15. All RN to BSN Degree Completion Program applicants must have graduated from an Associate Degree Nursing Program and have a clear current California State License to be considered for Admissions to the Program. No entrance exam is required.

16. The RN to BSN Degree Completion on-line distance education program is offered only to California residents. This program is not operating outside the institution's home state of California.

17. All applicants to distance education programs must demonstrate that they have sufficient computer skills and are competent to succeed in distance education courses. All applicants must participate in an on-line orientation designed to ensure they are familiar with the on-line environment such as the ability to participate in discussions, submit assignments using the drop box, take an exam and understand the learning management system so they can participate effectively in distance education.

18. The evidence of high school graduation or its equivalent is supplied to the institution before enrollment is completed and the student's first class or lesson begins, and as permissible may be a signed attestation of graduation.

ACCEPTANCE TO THE COLLEGE

Upon completion of the required documents for admission, the College administration will review the information and inform the applicant of his/her enrollment status.
CNI College reserves the right to deny admissions to any applicant and to change entrance requirements without prior notice.

ENGLISH-AS-A-SECOND LANGUAGE (ESL) INSTRUCTION

CNI College does not offer ESL instruction. Students must be able to read, write, speak, understand and communicate in English. All CNI College Programs are taught in English.

REASONABLE ACCOMMODATIONS

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, CNI College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in the programs and services offered by CNI College "solely by reason of the handicap." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and has consulted with the President of the college, and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

CNI College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service of the college. To request auxiliary aids or services, please contact the Dean of Administration of the college in writing. Students should submit request with supporting documentation at least six (6) weeks prior to the beginning of the first day of classes or as soon as practical.

ACADEMIC POLICIES & INFORMATION:

ATTENDANCE/TARDINESS, MAKE-UP STANDARDS & ATTENDANCE PROBATION

Regular attendance and punctuality will help develop good habits necessary for successful careers. All scheduled hours of class must be attended. If a student misses a class, he or she must make up the hours missed either on module break or after the completion of his or her program.

Attendance must be maintained at an average of 66.67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

Students are encouraged to schedule medical, dental, personal or legal appointments outside of their scheduled school hours and should notify the school if they plan to be absent. The student will still be marked absent, tardy, or as having left early if they miss class due to medical, dental, personal or legal appointments.

Absences will negatively affect the student's modular/term grade. Absences equal to or in excess of 15% of any module/term will require the student to be placed on Attendance Probation. The student would remain on probation until the end of their current module/term provided the student remains in compliance with the terms of his/her probation.

Students who have been absent from their scheduled classes for fourteen consecutive calendar days, not including scheduled school holidays, will be dropped from the training program (except those who are required to participate in military duties: Students must provide CNI COLLEGE with written documentation verifying the required military duty and length of service requested).

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as having left early on their attendance record. Students who accumulate a total of four late arrivals and/or early departures will accrue one day of absence on their attendance record. In addition, excessive tardiness or leaving early may lead to probation or dismissal from the College.

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any test missed because of an absence must be made with the instructor and approved by the school administration.

Students who have been terminated for violating the attendance policy may be reentered through the appeal process. To be eligible to reenter students must wait for one complete module. Normally approval for reentry will be granted only once.

For Associate Degree Nursing, RN to BSN, and Surgical Technology, MRI Technologist and Medical Assisting please refer to the program's student handbook for specific guidelines on attendance/tardiness and make-up standards.

ATTENDANCE STATUS

A full-time student attending a credit hour program is expected to complete 24 semester credit hours or 36 quarter credit hours in a period of not less than 30 instructional weeks. A three-quarter time, a half-time and a less than halftime enrollment is calculated based on the student load per semester or quarter.

A full- time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 26 instructional weeks attending a minimum of 24 clock hours per week. A half- time or less than half time enrollment is calculated based on the student work load in a payment period.

CLASS & PRACTICE HOURS - CREDIT PROCEDURE

Students at CNI College record their attendance by entering their names and time to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour.

Students receive credit for task/operation/project completed after each action is verified by an instructor.

DEFINITION OF CREDIT

Semester Credits:

In semester courses, 15 lecture hours equal one unit of credit; 30 lab hours equal one unit of credit; and 45 practicum or externship hours equal one unit of credit.

Quarter Credits:

For the Associate Degree Nursing Program and RN to BSN Degree Completion Program, quarter credit courses, 10 lecture hours equal one quarter credit; 20 science lab hours equal one quarter credit; and 30 clinical/skills lab/simulation hours equal one quarter credit.

CLOCK TO CREDIT HOUR CONVERSION

CNI College operates on a 50-minute clock hour. The College awards credit hours/unit for completion. For semesters, one unit of credit is earned for each 15 hours of lecture, 30 hours of lab or 45 hours of practical curriculum (clinical, fieldwork, or externship experience).

TRANSFER OF CREDITS

TRANSFER OF CREDITS FROM CNI COLLEGE TO OTHER COLLEGES

"Notice Concerning Transferability of Units and Degrees Earned at Our School"

Units earned in CNI's programs will not be transferable to any other college or university. In addition, any degree, diploma or certificate earned in any of our CNI programs will not serve as a basis for obtaining a higher level degree at another college or university.

"The transferability of credits you earn at CNI 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 any programs 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 coursework at that institution. For this reason, prior to enrollment at CNI College, 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 CNI College to determine if your credits or degree, diploma or certificate will transfer."

TRANSFER OF CREDITS TO CNI COLLEGE

CNI College will consider credits earned from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) provided the student can produce course descriptions from the originating institution's catalog of the units earned and the courses are comparable to those offered by CNI College. Official transcripts must also be provided by the transferring student applicant.

The institution will maintain a written record of the previous education and training of veterans and eligible persons. The record will clearly indicate that credit has been granted and a Credit Granting Form will be signed by the student and the Program Director and place in the student's file.

ASSOCIATE DEGREE NURSING

Transfer credit shall be granted to students who have successfully completed an equivalent course or courses from an accredited college or university.

Students may apply transferable credits and credits earned through challenge examination to the ADN Program; however, a minimum of 75% of nursing program's quarter credits must be earned at CNI College to be awarded an Associate Degree in Nursing. Please see the current Handbook for each program for further details on transfer of credit.

RN TO BSN, ADN, MRI, ST, AND MA PROGRAMS

CNI College requires specific coursework to be completed prior to admission into the RN to BSN degree program. RNs will receive up to 107 quarter credits for an A.D.N. degree and must possess a clear California RN License. Except for general education courses in the ADN program and all courses in the RN-BSN program (see respective handbooks), students will not receive transfer credit for courses if three or more calendar years have elapsed since the courses were completed. Students may be required to pass proficiency examinations in order to receive transfer credit for courses completed in less than three calendar years. Please refer to RN to BSN Handbook for any further information and RN to BSN Program details in this catalog. Students will be denied re-enrollment if they have demonstrated attendance, academic, and/or conduct issues indicating an inability to successfully complete a program at the college.

PROGRAM TRANSFER

Extensive procedures are followed to direct each student to the program of study best suited to his/her individual goals and abilities. However, a student may request a transfer between college programs.

Program Transfers may be granted only under special circumstances. Students are required to apply in writing to the Executive Director of Education for any program change. Only one program transfer may be granted to each student. The student may be assessed and an additional fee for a program transfer may apply.

Not applicable to the Associate Degree Nursing Program.

CREDIT FOR EXPERIENTIAL LEARNING

CNI College does not offer credit for experiential learning for diploma programs. As applicable, previous education for all Veterans and eligible persons is evaluated for transfer credit.

In the Associate Degree Nursing Program competency-based credit shall be granted for knowledge and/or skills acquired through experience and education. Credit shall be determined by written and, when appropriate practical examinations. Advanced placement may be granted for experienced licensed vocational nurses.

Students may apply transferable credits and credits earned through challenge examination to the ADN Program, however, a minimum of 75% of nursing course quarter credits must be earned at CNI College within a three year period to be awarded an Associate Degree in Nursing.

*refer to ADN Student Program Handbook for specific information regarding this option.

ADVANCED PLACEMENT

CNI College does not award academic credit for advance placement testing.

ARTICULATION AGREEMENTS

CNI College currently has articulation agreements with Keiser University, Kaplan University, and the University of Phoenix. This information is disclosed in Admissions and the student may make an appointment with the Dean of Administration to discuss and answer any questions the students may have.

GRADING SYSTEM FOR MRI, ST, AND MA PROGRAMS

The grading system outlined below is used for all courses. Only letter grades are posted to the student's official College transcript. Rounding up of final grades is permitted in the CNI grading scale (i.e. if a student receives a 79.9% grade, the grade for the course is a "B").

A	=	90 – 100%	4.0	W	=	Withdrawal
B	=	80 – 89%	3.0	I	=	Incomplete
C	=	70 – 79%	2.0			
F	=	< 70%	.0			

Course withdrawal will not affect a student's grade point average (GPA).

ASSOCIATE DEGREE NURSING GRADING SYSTEM

A	=	90 – 100%	4.0	W	=	Withdrawal
B	=	80 – 89%	3.0	I	=	Incomplete
C	=	75 – 79%	2.0			
F	=	< 75%	.0			

RN TO BSN GRADING SYSTEM

A	=	90 – 100%	4.0	W	=	Withdrawal
B	=	80 – 89.9%	3.0	I	=	Incomplete
C	=	75 – 79.9%	2.0			
F	=	< 75%	.0			

INCOMPLETE GRADES

Incomplete grades cannot be given as a final grade and will affect the student's GPA until a final grade is assigned. However, at the end of the module or term, students may be granted a maximum extension not exceeding 7 school days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of "F" for the module or term.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a leave of absence (LOA) from the program.

An LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. A leave of absence may be granted for up to 180 days. (Leaves are limited to a total of 180 days within a 12 month period; the 12 months begin from the first day the student goes on the first leave.)

Students will not be assessed additional tuition charges while on their leave of absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held.

Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated.

Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert back to the first day of the leave. In these cases the loan payment will be due as stated on the promissory note.

LOA's may also affect the scheduled progression of the student's program. If a student does not return from an LOA as scheduled, the rotation of the remaining courses may not be immediately available. Many courses have prerequisites and may not be taken without completing these requirements. LOA's are scheduled based on the student's progression in the program; CNI College will not be held liable for students who extend or alter the original LOA Contract.

GRADUATION AWARDS (DIPLOMA)

When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of "C" (70%) or better, he/she receives a corresponding award certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate State Examination.

Associate Degree Nursing and RN to BSN Program Students complete the graduation requirement of the course of study with a GPA of "C" (75%) or better. For Associate Degree Nursing and RN to BSN programs, please refer to the program's student handbook for specific guidelines.

COMMENCEMENT CEREMONY

Commencement ceremonies recognize the efforts of the CNI College graduates. Upon successful completion of their programs, graduates are encouraged to attend a commencement ceremony. Graduates who choose to participate in the ceremony are required to pay a graduation fee for their cap and Gown. Graduates must also be in financial good standing with CNI College to attend the ceremony.

GRADUATE REFRESHER COURSES

CNI College offers its graduates skill refresher courses. Courses may be audited at no additional charge, subject to space and equipment availability. The cost of any books, supplies, and/or other materials will be the responsibility of the graduate. Upon requesting a refresher course, graduates will meet with the Program Director and/or Executive Director of Education for an assessment of the graduate's specific needs. In order to audit the course, the graduates must have graduated from the college within the previous 12 months.

ACADEMIC PROGRESS STANDARDS

REQUIRED STUDY TIME

Typically, two hours of study time are required for each hour in class. Students are encouraged to form study groups to foster interaction and the learning process. The instructor will be available to assist those students who desire to form a study group.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS (SAP)

STANDARDS

Students' academic progress will be measured when the student has successfully completed ½ of the credits (earned a passing grade of 70% or higher in all courses) and ½ of the weeks in the program. In order to maintain satisfactory progress, students must:

• Have a Cumulative Grade Average of 70 percent or better (on a scale of 0-100 percent) or 75% or higher in Associate Degree Nursing and the RN to BSN Programs;

• Progress at a satisfactory rate toward completion of their program; at the end of the evaluation period, the student must have successfully completed 66.67% of all attendance scheduled.

• Complete the training programs within 150 percent of the published program lengths (See Maximum Completion Time).

To calculate cumulative grade point average (CGPA) the grade percentage is multiplied by the credits for the module in which the grade was received to get the total quality points for the module. The total number of quality points is added together for all modules attempted to date and divided by the total credits attempted to date to get the CGPA. Non-Punitive (Pass/Fail) grades are not used to calculate CGPA.

The rate of progress toward completion of the diploma program is calculated by dividing the cumulative number of credit hours the student has successfully completed in the program by the cumulative number of credit hours attempted by the student in the program. The cumulative number of credit hours attempted in the program includes every repeated course. The cumulative number of credit hours attempted in a program does not include remedial courses, audited courses or courses taken that are pre-requisite to the program. Transfer and proficiency/challenge exam credits are counted as both attempted and successfully completed. Credits for courses from which a student has withdrawn and received a (WF) are counted as attempted and not successfully completed.

Conditions for interruptions for unsatisfactory progress/dismissal policy and probationary period for VA students are program specific. The institution will notify the VA of any break in training in a timely manner for the VA to determine the point in time when VA educational benefits will be discontinued when the veteran or eligible person cease to make satisfactory progress. No more than two terms, quarters, semesters or modules on probation will be permitted depending on program enrolled.

EVALUATION PERIODS

Student receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course.

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

If at the end of a payment period following the period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

APPEAL PROCEDURES

The student, who wishes to appeal the non-satisfactory progress status, must initiate the process by submitting a written request to the Executive Director of Education of the institution. The request is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.

The Executive Director of Education shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his/her case. The committee shall consist of three (3) current staff members and two (2) current students as needed, and will provide a written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

REINSTATEMENT

A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.

RE-ENROLLMENT

Students accepted for re-enrollment into the program of study will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal. Students will be denied re-enrollment if they have demonstrated attendance, academic, and/or conduct issues indicating an inability to successfully complete a program at the college.

COURSE INCOMPLETENESS

Incomplete grades cannot be given as a final grade and will affect the student's GPA until a final grade is assigned. However, at the end of the module or term, students may be granted a maximum extension not exceeding 7 school days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of "F" for the module or term.

ACADEMIC PROBATION

If a student falls below the Satisfactory Academic Progress Standards, the student will be placed on academic probation for the duration of the next module or term. Students must satisfy the Satisfactory Academic Progress Standards by the end of the probationary period in order to remain in the program.

If the student fails to meet the Satisfactory Academic Progress Standards (grade of 70% or better) for MRI, ST and MA Programs by the end of the probationary period the student will be terminated from the College.

The Associate Degree Nursing and RN to BSN Degree Program Students must pass each course with a grade of 75% or better. The Associate Degree Nursing Student must also pass the RN Proctored Assessment in each course at a Level 2. The grade received is a composite of student performance in the theory and, where applicable, lab and/or clinical learning areas. A student must demonstrate mastery in each area to successfully pass the course. ADN students may only repeat one nursing course during the program.

Regardless of the student's rate of completion, the maximum time frame that the student will be allowed to complete his/her educational objective is one and one-half (1.5) times the normal length of the program. For example, if a program requires 30 credit hours the student may not attempt more than 45 credit hours (1.5 x 30) without completing the program. A student, enrolled in any program that exceeds the one and one-half times (1.5) of the normal length of the program will be dropped from the program.

REPEAT COURSES AND REMEDIATION PRACTICES

Unless special circumstances apply, a course may be repeated only once. The grade received on the repeated course replaces any other grade for that course in the calculation of the GPA. All final course grades will be recorded and appear on the student's transcript.

Course failures and subsequent repeats may interrupt the student's enrollment and negatively impact financial aid eligibility. Remediation of any course work must be completed within the mod missed or within 7 school days of the time assignments are due.

Associate Degree Nursing Students are permitted to repeat one nursing course during the program. A student failing to comply with this policy may be removed from the program. Please refer to the ADN student handbook for full policy on remediation practices.

UNSATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES

A student who wishes to be reinstated after voluntarily withdrawing or being dismissed from the College due to failure to meet satisfactory academic progress standards or any other reason, may request reinstatement or appeal the dismissal based upon exceptional mitigating circumstances. Such requests must be made in writing. Circumstances must be documented and the student must demonstrate that such circumstances had an adverse impact on the student's academic progress in the program.

An Appeals Board made up of College officials will review the written request and supporting materials. A decision will be made and the student will be notified in person or in writing. All decisions made by the Appeals Board are final.

MITIGATING CIRCUMSTANCES

For circumstances of poor health, family crisis, or other significant occurrences outside of the student's control, the student must follow the student appeals process. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance.

EXTERNSHIP POLICIES

EXTERNSHIPS

Students must attend the externship site designated by CNI College.

Externships and clinical rotations are scheduled for various timeframes, Monday through Sunday, according to the needs of the specific program. The externship portion of a program may be up to 40 hours per week. If a student is currently attending class on a part time schedule (less than 40 hours per week), he or she should plan attending a full time (40 hours per week) externship. Students must make necessary arrangements with their employer to arrange their work schedule to accommodate their externship schedule. Surgical Technology externship schedules may vary depending on hospital or clinical site shift availability and may be up to 32 hours per week. Surgical Technology students are required to return to campus on Friday's to attend a mandatory Certified Surgical Technology Review Class for the duration of the externship.

Students are assigned to non-compensated externship positions during the final phase of program study. This experience provides adult learners with the opportunity to continue their education under the supervision of clinical or office professionals. The student is expected to perform in an ethical, professional manner and to assist the professional in all externship matters requested. Transportation to and from the externship site will be at the student's expense.

In case of an absence, the student is required to notify both the designated supervisor at the externship site and the College staff member. Days and times of externship duties may not be changed without the written permission of the College. All externship schedules are during the day and vary from Monday through Sunday depending on the host site.

Externship site personnel, based on the standards set by the College, will evaluate the student's performance. An instructor or clinical coordinator is assigned to visit sites on a regular basis to meet with students and verify that the objectives of externship as written in CNI College's curriculum are being met. Students must satisfactorily complete the externship assignment and all applicable coursework related to the externship and submit an approved verification of time completed in order to graduate.

Program failure may result if the student is excessively absent, receives unsatisfactory evaluations by the externship supervisor, fails to complete all coursework pertaining to the externship assignment, or demonstrates unprofessional or unethical behavior during the assignment. Externship re-assignments will be evaluated on an individual basis and may require additional charges.

Important Note: Clinical and externship sites assigned by the College are final and non-negotiable. Students are expected to attend their clinical or externship assignment regardless of travel distance to the site or the site's hours of operation (usually within an hour depending on traffic). Travel distance is discussed with the students prior to enrollment. Most of the externships sites are located within an hour from the campus depending on traffic. If a student refuses a clinical or externship site assignment, he/she may be terminated from the program as unable to meet the required objectives and expected progress of the program.

STUDENT WORK POLICY

During externships, the student shall not be substituted for paid personnel during the clinical component of the program.

The student shall not be paid by the clinical affiliation site during the clinical component of the program.

MAXIMUM TIME FRAME

Regardless of the student's rate of completion, the maximum time frame that the student will be allowed to complete his/her educational objective is one and one-half (1.5) times the normal length of the program. For example, if a program requires 30 credit hours the student may not attempt more than 45 credit hours (1.5 x 30) without completing the program. A student, enrolled in any program that exceeds the one and one-half times (1.5) of the normal length of the program will be dropped from the program.

GRADUATION REQUIREMENTS

The candidate for a degree or diploma must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% for MRI, ST and MA Programs (on a scale of 1-100 percent).
   A.D.N. and RN to BSN Degree Program Students must complete all terms/systems with a 75% or better. Must achieve a score of 68% or higher on the ATI Exit Examination.
2. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
3. Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
4. Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

CNI College does not issue partial credit (credit units or clock hours) for programs. Programs taken must be completed in order to receive a diploma.

The candidate for an Associate Degree Nursing degree must:

1. Successfully complete the 115 quarter credits in the required course work.

2. Achieve a minimum grade of 75% in all courses and a cumulative GPA of 2.5. Students must also satisfactorily complete other mandatory graded assignments, receive a satisfactory clinical evaluation, and achieve a Level 2 on the ATI RN Proctored Assessment in each nursing course. Students will be allowed to take up to two remediation examinations to achieve the Level 2 on the ATI RN Proctored Assessment.

3. Achieve a passing grade for any repeated course (1 opportunity only).

4. Satisfy clinical, lab and simulation competencies, and ATI proficiency per promotion policy.

5. Pass the ATI RN comprehensive predictor examination with a 90% predicted probability of passing the NCLEX-RN on the first attempt (in accordance with the scoring rubric of the examination). If the predicted probability of passing the licensure examination is not calculated, the required minimum score for passing is at or above the National Mean for that version of the examination. Students will be allowed to take up to two remediation examinations to achieve the required minimum passing score on the ATI RN comprehensive predictor examination.

6. Not be on probationary status for absenteeism or behavioral deficiencies.

7. Complete the program within 1½ times the planned program length.

8. Be in good standing with the College (e.g. satisfied all financial obligations).

DISMISSAL OR SUPENSION

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The College reserves the right to suspend or dismiss any student who:

- Displays conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the conduct policy of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to College property.
- Fails to maintain satisfactory academic progress.
- Fails to meet satisfactory clinical standards.
- Fails to meet school's attendance policy or standards.
- Fails to meet financial obligations to the College.
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

REPEATS

Students who have failed coursework will be required to repeat or remediate the class/course which they failed. Students repeating a course(s) will be held financially responsible for extra classes attended at CNI College. A contract addendum will be completed by the program director, submitted to financial aid for new financial obligations to be calculated, and reviewed with the student when a repeat is necessary.

DROPS

CNI College reserves the right to drop students who fail to comply with academic, attendance, financial and conduct standards of the College.

Reasons for being dropped may include, but are not limited to, the following:

- Failure to meet school's attendance policy or standards
    - 14 days of consecutive absences
    - Less than 66.67% attendance in your program of study
- Failure to maintain satisfactory academic progress
    - Less than 70% grade in two or more courses for MRI, ST and MA Programs.
    - Less than 75% grade for the Associate Degree Nursing and RN to BSN Programs or less than a Level 2 on the RN Proctored Assessments for the Associate Degree Nursing Program
- Failure to meet satisfactory clinical standards
- Failure to meet financial obligations to the College
- Conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the conduct policy of the CNI COLLEGE catalog
- Use of or being under the influence of alcoholic beverages or illegal drugs on or adjacent to College property
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs
- Please refer to the student's specific program handbook for additional guidelines.

STUDENT CONCERN AND GRIEVANCE PROCEDURES

If a situation arises in which a student has a concern or grievance of any kind, the following procedure is in effect.

Student Concern:

1. Discuss the concern with the appropriate instructor. All discussions are to be held before or after class or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern in writing to the Program Director, who will assist in the resolution of the concern within three (3) days.
3. Students not satisfied with the Program Director's response should schedule an appointment to discuss the concern with the Executive Director of Education.
4. The Executive Director of Education will meet with all pertinent parties to conduct an investigation of the concerns before a decision is reached. The Executive Director of Education will provide the student a written decision within five (5) days based upon the information received in accordance with the policies and guidelines of the college.

Student Grievance:

1. Students may file a formal written grievance within five (5) days of being notified of the Executive Director of Education's decision if they do not believe their concerns to be resolved.
2. Appointments with the Review Board are scheduled through the Executive Director of Education's office. The Review Board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint. The following procedure is in effect:
   - The student will be notified by the Executive Director of Education to attend a Review Board meeting which will convene within five
     (5) days from receipt of the written grievance.
   - The Review Board will be composed of the President, Executive Director of Education, Director of Operations, the appropriate Program Director or their designee and a faculty member not affiliated with the student's program.
   - The Review Board convenes with the student and any other individuals whose participation is warranted by the circumstances of the particular concern. Evidence will be presented by the student and then by all other parties involved. Minutes will be taken.
   - The Review Board will immediately meet in the absence of those involved to review the evidence and resolve the student's concern.
   - The Review Board members support the President's decision. The President's decision is final and binding.
   - The President's decision will be communicated in writing to the student within five (5) days of the Review Board Meeting.

For additional information, refer to the college's accrediting/approving agencies and the procedures for processing complaints of unlawful discrimination and other grievances.

Bureau for Private Postsecondary Education (BPPE), Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888) 370-7589; http://www.bppe.ca.gov

CNI College is a private institution, approved to operate by the California Department of Consumer Affairs Bureau for Private Postsecondary Education pursuant to California Education Code Section 94302. The department's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

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

DISCLOSURE AND RETENTION OF STUDENT RECORDS (FERPA)

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file.

Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution.

CNI College will maintain student records for each student, whether or not the student completes the educational service, for a period ending five years from the last day of attendance. After this period, all records are destroyed.

The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

DRUG ABUSE PREVENTION PROGRAM

DRUG & ALCOHOL ABUSE POLICY STATEMENT

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. 101-226) and 34 Code of Federal Regulation Part 84, 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, and 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 20202-4571

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:

Entity Name	Alcoholics Anonymous Orange County Central Office
Street Address	1526 Brookhollow Dr., Ste. 75
City, State and Zip	Santa Ana, CA 92705
Phone Number	(714) 556-4555

Entity Name	Alcoholics Anonymous/OC
Street Address	1754 S. Main St
City, State and Zip	Santa Ana, CA 92707
Phone Number	(714) 541-7225

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. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the agency every two years. A log of incidences and disciplinary actions is kept by the institutions.

RESOURCES FOR DRUG ABUSE TREATMENT

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

HOSPITAL EMERGENCY ROOM

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

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

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

DRUG TREATMENT CENTERS
Many types of drugs treatment centers exist. Some work on outpatient basis and others on in-patient depending on the type of abuse involved and their philosophy of treatment. It is wise to survey the community for types of treatment centers available, the kind of patients they treat, and the economics of treatment.
http://www.hopeinstitute.org/
http://www.newdirectionsforwomen.com/http://www.matrixinstitute.org/
http://www.soberliving.com/
http://www.cooperfellowship.org/

ALCOHOLICS ANONYMOUS AND SIMILAR ORGANIZATIONS

AA is a very important resource for those dealing with alcoholic problems. As mentioned earlier, similar organizations exist to cocaine abusers, COCAINE ANONYMOUS, and other drug users, Narcotics Anonymous.

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

http://www.oc-aa.org/

http://occa.info/

COMMUNITIES AGENCIES AND SOCIAL SERVICE GROUPS

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

http://www.oc.ca.gov/hca/

CHURCH GROUPS

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

Resource Center:

The Resource Center maintain two free statewide telephone numbers (1-800-879-2772) and (1-800-662-4357) for California residents to use in their search for alcohol or other drug treatment information or publications. Request for treatment information are referred to the alcohol and other drug programs' administrative office in the county in which the caller resides. The Resource Center can also be reached from outside California by calling (916) 327-3728. The Resource Center provides non-emergency information only and does not operate a crisis line.

DRUG AND ALCOHOL POLICIES, PROCEDURES

I. INTRODUCTION

CNI College prohibits the illegal and irresponsible use of alcohol and other drugs. The College will strictly enforce federal, state, and local laws, as well as its own alcohol and drug policies and procedures which support these laws. It is the responsibility of every member of the College to know the risks associated with the use and abuse of alcohol and other drugs and to assist the College in creating an environment which promotes health-enhancing attitudes and activities. This form is intended to provide information about the College's Alcohol and Other Drug policies and resources for education and treatment.

II. ALCOHOL AND OTHER DRUG POLICIES

A. The primary goal of students at CNI College is to achieve academic excellence. Illegal use of alcohol and other drugs will not be tolerated. Also, irresponsible use of alcohol by persons of legal age will not be condoned.

B. At no time will CNI College allow possession, use, and/or distribution of an illegal drug.

C. Students, employees, and guests must adhere to federal, state and local laws and regulations.
CNI College will impose disciplinary action against students and employees for violating these standards of conduct, which may include suspension, termination of employment, or completion of a drug or alcohol rehabilitation program.

D. Brochures are available in the Student Services Department and the Human Resources Department.

E. Information on Drug Awareness programs, counseling, treatment, and other related services are available through:
The Center for Drug Abuse Treatment and Referral Hotline: 1-800-662-HELP

F. Students and employees seeking assistance in overcoming drug or alcohol related problems are encouraged to contact this organization.

III. SUMMARY OF LEGAL SANCTIONS UNDER LOCAL, STATE, AND FEDERAL LAWS FOR ALCOHOL POSSESSION/CONSUMPTION

A. No person may sell, furnish, give, or cause to be sold, furnished, or given away, any alcoholic beverage to a person under age 21 or to any obviously intoxicatedperson.

B. No person under age 21 may purchase alcoholic beverages or possess alcoholic beverages on any street or highway or in any place open to publicview.

C. It is illegal to sell alcohol without a valid license orpermit.

D. It is unlawful for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or to

drive under the influence of alcohol (note: intoxication is presumed at blood levels of 08% or higher, and may be found with blood alcohol levels from .05% to .08 %). It is also illegal to operate a bicycle, water vessel, water ski, or aquaplane whileintoxicated.

E. All CNI College students, faculty, staff members and administrators are subject to federal, state, and local laws regarding the unlawful possession, distribution, or use of alcohol and illegaldrugs.

Policies, Procedures and Sanctions for Alcohol and Other Drug

IV.PENALTIES

A. Every person who sells, furnishes, or gives any alcoholic beverage to any person under the age of 21 years is guilty of a misdemeanor. Note: A misdemeanor is punishable by fines up to $1,000 an d /or imprisonment in the county jail for up to one year.

B. Any person under the age of 21, who consumes any alcoholic beverage in any on-sale premises, is guilty of a misdemeanor.

C. A fine of one thousand dollars ($1,000), no part of which shall be suspended, shall punish any person who furnishes an alcoholic beverage to a minor, and the person shall be required to perform not less than 24 hours of community service.

D. Any person under the age of 21 who attempts to purchase any alcoholic beverage from a licensee is guilty of an infraction and shall be punished by a fine of not more than $100. A fine of not more than $250 shall punish a second or subsequent violation of this section or the person shall be required to perform up to 36 hours of community service.

E. Any person under the age of 21 who has any alcoholic beverage in his or her possession on any street or highway or in any public place is guilty of amisdemeanor.

F. Any person under the age of 21 who presents any written, printed, or photo-static evidence of age and identity that is false, fraudulent, or not actually his or her own for the purpose of ordering, purchasing, attempting to purchase or otherwise procuring or attempting to procure, the serving of any alcoholic beverage or who has in his or her possession any false or fraudulent written, printed, or photo-static evidence of age and identity, is guilty of a misdemeanor and shall be punished by a fine of at least

$250, no part of which shall be suspended; or the person shall be required to perform not less than24 hours nor more than 32 hours of community service.

G. Penalties for a first drunk-driving conviction include attending an alcohol education program, fines up to $1,000, up to six months in jail, and a driver's license suspension up to six months. Second offenses are punishable by fines up to $1,000, imprisonment up to one year, driver's license suspension up to 178 months, and/or a required alcohol rehabilitation program of up to 30 months, and/or a required alcohol rehabilitation program of up to 30 months. Third and fourth offenses carry similar sanctions, plus three and four year license revocations, respectively. Driving privileges are suspended for six months for refusing to submit to a blood alcohol test, for two years if there is a prior conviction within seven years, and for three years with three or more convictions within seven years.

Policies, Procedures and Sanctions for

Alcohol and Other Drugs

	Drugs	Schedule	Trade Or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration Of Effects (In Hours)	Usual Methods Of Administra
NARCOTICS	Opium	II, III, V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3 to 6	Oral, smoked
	Morphine	II, III	Morphine, Pectoral Syrup	Analgesic, antitussive	High	High			Oral, injected, smoked
	Codeine	II, III, V	Codeine, Empirin Compond with Codeine, Robitussin A- C	Analgesic, antitussive	Moderate	Moderate			Oral, injected
	Heroin	I	Diacetylmorphine, Horse, Smack	Under investigation	High	High			Injected, sniffed, smoked
	Hydromorphon	II	Dilaudid	Analgesic					Oral, injected
	Meperidine (Pethidine)	II	Demerol, Pethadol	Analgesic					
	Methadone	II	Dolophine, Methad	Analgesic, heroin substitute				12 to 24	
	Other Narcotics	I, II, III, IV, V	LAAM, Leritine, Levo- Dromoran, Percodan, Tussionex, Fentanyl, Darvon, Talwin, Lomotil	Analgesic, antidiarrheal, antitussive	High-Low	High-Low		Variable	
DEPRESANTS	Chloral Hydrate	IV	Noctec, Somnos	Hypnotic	Moderate	Moderate	Possible	5 to 8	Oral
	Barbiturates	II, III, IV	Amobarbital, Phenobarbital, Butisol, Phenoxbarbital, Secobarbital, Tuinal	Anesthetic, anticonvulsant, sedative, hypnotic	High-Moderate	High-Moderate	Yes	1 to 16	Oral, Injected
	Glutethimide	III	Doriden	Sedative, hypnotic	High	High		4 to 8	
	Methaqualone	II	Optimil, Parest, Quaalude, Somnafac, Sopor	Sedative, hypnotic	High	High	Yes	4 to 8	Oral, Injected
	Benzodialepine s	IV	Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Serax, Tranxene, Valium, Verstran	Anti-anxiety, anti-convulsant, sedative, hypnotic	Low	Low			
	Other Depressants	III, IV	Equanil, Miltown, Noludar, Placidyl,	Anti-anxiety, sedative, hypnotic	Moderate	Moderate			

STIMULANTS	Cocaine	II	Coke, Flake, Snow	Local anesthetic	Possible	High	Possible	1 to 2	Sniffed, injected
	Amphetamines	II, III	Biphetamine, Delcobese, Desoxyn, Dexedrine, Mediatric	Hyperkinesias, narcolepsy, weight control			Yes	2 to 4	Oral, injected
	Phenmetrazine	II	Preludin						
	Methylphenidate	II	Ritalin						
	Other Stimulants	III, IV	Adipex, Bacarate, Cylert, Didrex, Ionamin, Plegine, Presate, Sanorex, Tenuate, Tepanil, Voranil						Oral
HALLUCINOGENS	LSD	I	Acid, Microdot	None	None	Degree unknown	Yes	8 to 12	Oral
	Mescaline and Peyote	I	Mesc, Buttons, Cactus						Oral, injected
	Amphetamine Variants	I	2.5-DMA, PMA, STP, MDA, MMDA, TMA, DOM, DOB		Unknown			Up to days	
	Phencyclidine	II	PCP, Angel Dust, Hog	Veterinary anestheti	Degree unknown	High		Variable	Smoked, oral, injected
	Phencyclidine Analogs	I	PCE, PCPy, TCP	None	Degree unknown	Degree unknown	Yes	Variable	Smoked, oral, injected
	Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn		None		Possible		Oral, injecte, smoke, sniffed
CANNABIS	Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	Under investigation	Degree unknown	Moderate	Yes	2 to 4	Smoked, oral

The College strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with CNI COLLEGE who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

CRIME AWARENESS

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), CNI College provides students with current campus security policies and procedures. In addition, students are provided with information on crime prevention, reporting crimes, and statistics for crimes that have occurred on the college campus.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Also known as the Buckley Amendment, the Family Educational Rights and Privacy Act was mandated by Congress in 1974. The main points include the following:

1. Student records must be maintained for a minimum of five years, with transcripts maintained indefinitely. The student has the right to inspect academic, financial, or general records by appointment during normal College hours. The only exception is the confidential student guidance notes maintained by faculty members, the department head, or the Director of Education.

2. The College may not release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from the parent or eligible student.

3. The student may not have access to financial data separately submitted by parents or guardians.

4. Once the student becomes an eligible student, the rights accorded to, and consent required of parents under this act, transfer from the parents to the student.

U.S. CONSTITUTION DAY

Senator Byrd (D-West Virginia) inserted language into Federal legislation that requires all institutions participating in Federal Funding to schedule educational programming about the U.S. Constitution every September 17 or in the same week that it falls. In the years where September 17 falls on a weekend, the programs are to be held in the preceding or following week.

COPYRIGHT PROTECTION POLICY

It is the policy of CNI College to respect the copyright protections given by federal law to owners of digital materials and software. It is against CNI College policy for faculty, staff, or students to use CNI College equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected digital materials or software except as permitted under copyright law (especially with respect to "fair use") or specific license.

The software provided through CNI College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

CNI College regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Repeated violations will result in loss of computing privileges, among other sanctions.

ACADEMIC TRANSCRIPTS

CNI College will provide one official transcript to each graduate at no charge. A fee of $15.00 will be charged for each additional transcript. Official transcripts will be release to students who are current with their financial obligation. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

All Student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Permanent records are kept in paper form. An unofficial transcript may be requested by the student.

Student academic transcripts, which include grades, are available upon written request by the student. Transcript and diploma requests must be made in writing to the Office of the Registrar.

School Rules and Regulations

CONDUCT

CNI College is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, CNI College has established guidelines for proper conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while in attendance at the College and at other facilities during externships or clinical rotations.
2. Dishonesty on the part of any student may result in probation suspension or dismissal from the College. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
3. Students will be held responsible for any theft or damage done to College or externship site/clinical site property and will be expected to reimburse the institution for such damage or loss.
4. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing will not be tolerated.
5. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on College, clinical or externship property.
6. Students may not be in possession of any type of weapons or create a safety hazard to others while on College, clinical or externship property.
7. The College is a non-smoking facility. Smoking is permitted in designated areas only.
8. Animals are not permitted on the College grounds with the exception of service animals.
9. The College does not provide childcare services. Children are not permitted in the instructional areas.
10. Students must adhere to all required health and safety standards.

Violation of any of the guidelines listed above may result in probation suspension, or dismissal from CNI College.

DRESS CODE AND APPEARANCE

Students must wear appropriate attire as designated by the College. This includes the full uniform required by the program in which the students are enrolled. Uniforms must be worn while on campus and at assigned externship site. A detailed dress code is provided during orientation.

Students are expected to practice good personal hygiene and maintain a clean, neat and professional appearance at all times. Make-up, hairstyles, fingernails and jewelry must be moderate and understated. No facial piercings are allowed. Any student reporting to class or an externship site inappropriately dressed will not be allowed to remain and the time missed will be recorded as an absence.

Associate Degree Nursing Students are required to wear the designated uniforms for class and clinical sites. Please refer to the ADN student handbook for further instructions and guidelines specific to and ADN Nursing Student. RN to BSN Students are required to dress as directed by their clinical site.

SEXUAL HARASSMENT/VIOLENCE PREVENTION

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures in the college, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member or other employee of CNI College shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other CNI College employee should bring the matter to the attention of the Program Director or Human Resource Administrator at the telephone number specified in this catalog.

Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials. CNI College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, an Allied Health professional must be in good physical health since he/she will be working in direct contact with customers. The related fields of study require a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

EMERGENCY PREPAREDNESS PLAN

The emergency preparedness plan is available to both students and staff. It is located in the labs in buildings A & D as well as in the Human Resources Office in building D.

VOTING

CNI College encourages students to make necessary arrangements to vote before or after scheduled classes. Please visit the voting link on the school's website, www.CNICollege.edu, to learn more about voting and how to register to vote.

STUDENT/EMPLOYEE FRATERNIZATION

Employees of CNI College are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, our employees cannot entertain students or socialize with students outside of the school environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of school policy, and may result in disciplinary action by CNI College.

Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, etc.) unrelated to course work or official school matters; giving or accepting rides, giving or offering housing, selling or buying anything of more than nominal value, providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and would follow the same guidelines as are presented here for employees. If a student witnesses or hears of an instructor or staff person's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Program Director and/or Human Resource Administrator at the telephone number specified in this catalog immediately.

SAFETY AND SECURITY

Students are responsible for their own security and safety and must be aware of the security and safety of others. CNI College is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, at clinical/externship sites, or during any college activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to their Instructor, Program Director, or other CNI College employee. Upon receipt of any report of a medical or criminal emergency, CNI College will, on behalf of the student, obtain the services of medical or security professionals and appropriate. Students are encouraged to promptly and accurately report all emergencies to CNI College officials CNI College prohibits all persons who enter CNI College property from carrying weapons of any kind regardless of whether or not the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from the program and CNI College.

FIELD TRIPS

CNI College does not sponsor field trips in any program offered at the college.

PREGNANCY

Students who are pregnant at the time of enrollment must provide a written authorization from their attending physician prior to starting the program. A leave of absence due to pregnancy will affect expected graduation date.

Associate Degree Nursing and RN to BSN students who are pregnant must inform their Program Director and provide a complete medical clearance from their treating physician prior to participating in skills lab and attending clinical rotation.

Note: Surgical Technology and MRI externship sites do not allow externship rotation for pregnant students. Students will need to take a leave of absence if applicable or drop from the program and then reenroll in the program after the pregnancy with a medical clearance to complete the program requirements. This is a CNI College policy and there will be no exceptions.

PROGRAM TRANSFERS

Extensive procedures are followed to direct each student to the program of study best suited to his/her individual goals and abilities.

A student may request a transfer between College programs. However, program transfers may be granted only under special circumstances. Students are required to apply in writing to the Executive Director of Education for any program change. Only one program transfer may be granted to each student. The student may be assessed an additional fee for a program transfer.

Program transfers are not applicable to the Vocational Nursing, Associate Degree Nursing or the RN to BSN Programs.

CHANGE OF SCHEDULE

Students may change their schedule on one occasion during their time at CNI College (e.g. from morning to evening classes, etc.). The student may incur extra charges for changing schedules as not all schedules follow the same payment structure. Not all schedules will be on the same module. Switching from one schedule to another may cause a student to repeat a class or skip a class. Care should be taken when switching schedules to avoid missing required coursework.

CHANGES IN PROGRAMS OR POLICIES

CNI College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, class size constraints or professional requirements.
When class size and curriculum permit, classes may be combined to provide meaningful instruction and training to contribute to the level of interaction among students. When federal, state, accreditation, or professional policy or standard changes occur, CNI College is required to make appropriate changes and will attempt to minimize the effects of any change on current students.

METHOD OF DELIVERY

RESIDENTIAL/ON-LINE DISTANCE LEARNING

Students enrolled in blended courses are required to participate in online course activities as outlined in each course syllabus. Blended courses at CNI College combine traditional classroom instruction with an online learning environment. Online Chat Rooms and threaded discussions provide opportunities for exciting and productive class interaction, as well as help and guidance. Chat Rooms are open for discussion with peers at any time or with instructors during office hours.

Each blended course also encourages students with interactive learning exercises and animated activities while providing an audio-visual advantage. Effective online learning requires more than simple text on a screen. Students are able to see and hear each lesson from any computer with access to the internet and the appropriate technical requirements. Students will receive notification of their grades and evaluations within 7-10 days of completion of the assignment or course. Students may have multiple ways of learning, the sights and sounds associated with blended courses add a valuable dimension to the educational experience.

Currently, with the exception of the Associate Degree Nursing and RN to BSN Programs, the method of delivery for all diploma programs offered at CNI College is residential.

Associate Degree Nursing Program

The method of delivery for the Associate Degree Nursing Program is residential with the exception of the general education courses, including English, Math, Psychology and Sociology, which are provided by on-line distance learning. Distance education is defined as a formal educational process using technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between students and the instructor.

Students will attend an orientation before class starts which will introduce them to the technology and resources they will need for the on-line distance learning courses. Students will sign an acknowledgement that they understand their responsibilities regarding the on-line distance learning.

Prior to enrolling in the first on-line distance learning course each student will successfully complete Nss 110, Computer Applications. This course will provide the student with instruction and training in the use of the computer, hardware and software, the distance learning platform as well as requirements to be successful in the on-line portion of the Associate Degree Nursing Program.

RN to BSN Program

The RN to BSN Program is designed as an online program with the exception of the 90 hour Clinical Practicum. Each student will receive a portable electronic device which will allow access to each course, e-books required for the course and any other software required by the on-line course platform. The RN to BRN students will be required to take an on-line orientation course prior to enrolling in their on-line courses.

Technical Support Available to On-line Distance Education Students:

Patrick Dang – CNI College IT Consultant:
Available Monday through Friday 9:00am to 5:00pm (714) 437-9697
Kimberly Hoyt – CNI College Director of On-line Technologies
Available Monday through Friday 9:00am to 5:00pm (714) 437-9697 OR (714) 628-6782
Pearson Help Line
Technical Support: http://247pearsoned.custhelp.com
Phone Toll Free: Educator Phone Support: 1-888-433-8435
Phone Toll Free: Student Phone Support: 1-800-677-6337

Technical requirements necessary for participation in distance learning. Students need to ensure that they have reliable Internet connectivity at home. CNI does have a reliable Internet connectivity on campus available to students.

Computers located in the CNI College Library/Resource Center and personal computers supplied by CNI College to all on-line distance education students will contain:

Internet Access
• MS Windows
• Microsoft Internet Explorer 6.0
or higher; 7.X preferred;
OR
• Firefox 2.X or 3.0 (Mac OS X); Safari 2.X or higher
• AJAX Enabled

Microsoft Windows: Minimum System Requirements
• Windows XP, Vista
• 64 MB RAM
• 28.8K modem (56K recommended)
• Sound Card and Speakers

At least one of the following browsers with Java enabled:
• Internet Explorer 6.0
• Internet Explorer 7.0 (recommended)
• Netscape Communicator 7.1
• Firefox 2.0
• Firefox 3.0

Macintosh OS: Minimum System Requirements
• MacOS 10.2 or higher and OS X
• 128 MB RAM
• 28.8K modem (56K recommended)
• Sound Card and Speakers

At least one of the following browsers with Java enabled (Java runtime 1.4 or higher):
• Netscape Communicator 6.2
• Netscape Communicator 7.1
• Firefox 2.0
• Firefox 3.0

CNI COLLEGE™

COURSES OF STUDY:
MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST - DIPLOMA PROGRAM

CIP Code 51.0920
SOC Code 29-2034.01
Method of Delivery is Residential
All courses in this Program are taught in English.

Program length in months*15.25
Evening/Weekend Classes 61 weeks*
*Program length may vary depending on schedule.

1720 Clock Hour
60.1 Credit Units

The Magnetic Resonance Imaging (MRI) Technologist Diploma Program is a 1720 clock hour comprehensive course of study, represented by 60.0 credit units. The structure of this course combines introduction to medical/patient care skills, physics, math, medical terminology, human anatomy, cross sectional anatomy, theory, laboratory, computer skills, and a clinical externship consisting of 1000 hours.

 The student is taught Magnetic Resonance Imaging Technology and learns to operate the MRI scanner to produce cross sectional images of the patient for diagnostic purposes. While technologists must be proficient in understanding the MRI system, compassion and strong patient care skills are emphasized as well as being a team member alongside the Radiologist and Physician, dedicated to providing excellence in patient treatment.

This curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitude and skills which will enable them to become safe and competent in MRI Technology and prepare the graduate for an entry-level position as a MRI Technologist.

Employment opportunities for the MRI Technologist as taught at CNI College are found in Medical Clinics and Imaging Centers under the supervision of a Physician and Radiologist not Hospitals.

The candidate for a diploma must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.
- The State of California does not require nor provide a MRI certification exam or licensure at the present time. However, it is customary that employers will expect a potential employee to have at least passed a MRI National Certification Exam. Therefore it is mandatory for all CNI MRI students to take the National ARMRIT Exam before you graduate as a graduation requirement. The MRI Director will conduct a special Orientation where the process and instructions for completing this requirement program will be discussed.

Magnetic Resonance Imaging (MRI) Technologist		CLOCK HOURS			TOTAL clock hours	Total Academic Credits Awarded
Course Number	Course Titles	Lecture	Lab	Extern.		
Module I						
MRIT 101	Anatomy & Physiology I	60	0	0	60	4
MRIT 102	Anatomy & Physiology II	60	0	0	60	4
Module II						
MRIT 201	Medical Terminology	20	0	0	20	1
MRIT 202	Clinical Practice & Patient Management for MRI	20	0	0	20	1
MRIT 203	Medical Law & Ethics	10	0	0	10	0.5
MRIT 204	Pharmacology	5	15	0	20	0.5
MRIT 205	Professional Development	10	0	0	10	0.5
MRIT 206	Pathology	40	0	0	40	2.5
Module III-A						
MRIT 301	Principles and Physics of MRIT I	60	60	0	120	6
Module III-B						
MRIT 302	Principles and Physics of MRIT II	60	60	0	120	6
Module IV-A						
MRIT 401	MRIT Cross Sectional Anatomy I	60	60	0	120	6
Module IV-B						
MRIT 402	MRIT Cross Sectional Anatomy II	60	60	0	120	6
Module V						
MRIT 501	MRIT Clinical Externship	0	0	1000	1000	22
PROGRAM TOTALS		465	255	1000	1720	60.0
					Total Hours	1720

COURSE DESCRIPTIONS

MRIT 101   Anatomy & Physiology
4.0 Credit Units – (60 Lecture Hours, 0 Lab Hours)
This course is a study of the following topics and human systems: definition of anatomy and physiology, biochemistry, the cell, tissues, cellular metabolic, skin, muscle, and bone. The functions and interrelationships of these systems are studied. This course emphasizes the homeostatic nature of these systems with reference to human disease states.

MRIT 102   Anatomy & Physiology
4.0 Credit Units – (60 Lecture Hours, 0 Lab Hours)
A continuing of the systems of the human body that include: nervous system, eye and ear anatomy and function, endocrine system, blood components, circulatory system, lymphatic system, respiratory system, digestive system, urinary system and reproductive system.

MRIT 201 Medical Terminology

1.0 Credit Units – (20 Lecture Hours, 0 Lab Hours)

This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is place on medical word roots, combining forms, prefixes and suffixes and body structure.

MRIT 202 Patient Management for MRI

1.0 Credit Units – (20 Lecture Hours, 0 Lab Hours)

This course is presented as a progression in competency levels through patient performance objectives and competency exams. Students can access the facilities, personnel, examinations and educational materials necessary to competently achieve content objectives. CPR will be taught. Critical thinking and communication skills are applied.

MRIT 203 Medical Law & Ethics

0.5 Credit Units – (10 Lecture Hours, 0 Lab Hours)

This course provides a fundamental background in ethics. The historical and philosophical bases of ethics and elements of ethical behavior are discussed. The student examines a variety of ethical issues and dilemmas found in clinical practice.

MRIT 204 Pharmacology

0.5 Credit Units – (5 Lecture Hours, 15 Lab Hours)

This course provides basic concepts of pharmacology. This section covers the theory and practice of basic techniques of venipuncture and administering diagnostic contrast agents and/or intravenous medications. The appropriate delivery of patient care during these procedures is emphasized.

MRIT 205 Professional Development

0.5 Credit Units – (10 Lecture Hours, 0 Lab Hours)

This course provides an overview of the foundations in radiologic science and the Practitioner's role in the health care delivery system. The principles, practices and policies of the health care organization(s) are examined and discussed in addition Is placed on assessing personal strengths, career expectations, developing job search techniques and proper resume preparations with mock interviewing practicum.

MRIT 206 Pathology

2.5 Credit Units – (40 Lecture Hours, 0 Lab Hours)

This course familiarizes the student with the common pathologies found in magnetic resonance imaging and the appearance of these pathologies in various imaging protocols. The course content is inclusive of all commonly-imaged body systems and areas.

MRIT 301 Principles & Physics of MRIT I

6.0 Credit Units – (60 Lecture Hours, 60 Lab Hours)

This course provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the Level of knowledge desired. Topics include the history of MR, nuclear MR signal production, health and safety regulations, tissue characteristics, pulse sequencing, imaging parameters/options and computer in imaging formation and medical informatics.

MRIT 302 Principles & Physics of MRIT II

6.0 Credit Units – (60 Lecture Hours, 60 Lab Hours)

This course provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. Topics include the history of MR, nuclear MR signal production, health and safety regulations, tissue characteristics, pulse sequencing, imaging parameters/options and computer in imaging formation and medical informatics. The student will demonstrate advance application of knowledge in imaging parameters and formations.

MRIT 401 MRIT Cross Sectional Anatomy l

6.0 Credit Units – (60 Lecture Hours, 60 Lab Hours)

This course is a study of human anatomy as seen in multiple orthogonal planes. Bones, muscle, vascular structures, organs and soft tissue of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen and pelvis.

MRIT 402 MRIT Sectional Anatomy II

6.0 Credit Units – (60 Lecture Hours, 60 Lab Hours)

This course builds on the study of human anatomy as seen in multiple orthogonal planes. Bones, muscle, vascular structures, organs and soft tissue of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen and pelvis.

MRIT 501 MRIT Clinical Externship

22.0 Credit Units – (1000 Externship Hours)

This course will allow the student the opportunity to practice skills necessary to obtain high quality MR images, to objectively alter protocols based on patient pathology or physical condition, and to identify image quality problems and make appropriate corrections. Clinical education is conducted at a clinical facility after or in conjunction with didactic instruction. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student will be allowed to perform the activity under direct supervision. When the instructor is satisfied with the student's proficiency, the student will proceed with performing studies under indirect supervision to gain experience and expertise in MR imaging. This course is presented with a progression in competency levels in the form of clinical performance objectives and competency exams. The student will have access to the facilities, personnel, examinations and educational material to competently achieve the course objectives.

MEDICAL ASSISTING - DIPLOMA PROGRAM

CIP Code 51.0801
SOC Code 31-9092.00
Method of Delivery is Residential
All courses in this Program are taught in English.

Program length in months*10.75
Day - 43 Weeks*
*Program length may vary depending on schedule

Cr/Clock Hrs. Instruct. Time: 724
Outside Class Hours: 180.00
Total Cr/Clock Hours Enrolled: 904.00
24.5 Credit Units

The Medical Assisting Diploma program prepares students for entry-level positions in both administrative and clinical health care environments. It is designed to prepare adult learners to meet the requirements for employment in medical offices, clinics, hospitals, and other health care environments requiring skills in medical office procedures and clinical assisting.

The program is intended for those applicants who desire a career in health services, either at the paraprofessional level or those who intend for the program to be the first step in a medical assisting career education master plan: Biller/Coder; Medical Office Receptionist; Medical Administrative Assistant; Patient Care Assistant; Rehabilitation Aide; or Medical Secretary.

Emphasis is placed on the development of competencies associated with human relations, communications, critical thinking and problem solving. Practical skills as well as the complex interactions of the medical paraprofessional with the patient's family and friends are also emphasized.

Since the format is competency based- the College employs instructional methods that incorporate adult lifelong learning theory and promotes lifelong learning. Learners are exposed to a variety of techniques designed to enhance retention of new learning.

The length of the program is 904.00 clock hours, represented by 24.5 credit units. The clinical aspect of the program includes 164-hour externship.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Must complete all assignments as outlined on the outside class hours assignment syllabus for each course.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

Although not required to work as a Medical Assistant in California, you may seek to become a CMA. To do so, you must follow the guidelines through the National Center for Competency Testing (NCCT) or the American Association of Medical Assistants (AAMA).

MEDICAL ASSISTING		CLOCK HOURS			CR/Clock Hrs. Instruct. Time	Outside Class Hours	Total Credits
COURSE NUMBER	COURSE TITLES	LECTURE	LAB	EXTERN			
MA101	Introduction to Medical Assisting	20	60	0	80	20.0	3.0
MA201	Introduction to Anatomy and Physiology	20	60	0	80	20.0	3.0
MA301	Office Environment Safety, Infection Control and Laboratory	20	60	0	80	20.0	3.0
MA401	Systems Control and Senses	20	60	0	80	20.0	3.0
MA501	Financial Management	20	60	0	80	20.0	3.0
MA601	Clinical Medical Assisting Duties	20	60	0	80	20.0	3.0
MA701	Pharmacology and Office Emergencies	20	60	0	80	20.0	3.0
MA801	Clinical/Externship	0	0	164	164	40.0	3.5
PROGRAM TOTALS		140	420	164	720	180.0	24.5
Total Hours							904.00

COURSE DESCRIPTIONS

MA 101 Introduction to Medical Assisting
3.0 Credit Units – (20 Lecture Hours, 60 Lab Hours, 20.0 Outside Class Hours)
This module will introduce the students to the history and practice of medicine. It will present the basic concepts of medical law and ethics, communications (verbal and nonverbal and written), and telephone techniques. The module also covers the different aspects associated with medical assisting which includes the description of the office facilities, equipment and supplies, patient reception, appointment scheduling, managing medical records and medical office management. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. In addition, the module presents professionalism by describing the concepts of making a commitment to your job.

MA 201 Introduction to Anatomy and Physiology
3.0 Credit Units – (20 Lecture Hours, 60 Lab Hours, 20.0 Outside Class Hours)
This module covers the introduction to anatomy and physiology, including the organizational levels of the body and medical terminology. The course also presents the definition of anatomical position, as well as the terms of body positions, body planes, directional terms, body cavities, quadrants and body regions. The module provides the concepts of the skeletal and muscular systems; their structures, functions and common disorders. It will also present the basic drugs/agents, diagnostic and lab tests associated with the musculoskeletal system. Word building skills will be incorporated within the module. Concepts of professionalism, discussing the personal traits of the health care professional is also presented. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MA 301 Office Environment Safety, Infection Control and Laboratory
3.0 Credit Units – (20 Lecture Hours, 60 Lab Hours, 20.0 Outside Class Hours)

This module covers the concepts relating to the office environment safety and measures that includes discussion of bloodborne pathogens, universal precautions, proper body mechanics and quality assurance. The module further presents concepts of infection control and clinical laboratory. Lymphatic and immune systems are also discussed. Concepts of professionalism relating to working with others will be described. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MA 401 Systems Control and Senses
3.0 Credit Units – (20 Lecture Hours, 60 Lab Hours, 20.0 Outside Class Hours)

This module presents the concepts of the nervous and integumentary systems, as well as the eye and ear. The module covers the systems' structures and functions, common disorders, drugs/agents, diagnostic and lab tests. Word building skills will be incorporated throughout the module. Additional topics for this module are psychology and patient education. Concepts of professionalism, discussing the "professionalism and your personal life" is also presented. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MA 501 Financial Management
3.0 Credit Units – (20 Lecture Hours, 60 Lab Hours, 20.0 Outside Class Hours)

This module covers the concepts of financial management, medical insurance, types and claims. The module further presents the concepts of medical coding, as well as the anatomy and physiology of the digestive and urinary systems. Concepts of professionalism relating to the practicum experience will be described. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MA 601 Clinical Medical Assisting Duties
3.0 Credit Units – (20 Lecture Hours, 60 Lab Hours, 20.0 Outside Class Hours)

This module covers the concepts of clinical medical assisting duties as they relate to vital signs, physical examinations, medical specialties, reproductive and urinary, eye and ear care and lifespan specialties. The module also presents concepts and information related to the study of anatomy and physiology of the cardiovascular and respiratory systems. Concepts of professionalism relating to career planning and employment will also be discussed. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MA 701 Pharmacology and Office Emergencies
3.0 Credit Units – (20 Lecture Hours, 60 Lab Hours, 20.0 Outside Class Hours)
This module covers the concepts of pharmacology and office emergencies. This module also presents the anatomy and physiology of the endocrine and reproductive systems. Review of professionalism, as well as the forms associated with preparation for employment will be discussed. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MA 801 Clinical Externship
3.5 Credit Units – (160 Externship Hours, 40 Outside Class Hours)
Satisfactory completion of all subject areas in compliance with established Career Networks Institute standards. On-site evaluation of skills will be performed by the physician and/or office manager in the medical facility**.**

SURGICAL TECHNOLOGY DIPLOMA PROGRAM

CIP Code 51.0909
SOC Code 29-2055.00
Method of Delivery is Residential
All courses in this Program are taught in English

Day-
Program length in months*: 14
56 weeks*

Evening-
Program length in months*: 16
64 weeks*
*Program length may vary depending on schedule

1100 Clock Hours
39.5 Credit Units

The Surgical Technology Diploma Program is delivered in residence and is an 1100 hour comprehensive course of study that combines theory and clinical practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes and skills, which will enable them to become safe and competent practitioners of Surgical Technology. To become certified, graduates of the program must successfully complete the Examination conducted by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

The program prepares students for entry-level positions in a number of health care facilities including hospitals, medical centers, and public and private surgical centers. The program includes a mandatory 500 hour Surgical Technology Externship that must be completed prior to graduation. Student is expected to attend externship up to 32 hours per week depending on facility. All students must return to campus weekly for NBSTSA National Exam Review for the duration of their externship time.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

As of August 1st, 2011, both ABHES and CAAHEP accrediting bodies require that 100% of all Surgical Technology students sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) National Certified Surgical Technologist Examination, which is administered and proctored at CNI College before the completion of the students hours to graduate. The examination fee is included in the tuition package. The students are required to attend an orientation prior to graduation to learn more.

Programmatically accredited by the Accrediting Bureau of Health Education Schools, accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology.

SURGICAL TECHNOLOGY		CLOCK HOURS			TOTAL CLOCK HOURS	TOTAL ACADEMIC CREDITS AWARDED
COURSE NUMBER	COURSE TITLES	LECTURE	LAB	EXTERN.		
Module I						
ST 101	Anatomy & Physiology I	50	10	0	60	3.5
ST 102	Anatomy & Physiology II	50	10	0	60	3.5
Module II						
ST 201	A & P and Basic Science	15	5	0	20	1
ST 202	Medical Terminology	20	0	0	20	1
ST 203	Medical Law & Ethics	10	0	0	10	0.5
ST 204	Patient Psychology	10	0	0	10	0.5
ST 205	Disease Process & Pathophysiology	15	5	0	20	1
ST 206	Microbiology	15	5	0	20	1
ST 207	Pharmacology and Anesthesia	15	5	0	20	1
Module III						
ST 301	Introduction to ST & Asepsis	10	10	0	20	1
ST 302	Sterilization	10	10	0	20	1
ST 303	Surgical Instrumentation	10	10	0	20	1
ST 304	Biomedical Science	15	5	0	20	1
ST 305	Sutures, Staples, and Wound Healing	15	5	0	20	1
ST 306	Drains, Tubes, Catheters, Sponges, and Dressings	10	10	0	20	1
Module IV						
ST 401	General & Pediatric Surgery	15	5	0	20	1
ST 402	OB/GYN & Urology Surgery	15	5	0	20	1
ST 403	Orthopedic Surgery	15	5	0	20	1
ST 404	Neurologic Surgery	15	5	0	20	1
ST 405	Plastic & Head & Neck Surgery	15	5	0	20	1
ST 406	Vascular & Cardiothoracic Surgery	15	5	0	20	1
Module V						
ST 501	Mock Surgery I	5	25	0	30	1
ST 502	Mock Surgery II	5	25	0	30	1
ST 503	Mock Surgery III	5	25	0	30	1
ST 504	Mock Clearance	1	19	0	20	0.5
ST 505	CPR	1	4	0	5	0
ST 506	Career Development	1	4	0	5	0
Module VI						
ST 601	Surgical Technology Externship	0	0	500	500	11
PROGRAM TOTALS		378	222	500	1100	39.5
					Total Hours	1100

ST 101 Anatomy and Physiology I

3.5 Credit Units – (50 Lecture Hours, 10 Lab Hours)

This course is a study of the following topics and human systems: definition of anatomy and physiology, biochemistry, the cell, tissues, cellular metabolism, skin, muscle, and bone. The functions and interrelationships of these systems are studied. The course emphasizes the homeostatic nature of these systems with reference to human disease states. Students will go through a review process of course content in preparation for the CST exam.

ST 102 Anatomy and Physiology II

3.5 Credit Units – (50 Lecture Hours, 10 Lab Hours)

A continuing of the systems of the human body that include: nervous system, sensory systems, eye and ear anatomy and function, blood components, circulatory system, cardiac, vascular, lymphatic system, digestive system and the endocrine system. This course emphasizes the homeostatic nature of these systems with reference to human disease states. Students will go through a review process of course content in preparation for the CST exam.

ST 201 Anatomy and Physiology and Basic Science

1.0 Credit Units – (15 Lecture Hours, 5 Lab Hours)

A continuing of the systems of the human body that include: respiratory system, urinary system and reproductive system. This course emphasizes the homeostatic nature of these systems with reference to human disease states. Students will go through a review process of course content in preparation for the CST exam.

ST 202 Medical Terminology

1.0 Credit Units – (20 Lecture Hours, 0 Lab Hours)

This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes and body structure. Students will go through a review process of course content in preparation for the CST exam.

ST 203 Medical Law and Ethics

0.5 Credit Units – (10 Lecture Hours, 0 Lab Hours)

This course presents an overview of the legalities, documentation, risk management and ethical behavior associated in the surgical environment. The AMA codes of ethics and OSHA regulations as they apply to the surgical unit are covered. Discussion and understanding of the American Hospital Association's, Patient's Bill of Rights is also covered. Students will go through a review process of course content in preparation for the CST exam.

ST 204 Patient Psychology

0.5 Credit Units – (10 Lecture Hours, 0 Lab Hours)

An introduction to the principles and concepts which are basic to understanding human behavior. A general overview of the research methods and major research findings of psychology are presented, as well as a survey of current theories used to interpret these findings. Topics covered include methodology, physiology, learning, perception, and cognitive processes, development, motivation and emotion, personality, abnormal behavior, therapy and social psychology and death and dying. Students will go through a review process of course content in preparation for the CST exam.

ST 205 Disease Processes/Pathophysiology
1.0 Credit Units – (15 Lecture Hours, 5 Lab Hours)
This course is an introduction to the causes of disease and pathological conditions of the body and the body's response mechanisms, both adequate and inadequate. Common diagnostic and treatment modalities also will be discussed. Students will go through a review process of course content in preparation for the CST exam.

ST 206 Microbiology
1.0 Credit Units – (15 Lecture Hours, 5 Lab Hours)
This course is a study of basic microbiology, infection control, and disease processes of the body. The principles of medical and surgical asepsis will be demonstrated. Sanitizing, disinfection, and different modes sterilization is discussed. Blood borne pathogens will be included. Students will go through a review process of course content in preparation for the CST exam.

ST 207 Pharmacology and Anesthesia
1.0 Credit Units – (15 Lecture Hours, 5 Lab Hours)
This course is the study of drugs with emphasis on concepts related to steps in the drug cycles and side effects. Students will learn major classifications of drugs and usual drug choices for selected diseases and pathological conditions. They will learn appropriate terms, abbreviations, equivalents and math concepts in calculations of dosages. Different modes of anesthesia will be discussed. Students will go through a review process of course content in preparation for the CST exam.

ST 301 Introduction to Surgical Technology and Asepsis
1.0 Credit Units – (10 Lecture Hours, 10 Lab Hours)
This course is designed to orient the student to surgical technology and provide a comprehensive knowledge of patient care concepts, as well as personal and professional relationships in surgical technology. It will go over preoperative routines, PACU, and perioperative case management. The scope of practice for a surgical technologist is discussed. The principles of medical and surgical asepsis will be demonstrated along with proper opening of surgical packs, growing, sterile gloving, and setting up a sterile field. It will also go over the assistant circulator role. Students will go through a review process of course content in preparation for the CST exam.

ST 302 Sterilization
1.0 Credit Units – (10 Lecture Hours, 10 Lab Hours)
This course is a study of basic microbiology, infection control, and disease processes of the body. Sanitizing, disinfection, and different modes sterilization is discussed. Blood born pathogens will be reviewed. Students will go through a review process of course content in preparation for the CST exam.

ST 303 Surgical Instrumentation
1.0 Credit Units – (10 Lecture Hours, 10 Lab Hours)
This course is designed to evaluate the students in his/her knowledge and skills in various surgical instrumentation, classifications, common names and usage. Students will go through a review process of course content in preparation for the CST exam.

ST 304 Biomedical Science
1.0 Credit Units – (15 Lecture Hours, 5 Lab Hours)

This course introduces the student to computer hardware and software programs. Emphasis is placed on the development of word processing skills, which include techniques for creating, editing, saving and printing documents. Also includes the safety factors regarding bio-physical practices in the OR. Electricity, mechanical robotics, sterilization, chemical, heat, gases, and sounds and vibrations are some of the concerns discussed for patient safety. Students will go through a review process of course content in preparation for the CST exam.

ST 305 Sutures, Staples, and Wound Healing
1.0 Credit Units – (15 Lecture Hours, 5 Lab Hours)
This course introduces the student to types of wounds, healing process, classification, wound management, common suture types, suture classification, usage, tissue replacement material and various types of stapling devices. Students will go through a review process of course content in preparation for the CST exam.

ST 306 Drains, Tubes, Catheters, Sponges, and Dressings
1.0 Credit Units – (10 Lecture Hours, 10 Lab Hours)
This course introduces the student to various types of drainage systems, usage classification, surgical counts, types of dressings and sponge usage in various procedures. Transferring of patients and emergency procedures with review of vital signs and anesthesia concepts. Students will go through a review process of course content in preparation for the CST exam.

ST 401 General and Pediatric Surgery
1.0 Credit Units – (15 Lecture Hours, 5 Lab Hours)
This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, specimens, general and pediatric surgery for the surgical technologist. Diagnostic and surgical interventions are taught. Students will go through a review process of course content in preparation for the CST exam.

ST 402 OB/GYN and Urology Surgery
1.0 Credit Units – (15 Lecture Hours, 5 Lab Hours)
This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic OB/GYN, and Urologic surgical procedures for the surgical technologist. Diagnosis and surgical interventions, along with specimens are taught. Students will go through a review process of course content in preparation for the CST exam.

ST 403 Orthopedic Surgery
1.0 Credit Units – (15 Lecture Hours, 5 Lab Hours)
This course is designed to provide comprehensive knowledge and skills for specific orthopedic and oral/maxillofacial surgical procedures for the surgical technologist. Diagnosis, surgical interventions and specimens are taught. Students will go through a review process of course content in preparation for the CST exam.

ST 404 Neurologic Surgery
1.0 Credit Units – (15 Lecture Hours, 5 Lab Hours)
This course is designed to provide comprehensive knowledge and skills for specific neurological, and ophthalmic surgical procedures for the surgical technologist. Diagnosis, surgical interventions and specimens are taught. Students will go through a review process of course content in preparation for the CST exam.

ST 405 Plastic and Head & Neck Surgery

1.0 Credit Units – (15 Lecture Hours, 5 Lab Hours)

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, plastic and reconstructive, and Otorhinolaryngologic surgical procedures for the surgical technologist. Diagnosis, surgical interventions, and specimens are taught. Students will go through a review process of course content in preparation for the CST exam.

ST 406 Vascular and Cardiothoracic Surgery

1.0 Credit Units – (15 Lecture Hours, 5 Lab Hours)

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, peripheral vascular and cardiothoracic surgical procedures for the surgical technologist. Diagnosis, surgical interventions, and specimens are taught. Students will go through a review process of course content in preparation for the CST exam.

ST 501 Mock Surgery I

1.0 Credit Units – (5 Lecture Hours, 25 Lab Hours)

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic techniques in set-ups and steps of the procedure. Students will go through a review process of course content in preparation for the CST exam.

ST 502 Mock Surgery II

1.0 Credit Units – (5 Lecture Hours, 25 Lab Hours)

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic technique in set-up and steps of procedure. Students will go through a review process of course content in preparation for the CST exam.

ST 503 Mock Surgery III

1.0 Credit Units – (5 Lecture Hours, 25 Lab Hours)

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic technique in set-ups and steps of the procedures. Students will go through a review process of course content in preparation for the CST exam.

ST 504 Mock Clearance

0.5 Credit Units – (1 Lecture Hours, 19 Lab Hours)

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery,

and peripheral vascular surgery procedures for the Surgical Technologist. The students will be tested on various types of procedures where the students will implement aseptic technique in set-up and steps of the procedures prior to being assigned to a clinical externship rotation. Students will go through a review process of course content in preparation for the CST exam.

ST 505 CPR

0.0 Credit Units – (1 Lecture Hours, 4 Lab Hours)

Standard CPR, AED and First Aid material is presented and students practice techniques leading to a required certification for program completion.

ST 506 Career Development

0.0 Credit Units – (1 Lecture Hours, 4 Lab Hours

Career Development emphasis is placed on assessing personal strengths, career expectations, developing job search techniques resume' preparation and interviewing strategies.

ST 601 Surgical Technology Externship

11.1 Credit Units – (500 Externship Hours)

This course is conducted in an appropriate hospital/surgical facility and provides students a clinical experience with a variety of perioperative assignments. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic care presentation for selected surgical procedures. Students will observe and take part in surgical procedures and learn to work as a member of the surgical team meeting all of the required caseloads and 500 externship hours. Students will attend a review class once a week (time, date, and location to be announced) to go through an extensive CST review in preparation for the National CST. All students must score 90% or above on each of the two (2) practice CST exams in order to remain eligible to sit for the CST WBT version NBSTSA exam which is conducted at CNI College. It is a graduation requirement that all students must take the CST NBSTSA exam before they are eligible to successfully graduate from the Surgical Technology Program at CNI College to be in compliance with the accreditation standard.

ASSOCIATE OF SCIENCE DEGREE IN NURSING PROGRAM

CIP Code 51.3801
SOC Code 29-1141.00
Method of delivery is blended (residential and distance learning)
All courses in this program are taught in English
<u>Full-time:</u>

Program length in months*20
80 weeks*
*Program length may vary depending on schedule

1790 Clock Hour Credits

The Associate of Science Degree in Nursing Program is delivered in residence and on-line distance learning and is designed to prepare safe and competent registered nurses (RNs) who are able to provide quality and culturally appropriate nursing care to the patients, families, and community they serve within the context of an increasing complex healthcare environment. CNI College strives to prepare future nurses to respond to the growing complexities of the healthcare delivery system and who are dedicated to the promotion of human flourishing through the provision of ethical, culturally sensitive, and evidence-based nursing practice. A societal vision of *health and well-being for all people* guides the CNI emphasis on preparing morally reflective graduates who are leaders and life-long learners.

The program has classroom instruction and required clinical experiences to prepare the student to take the National Council Licensure Examination (NCLEX-RN) for licensure as a registered nurse. Those that pass qualify for entry-level employment as Registered Nurses.

The candidate for an Associate Degree Nursing must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 75% (on a scale of 1-100 percent) and a cumulative GPA of 2.5. Students must also satisfactorily complete other mandatory graded assignments, receive a satisfactory clinical evaluation, and achieve a Level 2 on the ATI RN Proctored Assessment in each nursing course. Students will be allowed to take up to two remediation examinations to achieve the Level 2 on the ATI RN Proctored Assessment.

- Pass the ATI RN comprehensive predictor examination with a 90% predicted probability of passing the NCLEX-RN on the first attempt (in accordance with the scoring rubric of the examination). If the predicted probability of passing the licensure examination is not calculated, the required minimum score for passing is at or above the National Mean for that version of the examination. Students will be allowed to take up to two remediation examinations to achieve the required minimum passing score on the ATI RN comprehensive predictor examination.

- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

See the student Handbook for all graduation requirements.

Passage of the NCLEX-RN exam is required for licensure and employment as a Registered Nurse.

Approved by the California Board of Registered Nursing (BRN).

ASSOCIATE DEGREE NURSING			CLOCK HOURS			TOTAL CLOCK HOURS	TOTAL QUARTER CREDITS AWARDED
COURSE NUMBER	COURSE TITLES		LECTURE	LAB	CLINICAL		
Quarter 1							
Bio 110	Human Anatomy		40	40	0	80	6
Bio 115	Microbiology		40	40	0	80	6
Nss 110	Computer Application		40	0	0	40	4
		TOTALS	120	80	0	200	16
Quarter 2							
Bio 120	Human Physiology		40	40	0	80	6
Mth 120	College Algebra *		50	0	0	50	5
Nss 120	Nursing Success Strategies		50	0	0	50	5
		TOTALS	140	40	0	180	16
Quarter 3							
Eng 130	Oral Communication *		40	0	0	40	4
Nsg 230	Foundational Concepts of Nursing		60	60	0	120	8
Psy 130	Introduction to Psychology *		40	0	0	40	4
		TOTALS	140	60	0	200	16
Quarter 4							
Eng 140	Written Communication *		40	0	0	40	4
Eng 145	Interpersonal Communication *		20	0	0	20	2
Nsg 240	Pharmacology		30	30	0	60	4
Psy 140	Developmental Psychology *		40	0	0	40	4
		TOTALS	130	30	0	160	14
Quarter 5							
Nsg 250	Basic Concepts of Health Alteration		40	0	120	160	8
Nsg 255	Concepts of Aging		20	0	60	80	4
Soc 150	Introduction to Sociology *		40	0	0	40	4
		TOTALS	100	0	180	280	16
Quarter 6							
Nsg 260	Intermediate Health Care Concepts		40	0	120	160	8
Nsg 265	Holistic Health Concepts		30	0	90	120	6
		TOTALS	70	0	210	280	14
Quarter 7							
Nsg 270	Complex Health Concepts		40	0	120	160	8
Nsg 275	Family Health Concepts		40	0	120	160	8
		TOTALS	80	0	240	320	16
Quarter 8							
Nsg 280	Leadership & Management Concepts		20	0	150	170	7
		TOTALS	20	0	150	170	7
	PROGRAM TOTALS		800	210	780	1790	115

* Indicates Distance Learning Education Courses

COURSE DESCRIPTIONS

Bio 110 Human Anatomy
6.0 Quarter Credits
The course provides an introduction to the structure of the human body with emphasis on the organ and systems levels. The study of anatomy is presented with lecture and supportive clinical applications conducted in anatomy lab. This course consists of a total of 80 hours, 40 hours of theory and 40 hours of science lab.

Bio 115 Microbiology
6.0 Quarter Credits
This course is an overview of microbiology. The foundations of microbiology are presented beginning with the relationship of microbes and daily life, through the pathologic disease processes. Environmental and industrial applications for microbiology are explored as new areas of development. The laboratory component of the course emphasizes the concepts presented during class lecture. This course consists of a total of 80 hours, 40 hours of theory and 40 hours of science lab.

Bio 120 Human Physiology
6.0 Quarter Credits
This course provides an introduction to human physiology .The foundations of physiology are explored utilizing the basic principles of physics, chemistry, cell biology and biochemistry. The laboratory component of the course emphasizes the concepts presented during class lecture. This course consists of a total of 80 hours, 40 hours of theory and 40 hours of science lab.

Eng 130 Oral Communication *
4.0 Quarter Credits
Oral Communication is a survey course designed to introduce the student to the basic concepts and theories in the field of communication. The course combines theoretical approaches with applied activities to provide the student with communication skills that are required in the job market. Active participation in class discussions, group and individual activities, and oral presentations are required for successful completion of this course. This course consists of a total of 40 theory hours delivered on-line in distance education.

Eng 140 Written Communication *
4.0 Quarter Credits
This course is designed to improve writing skills by teaching students to compose and revise essays using proper spelling, grammar, and mechanics. Familiarity with APA formatting, research methods and library skills are improved as students develop a comprehensive and well written research paper. At course completion, students will find their writing skills have improved and they are better equipped to write professionally. This course consists of a total of 40 theory hours delivered on-line in distance education.

Eng 145 Interpersonal Communication *
2.0 Quarter Credits
This course is the third required communication course and builds on the knowledge, skills, and attitudes acquired in Oral Communications (Eng 130). The focus will be on the interactive verbal/nonverbal process between individuals to assist in coping with change, developing more satisfying interpersonal relationships, and integrating new knowledge and communication skills. The course will prepare students for effective communication by providing the skills and strategies needed for the individuals to engage and better motivate others. This course consists of a total of 20 theory hours delivered on-line in distance education.

Mth 120 College Algebra*
5.0 Quarter Credits
This course will help students improve their math and algebra skills. Topics include linear and quadratic functions and their graphs, polynomial and rational functions and their graphs, exponential and logarithmic functions and their graphs, conic sections, sequence and series, solving system equations, matrices and determinants, counting and probability. This course consists of a total of 50 theory hours delivered on-line in distance education.

Nsg 230 Foundational Concepts of Nursing
8.0 Quarter Credits
This course provides the beginning student with the foundational and fundamental concepts upon which to build sound nursing practice. Topics include the nursing process, clinical decision making, law and ethics applicable to nursing, an overview of the healthcare system, health promotion and illness prevention, client safety, and an introduction to care of clients with system alterations. Upon completion of this course, students will be able to provide safe nursing care incorporating concepts of the individual, healthcare and nursing domains identified within this course. This course consists of a total of 120 hours, 60 hours of theory and 60 hours of clinical practice in the Simulation and Skills Lab.

Nsg 240 Pharmacology
4.0 Quarter Credits
The course focuses on drug classifications, actions and interactions as related to the delivery of nursing care for the biophysical and psychological concepts in the individual domain. The course also covers medication calculations and techniques for safe administration of medications and related patient care. Upon completion of this course, students will be able to safely administer medications incorporating concepts of the individual, healthcare and nursing domains identified within this course. This course consists of a total of 60 hours, 30 hours of theory and 30 hours of clinical practice in the Simulation and Skills Lab.

Nsg 250 Basic Concepts of Health Alterations
8.0 Quarter Credits
This course builds upon the student's knowledge gained in Nursing 230 and 240, challenging the student to apply what they have learned in the delivery of safe client care. Students will begin to develop care management skills, communicate effectively with clients, promote health, and provide caring interventions. Didactic topics will focus on the care needs of clients with alterations in acid-base balance, metabolism, oxygenation, infection, perfusion, comfort, elimination, fluid and electrolyte balance, mobility, cognition, and sensory perception. Upon completion of the course, students will be able to provide safe nursing care incorporating concepts of the individual, healthcare and nursing domains identified within this course. This course consists of a total of 160 hours, 40 hours of theory and 120 hours of clinical practice in long term and sub-acute nursing facilities with the elder client experiencing chronic illness.

Nsg 255 Concepts of Aging
4.0 Quarter Credits
This course provides an overview of specialized needs and health concerns related to aging. The older client will dominate nursing care as the population median age becomes older. This course makes use of unfolding case studies to introduce the student to older clients and to recognize health alterations in the older adult which vary from the young and middle aged adult client. Upon completion, students will be able to provide safe nursing care of the older client incorporating concepts of the individual, healthcare and nursing domains identified within this course. This course consists of a total of 80 hours, 20 hours of theory and 60 hours of clinical practice in a variety of community-based settings that support the health and wellness of the geriatric population.

Nsg 260 Intermediate Health Care Concepts
8.0 Quarter Credits
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed in the classroom on intermediate concepts related to the surgical client including tissue integrity, comfort, mobility, cellular regulation, inflammation, and prevention of complications such as infection, oxygenation, or perfusion related problems. In the clinical component of this course, emphasis is placed on health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students will be able to provide safe nursing care of the surgical client incorporating concepts of the individual, healthcare and nursing domains identified within this course. This course consists of a total of 160 hours, 40 hours of theory and 120 hours of clinical practice in acute care and ambulatory care settings that address health alterations in adult clients across the lifespan.

Nsg 265 Holistic Health Concepts (Psychiatric/Mental Health Nursing)
6.0 Quarter Credits
This course is designed to further develop the concepts within the three domains of individual, healthcare, and nursing. Emphasis is placed on the concepts of self, stress and coping, mood and affect, addiction behaviors, cognition, grief and loss and violence. Within these concepts, students will promote health and wellness, use professional behaviors, and provide caring interventions safely across the lifespan. Upon completion, students will be able to provide safe holistic nursing care incorporating concepts of the individual, healthcare and nursing domains identified within this course. The course consists of a total of 120 hours, 30 hours of theory and 90 hours of clinical practice in psychiatric and mental health acute care, primary care and community-based settings that support the health and wellness of clients with alterations in mental health.

Nsg 270 Complex Health Concepts
8.0 Quarter Credits
This course is designed to assimilate the concepts within the three domains (individual, healthcare, and nursing) and recognize the unique needs of the client with multiple system or critical health alterations. Emphasis is placed on the concepts of perfusion, mobility, oxygenation, violence, tissue integrity, and intracranial regulation while integrating the need for caring interventions, managing care, healthcare systems, and informatics. Upon completion, students will be able to demonstrate the knowledge, skill, and attitudes necessary to provide quality, client-centered, value-driven nursing care as a graduate nurse. This course consists of a total of 160 hours, 40 hours of theory and 120 hours of clinical practice in critical care and step down units, rehabilitative care and community-based health facilities that address complex health alterations in adult clients across the lifespan.

Nsg 275 Family Health Concepts (Obstetrics, Pediatrics, Family Health)
8.0 Quarter Credits
This course develops the concepts related to care of the family including reproductive health, obstetrics, and pediatrics within the three conceptual domains of individual, healthcare and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, addiction behaviors, infection, development, health-wellness-illness, communication, caring interventions, safety, and advocacy applied to care of the family both individually and as a group. Upon completion, students will be able to provide safe nursing care incorporating the concepts identified in this course. This course consists of a total of 160 hours, 40 hours of theory and 120 hours of clinical practice that focuses on the care of the woman, mother, child, family and fetus/infant in a variety of hospital, primary care and community-based settings.

Nsg 280   Leadership and Management Concepts/Preceptorship
7.0 Quarter Credits

This capstone course is designed to synthesize the concepts within the three domains of individual, healthcare, and nursing. Emphasis is placed on the concepts of collaboration, managing care, safety, advocacy, legal issues, health policy, healthcare systems, ethics, accountability, quality improvement, and evidence-based practice in the provision of client-centered care. Upon completion, students will be able to provide safe, client centered, value-driven nursing care incorporating the concepts identified in this course. This course consists of a total of 170 hours, 20 hours of theory and 150 hours of clinical preceptorship that focus on mastering the care of a team of clients, providing direct client care proficiently, and learning the variety of leadership roles and responsibilities of the staff and charge RN.

Nss 110   Computer Application
4.0 Quarter Credits

This course is designed to introduce the student to the on-line learning environment and the use of technology (e.g. laptop computer, Microsoft programs, computer based learning resources (The Neighborhood, Myitlab, ATI, internet search, LIRN, academic honesty/plagiarism).Upon completion, students will be able to demonstrate proficient computer application skills permitting academic success (on-line and in the classroom) through the use of electronic learning resources. This course consists of a total of 40 theory hours.

Nss 120   Nursing Success Strategies
5.0 Quarter Credits

This course introduces the student to study skills and innovative success strategies for an Associate Degree Nursing program. Students will also be introduced to the educational framework by which all nursing courses will be delivered (Concepts-Based Approach to Learning) as well as the vertical and horizontal threads that are woven throughout the curriculum. This course will prepare the pre-licensure nursing student for the challenge to acquire the knowledge, skills and attitudes needed to improve the quality and safety of healthcare systems using the six KSAs (client centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics). This course consists of a total of 50 theory hours.

Psy 130 Introduction to Psychology *
4.0 Quarter Credits

This course provides the student with a general overview of the field of psychology including the scientific approach to studying basic principles of human behavior. Emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence, and personality. Upon completion of this course students will have a better understanding of the complexities of human behavior. This course consists of a total of 40 theory hours delivered on-line in distance education.

Psy 140 Developmental Psychology *
4.0 Quarter Credits

This course explores the psychological development of individuals across the entire lifespan from prenatal development through the end of life. Emphasis is placed on the physical, cognitive, emotional and social developments that occur in each phase of the lifespan. The course introduces both classic and current modalities of research and explores the concepts of death, dying, and bereavement. At the completion of this course students should have an understanding of the developmental needs of individuals of all ages and developmental levels. This course consists of a total of 40 theory hours delivered on-line in distance education.

Soc 150 Introduction to Sociology *
4.0 Quarter Credits

This course introduces contemporary sociology as a science and explores the relationships between individuals and recognized institutions. Research methodology and scientific problem solving is explored. Globalization and multiculturalism are introduced as newer perspectives in sociology. At the completion of the course students will have a better understanding of the factors influencing modern society. This course consists of a total of 40 theory hours delivered on-line in distance education.

RN to BSN Degree Completion Program (Bachelor of Science Degree in Nursing)

CIP Code 51.1601
SOC Code 29-1141.00
Method of Delivery is Blended (Residential and Distance)
All courses in this Program are taught in English

Program length in months 12
Full-Time 52 weeks*

790 Clock Hours
73.1 Credit Units

The CNI College RN to BSN Degree Completion Program (Bachelor of Science Degree in Nursing) courses are delivered on-line and are designed to provide students with the knowledge and professional nursing skills necessary to assist patients and clients toward an optimal level of health. CNI College strives to prepare future BSN Nurses to respond to the growing complexities of the health care delivery system and who are dedicated to the promotion of human flourishing through the provision of ethical, culturally sensitive, and evidence-based nursing practice. A societal vision of health and well-being for all people guides the CNI emphasis on preparing morally reflection graduates who are leaders and life-long learners. The RN to BSN Degree Completion Program curriculum integrates critical thinking, decision-making, leadership and management techniques with moral, ethical and legal principles associated with providing outstanding patient care.

This program is being implemented to provide an online Registered Nurse (RN) to BSN Degree Completion Program at CNI College based on the community need for a more highly educated nursing workforce. The courses that will be offered in this new program include Nursing Courses. All courses except for a community health practicum (90 hours) will be delivered online (asynchronous) using the Pearson an online learning management system which is available through Pearson Learning Solutions. Digital textbooks will be available in conjunction with each online course.

Upon completion of the RN to BSN Degree Completion Program (Bachelor of Science Degree in Nursing), students will be prepared to:

1. Support professional generalist nursing practice with concepts and theories from the biological, physical, and social sciences.
2. Plan preventive and population focused interventions with attention to healthcare policy, regulatory environments desired outcomes, cost effectiveness, and equitable access to care.
3. Provide patient-centered care for patients and families in a variety of healthcare and community settings using reliable evidence in nursing practice.
4. Apply nursing process and critical thinking when providing holistic, patient-centered care to diverse populations.
5. Design health care education for individuals, families, and communities.
6. Demonstrate professional core values and behaviors that reflect baccalaureate nursing practice.
7. Develop effective communication style(s) in interacting with patients, families, and the interprofessional health care team.
8. Utilize organizational leadership skills to collaborate and coordinate with healthcare teams to improve patient health outcomes and ensure safe and quality care.
9. Use patient care technology and information systems effectively when providing nursing care in a variety of settings.

The candidate for the RN to BSN Degree Completion Program (Bachelor of Science Degree in Nursing):

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 75% (on a scale of 1-100 percent).
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.
- *Any student that applies for the program would need to meet the below noted GE requirements.

The program was designed based on the American Association of Colleges of Nursing (AACN) Essentials of Baccalaureate Education for Professional Nursing Practice (October 20, 2008). CNI College requires specific coursework to be completed prior to admission into the RN to BSN degree program. RNs will receive up to 107 quarter credits for an A.D.N. degree and associated coursework. Students who have a RN license but no degree will have specific additional education requirements to complete before admissions to this program, in addition to having a clear RN license (General Education Requirements indicated below must be completed to be admitted to this program). This program is offered in a 7.5 week quarter format (1-2 courses each quarter) and can be completed in seven (7) quarters.

- English/Communication

  - Written ....4 Quarter Credit Hours
  - Oral ....4 Quarter Credit Hours
  - Therapeutic Communication..2 Quarter Credit Hours

- Science with Lab

  - Human Anatomy ....6 Quarter Credit Hours
  - Physiology/Human Biology ....6 Quarter Credit Hours
  - Microbiology ....6 Quarter Credit Hours

- College Algebra ....5 Quarter Credit Hours
- Social Sciences

  - Psychology ....4 Quarter Credit Hours
  - Sociology ....4 Quarter Credit Hours
  - Life Span/Development ....4 Quarter Credit Hours

- A.D.N. Nursing courses (32/30) ....62 Quarter Credit Hours
- **TOTAL...107 Quarter Credit Hours**

*Any student that applies for the program would need to meet the above noted GE requirements

CNI RN to BSN Degree Requirements – Quarter Units

- Units from A.D.N. RN Degree .... 107 Quarter Credit Hours
- General Education (course descriptions follow) ....9 Quarter Credit Hours
- Nursing Major Units (course descriptions follow) ....64 Quarter Credit Hours
- **Total units needed for B.S.N. Degree.....................................180 Quarter Credit Hours**

*The course numbering system of the 300 and 400 courses for the RN to BSN Degree Completion Program (Bachelor of Science Degree in Nursing) indicate they are upper division courses.

RN to BSN Degree Completion Program (Bachelor of Science Degree in Nursing)			CLOCK HOURS			TOTAL CLOCK HOURS	TOTAL QUARTER CREDITS AWARDED
COURSE NUMBER	COURSE TITLES		LECTURE	LAB	PRACTICUM		
QUARTER 1							
Nsg 305	Professional Issues in Nursing		60			60	6
Eng 301	Professional Writing (GE)		50			50	5
		TOTALS	110			110	11
QUARTER 2							
Nsg 306	Ethics in Today's Health Care		50			50	5
Nsg 307	Nursing Informatics		50			50	5
			100			100	10
QUARTER 3							
Mth 300	Statistics (GE)		40			40	4
		TOTALS	40			40	4
QUARTER 4							
Nsg 308	Cultural Issues in Nursing		60			60	6
Nsg 309	Pathophysiology		60			60	6
		TOTALS	120			120	12
QUARTER 5							
Nsg 400	Health Assessment for the RN		60			60	6
Nsg 401	Health Promotion in Nursing		50			50	5
		TOTALS	110			110	11
QUARTER 6							
Nsg 402	Research and Evidence-Based Practice in Nursing		60			60	6
Nsg 403	Leadership and Management for Nursing		60			60	6
		TOTALS	120			120	12
QUARTER 7							
Nsg 404	Population-Based Nursing		40		90	130	7
Nsg 405	Capstone Course		60			60	6
		TOTALS	100		90	190	13
		PROGRAM TOTALS	700		90	790	73

(Each Quarter is 7.5 weeks for a total of 52 weeks)

Clinical site rotations for the practicum experience will be located within a reasonable distance from the college's campus.

Mth 300 Statistics
4.0 Quarter Credit Hours
This course is designed to offer students the skills necessary to interpret and critically evaluate statistics commonly used to describe, predict, and evaluate data in an information driven environment. The focus is on the conceptual understanding of how statistics can be used and how to evaluate statistical data. (College Algebra or its equivalence is a prerequisite for this course.)

Eng 301 Professional Writing
5.0 Quarter Credit Hours
This course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

Nsg 305 Professional Issues in Nursing
6.0 Quarter Credit Hours
This course provides a transition for professional nurses as they begin their studies to achieve a baccalaureate of science in nursing degree. The course addresses qualities that professional nurses need to be leaders in the complex and ever-changing global health care environment. Topics include role transition, nursing history, ethical and legal issues, nursing theory, professional roles of the nurse, cultural considerations, violence in society, and advanced practice roles.

Nsg 306 Ethics in Today's Health Care
5.0 Quarter Credit Hours
As a health care professional it is important to understand the legal and ethical issues that can impact the role one has in the health care setting. This course provides an introduction to the laws that regulate the health care industry such as HIPAA, the Patient's Bill of Rights, and standard of care. In addition to the legal aspects, this course presents information on ethical and moral issues that health care professionals may encounter and encourages you to consider the impact that personal ethics and morals have on decision making.

Nsg 307 Nursing Informatics
5.0 Quarter Credit Hours
This course is the foundation for the improvement of nursing practice and patient outcomes through the application of knowledge and understanding of the history, terminology, and impact of informatics to the promotion of nursing professionalism in patient care and safety.

Nsg 308 Cultural Issues in Nursing
6.0 Quarter Credit Hours
This course focuses on culture and its impact on health care delivery at the individual, community, and system levels. This course is designed to raise awareness, to inspire action, and to open discussion of cultural issues affecting professional nursing practice.

Nsg 309 Pathophysiology
6.0 Quarter Credit Hours
This course provides a study of variations in physiologic functioning and alterations in physiologic response of body systems. The course addresses physiologic changes that will help identify alterations in body systems and their relationship to the patient's state of health. Topics include altered cell functioning, genomics, genetic disorders, risk factors, health promotion, and disease prevention.

Nsg 400 Health Assessment for the RN
6.0 Quarter Credit Hours
This course provides the RN-BSN student with the opportunity to build on knowledge and skills of performing and documenting a comprehensive health assessment of diverse individuals across the life span. Critical analysis and synthesis of assessment findings will be emphasized to aid in clinical judgment and decision making for patient care.

Nsg 401 Health Promotion in Nursing
5.0 Quarter Credit Hours
The course explores the concepts of health promotion and the application of health promotion concepts to nursing practice to enable the client to control and improve health outcomes. While focusing on methodology that is critical to developing a plan of care for clients, students will learn the rationale and techniques for using specific assessment tools, analysis of assessment data, selection of life span appropriate interventions, implementation of interventions, and measurement of resulting outcomes. Content will be focused on cultural diversity, disparity in healthcare, and social determinants that impact the client's plan of care and resulting approaches for promoting a healthier society. The use of technology and health promotion research will be explored and applied to nursing practice.

Nsg 402 Research and Evidence-Based Practice in Nursing
6.0 Quarter Credit Hours
The course explores evidence-based practice as a foundation for improved nursing practice and patient outcomes. Students will learn the history of evidence-based practice and the significant research methodologies that serve as its foundation. Students will explore the rationale for evidence-based practice and learn how to form research questions, hypotheses, and research methodologies. They will also learn about population sampling, data collection tools, and statistical analysis. Students will learn how to determine whether research is credible through the criticism of research articles, and they will be introduced to potential ethical concerns in the development of research and evidence-based practice. Emphasis will be placed on student-centered learning that will give students the opportunity to implement what they learn during the course into their nursing practice, regardless of specialty (Pre-requisite: Statistics).

Nsg 403 Leadership and Management for Nursing
6.0 Quarter Credit Hours
This course provides an in-depth study of leadership and management principles as they apply to professional nursing practice. Students will explore teamwork, communication, the change process, and evidence-based practice. This course will also cover health care quality, legal policies, ethics, finance, and technology as they apply to leadership and management in nursing.

Nsg 404 Population-Based Nursing
7.0 Quarter Credit Hours
This course provides a transition for professional nurses as they begin their studies to achieve a baccalaureate of science in nursing degree. The course addresses qualities that professional nurses need to be leaders in the complex and ever-changing global health care environment. Topics include role transition, nursing history, ethical and legal issues, nursing theory, professional roles of the nurse, cultural considerations, violence in society, and advanced practice roles. Seven hours of child abuse/neglect training are included to provide graduate eligibility for CA Public Health Nursing (PHN) certification. Ninety (90) hours of mentor-guided clinical experience in a qualified community health services setting, such as a public health department or clinic, is also required in the practicum component of this course.

Nsg 405 Capstone Course
6.1 Quarter Credit Hours
This Capstone course is designed for RN-BSN students at the end of their program of study. It provides students with an opportunity to synthesize their knowledge of the concepts learned throughout the RN-BSN program. The primary focus is on applying this knowledge to a chosen evidence-based project that is related to an area of interest in nursing and health care.

STUDENT SERVICES:

The Student Services staff is available specifically to attend to the needs of the student body at CNI College which includes the students enrolled in distance education program and courses. Student Services will provide students with information regarding counseling, academic advising, guidance, employment assistance, financial aid as applicable, transportation, childcare, professional counseling services available within the community, as well as attend to any other special concerns which may arise while attending CNI.

DISABILITY ACCOMMODATION POLICY

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, CNI College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in programs and services offered by the College "solely by reason of the handicap." CNI College is committed to providing reasonable accommodations.

CNI College does not discriminate against individuals with a disability. Qualified Individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. Qualified individuals with a disability who need a reasonable accommodation should use the College's Disability Accommodation Request Form to submit the request. The form must be submitted to the College's Disability Compliance Coordinator. College faculty or staff who become aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the College's Disability Compliance Coordinator.

The College's Disability Compliance Coordinator will be the single point of contact for students requesting reasonable accommodations. The Disability Compliance Coordinator is listed below with his contact information. This information may be updated via an addendum to this Catalog or via campus-wide communication.

Susan Dunn, Dean of Administrative   Tel: (714) 437-9697   Email: sdunn@cnicollege.edu

When a student is referred to the Disability Compliance Coordinator, the Coordinator will schedule a time to speak with the student to explain this policy. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the Disability Compliance Coordinator receives the completed form, it will be reviewed. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Disability Compliance Coordinator will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the College's Grievance Policy.

DISABILITY ACCOMMODATION PROCEDURES AND SERVICES

Below are examples of some of CNI College's Disability Procedures and Services:
- Disability records are maintained separately from student educational records to ensure confidentiality.
- Disability Coordinator(s) conducts initial intake meeting with student to review services and, if required, supporting documentation.

- Disability Coordinator(s) receives request form from student and conducts initial review and evaluation (verifies appropriate forms/documentation, verifies disability, if required, and consults with faculty, administrative departments, etc.).
- Disability Coordinator(s) meets with student to review the request and appropriate/reasonab accommodations.
- Disability Coordinator(s) certifies approved accommodations and continues working with student by:
  o Providing student with "Letter of Accommodation(s)"
  o Collecting student's signed "Letter of Acknowledgement and Student Responsibility" and;
  o When available providing student with additional disability information and resources.
- Disability Coordinator(s) may conduct follow up meetings with student to maintain up to date records and reasonable accommodations.
- The above list of procedures and services is not all-inclusive and may be affected by the timeliness of the student request and the nature of the accommodation requests.

  ADA does not require institutions to provide accommodations that result in undue burden or fundamentally alter the nature of the course or relevant academic program. Students should submit written requests with supporting documentation, if required, at least six weeks prior to the beginning of the first day of classes or as soon as practical.

To request reasonable accommodations, please contact the Disability Compliance Coordinator on campus as stated above.

ORIENTATION

All new students attend orientation prior to the first day of class. Students will be informed of the date and time of orientation during the enrollment process. On-line distance education applicants attend an on-line orientation to orientate them to the on-line environment and navigation of the learning management system

ADVISING/TUTORING ASSISTANCE

An open-door policy is in effect, with the faculty and staff readily available to assist ground students and on-line distance education students. Students are encouraged to meet with their instructors to discuss any academic concerns. CNI College provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors or Program Director.

HOUSING

CNI College does not maintain any resident housing. The College assumes no responsibility for student housing.

CAREER GUIDANCE/CAREER SERVICES ASSISTANCE

Career Advisors are available to meet with students individually as often as necessary for placement assistance. Career Advisors are also available to assist on-line distance education students on-line or by phone or in person if they choose to come to the campus. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. CNI College's mission is to provide adult learners with the skills and technical knowledge needed for their initial employment into entry-level positions. **CNI College cannot and will not guarantee employment to anyone. The college does not represent or guarantee compensation levels to anyone.**

GUIDANCE SERVICES

CNI College provides assistance to students in solving personal or education-related problems, which may occur during the course of their education. Information regarding professional counselors and other appropriate community agencies is also available through Guidance Services.

INSURANCE

CNI College provides its students with student accident insurance covering injuries due to an accident that occurs while attending or participating in a CNI College supervised and sponsored activity. The policy is a secondary policy intended to supplement the student's own insurance and it requires the student to submit any claim to his or her own insurance carrier first. Students need to immediately report an accident or injury to their Program Director to fill out proper forms.

PARKING

CNI College has ample daily parking available around the campus with additional parking available nearby.

LIBRARY

CNI College maintains library facilities to address requirements of the programs provided at the college as well as on-line distance education students are invited to use on ground facilities or on-line resources. In addition, public institutions in the area, such as the Orange Public Library, provide our students and staff regular access to library resources. The library staff is capable of accessing on-line resources and is able to assist with electronic retrieval.

Orange Public Library	Burlew Medical Library
407 East Chapman Avenue	1100 W. Stewart Dr.
Orange, CA 92866-1509	Orange, CA 92863-5600
(714) 288-2400	(714) 771-8291

St. Joseph Hospital and Burlew Medical Library provides the following library services to all CNI College Program students:

- Use of the library space during normal business hours, Monday – Friday 8:30am to 5pm
- Use of library computers, printer and photocopier (print charges apply)
- Free wi-fi access
- Use of our electronic article databases and print books and journals while in the library
- General reference consultation with the medical librarian or library staff
- Online distance education students may contact Danielle Linden by phone or email

All enrolled students and staff have password enabled access to CNI College internet library which is hosted by Library Information Resources Network (LIRN) along with all Consortium Librarian Services available.

COMMENCEMENT CEREMONY

Upon successful completion of the students' designated program, graduates are encouraged to attend a commencement ceremony, as these ceremonies are held to recognize the achievements of CNI College graduates. On-line Distance Education graduates are also invited to participate in the ceremony. Graduates who choose to participate in the ceremony are required to pay a fee for the purchase of their cap/gown and must meet the criteria as established by the college which includes meeting all financial obligations to the college in order to participate.

FINANCIAL AID INFORMATION:

REQUIRED FEDERAL DISCLOSURE INFORMATION

For graduation rates, median debt of graduates completing programs, and other important information, visit
www.CNICollege.edu

TUITION AND FEES POLICIES

As of 01/18/2018 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the students tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Tuition by Payment Period"

Medical Assisting		
1st Pay Period	2nd Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
9081.00	7894.00	16975.00

Surgical Technology			
1st Pay Period	2nd Pay Period	3RD Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
14953.76	13426.76	5594.48	33975.00

MRI Technology				
1st Pay Period	2nd Pay Period	3RD Pay Period	4th Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
10611.67	8846.67	7740.83	7740.83	34940.00

Associate Degree Nursing						
1st Pay Period	2nd Pay Period	3RD Pay Period	4th Pay Period	5th Pay Period	6th Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
18655.58	14668.86	13446.45	13446.45	7028.83	7028.83	74275.00

RN to BSN Program				
1st Pay Period	2nd Pay Period	3RD Pay Period	4th Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
5737.81	3167.81	3082.19	3082.19	15070.00

Cal Grant

The State of California, through the California Student Aid Commission (CSAC); sponsors the Cal Grant A, B, and C Programs for undergraduate students.

Types of Cal Grant Awards

- **Cal Grant A** can be used for tuition and fees at public universities; private, non-profit, and for profit colleges. To qualify, the student must work towards obtaining a bachelor's degree. Other requirements may apply.

- **Cal Grant B** provides low-income students with a living allowance and assistance with tuition and fees. Most first-year students receive an allowance for books and living expenses. After the freshman year, Cal Grant B also helps pay tuition and fees in the same amount as a Cal Grant A. For a Cal Grant B, your coursework must be for at least one academic year. Other requirements may apply.

- **Cal Grant C** awards help pay for tuition and training costs at occupational, vocational, or technical colleges. This award is for books, tools and equipment. You may also receive additional funds for tuition at a school other than a California Community College. To qualify, you must enroll in a vocational program that is at least four months long at a California Community College, private college, or a vocational school. Funding is available for up to two years, depending on the length of your program. Other Requirements may apply.

Cal Grant A and B Competitive Awards are for students who aren't eligible for the entitlement awards. The main difference is that these awards are not guaranteed.

Cal Grant A Competitive Awards are for students with a minimum 3.0 GPA, and who are from low-and middle-income families. These awards help pay tuition and fees at qualifying schools with academic programs that are at least two years in length. Cal Grant A only applies to the Associate of Science Degree in Nursing at CNI College.

Cal Grant B Competitive Awards are for students with a minimum 2.0 GPA who are from disadvantaged and low-income families. These awards can be used for tuition, fees and access costs at qualifying schools whose programs are at least one year in length. If you get a Cal Grant B Competitive Award it can only be used for access costs in the first year. These costs include living expenses, transportation, supplies and books. Beginning with the second year, you can use your Cal Grant B Competitive Award to help pay tuition and fees at public or private four-year colleges or other qualifying schools.

Requirements for a Cal Grant

- Be a U.S. Citizen, Permanent Resident, or AB 540 Eligible

- Submit the Free Application for Federal Student Aid (FAFSA) or Dream Act Application and Cal Grant GPA Verification Form by deadline

- Are attending or going to be attending a qualifying California college

- Have not already earned a bachelor's or professional degree

- Have financial need at your college

- Have family income and assets below the ceilings

- Maintain satisfactory academic progress at your college

- Are in a program leading to an undergraduate degree or certificate

- Are enrolled at least half-time

- Have registered with the U.S. Selective Service, if required to do so (males only)

- Do not owe a refund on any state or federal grant

- Are not in default on any student loan

To renew your Cal Grant, you must re-apply for financial aid, continue to have financial need, make satisfactory academic progress, and be enrolled in at least 6 units.

Deadlines and Application Process

The deadlines are March 2nd and September 2nd of each year for qualifying schools.

Applicants must file a FAFSA and GPA (Grade Point Average) Verification form by the deadline. A GPA verification form must be completed by your high school or by the last college you attended. GPA's are sent electronically to the California Student Aid Commission by the CNI College Financial Aid Department for students who have at least 16 degree applicable units at CNI College and have attended CNI College in the last year. It is the student's responsibility to verify with the Financial Aid Department that their GPA was sent electronically.

Cal Grant Resources

California Student Aid Commission's Phone #: 1 (888) 224-7268

California Student Aid Commission

Cal Grant Information

WebGrants for Students

Important Facts About Your Cal Grant

Cal Grant Renewal Important Facts

Cal Grant Disqualification Fact Sheet

For further information please contact the Financial Aid Department at (714) 437-9697 or e-mail us at financial_aid@cnicollege.edu.

TUITION PAYMENT

Tuition for the first enrollment period of the program selected is due the first session of each module unless alternative arrangements are made with the Financial Aid Department. Payment may be made with cash, check, credit card, or money order made payable to CNI College. Tuition payments should be made in person at the Financial Aid Department during regular office hours or mailed prior to the due date. Checks that are returned for non-sufficient funds will be assessed a $35 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order.

PAST DUE ACCOUNT

Financial Holds on Unpaid Balances and Registration
Students who are past due in any debt to the College will have a financial hold on their account. They are not permitted to register in any courses of the college until the hold is released. A financial hold precludes students from receiving college services, including: registration, dropping or adding classes, grades, transcript requests, diploma, and graduation. No transcripts, official or unofficial, will be issued for a student who has an outstanding student account balance. Transcripts and diplomas will be released when the account is paid in full.
Upon withdrawal from the college, accounts with outstanding balances will be transferred to the financial aid office for collection. Failure to pay past-due balances will result in the account being turned over to a collection agency. When the college is forced to turn the account to collections, the student shall be responsible for all additional costs of collection including attorney fees. In the event of court action to enforce this agreement, the student shall be responsible for paying all court costs and fees, including attorney fees and costs.

FINANCIAL AID UNIT OF CREDIT

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For non-degree programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 25 contact hours of instruction which includes outside preparations (example: homework). For degree programs, the units are based on total academic credits in the program. Students may obtain additional information regarding financial aid credit units from the Financial Aid Office on campus.

SCHOLARSHIPS

For information regarding awards or scholarships which you may qualify for, please see the Financial Aid link located on the CNI College website. www.CNICollege.edu

FINANCIAL AID—CONSUMER INFORMATION

In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following disclosures on paper in the catalog on its website.
- California State Institutional Performance Fact Sheet
- Federal Disclosures
- Gainful Employment Disclosure
- Crime statistics report and procedures – Clery Act
- Constitution & Citizenship Day (Sept 17th)
- Drug and alcohol abuse policy
- FERPA
- Textbook disclosure
- GED Classes availability
- Copyright protection policy
- Voting Information

These disclosures may be completed annually and distributed on paper (requiring Signatures on forms) in the catalog as part of the financial aid section or on the school website.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of College attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

THE U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID   PROGRAMS:

The College is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

GRANT (FREE) AID   (This aid does not have to be repaid)

- Federal PELL Grant Program (FPELL) $5,920.00 maximum annual limit   (Does not require repayment)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)*   (Does not require repayment)

LOANS TO STUDENT AND/OR PARENT   (THIS AID MUST BE REPAID! THESE LOANS ARE NOT DISCHARGED BY BANKCRUPTY)
- Direct Federal Stafford LOANS
- Subsidized loans**
- Unsubsidized loans **
- Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)
STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.

(*) Funds are limited in nature; therefore awards are based on availability of funds at the school.

(**)   Annual loan limits and based on educational levels within the course of enrollment.

Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community College, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1st and not 3rd.loan level.

For more specific information on each program please refer to the student guides available at
Student Guide: http://studentaid.ed.gov/students/publications/student_guide/index.html
Direct Loan Basics for Students: http://www.direct.ed.gov/pubs/studentbasics.pdf
Direct Loan Basics for Parents: http://www.direct.ed.gov/pubs/parentbasics.pdf

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program
- Be a citizen or an eligible non-citizen
- Not owe a refund on a FPELL Grant or FSEOG at any school
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school
- Have financial need
- Be making satisfactory progress (as defined by the school's policy) in the course of study
- Be registered for selective service (if a male between the age of 18-25)
- Have signed a statement of educational purpose
- Have signed a statement of updated information
- Have a High School Diploma, (or its equivalent) a GED
- Agree to use any federal student aid received solely for educational purposes

APPLICATION FOR AID, PROCEDURES AND FORMS

All CNI College applicants are encouraged to schedule an appointment with the Financial Aid Officer prior to enrollment so that eligibility for financial assistance may be determined. This practice enables applicants to evaluate their options for tuition financing.

NSLDS Disclosure: Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

Entrance/Exit Counseling: You are required to complete entrance counseling if you are a first time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to www.studentloans.gov, and sign in using your FSA ID.

Select "Complete Entrance Counseling." Note that you can add an email address to which correspondence about your loans can be sent.

For additional information, read "Direct Loan Entrance Interview" pamphlet and/or go to https://studentloans.gov. If a student withdraws or terminates and the institution is unable to have the student complete exit counseling prior to the student's departure, the institution will send a letter to the student, requesting exit counseling to be completed at www.studentloans.gov

FINANCIAL AID APPLICATIONS FOR THIS INSTITUTION CONSIST OF THE FOLLOWING:

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances. Website: www.fafsa.ed.gov

FEDERAL PELL GRANT PROGRAM

Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2017-2018, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office for each award year.

Maximum Annual Award: $5,920.00

Disbursement: They are made based on per payment period via a check credit to the student's tuition account. Website: www.ed.gov/programs/fpg/index.html

Maximum Lifetime Eligibility Used for Pell 600%- A student's maximum amount of Pell Eligibility is 6 scheduled

awards, as measured by the percentage of "Lifetime Eligibility Used"(LEU) field in COD (one scheduled award equals 100% LEU)

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Funds received under this program are not subject to repayment from the student.

Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

Maximum Annual Award: $4,000

Disbursement: Checks are issued to the school and credited to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

FEDERAL WILLIAM D. FORD DIRECT LOAN PROGRAM

Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

FEDERAL DIRECT SUBSIDIZED LOAN

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level $3,500, Second level $4,500, Third level $5,500 (Max aggregate $23,000). These loans are subject to a maximum eligibility of up to 150% of the length of the program of study. Previous loans obtained could affect the student 150% eligibility.

*Note: If you receive a Direct Subsidized Loan that is first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your *principal* balance.

FEDERAL DIRECT STAFFORD UNSUBSIDIZED LOAN

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

(1)   Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

(2)   The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

Dependent student: with Parent loan First level $2,000, second level $2,000, Third level $2,000 (Max aggregate $8,000)

Dependent student without Parent loan or independent students: First level $6,000, Second level $6,000; third level $7,000 (Max aggregate $14,000)

Disbursement: Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, read the pamphlet "Direct loan Entrance Interview"

Website: http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp

VETERANS' EDUCATION BENEFITS

CNI College degree programs are approved for training of Veterans and eligible persons under the provisions of Title 38, United States Code. Students interested in Veterans' Education Benefits should contact the Financial Aid Department. Veterans who are unsure of their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.

DETERMINING NEED

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

CNI College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

A SAR will be mail to the student and an ISIR to the institutions listed on the FAFSA. Both forms will provide the Expected Family Contribution (EFC) that will be used against the student Cost of Attendance (COA), the difference between these two is what is called student Need

COST OF ATTENDANCE

This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:	Tuition	Actual Cost
	Registration fee	Actual Cost
	Books and Supplies	Actual Cost
Living cost allowance (monthly figures):	Student Living	Student Living
	With Parents	**Off Campus**
Room and Board	$5,247	$9,270
Transportation	$1,098	$1,233
Personal/misc. (update)	$3,276	$3,006

(The cost of uniforms is included in the personal allowance or included in the school charges)

EXTRA INSTRUCTION CHARGES:

If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations. CNI College will extend a courtesy period of additional training limited to three weeks without assessing additional charges. Thereafter, overtime tuition charge will be assessed for the remaining number of hours to complete times the hourly rate of Associate Degree Nursing: $39.27, RN to BSN $15.82, Magnetic Resonance Imaging: $19.29, Medical Assisting: $17.54, Surgical Technology: $29.50,: An addendum to the enrollment contract will reflect the hours to complete.

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the school emphasizes the SELF-HELP CONCEPT of student financial assistance.

The SELF-HELP CONCEPT is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. ALL LOANS MUST BE REPAID.

The SELF-HELP CONCEPT lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the limited amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid.

Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students start may vary. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available.

Based on last year's data, the institution expects an enrollment of 130 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/17 to 6/30/18 period. Therefore, the awards to those students will be $500-$1000 through the entire period. As of July 1, 2017, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need" are defined by this institution as students that have an expected family contribution (EFC) of Zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

DEFINITIONS RELATED TO FINANCIAL AID:

The following definitions correspond to some common terms used within the financial aid

terminology: ACADEMIC YEAR

A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

CLOCK HOUR:

A period of 50 minutes of supervised instruction during a 60 minute time period.

COST OF ATTENDANCE:

Institutional charges for tuition, fees, and books combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

CREDIT BALANCE:

A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible to budget their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT:

She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

DEPENDENT:

She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

EXPECTED FAMILY CONTRIBUTION (EFC):

Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:

You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
- Refugee
- Asylum Granted
- Parole for a minimum of one year that has not expired
- T-Visa holder (T-1, T-2, T-3etc)
- Cuban-Haitian entrant
- Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

INDEPENDENT STUDENT:

An individual who meets one of the following criteria:

- Were you born before January 1, 1994?
- As of today, are you married? (Separated but not divorced.)
- At the beginning of the 2017-2018 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2017 and June 30, 2018?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2018?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- As determined by a court in your state of legal residence, are you or were you in legal guardianship?
- At any time on or after July 1, 2016, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2016, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2016, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

PARENT(S):

For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

PAYMENT PERIOD:

450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

NEED

Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

WITHDRAWALS

Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence. The official determination date that the student is no longer enrolled in school will always be 14 calendar days from the student last record of attendance.

STUDENT TUITION RECOVERY FUND

As of February 1, 2010 the State of California, Bureau for Private Postsecondary Education (BPPE) is enforcing the Student Tuition Recovery Fund established by former Section 94944 of the Education Code, and extended by Chapter 635 of the Statutes of 2007, to continue in existence. The law requires the college to collect a fee from every new student to be remitted into Student Tuition Recovery Fund (STRF). This fund is administered by the State of California's Bureau for Private Postsecondary Education (BPPE).

The amount of the fee for 2018 is $0.00 per $1,000 of tuition paid, rounded to the nearest $1,000.

You are not required to pay the STRF fee if your tuition is funded by a third party payer, such as an employer or government program, or if you are not a California resident. You will not be eligible for payment from the STRF if you fall into these categories. California Education Code 94944 governs STRF payment eligibility.

Bureau for Private Postsecondary Education, 1625 N Market Blvd, Suite S-202 Sacramento , CA 95834, (916) 574-7720. [Authority Cited: CEC §94944]

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary Education (BPPE).

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

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

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 fee if either of the following applies:

1. You are not a California resident,

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.

You may be eligible for STRF if you are a California resident; prepaid tuition paid the STRF fee, 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. The school's breach or anticipatory breach of the agreement for the course of instruction.

5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.

6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Bureau for Private Postsecondary Education (BPPE) Reform Act of 1989.

METHOD OF PAYMENT

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from CNI College and/or, private lenders. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means.

is also our policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

DISBURSEMENT OF FUNDS POLICY:

CNI College will first confirm that the students meet the eligibility criteria before students can receive any federal or state awards. Recipients will receive no more than that which they are eligible to receive. Funds will first cover institutional charges via a direct entry into the student's account. The student will receive an award letter by the institution of each disbursement from aid credited to the student's account. All funds in excess of any institution tuition charges such as fees, other charges are refunded to the student via check.

Once the students has accepted the award and returned required paperwork, CNI College begins preparing financial aid funds to eligible students for disbursement. Award amounts are generally disbursed equally over all payment periods in an academic year, with disbursements scheduled for the 1st week of each semester. (Note that undergraduate semesters are made up of two ten-week modules or terms, and for these programs, federal, state, and institutional grants and loans will be disbursed during the first week of each twenty-week semester in which the student qualifies for aid).

Grants (Federal grants, State grants)

Grant funds are credited directly to a student's CNI College account. If excess funds remain after deducting any outstanding CNI charges, a refund will be issued via check. No Cal Grant tuition and fee payments will be issued in excess of the actual tuition and fees charged to the student, even if the student does not complete the term.

California state grants are disbursed onto student accounts as funds are approved by the California Student Aid Commission and received by the school.

Chapter 31 and Chapter 33 veteran's education benefits are paid directly to CNI College by Veteran's Administration based on enrollment certifications processed by the campus Financial Aid Office each term.

Federal Direct Stafford Loans

Federal Direct Stafford loans are disbursed in two equal amounts, usually at the beginning of the semester-with one disbursement occurring per semester. In order for your Direct Stafford Loan to disburse, students must first have done the following:

1. Returned all requested documents to the Office of Financial Aid at CNI College.
2. Accepted the Subsidized/Unsubsidized Loan offer.
3. Completed the Direct Loan Master Promissory Note (MPN) at www.studentloans.gov
4. Completed the Entrance Counseling
5. Signed an Enrollment Agreement.
6. Be making Satisfactory Academic Progress.

Once all the above requirements have been met, the loans will disburse and be credited towards any outstanding CNI College related charges. If funds remain, a refund check will be sent to your, (or your parent's, in the case of a parent PLUS loan) official mailing address, unless you have provided written authorization for CNI College to retain the funds for your next term. CNI College provides an Authorization to Retain Funds form that can be used to communicate this preference. Authorizations may be granted or rescinded at any time during your program by completing a new form or otherwise providing written instructions to the Financial Aid Office

Students expecting a refund check to cover living expenses should have at least one month's worth of living expenses available prior to the start of classes to cover expenses until the refund check arrives.

Other Scholarships

Students are required to notify the Financial Aid Office of any scholarships he/she is receiving, including those awards issued by academic departments as well as awards students receive payment of directly. CNI College must include this funding with the student's other financial aid award(s). If necessary, CNI College may adjust other awards.

Students who receive outside scholarships from their high school or community groups or private scholarships organizations should have their funds sent directly to:

CNI College-Financial Aid Office
702 Town and Country Rd.
Orange, Ca 92868

CNI College will then disburse the funds directly to the student based on the donor's instructions. All outstanding CNI College charges must be settled before the funds can be released.

What delays disbursements of funds?

The following are reasons why the student's funds may not be available on the first day of classes:

- A late application submitted after the March 2 deadline.
- The student was selected for verification.
- Unresolved conflicting information on the student's financial aid application.
- Missing documents.
- Not promptly accepting the financial aid award.
- Not completing a Direct Loan MPN.
- Not completing Entrance Counseling for Direct Loan borrowers.
- Not making Satisfactory Academic Progress towards your degree or certificate.
- Unresolved CNI College charges; for more information contact the Financial Aid Office at 714-437-9697 or email at financial_aid@cnicollege.edu
- Being in default on a student loan or owing a repayment to any Title IV financial aid program.

Who can answer further questions about Financial Aid?

- For specific questions about your financial aid call a Financial Aid Advisor at 714-437-9697 or email financial_aid@cnicollege.edu.

REFUND POLICY

CANCELLATION AND WITHDRAWAL REFUND POLICY

CNI College has a definite and written Withdrawal and Settlement Refund policy and it will apply to all terminations for any reason, by either party, did not actually start training, including student decision, course or program cancellation, or school closure. The enrollment agreement contract clearly outlines the obligation of both the College and the student. All fees are identified in the catalog and on the contract. Any non-refundable items are identified. A copy of the enrollment/contract agreement and data covering costs and payment plan will be furnished to the student before any payment is made.

Refund policy calculations are performed under two following formulas, the calculation resulting most beneficial to the student would be the one used to determine if a refund is due from the amounts paid and credited to the students tuition account:

1. California State Prorata refund calculation requirements applicable to all regular students.
2. Federal Prorata refund calculation formula applies if the student received Federal aid, is enrolled for the first time and if the student withdraws within 60% (in chronological time) of the first payment period of enrollment for which the student is being charged.
3. A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was **scheduled** to be in attendance.

If student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. If a student is not accepted by the school, the student is entitled to a refund of all monies except a non-refundable application fee, and monies due the student will be refunded within forty-five (45) days of official cancellation or withdrawal date.

STUDENTS RIGHT TO CANCEL AND REFUND RIGHTS

The following instances constitute an official cancellation or withdrawal, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person:

A. A student (or in case of a student under the legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back IN WRITING, within the seven (7) calendar days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded to student, parent/guardian except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training or;

B. A student cancels his/her contract, IN WRITING, after seven (7) calendar days of signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the registration fee of $75 and the cost of books and kit, if already received by the student or;

C. If a student withdraws after attending classes past the seven (7) calendar day, the refund will be calculated based upon the number of hours of instruction already received up to the point of the date of the official cancellation or withdrawal notification, less the registration fee, the cost of the equipment/books and the STRF fee, if originally eligible, charged and paid to the State. Once the student receives and signs for his/her books and equipment kit those items are deemed "non-refundable".

If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount

that you have already paid, then you will have to arrange with the institution to pay that balance. All calculations and refunds are performed and made in a timely manner. Official withdrawal date is on the student's notification or College's determination. All funds paid will be refunded if the student is not accepted for enrollment except a non-refundable application fee.

DETERMINATION OF OFFICIAL AND UNOFFICIAL WITHDRAWAL FROM COLLEGE:

WITHDRAWALS:

A student's **official** withdrawal date is determined by using one of the following:
- Official withdrawal date is on the student's notification or College's determination.
- The date the student submitted his notifies to withdraw to the Office of the financial aid.
- The date the student was expelled/dismissed from the school.
- The date of the withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence of the date the student notifies the institution that the student will not be returning.

The student's **unofficial** withdrawal date is determined by using one of the following:
- The date the student died, if the student passed away during the course.
- The last date that the student attended class.
- The student must inform in a timely fashion, in person or by email if personal appearance is not possible.
- The school determines through monitoring of clock hour attendance at least every thirty (30) days.
- The student failed to attend classes for a three-week period (14 calendar days) and fail to inform the College that they are not withdrawing (allows 14 calendar days absence).
-

NOTE: When you have a Direct Loan and fail to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.

If the student does not notify the College that he/she is withdrawing, formal termination shall be based on monitoring of participation determined by the institution. The withdrawal date shall be the last date of recorded attendance. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course on the earliest of: (a) the date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw; (b) College terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.; (c) You fail to attend classes for a two-week period (14 calendar days) and fail to inform the College that you are not withdrawing (allows 14 calendar days absence); (d) You fail to return on schedule from an approved Leave of Absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved Leave of Absence, and the institutional determination of withdrawal date will be the scheduled date of return from the approved Leave of Absence. NOTE: When you have a Direct Loan and fail to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.

RETURN OF TITLE IV POLICY

(CNI College) determines the return of Title IV funds percentage. Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid

Treatment of Title IV funds if the student withdraws from the course of study:

The return of Title IV funds is administered by the Financial Aid Department of CNI College. This policy applies to students who withdraw (official, unofficially) or are dismissed from enrollment at CNI College. It is separate and distinct from the CNI College policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation. A student's withdrawal date is used to calculate the percentage of the payment period completed and is always the student's last date of attendance/clocked hours. The Institution has forty-five (45) days from the date the institution determines that the student withdrew, whether officially or unofficially to return all unearned funds for which it is responsible. Monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. **Post-withdrawal disbursement must occur within 120 days of the date the student withdrew.**

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy, however. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from all his/her courses, for any reason including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was **scheduled** to be in attendance. If the student withdraws from all his courses prior to completing over 60% of a semester, he/she may be required to repay a portion of the federal financial aid that he/she received for that term. A pro rata schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Federal aid includes Federal Stafford Loan (subsidized and unsubsidized), Perkins Loans, Parent Plus Loan, Pell Grants, SEOG Grants, ACG, SMART, TEACH and any other Title IV funds. The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his financial aid and will not be required to return any funds.

Withdrawal before 60%:

CNI College must perform a R2T4 to determine the amount of earned aid up through the 60% point in each *payment period*. CNI College will use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student **Return of Title IV Funds (R2T4) Policy CNI College** has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was

scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Withdrawal after 60%:

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, CNI College will still determine whether the student is eligible for a post-withdrawal disbursement. Note: CNI College has provided an example of the calculation used to determine the amount of unearned aid a student would be expected to repay based on the reported last day of attendance of the term from which a student withdraws.

The return of Title IV funds policy follows these steps:

Step 1: Student's Title IV information

(CNI) will determine: **Return of Title IV Funds (R2T4) Policy CNI College**

A) The total amount of Title IV aid disbursed (Not aid that could have been disbursed) for the semester in which the student withdrew.

A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.

B) The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.

Step 2: Percentage of Title IV Aid Earned:

(CNI) will calculate the percentage of Title IV aid earned as follows:

The number of calendar hours completed by the student divided by the total number of calendar hours in the period in which the student withdrew.

The total number of hours in a period shall exclude any scheduled breaks of more than five days.

Hours Attended ÷ Hours in Enrollment Period = Percentage Completed

If the calculated percentage exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.

Step 3: Amount of Title IV Aid Earned by the Student

(CNI) will calculate the amount of Title IV Aid earned as follows:

The percentage of title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1-B).

Total Aid Disbursed x Percentage Completed = Earned Aid

Step 4: Amount of Title IV Aid to be Disbursed or Returned:

If the aid already disbursed equals the earned aid, no further action is required.

If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned

If the aid already disbursed is less than the earned aid, the (CNI) will calculate a Post- Withdrawal Disbursement.

EARNED AID: Title IV aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

FEDERAL REFUND REQUIREMENTS VS STATE REFUND REQUIREMENTS

In addition to the Return of Title IV requirements for federal financial aid recipients, the College is required by the State to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the College and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the College.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, Veterans should call the DVA nationwide toll free number at 1-800-827-1000.

REGISTRATION FEES, KIT, EQUIPMENT AND SUPPLIES:

A registration fee not to exceed $100 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once items are received by the student it will belong to the student and will represent a liability to the student. All extra costs such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.

COURSE CANCELLATION

If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the College shall, at its option:
- (a) Provide a full refund of all monies paid; or
- (b) Provide completion of the course or program at a College in the neighborhood.

All course schedules are subject to change in starting and completing dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The College reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class. All monies paid will be refunded.

COLLEGE CLOSURE POLICY

If the College closes permanently and ceases to offer instruction **after** students have enrolled, and instruction has begun, the College will make arrangements for students and
- a. They shall be entitled to a pro-rata refund of tuition.
- b. If the program is cancelled subsequent to the student's enrollment, and **before** instruction in the program has begun, then the student shall be entitled to a full refund of all monies paid.
- c. At least 30 days prior to closing, the College shall notify the Bureau in writing of its intention to close and provide a closure plan. A list of all students who were enrolled at the time of College closure, including the amount of each pro rata refund, shall also be submitted to our accreditation agency.

COLLECTION POLICY

If the student is terminated or withdraws from College, the College shall inform the student of any balance owed to the College. The College is committed to reflect good taste and sound in using ethical business practices in connection with any collection efforts. Collection correspondence, banks, collection agencies, lawyers, or any third parties representing the institution clearly acknowledges and shall reference the College cancellation and refund policies set forth in this policy. Our College does not use our Accreditation Agency name for any type of Collections efforts. Our College does not sell or discount student's promissory notes, enrollment agreements or contracts for tuition, to any third parties agencies.

VERIFICATION PROCESS

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data.

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs.

Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

WHO MUST BE VERIFIED: The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Applicant verified by another school. The student completed verification for the current award year at another school before transferring. Her FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified her application and providing the transaction number of the pertinent valid ISIR.
- Not an aid recipient. The student won't receive Title IV aid for reasons other than a failure to complete verification. This includes being ineligible for that aid and withdrawing without receiving it.
- The applicant is eligible to receive only unsubsidized student financial assistance. However, students selected for V4 or V5 verification should complete it in accord with the answer to Question DOC-Q18
- Post enrollment. The student was selected for verification after ceasing to be enrolled at your school, she does not intend to reenroll for the award year, and all (including late) disbursements were made.

REQUIRED VERIFICATION ITEMS: Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2014).
- U.S. income tax paid for the base year (2014).

Certain untaxed income and benefits for the base year if certain conditions would apply include:

- Social Security benefits.
- Child support.
- Untaxed payments to IRA or Keogh
- Foreign income
- Earned income credit
- Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

DOCUMENTATION REQUIRED: Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ 1040Telefile and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2015-2016. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 60 days from the last day of attendance or September 31, 2018, whichever is earlier.

APPLICANT RESPONSIBILITIES: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- Change in dependency status.

Federal PELL Grant applicants, whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S): If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from

the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.

The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

INTERIM DISBURSEMENTS: The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

NOTIFICATION OF RESULTS OF VERIFICATION: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

REFERRAL PROCEDURE: The school shall forward to the Secretary of Education, referral of fraud cases.

BANKRUPTCY

CNI College does not have a pending petition in bankruptcy and is operating as a debtor in possession. Nor has a petition been filed by or against CNI College within the preceding five years which resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.)

Catalog Certification

CNI College, Inc. certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of CNI College, Inc.

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 P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888)370-7589; http://www.bppe.ca.gov

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.

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 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site at www.bppe.ca.gov.

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STATE AND NATIONAL BOARD EXAMS

State and national licensing and/or certifications and registration examinations or processes are the student's responsibility. CNI College will provide students with information regarding the examinations, application processes, testing dates and locations, and fees for the required and optional examinations whenever possible. Students should be aware that all test fees, unless stated on the enrollment agreement, are in addition to the tuition paid to CNI College. Students who choose to participate in state and national licensing and/or certification or registration examinations are responsible for payments to the sponsoring organization(s).

Students are responsible for confirming their eligibility for any licensing, certification or registration. Additionally, students are encouraged to understand any changes or additional requirements that may apply to the licensure, certification or registration requirements.

LICENSURE/CERTIFICATION REQUIREMENTS

Certified Medical Assistants	Although it is not required to gain employment in California, Medical Assistants may pursue the Certified Medical Assistant (CMA) Certification. In order to pursue this credential, students must follow the guidelines through the American Association of Medical Assistants (AAMA).
Certified Surgical Technologist	Although it is not required for employment in the state of California, students will take the Certified Surgical Technologist examination as administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). It is mandatory that all Surgical Technology students take the National Exam before they graduate.
Certified MRI Technologist	The state of California does not require nor provide a MRI certification exam or licensure at the present time. However, it is customary that employers will expect a potential employee to have at least passed a MRI National Certification Exam Certification Exam therfore it is mandatory that all MRI Students take the ARMRIT National Exam before they graduate.
Registered Nursing	In order to gain employment as a Registered Nurse, graduates must successfully pass the NCLEX-RN (National Council Licensing Examination) exam to become registered by the Board of Registered Nursing (BRN)

Public Health Nurse Certificate	The State of California requires all nurses who use the title "Public Health Nurse" to possess a CA Public Health Nurse (PHN) Certificate. This certificate is obtained through a registration process with the Board of Registered Nursing (BRN).

PROGRAMS PREPARING GRADUATES FOR A FIELD REQUIRING LICENSURE

Under California law, CNI College must take reasonable steps to ensure you are eligible for licensure if you choose a program that prepares you for a field where licensure is required. There are numerous eligibility requirements for licensure, depending on the field. Be sure to carefully read these requirements and do further research if you have any concerns about your ability to achieve licensure. Discuss any concerns with your Admissions Advisor and Program Director. If you choose to pursue training despite the fact that you may not be able to achieve licensure, you must indicate that and sign a release to that effect.

Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed.

Certified Medical Assistant	• Completion of a Commission on Accreditation of Allied Health Education Programs (CAAHEP) or Accrediting Bureau of Health Education Schools (ABHES) approved Medical Assisting program. CNI College meets this requirement
	• Submit application with $125.00 application fee
Certified MRI Technologist	• Graduate of an American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) approved Certification or Degree program. CNI College meets this requirement
Registered Nursing	• Be at least 17 years old; and
	• Graduate from an accredited high school or acceptable equivalent (furnish proof); and
	• Successfully complete a Board of Registered Nurses (BRN) approved Associate Degree Nursing Program. Contact the program director for application forms and instructions; and
	• Complete and sign the "Application for Registered Nursing Licensure" and the "Record of Conviction" form; and
	• Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. Note: A License will not be issued until the board receives the background information from DOJ.
	• In order to be licensed in California, applicant must submit an application fee of $75 along with the required forms to the BRN. One of these forms is called a "Record of Conviction."
	• Applicants will need to be fingerprinted for the Department of Justice and FBI to process the fingerprint card, which costs $76.
	• You will also receive an application to the National Council of the State Boards of Nursing to take the National Council Licensure Examination for the Registered Nurses (NCLEX-RN). The fee to register by mail is $200. Once you have submitted this form, you will receive an Authorization to Test and the information to take an exam.
	• Once you have successfully completed the NCLEX-RN, you will need to submit an application for licensure to the Board of Registered Nursing with an initial license fee of $150.

	• Further information on becoming registered may be obtained on the Board of Registered Nursing, http://www.rn.ca.gov/.
	• Graduates must satisfy all requirements for certification at the time of Application.
	• Be at least 18 years old and possess a High School Diploma or Equivalent
	• Current CPR and AED Certification
	• Possess a permanent California RN License
Public Health Nurse Certificate	• Documentation regarding educational background
	• Completed Public Health Nurse Certification
	• Application Fee of $75.00

CNI COLLEGE OFFICERS & FACULTY ADDENDUM TO CATALOG
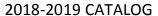
CNI COLLEGE OFFICERS	
Jim Buffington, CEO/President	
Colleen Buffington, VP/CFO	
Sylvia Bautista, VP/Director of Operations	
Patrick O'Hara, VP/ Director of Marketing	
CNI COLLEGE ADMINISTRATION AND FACULTY LISTING	
Everett Procter, PhD, Executive Director of Education University of California, Santa Barbara Stanford University University of California, Santa Cruz Full time	
Susan Dunn, MEd, Dean of Administration and Online Education Full time University of Phoenix, Capella University	
Kay Kenyon, Dean of Students Full Time California Lutheran University, Thousand Oaks, California State University San Bernardino	
MEDICAL ASSISTING	
Mahmud Khokhar, MD Full Time	Islamia University Baha Walpur
Daisy Aispuro Full Time	Everest College
MRI TECHNOLOGY	
Mahmud Khokhar, MD, ARMRIT- Director of MRI Technology/ Externship Coordinator Full Time	Islamia University Baha Walpur
Joel Gamo, MD Part Time	University of the Philippines, University of the Philippines
Vincent Southern, AART Part Time	College of the Canyons, North Hollywood, CA, Modern Technology of North Hollywood, Meric College
Dr. Khalid Suleman, MD Part Time	Bahauddin Zakariya University
Jorge De La Torre, R, CT, ARRT, R.T. Part Time	OCC
Khalid, Khan, MD Part Time	St. Petersburg state Pediatric Medical Academy
Soumini Eapen, PhD Part time	University Medical School of Debrecen
Craig Kobus Part Time	Long Beach City College
SURGICAL TECHNOLOGY	
Marissa Gomez, CST- Dir. Surg. Tech. Full Time	Premier Career College
Pierre Young, CST- Assist. Dir. Surg. Tech. Full Time	California Paramedical College
Wendy Bumgardner, CST	Newbridge College

Part Time	
Rochelle Comeaux, CST Part Time	CNI College
Jose De Leon, MD Part-Time	University of Santo Tomas College of Medicine & Surgery; University of the East, Philippines.
Pam Holmes, CST, Part Time	Santa Ana College, Vernon College (online) Newbridge College
Audrey Jacob, CST Part Time	San Jose State-San Jose; CNI College
Joe Sanchez, CST Part Time	Newbridge College

ASSOCIATE DEGREE NURSING	
Sasha La Rang, PhD, MSN, CCM, RN-Director of A.D.N. Full Time	Lyceum Northwestern University, Mount Saint Mary's University, Capella University
Michele Hanely, MSN, BSN, RN Assistant Director of A.D.N. Full Time	California State University Dominguez Hills
Priya Desai, RN, BSN, MSN - Instructor Part Time	Cal State Dominguez Hills
Orfilda Gemmill, RN, BSN, MSN– Instructor Part Time	Rancho Santiago College, University of Phoenix, Cal State University, Dominguez Hills
Eduardo Mariano, MSN-Ed, BSN, RN Part Time Instructor	Grand Canyon University, AZ
Maria Mariano, RN, MSN, BSN – Program Coordinator/Instructor Full Time	Grand Canyon University, AZ
Patricia Mercure, RN, MSN – Instructor \ ADN Clinical Coordinator Full Time	University of Phoenix
David Smith, MSN, BSN, RN Full Time Instructor	University of Washington, WA
Tesfasilase, Akeberet,, MS, PMH Part Time Instructor	Loma Linda University, Cal State San Bernardino
Claudine Todman, MSN, Instructor Part Time	Cal State University Fullerton
Maryam Modirrousta, PhD, Instructor Part Time	Brandman University
Felor Abbasnejad, BSN, RN – Assist. Instructor Clinic Part-Time	Iran University of Medical Science
Barrio, Marvelys Jayne , MSN, RN- Assistant Instructor Part Time	The Catholic University
Georgette Case. AL, BSN, RN - Assistant Instructor Part Time	West Coast University
Ceretti, Cinthya Luz, MS, RN Clinical Assistant Instructor Part Time	University of Texas, Arlington
Vicente Novales, AL, BSN, RN - Assistant Instructor Part Time	West Coast University

Mary Anne Paguio, MSN, BSN, RN Part Time Assistant Instructor	University of Phoenix, AZ
Marivic Ramin, RN, BSN, PHN Part Time Assist. Instructor	University of Santo Tomas, Philippines
Rosete, Joy Ellen Imana, AL, BSN RN, - Assist. Instructor Part Time	University of Pangasinan
Wesley Santos, BSN, RN - Assist. Instructor Part Time	Western Governors
Teresa Schmook, BSN, RN - Assist. Instructor Part Time	Loma Linda University School of Nursing
Solideo, Gina, MS , PMH, G, RN Assistant Instructor Part Time	Riverside College, Phillippines
Delight Lim, MSN, BSN, RN Part Time Assist. Instructor	University of Phoenix, CA
Deidre Yarak, MSN, BSN, RN Part Time Assist. Instructor	Stanbridge University, CA
Lorraine Jones, CTA, RN Part Time	Rio Hondo College
Johnson Ebhotemen, Shamiesha M, MS, ADN Clinical Teching Assistant Part Time	University of Arlington, Virgina College, Burmington
Kimberly Hoyt, MBA, Director of Online Programming Full-Time English Instructor	Keller Graduate School, CA
Donna Busarow, Ph.D. – Online Psychology Instructor Part Time	Capella University, Bowie State University, Campbell University
Dr. Thayer, Ed.D Part Time Math Instructor	Florida Int'l University, FL
Dr. Khalid Suleman – Science Instructor Full Time	Bahauddin Zakariya University
RN to BSN Degree Completion Program	
Sasha La Rang, PhD, MSN, CCM, RN, Director of RN to BSN Degree Completion Program	Lyceum Northwestern University, Mount Saint Mary's University, Capella University
Kimberly Hoyt, MBA, Director of Online Technology/Instructor Full-Time	Keller Graduate School, CA
Dr. Thayer, Ed.D	Florida Int'l University, FL
Priya Desai, RN, BSN, MSN - Instructor	Cal State Dominguez Hills
Maria Mariano, RN, MSN, BSN	Grand Canyon University, AZ
Sasha LaRang, PhD, MSN, CCM, RN	Lyceum Northwestern University, Mount Saint Mary's University, Capella University
Michele Hanely, MSN, BSN, RN Assisting Director of A.D.N. Full Time	California State University Dominguez Hills, CA

College Administration Addendum to Catalog

HUMAN RESOURCES:

Claudia Restrepo, HR Mgr.

ACCOUNTING DEPARTMENT:

Tina Bridgewater
Tony Fernandez

ADMINISTRATIVE ASSISTANTS:

Claudia Navarro, VP/DoO
Sally Zaragoza, ADN
Francisca Vasquez, ADN
Gabriel Crihalmean, Simulation Lab

ADMISSIONS:

Patrick O'Hara, Vice President of Marketing
David Helm
Nicholas Mendoza
Patricia Sneed

CAREER SERVICES:

Randy McDermott Elizabeth
Vasquez DeeDee
Dominquez
Jenette Rodriguez, A.D.N

SOCIAL MEDIA:

Shannon O'Hara

REGISTRAR:

Mary Rodriquez
Francis Vasquez, A.D.N.

FINANCIAL AID:

Raquel Carrasco, Dir. Fin. Aid
Jose Belloso, Asst. Dir. Fin. Aid
Cecilia Pichardo
Ruth Vielma
Maritza Salazar

FRONT DESK:

Jennifer Svenningsen

CENTRAL SUPPLY:

Abelardo Ortega
Monica Vasquez

Tuition Schedule Addendum to Catalog

TUITION PRICES
EFFECTIVE JANUARY 1, 2018

Diploma Program	CIP	Hours	Registration	Books, Supplies Uniforms	License, Fees And Tests		STRF	Tuition	Total
SURGICAL TECHNOLOGY	51.0909	1100	75.00	1,205.00	247.00		0.00	32,448.00	**33,975.00**
MEDICAL ASSISTING	51.0801	900	75.00	1112.00			0.00	15,788.00	**16,975.00**

Degree Program	CIP	Hours	License, Fees, Tests	Registration	Books, Supplies Uniforms	STRF	Tuition	Total
ASSOCIATE DEGREE NURSING	51.3801	1790	1,005.00	75.00	2,906.73	0.00	70,288.27	**74,275.00**
RN to BSN Degree Completion Program	51.1601	790		75.00	2,495.00	0.00	12,500.00	**15,070.00**

EVENING & WEEKEND TUITION PRICES									
DIPLOMA PROGRAM	CIP	Hours	Registration	Books, Supplies Uniforms	License, Fees and Tests		STRF	TUITION	TOTAL
MRI TECHNOLOGY	51.0920	1720	75.00	1,390.00	300.00	**(License and LiveScan)**	0.00	33,175.00	**34,940.00**

PROGRAMS START DATES

MRI TECHNOLOGY		
ORIENTATION	START	GRADUATION
01/29/2018	02/01/2018	04/02/2019
03/12/2018	03/15/2018	05/13/2019
04/23/2018	04/26/2018	07/09/2019
06/04/2018	06/07/2018	08/20/2019
07/16/2018	07/19/2018	10/01/2019
08/27/2018	08/30/2018	11/12/2019
10/08/2018	10/11/2018	12/24/2019
11/26/2018	11/29/2018	02/04/2020
01/14/2019	01/17/2019	03/17/2020
02/25/2019	02/28/2019	04/28/2020
04/08/2019	04/11/2019	06/09/2020
05/20/2019	05/23/2019	07/21/2020
07/01/2019	07/04/2019	09/01/2020
08/12/2019	08/15/2019	10/13/2020
09/23/2019	09/26/2019	11/24/2020
11/04/2019	11/07/2019	01/05/2021
12/16/2019	12/19/2019	02/16/2021

MEDICAL ASSISTING		
ORIENTATION	START	GRADUATION
01/08/2018	01/17/2018	11/13/2018
02/12/2018	02/22/2018	12/20/2018
03/26/2018	03/29/2018	02/07/2019
04/30/2018	05/03/2018	03/18/2019
06/04/2018	06/11/2018	04/23/2019
07/16/2018	07/17/2018	05/30/2019
08/20/2018	08/21/2018	07/09/2019
09/24/2018	09/26/2018	08/14/2019
10/29/2018	10/31/2018	09/23/2019
12/05/2018	12/06/2018	10/29/2019
01/07/2019	01/16/2019	12/09/2019
02/12/2019	02/21/2019	01/14/2020
03/18/2019	03/28/2019	02/18/2020
04/29/2019	05/02/2019	03/24/2020
06/03/2019	06/10/2019	05/04/2020
07/15/2019	07/16/2019	06/08/2020
08/19/2019	08/20/2019	07/13/2020
09/23/2019	09/25/2019	08/17/2020
10/28/2019	10/30/2019	09/21/2020
12/02/2019	12/05/2019	10/27/2020

SURGICAL TECHNOLOGY		
ORIENTATION	START	GRADUATION
02/12/2018	02/13/2018	04/15/2019
03/26/2018	03/28/2018	06/03/2019
05/07/2018	05/09/2018	07/15/2019
06/18/2018	06/21/2018	08/28/2019
07/30/2018	08/06/2018	10/14/2019
09/17/2018	09/18/2018	11/27/2019
10/29/2018	10/30/2018	01/13/2020
12/10/2018	12/12/2018	03/09/2020
02/04/2019	02/05/2019	04/21/2020
03/18/2019	03/20/2019	06/08/2020
04/29/2019	05/01/2019	07/21/2020
06/10/2019	06/13/2019	09/08/2020
07/22/2019	07/29/2019	10/20/2020
09/09/2019	09/10/2019	12/03/2020
10/21/2019	10/22/2019	01/19/2021

ASSOCIATE DEGREE NURSING - FULL TIME		
ORIENTATION	START	GRADUATION
01/05/2018	01/16/2018	09/07/2019
03/02/2018	03/16/2018	11/16/2019
05/25/2018	06/04/2018	01/25/2020
08/03/2018	08/13/2018	04/04/2020
10/12/2018	10/22/2018	06/30/2020
01/04/2019	01/14/2019	09/05/2020
03/08/2019	03/18/2019	11/07/2020
05/17/2019	05/27/2019	01/16/2021
07/26/2019	08/05/2019	03/27/2021
10/18/2019	10/28/2019	06/19/2021

RN TO BSN DEGREE PROGRAM		
ORIENTATION	START	GRADUATION
02/07/2018	02/12/2018	04/06/2019
04/04/2018	04/09/2018	06/01/2019
05/30/2018	06/04/2018	07/27/2019
07/25/2018	07/30/2018	09/21/2019
09/19/2018	09/24/2018	11/16/2019
11/21/2018	11/26/2018	01/18/2020
01/23/2019	01/28/2019	03/21/2020
03/20/2019	03/25/2019	05/16/2020
05/15/2019	05/20/2019	07/11/2020
07/10/2019	07/15/2019	09/05/2020
09/04/2019	09/09/2019	10/31/2020
10/30/2019	11/04/2019	12/26/2020

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