



2020 Catalog

January 1, 2020 - December 31, 2020

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Medical Career College of Northern California

1220 Melody Lane, Ste. 140 Roseville, CA 95678

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Website: www.medicalcareercollege.net

MCCNC Catalog

14th Edition, Published: December 2019

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GENERAL INFORMATION

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This catalog is not considered complete without its supplements. The supplements includes a list of program start and anticipated completion dates, program costs, a list of faculty and staff, and the list of textbooks used for the program courses. MCCNC reserves the right to change, without notification, any information published in this catalog. These changes will not affect currently enrolled students, without prior written notice. The catalog and its supplement are maintained electronically at www.medicalcareercollege.net. A printed version of the catalog and supplements will be provided upon request.

Medical Career College of Northern California® Roseville, California

1220 Melody Lane, Ste. 140 Roseville, CA 95678

Phone: 916-721-7106

Fax: 916-721-7105

Extern Coordinator #: 916-721-7106

E-Mail: mccnc2000@yahoo.com

Website: www.medicalcareercollege.net

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 toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site www.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, or P.O. Box 980818, West Sacramento, CA, www.bppe.ca.gov or toll-free telephone number (888) 370-7589, (916) 574-8900 or by fax (916)-263-1897.

The school does not have a pending petition for bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

I certify to the best of my knowledge that this catalog is true and correct in content and policy, and states progress requirements for graduation.

Diane Morgan
December 2019

MISSION STATEMENT AND EDUCATIONAL OBJECTIVES

Our mission is to teach people to change their lives by preparing students for entry-level careers in the allied health field. To accomplish its mission, MCCNC is committed to the continual fulfillment of the following objectives:

- Remain progressive in the development of our educational offerings by staying abreast of changes and trends which appear in the allied health professions;
- Provide educational opportunities that reflect the needs of the changing job markets and that assist students in developing a career path in their chosen field;
- Delivery systems for our programs include a residential format;
- Teach students to develop critical thinking and problem-solving skills;
- Hire faculty members who have demonstrated expertise in their respective fields and train them in sound instructional methods;
- Provide the facilities, material, and equipment necessary to emulate experiences commonly found in the students' field of training;
- Provide the support system to assist students in fulfilling their career objectives;
- Strive to instill in students the commitment to life-long learning;
- Maintain Program Advisory Committees that meet regularly with the purpose of reviewing and recommending content, programs, and equipment needed to produce successful graduates.

ADMINISTRATIVE STAFF AND FACULTY

A listing of administrative staff and faculty is available in the supplement B to this catalog.

OWNERSHIP AND OFFICERS

Diane Morgan Owner and School Director

APPROVALS, LICENSURES, ACCREDITATION, MEMBERSHIPS

MCCNC is a private institution APPROVED TO OPERATE BY THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION:

This APPROVAL IS IN COMPLIANCE WITH THE STATE STANDARDS AS SET FORTH IN THE California Private Postsecondary Act of 2009.

ACCREDITING AGENCY

Medical Career College of Northern California is institutionally accredited to award certificates by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, (703) 917-9503. (ABHES ID: I-104)

APPROVALS

Bureau for Private Postsecondary Education, PO Box 980818, West Sacramento, CA 95798-0818 School Code: 41462639

Approved by the California Department of Public Health Radiologic Health Branch (ID: 1172).

Approved by the Veterans Administration (VA) for Veterans Benefits

Approved by the Sacramento Employment Training Agency (SETA)

MEMBERSHIPS

Association of Private Sector Colleges and Universities

California Association of Private Postsecondary Schools

History

Medical Career College of Northern California was originally founded in October 2003 by Diane Morgan, CRT and Joan Lukkonen, RN. In June 2006, the school was incorporated. The institution became institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) in December 2007. In 2009, Medical Assisting, Leg Podiatric and Medical Assisting with Limited Permit X-Ray Technician programs were added. The school has remained in continuous operation since 2003. In June 2014, the school was purchased by Weston Educational, Inc. and under the new ownership, the school's name was changed to Heritage College. In addition, the school has been recognized as a non-main campus of Heritage College, Denver, Colorado, by ABHES. The school is approved to award certificates in the following programs: Medical Assistant with Limited Permit X-ray Technician and Limited Permit X-ray Technician. On September 11, 2015, the school was purchased by Diane Morgan and was recognized by ABHES in a letter dated September 30, 2015 as the new owner and has changed the name of the school back to Medical Career College of Northern California and offers a Limited Permit X-ray Technician program as well as a Medical Assistant with Limited Permit X-ray Technician program.

Description of Facilities

All class sessions will be held at the school's main campus located at: 1220 Melody Ln 140 Ste. Roseville CA 95678. The school's facility consists of 2230 square feet of floor space, which has been divided up into classrooms, a laboratory, an x-ray suite, an administrative office, a student resource center, conference room and student break room/lounge. All library resources are available to enrolled students. Students may borrow any of the library's resources by simply signing the item out on the library clipboard for a maximum of two weeks. Ample parking is available to all students. The equipment used for training consists of analog and digital radiographic imaging and developing equipment, medical equipment and supplies, projectors and computers. The campus is located close to freeway access, shopping, banking, hotels and public transportation. The break room/lounge contains a microwave, toaster oven, coffee pot and refrigerator for student use. The school offers bicycle storage and recycling receptacles. The facility is ADA compliant.

Nondiscrimination Policy

MCCNC is an educational institution that is committed to supporting the diversity of its employees, students and programs. MCCNC is dedicated to a policy of equal opportunity and nondiscrimination on the basis of gender, age, race, national origin, sexual orientation, gender identity or expression, veteran status, political affiliation or belief, religion, disability or any other characteristic protected by state, local, or federal law, in all educational programs and activities, admission of students and conditions of employment. Auxiliary aids and services are available upon request to individuals with disabilities. Prohibited sex discrimination covers sexual harassment and sexual violence. MCCNC complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability. Inquiries or concerns regarding this policy, or assistance with accommodation requests can be brought to the attention of the Title IX Coordinator whose contact information is: School Director, 916-721-7106, TTY/TTD 916-720-9491 Email address: mccnc2000@yahoo.com.

Title IX Compliance

The school's Title IX Coordinator is responsible for the school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community which include sex and gender discrimination, sexual harassment, sexual assault and violence, stalking, domestic or dating violence and retaliation. Examples of what constitutes sexual misconduct can be found in greater detail by requesting a paper copy from the School Director. Questions regarding the application of Title IX and the school's compliance with it should be directed to the Title IX coordinator, whose contact information is below. Students who wish to make a report of sexual misconduct should follow published grievance procedures that can be obtained from the Title IX Coordinator. The Title IX Coordinator is the School Director, 916-721-7106, Email address: mccnc2000@yahoo.com

ADMISSIONS

Requirements for Admission

- All applicants must be 18 years of age (under 18 must have parent/guardian approval).
- Applicants must possess a high school diploma or its equivalent. *
- A criminal record will jeopardize a graduate's eligibility for employment; therefore, MCCNC does not accept applicants who have been convicted of a felony.
- The course at MCCNC are taught in English, so prospective students must have at least the equivalent of a 12th grade understanding of the English language. This assessment is assessed through the Wonderlic entrance exam.
- MCCNC does not provide English as a second language classes (ESL)
- At this time, MCCNC will only accept U.S. citizens into our programs, and does not provide visa services for students from other countries.

(Note: The high school diploma or transcript requirement can also be from foreign school if it is equivalent to a U.S. high school diploma. It must be translated into English and evaluated as an equivalent to a U.S. high school diploma by an accredited National Association of Credential Evaluation Services, Inc. (NACES) agency. Please note that some agencies have more specific requirements and accept only original documentation sent directly from educational institution).

A physical copy of the diploma or its equivalent is required at the time of admission, prior to enrollment

Additional Requirements

Limited Permit X-Ray Technician Programs

- Be a graduate of an accredited Medical Assistant program (or military equivalent) or; have a minimum of two years of documented on the job training in the health care field.
- A minimum passing score of 20 on the school's entrance test, the Wonderlic
- Better than 60% accuracy on the Spatial Views Test.

Medical Assistant with Limited Permit X-Ray Technician program

- A minimum passing score of 20 on the school's entrance test, the Wonderlic.
- Better than 60% accuracy on the Spatial Views Test.

Admissions Procedures

It is recommended that applicants and, if possible, their families or friends, visit the School to gain an understanding of the school, views its facilities, and equipment. A personal interview will be scheduled with a member of the admissions staff prior to submitting their application. Applicants will receive a copy of the current School Catalog and Schools Performance Fact Sheet during this appointment. Applicants will be given the opportunity to review and discuss pre-enrollment documents. The following documents must be completed in order for the school officials to review the application for enrollment:

- Application/Enrollment Agreement;
- Documentation of high school graduation or its equivalency*
- Other enrollment documents will be required on the day of enrollment.

*Applicants who attended secondary education outside of the United States must submit a certified copy of his/her secondary school transcript or diploma. It must be translated into English and evaluated as an equivalent to a U.S. high school diploma by an accredited National Association of Credential Evaluation Services, Inc. (NACES) agency. Please note that some agencies have more specific requirements and accept only original documentation sent directly from the educational institution.

School Performance Fact Sheet

The school calculates completion and placement rates for all programs and licensure rates for the Limited Permit X-Ray Technician program. These rates are calculated annually at the end of June. Students are given the School Performance Fact Sheet with the latest statistical information prior to enrollment. A copy

may be found on the school's website at: www.medicalcareercollege.net/resources/. Statistics are compiled using formulas provided by the California State Bureau for Private Postsecondary Education.

Re-admissions

Students applying for re-admission must repeat the full admission process. Credits previously earned at the school will be accepted and will count as both accepted and attempted in calculating cumulative grade point average and pace. Students re-admitted into their previous program will re-enter with the same SAP standing previously attained. Students must be in good financial standing with the school to be considered for re-admission. Students who re-enter within 180 days after withdrawal will be charged their original tuition rates. Students who re-enter more than 180 days after withdrawal will be charged tuition rates current at the time of re-entry. Students terminated for failure to meet the Standard of Satisfactory Academic Progress will only be considered for re-entry if they file a successful appeal to be placed on probation. Appeals should be submitted in writing to the School Director during the re-admission process. The results of the appeal will be provided to the student verbally or in writing within three business days. If the student fails to meet the Standard of Satisfactory Progress by the end of one course, the student will be dismissed for failure to meet the Standard of Satisfactory Progress. (See the standards regarding Satisfactory Academic Progress later in this catalog).

Re-admission of Service Members

MCCNC provides provisions for students serving in the U.S. Armed Forces and their families. Students in this category who withdrew for military obligations, and desire to reenroll, will be readmitted with the following allowances: (1) MCCNC will readmit the student into the next available class unless he/she requests a later date or unusual circumstances require the school to admit him/her at a later date; (2) They will be assessed the tuition and fee charges that were in effect when he/she left; (3) they will be readmitted with the same academic status as when he/she left; (4) MCCNC will provide reasonable efforts to those students who are not prepared to resume at the point where he/she left off. Such accommodations could include providing refresher courses, or allowing the students to retake courses, both at no additional cost.

***Note: The cumulative length of absence from the school for military service may not exceed five years.

Acceptance of Credits on Transfer

Transfer of credits from other institutions accredited by an agency recognized by the U.S. Education Department (ED) or the Council for Higher Education Accreditation (CHEA), including military training, will be evaluated with the following considerations:

- It is the responsibility of the student to provide MCCNC with official transcripts and a catalog with course descriptions from their previous institution.
- Evaluation will be on a case-by-case basis to ensure that the content of the course(s) and the academic period length are comparable to that of a related MCCNC course.
- A "C" or better grade was earned in the course.
- Students who transfer in credits must complete a minimum of 50% of the course work required for graduation at a MCCNC school.
- Credits from another institution accepted by MCCNC shall be counted as both credits attempted and completed for calculation of pace and maximum time frame. Grades associated with these credits are not included in calculating cumulative grade point average.
- All credits previously attempted at MCCNC for the same program will be counted in both the cumulative grade point average and Pace components.
- Credit for military training and experience can only be transferred if it is applicable to the student's program requirements at MCCNC. Training time will be shortened, and tuition reduced proportionately and the VA and the veteran so notified.

Requests for acceptance of credit should be received by MCCNC before classes commence. Requests made later than 30 days after the student starts school may be denied by MCCNC. Decisions regarding the awarding of credits for previous education or experiential learning will be made after careful evaluation of supporting documents by the Program Manager. If the student disagrees with this decision, he/she may schedule an appeal with the Administration to review their case. A decision will be made and given to the

student in writing within 7 days. There will be no costs to the student for the assessment of experiential learning or the appeal process.

Academic Evaluation for Veteran Students

In addition to providing program requirements, MCCNC shall provide to service members, veterans, and their family members who have previous coursework from other accredited institutions and relevant military training and experiential learning an evaluated plan that indicates how many, if any, transfer credits it intends to award, and how these transfer credits will be applied to the student's educational program. The evaluated educational plan will be provided within 10 days after the individual has enrolled and all required official transcripts have been received. Training time will be shortened and tuition reduced proportionately and the VA and the veteran so notified. MCCNC will maintain a written record of the previous education and training and indicate that credit has been granted, if appropriate. Credits earned and/or military training and experience will only be considered for transfer credit if received within five years of their program start date.

Advanced Placement/Experiential Learning

Applicants to the Limited Permit X-Ray Technician program must be a graduate of an accredited Medical Assistant program (or military equivalent) or; have a minimum of two years of documented on the job training as a medical assistant.

MCCNC may accept advanced placement or credit for experiential learning or life experience. This acceptance will be considered on an individual basis. Credit for experiential learning or life experience will also be considered for acceptance as part of the academic evaluation for veteran students.

Employment Classifications

Students who graduate from MCCNC will be eligible for placement in a job classification based on the U.S Department of Labor's Statistics Detailed Occupation codes. The U.S. Department of Labor's Statistics Standard Occupational Classifications are as follows:

29-2099	Health Technicians and Technologists (Limited Permit X-ray Technician)
31-9092	Medical Assistant
31-9092	Chiropractic Assistant
90-9099	Podiatric Technician
25-1071	Health Specialist Teacher: Post-Secondary
29-2071	Medical Records Technician
43-6013	Medical Secretaries
43-1011	First Line Supervisors of Office and Administrative Support Workers
25-1194	Teachers, Vocational Education Post-Secondary

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at MCCNC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion you earn for completing your program is also at the complete discretion of the institution you may seek to transfer. If the credits or credential that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MCCNC to determine if your credits or credential will transfer.

MCCNC has not entered into any articulation or transfer agreements with any other college or university.

ADMINISTRATIVE POLICIES AND PROCEDURES

Students are responsible for understanding all rules and policies of the school through publications, memos, online correspondence and the school catalog. If a policy change affects students currently in training, a copy of the new policy will be made available to the student.

The college reserves the right to make certain changes in program content, equipment, books, faculty, program length, scheduled class times, and tuition. Tuition and other cost changes will not affect students currently in training. The Bureau of Private Postsecondary Education, California Department of Public Health Radiologic Health Branch, Department of Veteran Affairs, U.S. Department of Education, and the Accrediting Bureau of Health Education Schools will be notified of changes as deemed necessary.

Student Records

All students attending MCCNC have the right to review their academic and account records, including grades and attendance. A student may request, in person or in writing, a printout of their current attendance record, unofficial transcript, or student schedule. Information will not be passed on via another student. Other information must be requested through the Director of Education in writing. Students may request a record review by writing the School Director at the address at the front of the catalog. Such review will be allowed at regular hours under appropriate supervision. Students may also obtain copies of their records at a charge of \$1.00 per page. Challenging any of the records must be done in writing, clearly stating their concerns. A meeting may be held, if required, to go over concerns involving the records. Parental access to student records will not be allowed without prior consent from the student if the student is a dependent as defined in Sec 252 of the Internal Revenue Regulations. Written consent from a student, parent, or guardian of a minor student, is required before records are released to third parties unless otherwise required by law. Student record information will be used to accomplish reporting and administrative requirements specified by authoritative agencies.

Student Rights / FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years old, or enters a postsecondary institution at any age, in which case the rights under FERPA transfer from the parents to the student or who attends a postsecondary institution.) These rights include: (1) The right to inspect and review the student's educational records within 45 days after the day MCCNC receives a request for access. A student should submit to the School Director, a written request that identifies the record(s) the student wishes to inspect. The School Director will make arrangements for access and notify the student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should submit in writing to the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. (3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is employed by MCCNC in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel, officials designated by the Department of Education and health staff); or serving on an official committee, such as a disciplinary or grievance committee. A school official also may include an outside contractor who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an

attorney, auditor, or collection agent. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for MCCNC. Upon request, the school also discloses education records without consent to officials of another school in which the student seeks or intends to enroll. MCCNC will make reasonable attempts to notify each student of these disclosures. (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by MCCNC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202. MCCNC is legally permitted to disclose directory information without the student's prior written consent. MCCNC designates the following items as directory information: student's name, date of birth, dates of attendance, location of attendance, email address, website address, program of study, participation in officially recognized activities, degree, diplomas and certificates awarded, enrollment status (i.e., enrolled, active, future enrolled student, reentry, withdrawn, etc.). Students may request that MCCNC not disclose any or all their directory information. Requests for non-disclosure must be in writing with the School Director.

School Notification

Students are required to notify MCCNC whenever a change in personal information occurs, such as: change of name, address, or telephone number. Additionally, any anticipated changes in attendance, student payment arrangements, or any other item that may have an impact upon completion of the student's education should be reported to the appropriate department at MCCNC.

Dress and Appearance

Students should begin to acquire a wardrobe suitable for their future workplace. Many employers have set standards of appearance, and it is to the student's advantage to develop the discipline of meeting pre-set standards. All student attire must fit well, be clean, and in good condition. Cut-offs, tank tops, bare midriffs, excessive facial piercing, offensive or illegal themes on clothing are prohibited. Shoes must be worn. Tattoos shall not be visible during externship without authorization by the externship site supervisor. Students in lab are required to wear scrubs and closed toe shoes. Students on externship shall wear scrubs or the appropriate uniform required by the externship site.

Student Conduct

Mature, business-like conduct is expected in the classrooms and throughout the school property. Any display of poor behavior towards other students, faculty, clients, or staff members that causes disruption, will not be tolerated. Any activity that adversely affects another student's ability to learn can be considered a conduct problem. Classroom conduct includes behavior in the hallways, break room, and parking lot. Be courteous when taking breaks and do not disturb other classes in session. We value honesty and integrity in our facility in order to provide a positive and safe environment for learning. If a student or staff member should observe inappropriate behavior, it should be reported to the Director of Education so the issue can be addressed. Students who are unable to abide by the rules may be subject to dismissal from the school.

Availability of Employees for Information Dissemination

For any information about the school contact the School Director at Phone Number 916-721-7106.

Record Keeping

The School maintains an academic file for each student. The record is kept in the administrative office at the school. The student may ask to view their academic record at any time. Academic records are kept at the school site for a minimum of five years. Student transcripts are maintained electronically off-site and can be accessed indefinitely. All financial and academic records will be kept in the administrative office for a minimum of five years.

Transcript Policy

The institution will maintain an official academic transcript for each student indefinitely. The transcript will provide a complete record of each student's academic performance. Attendance records and financial

records are available upon request for up to five years after a student's graduation or termination from the program.

Official transcripts will be provided to whomever the student designates upon verbal or written request. There will be no charge for the first two requests for transcripts, providing the student's financial obligations to the school have been met.

Drugs and Alcohol

Medical Career College of Northern California is committed to a safe, healthy, and productive environment for all students and employees free from the effects of substance abuse. All new students and employees are provided the MCCNC Drug and Alcohol Abuse Prevention Policy upon enrollment/employment. This policy is also distributed annually to all active students and employees. The policy in its entirety can be provided by paper copy upon request to the School Director.

Disciplinary Action

The following are causes for disciplinary action, which may include termination from school:

- Failure to comply with the satisfactory progress policy;
- Failure to comply with the attendance policy;
- Failure to comply with the conduct policy;
- Failure to meet all financial obligations;
- Violation of any conditions as set forth and agreed to in the enrollment agreement or the list of understandings;
- Refusal to follow instructions given by the instructor;
- Sexual harassment;
- Cheating;
- Falsifying records;
- Theft or vandalism;
- Fighting or use of foul language;
- Possession, distribution or use of alcohol or drugs; and/or,
- Possession of any weapon (firearms, explosives, or knives) while on school grounds.

Complaint/Grievance

The grievance procedures are for both students and employees. These procedures provide for prompt and equitable resolution of all complaints, including discrimination and harassment. Complaints should be reported to the Title IX Coordinator or designee. The grievance procedures are disseminated to both students and employees.

Title IX Coordinator: Diane Morgan, School Director at: (916) 721-7106

The student is free at any time within this procedure to file a complaint with the California Department of Consumer Affairs, Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, Toll-free number: (888) 370-7589, Fax: (916) 263-1897; or, www.bppe.ca.gov.

Class and Course Definitions

Ability-to-Benefit

MCCNC does not accept students on an Ability-to-Benefit basis.

Full-Time Students

All enrolled students are considered full-time students.

Part-Time Students

MCCNC does not offer programs on a part-time schedule; therefore, MCC does not have part-time students.

Language

Courses are only taught in English.

Non-credit Remedial Courses

Non-credit remedial courses are not offered at MCCNC.

ACADEMIC POLICIES AND PROCEDURES

Graduation Requirements

Every student must meet the following graduation requirements in order to receive his/her certificate of completion:

- Successful completion of all specified requirements for the program of study; and,
- Meet the Standard for Satisfactory Academic Progress.

Note: Certificate and/or transcript may be withheld until the student is current on all financial obligations to the school and/or the student has completed any required paperwork.

Class Attendance / Leave of Absence Policy

Students are expected to attend all classes and be on time for those classes. The loss of subject material due to tardiness or absence can be very costly to the student's academic progress. Attendance, absences and tardiness are recorded.

In the event of an emergency or an unavoidable absence, students must call the school to inform the administration or instructor of that absence prior to or on the same day of the absence. In addition, the student must provide appropriate documentation for the absence. Students who are on attendance probation are mandated to provide written documentation to qualify for an excused absence. It is the responsibility of the student to make arrangements for obtaining the missed lectures and skills training. Students are required to makeup all missed assignments including classwork, labs, quizzes and exams. The school does not offer correspondence study or long-distance learning.

The school also does not offer a leave of absence due to the constraints of our state approval.

If a student stops attending school for 2 consecutive weeks, he/she will be withdrawn from the program.

Grading Policy

In order to successfully pass a course, a student must achieve a minimum score of 75%. Report cards are issued at the end of each module.

<u>Grade Point</u>	<u>Equivalent</u>	<u>Letter</u>	<u>Level</u>
<u>Average</u>	<u>Percentage</u>	<u>Grade</u>	<u>Obtained</u>
4.0	92-100	A	Excellent
3.0	84-91	B	Good
2.0	76-83	C	Fair
0.0	Below 75	F	Failing

Credit and Clock Hour Definitions

Clock Hour

A clock hour is defined as 60 minutes of instruction.

Semester Credit

Our accrediting agency, ABHES, provides the definition of semester credits to be awarded for completion of courses at MCCNC. A semester credit is defined as one credit for every fifteen hours of theory, every thirty hours of lab, or every forty-five hours of externship.

Credit Conversion Policy

The programs of Medical Career College of Northern California offer programs listed with clock hours and semester credits. The formula for converting hours to credits is:

15 hours classroom instruction/lecture = 1 credit

30 hours of laboratory studies = 1 credit

45 hours of externship = 1 credit

Academic Calendar

Class start dates and anticipated graduation dates are available in the supplement to this catalog. School breaks may not be available while students are on externship. Externship schedules may be influenced by site requirements but are approved and monitored by the school and will not exceed criteria as outlined on the programmatic page(s) of this catalog.

Residential Students

Medical Assisting classes meet Monday and Tuesday: 8:00 AM to 5:30 PM

Limited Permit X-Ray Technician classes have three schedules available.

Wednesday Schedule: Meets every Wednesday 9:00 AM to 3:30PM

Thursday Schedule: Meets every Thursday: 9:00 AM to 3:30PM

Friday Schedule: Meets every Friday: 9:00 AM to 3:30 PM

Instructional activity is continuous throughout the calendar year except for the following break days:

- Memorial Day: No Classes May 25 - 27, 2019
- Independence Day: No Classes July 4 - 5th, 2019
- Labor Day: No Classes August 31 - Sept. 3, 2019
- Thanksgiving: No Classes Nov. 27 - Dec. 1, 2019
- Winter Break: No Classes Dec. 21, 2018 - Jan. 1, 2020
- Memorial Day Weekend: No Class May 23 - 25, 2020
- Independence Day: No Classes July 4, 2020
- Labor Day: No Classes Sept. 5 - Sept. 7, 2020
- Thanksgiving: No Classes Nov. 26 - 29, 2020
- Winter Break No Classes Dec. 19, 2020 - Jan. 3, 2021
- Memorial Day: No Classes May 29, 2021- May 31, 2021
- Independence Day: No Classes July 3, 2021 – July 5, 2021
- Labor Day: No Classes Sept 4, 2021- Sept. 6, 2021

STUDENT SERVICES

Student Advising

The student's primary advisor is his/her instructor. Instructors, program managers, and the School Director are available to assist students with issues of an academic or personal nature and can direct the student to other advising resources outside of the school if needed.

Tutoring

Tutoring is available to all students who need additional help in achieving or maintaining satisfactory progress. Students must make arrangements with their instructor or program manager for availability.

Refresher Courses

Graduates are allowed to return to MCCNC to repeat a course to refresh their skills provided the course is still being offered. The graduate must make arrangements prior to attendance and must be able to attend

classes during regularly scheduled times. To obtain this service, the student's account must be paid in full and remain in good standing with the holder of his/her loans, if applicable.

Parking and Transportation

Parking is available for students who drive to school. MCCNC is located on a major bus route, which makes it easily accessible to those students without automobiles. The telephone number for bus routes and scheduling is available at the school. MCCNC cannot guarantee student transportation. See a school administrator if you have concerns regarding transportation. Assistance may be available with public transportation schedules or carpools.

Student Housing

MCCNC does not provide dormitory facilities or student housing. MCCNC does not assist student in finding housing. According to apartments.com for Citrus Heights, California, rentals can be found from \$750 per month and up. For additional information please see an administrator.

Resource Center

The Resource Center at MCCNC is open to students and faculty to provide reference materials and internet links specifically related to training in the specialized areas offered at MCCNC. Students and faculty may find and check out course-related texts, trade publications, and informational videos. Televisions, computers, and a printer are also available for student use. Orientation to the Resource Center will be conducted for all students.

Graduate Placement Assistance

MCCNC assists graduates in obtaining employment in the fields for which they are trained. This continuous placement service is available to all MCCNC graduates at no additional charge. Professional assistance is available on interview skills, resume writing and other job search techniques. MCCNC assists graduates in networking with employers in their field and provides guidance for those graduates seeking self-employment. MCCNC brings graduates and prospective employers together under favorable circumstances.

MCCNC does not guarantee employment.

FINANCIAL INFORMATION

Financial Obligations

In accordance with California Education Code Section 72237, MCCNC shall withhold transcripts, diplomas and registration privileges from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to MCCNC. Any item or items withheld shall be released when the student satisfies the financial obligation.

Student Financing

Currently, the school offers Federal Financial Aid for the Medical Assisting with Limited Permit X-ray Technician only. MCCNC has agreements with the Veterans Administration, as well as the State's Employment Development Department and the Department of Rehabilitation. For student's in the LPXT program or students ineligible for financial assistance, the school offers a generous payment plan option.

Student Loans

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

Cost of Attendance

The following information provides average costs of attendance for the educational programs offered by MCCNC for the 2018-2019 and 2019-2020 academic year. Please note that the Cost of Attendance stated below is for one academic year in length. Cost of Attendance is determined by combining the direct and indirect costs such as tuition, fees, books and supplies, room and board, transportation, etc. The average costs are used by the Financial Aid Office to calculate student eligibility for financial aid awards. Individual student costs will vary. For more information on how these costs were derived, please contact the Director of Financial Aid.

Program	Tuition & Fees	Loan Fees	Books/Supplies	Transportation	Room & Board	Personal Expenses	Total Cost of Attendance
MA/LPXT	\$19,476.00	\$100.00	\$850.00	\$4,014.00	\$13,239.00	\$2,070.00	\$39,749.00
LPXT	\$15,942.00	\$100.00	\$535.00	\$4,014.00	\$13,239.00	\$2,070.00	\$35,898.00

Total Program Cost

Program	Registration Fee	Books/ Supplies	Tuition	Exam Fees	Total Cost
MA/ LPXT	\$225.00	\$850.00	\$23,470.00	\$650.00	\$25,195.00
LPXT	\$225.00	\$535.00	\$15,250.00	\$465.00	\$16,477.00

In-House Financing

Tuition can be financed with the school in equal monthly payments with a predetermined payment in accordance with the qualifications of the applicant and as per the enrollment agreement contract.

Late Payments

A late payment fee of \$25 is assessed to students who do not complete payment of tuition and fees by midnight of the due date, except for extenuating circumstances approved by administration.

Veterans Benefits

Applicants to Medical Career College of Northern California who are eligible for VA benefits must comply with the items included in this section as well as all Medical Career College of Northern California's institutional policies. Students may check their eligibility at <http://gibill.va.gov>.

Medical Career College of Northern California is approved for the training of veterans and eligible persons as an eligible institution. Applications for Veterans benefits may be obtained by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration. In order to achieve and maintain eligibility in the VA, there are additional requirements placed upon the institution and the applicant who intends to utilize their VA benefits.

Medical Career College of Northern California does not determine any eligibility for VA benefits. The eligible applicant must complete all required VA applications and requirements with the VA and receive VA approval prior to MCCNC accepting any expected VA funds as part of a tuition payment plan.

VA Review of Prior Training for Transfer Credit

Prior to being accepted into Medical Career College of Northern California, any VA eligible applicant must supply to MCCNC official documentation of all previous training. This previous training includes any military courses and training, any prior post-secondary educational institutions attended, whether it be traditional college or vocational training. Medical Career College of Northern California will review each submitted official transcript or other official documentation to determine if any prior training may be utilized as transfer credit into a program.

Registration Fee

An non-refundable established fee in the amount of \$225 is not be subject to pro-ration.

Books, Supplies and Equipment

A Veteran or eligible person may retain or dispose of books, supplies and equipment at his or her discretion.

VA Transfer Credit

If transfer credit is granted to a VA eligible applicant, the portion of the program that is replaced is not eligible for certification for VA benefits. The applicable part of the program substituted in not billable to the student or VA, or any other agency.

Receipt of VA Additional Notices

The VA requires that all VA eligible applicants receive a copy of the MCCNC Catalog and that Medical Career College of Northern California documents such disclosures.

Tuition and Other Charges

MCCNC has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course, withdraws, or is terminated any time prior to completion of the program. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rate portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.

Maximum Timeframe

VA benefits are paid for 100% of the published program length and not up to 150% of the maximum timeframe.

Federal Financial Aid

To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Aid online. The student and the parent (in the case of a dependent student) may sign the FAFSA online by using the FSA ID which is comprised of a user-selected username and password. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media.

MCCNC will make available to prospective and enrolled students information regarding how and when to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on the MCCNC website and can be found in the student catalog. Hard copies are available upon request.

Financial Arrangements

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, scholarships and/ or Cash payment plan prior to enrolling.

Prior to admission the prospective student is given the pre-enrollment questionnaire packet. In addition, the prospective student will be required to meet with a school official, at which time, they will be required to read, understand, and sign all enrollment documents. The interview will elaborate on course description, the career opportunities and the physical demands of the job.

TYPES OF FINANCIAL AID

FEDERAL PELL GRANT

This grant is designed to assist students with the greatest needs who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for Federal Pell Grant. Eligibility is determined by the students need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the USDOE.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

This grant is available to students with exceptional financial need, students with the lowest EFC, and with priority given to Federal Pell Grant recipients. In determining student eligibility, the academy will base the selection on procedures designed to grant FSEOG awards to those students with the lowest EFC who will also receive Federal Pell Grant in that award year. The amount of the grant and the number of students who may receive this grant depend on the availability of funds from the USDOE. The funds are awarded proportionally across campuses and program start dates. The grant amounts vary; please check for current award amounts at www.mccnc.edu/financial-aid.

FEDERAL LOANS

Federal student loans need to be repaid. There are two types of Direct Loans: Subsidized and Unsubsidized.

You must have financial need to receive a Subsidized Direct Loan. The USDOS will subsidize the interest that accrues during certain periods. Financial need is not a requirement for an Unsubsidized Direct Loan. You are responsible for paying the interest that accrues on Unsubsidized Direct Loans during all periods. Stafford Loans are made from the William D. Ford Direct Loan Program, commonly known as Direct Loans. In the Direct Loan Program, the loan funds are made available by the USDOE and repaid to them.

PLUS LOANS

PLUS Loans are loans that parents can obtain to help pay for the cost of education for their dependent undergraduate children. PLUS Loans are made from the William D. Ford Direct Loan Program, commonly known as Direct Loans. In the Direct Loan program the loan funds are made available by the USDOE and repaid to them.

How Eligibility is Determined

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a home-school setting approved under state law.
2. Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register with Selective Service between the ages of 18 and 25).

Men exempted from requirement to register include;

- Males currently in the armed services and on active duty (this exemption does not apply to members of the Reserve and National Guard who are not on active duty);
- Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
- Males born before 1960;

- Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
 - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
 5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
 6. Sign certifying statements on the FAFSA stating that:
 - You are not in default on a federal student loan
 - Do not owe a refund on a federal grant
 - Sign the required statement that you will use federal student aid only for educational purposes.
 7. Maintain satisfactory academic progress (SAP) while you are attending college or a career school.
 8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
 9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In Addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL
You are a U.S. citizen if you are born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in America Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD
You are eligible if you have a form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD
You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant (Status Pending)
 - Conditional Entrant (Valid only if issued before April 1, 1980)
 - Parolee
4. Have BATTERED IMMIGRANT STATUS
 - You are designated as a "battered immigrant-qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under Violence Against Women Act.
5. Have a T-VISA
 - You are eligible if you have a T-visa or a parent with a T-1 visa.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in his/her Educational Program. In order to maintain eligibility for financial aid, student must make adequate academic progress toward completion of his/her program.

Same As, Or Stricter Than

The SAP policy for Title IV, HEA students is consistently applied and identical to the school's actual measurement used to monitor qualitative and quantitative standards, as well as maximum time frame for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Chief Executive Officer notifies the Office if the school changes academic policies.

Evaluation Periods

Student's SAP evaluations occur at the end of a payment period.

At each formal SAP evaluation point (end of each payment period), the school checks:

- Qualitative Measure (grade based)- Remedial course work may be part of or separate from regular qualitative measure)
- Quantitative Measure (Pace)
- Maximum time frame.

MEDICAL ASSISTING WITH LIMITED PERMIT X-RAY TECHNICIAN

(35 semester credits)

1 st evaluation	12 semester credits	26 weeks
2 nd evaluation	24 semester credits	26 weeks

Academic Year Definition

MA/LPXT: 24 semester credits and 30 weeks.

Quantitative Measure

To be considered making SAP, Students are required to attend a minimum of 90% of his /her educational program in no longer than 150% of the published length of the program as measured in clock hours and determined by the program.

Evaluations are conducted at the end of each payment period to determine if the students have met the minimum requirements and are based on the cumulative attendance percentages as of the last day of the evaluation period.

Pace is calculated by dividing the total credits accrued (successfully completed) by the total number of credits attempted.

At the end of each evaluation period, the school determines if the students have maintained 90% cumulative attendance since the beginning of the course.

This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Remedial coursework may be included at the school's option.

Full-time students are scheduled to attend (24) clock hours weekly.

Qualitative Measure

The qualitative measure, used to determine SAP, is based on grades. Students must maintain a cumulative grade point average of at least 2.0 at the end of each semester.

Students must make up failed or missed evaluations and assignments. Students receive a letter grade as indicated on the chart below which is based on the end-of-semester evaluation. Mid-semester evaluation. Mid-semester evaluations are for informational purposes and therefore students do not receive a letter grade.

Students receive a letter grade as indicated in the Grading Policy on page 15 of the school catalog. The Grading Policy is based on the end-of-semester evaluations. Students who receive below 75% is equal to an “F” course grade and, will be required to repeat that course module.

Maximum Time Frame

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for student to complete the Program is as follows:

For undergraduate programs measured in clock hours, it is a period that is no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

Normal Semester credits	Normal Timeframe	Maximum Semester credits	Maximum Timeframe
MA/LPXT 35	78 weeks	52.5	117 weeks

****Example:** If an undergraduate academic program is 100 weeks and $1.5 \times 100 = 150$ the time cannot be rounded. If, at any time the student cannot complete the program within the normal time frame, then the student must successfully appeal for an extension to the maximum time frame to continue receiving Title IV aid.

To calculate the pace at which the student is progressing the school would:

Divide the cumulative hours the student has successfully completed by the cumulative number of hours the student has attempted.

$$\text{Cumulative credits completed} / \text{Cumulative credits attempted}$$

The maximum time frame must be measured at each evaluation point (the student is ineligible at the evaluation point when it is determined that the student will exceed the maximum timeframe NOT at the point when they reach the maximum timeframe.)

Financial Aid Probation

Medical Career College of Northern California does not provide warnings for financial aid. Students are required to keep Satisfactory Academic Progress (SAP) at or above the bench mark of 75% and 90% for Attendance. The school evaluates SAP at the end of each payment period. A student who fails to comply with the Satisfactory Academic Progress Policy at the end of the payment period, will be Ineligible for future aid disbursements.

The student may continue payments on a cash-pay basis, with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of SAP.

If a student becomes ineligible by failure to comply with SAP, the student has the right to an appeal. If the institution approves the appeal, the student may be placed on probation after the institution evaluates the students’ progress and determines that the student should be able to meet the SAP standards by the end of the subsequent payment period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan when he/she will require more than one payment period to Satisfactory Academic Progress standards; the student must either be meeting the cumulative attendance and grade standards as published by the school or be in compliance with any customized written academic plan.

The academic plan may be as complicated as a course-by-course plan toward completion, or as simple as a mathematical formula that specifies the percentage of coursework that the student must now complete. An academic plan may continue for multiple payment plans. The student is now on financial aid probation. At the completion of the plan, the student will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for Title IV aid.

In the academic plan, the school determines the minimum grade point average the student must achieve and the number of credits that the student may take.

An academic plan can be changed if the student files another appeal. The reason for changing the academic plan are related to unusual circumstances that prevented the student from meeting the requirements of the original academic plan. These reasons may include:

- Two required courses are only available in the same time slot.
- The school is unable to offer a required course during the term outlined in the plan.
- A personal situation or emergency.

All documents concerning a written appeal of an SAP evaluation must be kept in the student file, including the school's written determination of such appeal and details of all academic plan that may be developed.

Appeal Process

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified that they have failed to comply with the school's SAP policy, to submit an appeal to the institute. The appeal must be in writing and given to the Chief Executive Officer, who will meet with the Chief Financial Officer to make a decision on the appeal.

The basis on which a student may file an appeal are injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The School Director will provide a decision in writing within ten (10) business days.

Re-instatement of Title IV, HEA Aid

Re-instatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Probation period will be removed from probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee. Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

Verification

Each year the Department of Education chooses a percentage of financial aid recipients randomly to be selected for verification. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Financial Aid) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and /or parents/guardians), proof of untaxed income, housing allowances, etc.

Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Office of Financial Aid, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified by email or in writing.

Withdrawal from the program

You may withdraw from the school at any time after the cancellation period (described below) and receive a pro-rated refund if you have completed 60% or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less the \$225.00 registration fee, and less any deduction for equipment or textbooks not returned in good condition, within thirty (30) days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from the program of instruction when any of the following occurs;

- The student notifies the institution of the student's withdrawal, or as of the date of the student's withdrawal, whichever is later.
- The student is dismissed due to the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student failed to attend class for two (2) consecutive weeks.

For the purpose of determining the date and amount of the refund, the date of the student withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay and student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Official Voluntary Withdrawal

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

- Date student provided official notification of intent to withdraw, in writing; or
- The date the student began the withdrawal from the School's records.

A student will be permitted to rescind his notification in writing and continue the program if so chosen. However, if the student subsequently drops, the student's withdrawal date is the student's last date of attendance.

In event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned.

If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the student's last date of attendance.

Unofficial Withdrawal

Any student that does not provide notification of his or her intent to withdraw and is absent not more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and/or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to dismissal and considered to have unofficially withdrawn.

Post Withdraw

If the student did not receive all earned funds, then a post-withdraw disbursement may be due. The School may use a portion of or all of your post-withdraw disbursement for tuition and fees (per the Enrollment Agreement). If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

*This policy is subject to change at any time, and without prior notice.

REFUND, CANCELLATION AND WITHDRAWAL POLICY

Students who enter a program for which they have enrolled may withdraw at any time after beginning classes. Students are required to cancel their enrollment by written request at any time before or during their training. The date when the School receives the notice of the student's intent to withdraw shall be the dismissal date.

STUDENT'S RIGHT TO CANCEL

You have the right to cancel your program of instruction, without any penalty or obligations:

1. A refund of all charges for tuition and textbooks minus registration fee, can be obtained if the student cancels through attendance at the first-class session; or
2. The seventh day after enrollment, whichever is later; and
3. Any books issued to the student must be returned in excellent condition in order to have the textbook fee refunded. The applicant shall receive all monies due within 30 days from the notice of cancellation. The \$225.00 registration fee is non-refundable.

After the end of the cancellation period, you also have the right to discontinue school at any time; please see withdrawal from the Program for more details. Cancellation may occur when the student provides a written notice of cancellation and can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however, expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Termination or Withdrawal after the commencement of classes:

A student may withdraw at any time after the start of the program. The refund policy for students who have completed 60% or less of the total program hours shall be a prorated refund. After 60% of the total program hours have been completed, no refund will be forthcoming. The students are required to have an exit interview with the School Director to discuss the amount of money to be refunded. Refunds are calculated from the first date of the program to the receipt of the letter requesting withdrawal from the program.

A refund will be calculated as follows using the example of 438 total hours and a total program cost of \$9900.00. (Unused books will be credited if in excellent condition).

Program Fee/Hour (based on total program cost divided by total program hours) times (x) the number of hours completed subtracted (-) from the total program costs paid. The non-refundable registration fee is subtracted from the total program cost before calculation is started.

Example:

\$9900.00 (Paid at start of program)

- 100.00 Registration Fee

\$9800.00 Total Program Charge

Therefore:

\$9800.00 Total Program Charge

Divided by 438 Total Program Hours

= \$22.37/Hr.

Therefore:

\$22.37 x 50 completed hours = \$1,118.50

\$9800.00 - \$1,118.50 = \$8,681.50 refund

The above example is based on the California State Refund Policy. The example shows a student that was enrolled in a 438 course that had a total charge of \$9800.00 (\$9900.00 - \$100.00 Registration Fee) for which the student had paid in full. The student completed 50 hours of instruction at the time of receipt of the letter of withdrawal. Refunds will be made within 30 days from the date of withdrawal determination.

RETURN OF TITLE IV FUNDS POLICY

PURPOSE:

To inform students of the refund policy for the return of Title IV Funds, HEA (R2T4) funds if a student cancels an enrollment agreement

To inform students of the refund policy for the return of Title IV funds, HEA (R2T4) funds, if the student withdraws or is terminated after the commencement of classes.

SUPPORTING DOCUMENTS:

School Catalog

Application/Enrollment Agreement

Website

This policy applies to students who withdraw officially, unofficially, or are dismissed from enrollment by the School. It is separate and distinct from the School’s refund policy.

The calculation of the amount of Return of Title IV, HEA (R2T4) funds are determined are determined according to the following definitions:

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received. Because the requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA

programs. Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The payment Period for Semester credit hours programs is one-half of the academic year or program length (whichever is less)

The Date of Determination is the date that the institution determines the student has withdrawn from the program. The Withdraw Date is the Last Date of Attendance (LDA). The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student that 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 that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date the student withdrew.

The Calculation Formula:

Determine the amount of Title IV, HEA funds that was disbursed plus Title IV aid that could have been disbursed.

Calculate the percentage of Title IV HEA funds earned:

1. Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more).

COMPLETED DAYS = TOTAL DAYS IN THE PAYMENT PERIOD = % EARNED

(Rounded to one significant digit to eight of the decimal point, ex. .4493 = 44.9%)

2. If this percentage is greater than 60%, the student earns 100%.

3. If this percentage is less than or equal to 60% proceeds with calculation.

Percentage earned from (multiplying by) total funds disbursed or could have been disbursed
= AMOUNT STUDENT EARNED.

Subtract the Title IV funds earned from the total disbursed = AMOUNT TO BE RETURNED.

100 % minus percent earned = UNEARNED PERCENT.

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV funds disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent of unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

The student is not required to return the overpayment if the amount is equal to or less than 50% of the total grant assistance that was disbursed—or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50.00 or less.

The School will issue a grant overpayment notice to the student within 30 days from the date the school's determination that the student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to MCCNC
2. Sign a repayment agreement with the U.S. Department of Education

ORDER OF RETURN:

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grant for which a Return is required

EARNED AID

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

OVERPAYMENT OF TITLE IV

Any amount of unearned grant funds that a student must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

WITHDRAW BEFORE 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period, the institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw

WITHDRAW AFTER 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform an R2T4 to determine the amount of aid that the student has earned. The School measures progress in clock hours and uses the payment period of calculation.

POST WITHDRAW

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw

disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. You must have the student's permission to disburse a loan as a post-withdrawal disbursement.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

REFUND VS. RETURN

The requirements for the Title IV, HEA program funds when the student withdraws are separate from any refund policy that the School may have to return to the school due to a cash credit balance. Therefore, the student may still owe funds to cover unpaid institutional charges. The School may also charge the student for any Title IV, HEA program funds that they were required to return on the student's behalf.

STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California Resident, or are not enrolled in a residency program

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

- (1) The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach out plan approved by the Bureau or did not complete a chosen teach out plan approved by the Bureau.
- (2) You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or the location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
- (3) You were enrolled at an institution or a location of the institution more than a 120 day before the closure of the institution or the location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than a 120 day before closure;
- (4) The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- (5) The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- (6) You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- (7) You sought legal counsel that resulted in the cancelation of one or more of your student loans and have an invoice for services rendered and evidence of the cancelation of the student loan or loans. To qualify for STRF reimbursement the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student who's loan is revived by a loan holder or debt collector after a period of none collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more

than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or tax payer identification number.

It is important that students keep copies of their enrollment agreement, financial papers, receipts or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2335 Capitol Oaks Drive, Suite 400, Sacramento, CA, (916)431-6959 or (888)370-7589.

Return to Title IV Questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

Questions About this Catalog?

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818 West Sacramento,
CA 95798-0818
www.bppe.ca.gov
Phone: 888-370-7589 Fax: 916-263-1897

PROGRAMS OFFERED

Limited Permit X-Ray Technician

Certificate

Career Opportunities

The program provides the background that enables a student to assume a responsible entry-level position as a Limited Permit X-Ray Technician in the scope of Chest, Torso-Skeletal and Extremities. Upon successful completion of this course of study including the Mid-term and Final examination, the graduate is eligible to take the California State Examination for Limited Permit X-Ray Technician in the scope of Chest, Torso-Skeletal and Extremities. Once the graduate passes the examination, he may assume a position as a responsible member of a team in a physician's office or clinic. In addition to being qualified to provide x-ray services, the graduate is also qualified to do some back-office patient care procedures. This program meets the requirements for the Limited Permit X-Ray Technician state licensure exam. A prospective student should verify certification requirements of another state if he/she is considering relocation outside of the State of California.

Program Objective

Provide training on the basic knowledge and skills for medical assisting professionals who are interested in working in an entry level position in the Limited Permit X-Ray Technician field. A certificate will be awarded to students who successfully complete the requirements of this program. Students who are enrolled in the Limited Permit X-Ray Program are admitted with the goal to obtain a State of California Limited Permit X-ray Technician License.

Hours of Instruction Provided: 600

Outside Preparation Hours: 135

Weeks of Instruction: 78

Semester Credits: 24.5

Program Delivery

All Didactic and Lab Classes are in Residence for 101 TEC, 102 TEC and 103 TEC. Students are required to complete numerous classroom quizzes, laboratory procedures, hands on positioning, and homework assignments. Additionally, students will be required to take the mid-term and final exams and show proficiency in positioning.

Graduation Requirements

Students must complete all areas of the program with a cumulative GPA of 75% or better and satisfactorily complete the externship program in an approved medical facility. In addition, students must satisfy all financial obligations to the School to receive their "Certificate of Completion".

Externship

The externship will begin when the student demonstrates the basic knowledge and skills necessary to begin taking radiographs. The externship rotation consists of documented proof of 50 Chest exams, 50 Upper Extremity and 50 Lower Extremity exams and 200 Torso-Skeletal Exams and 50 additional Exams in any category. The externship is completed at a radiology facility under the supervision of a Supervising Licentiate that is affiliated with the School and the CDPH/RHB.

Students receiving VA benefits will be certified when externship begins.

California State Limited Permit X-Ray Technician Licensure Requirements

The California Department of Public Health Radiologic Health Branch requires that all applicants must submit the following to be eligible to sit for the state licensure exam:

1. A completed application to test in the category of Torso-Skeletal, Extremities and Chest
2. A copy of the Institutions "Certificate of Completion"
3. The appropriate examination fees

Courses

RAD 101 TEC: Anatomy and Physiology, Introduction to Radiation Protection, Introduction to Physics, Equipment Operation/Quality Assurance & Control, Medical Terminology, Medical Ethics, Anatomy & Positioning of the Torso-Skeleton and Introduction to Digital Radiography.

Classroom Hours: 100

Semester Credits: 6.0

Thursday Schedule: 16 weeks

Friday Schedule: 16 weeks

Saturday Schedule: 24 weeks

In Module One the lectures will focus on the general Anatomical structures of the human body. Emphasis on the skeletal system will be discussed and the anatomy of the torso-skeleton will be lectured in on in detail. Introduction to Radiation Physics will discuss structure of the Atom and its relationship to X-Ray Production. The lectures on Radiation Protection will introduce the student to the interactions of x-ray with matter. The history of x-ray, tube construction, and shielding are taught to help the student begin to understand the importance of practicing safety on the job. Basic principles of digital imaging will address digital imaging characteristics, fundamental principles of exposure and types of digital receptors. Ethical standards of conduct as well as medical-legal considerations are reviewed, with special emphasis on the role of the X-Ray Technician. Positioning of the torso-skeleton will be taught and practiced in laboratory setting. Medical Terminology, with an emphasis on radiologic terms will be discussed. Infection Control, CPR and Body Mechanics are taught during this module.

Prerequisites: None

RAD 102 TEC: Intermediate Radiation Protection, Intermediate Radiation Physics, Intermediate Equipment Operation/Quality Assurance & Control, Image Processing, Principles of Radiographic Exposure, Pediatric & Geriatric Radiography, Anatomy & Positioning of the Upper and Lower Extremities and Intermediate Digital Radiologic Technology.

Classroom Hours 100

Semester Credits: 6.0

Thursday Schedule: 16 weeks

Friday Schedule: 16 weeks

Saturday Schedule: 24 weeks

The second module will focus on instruction in Intermediate Radiation Protection. The classroom work will look at units of exposure along with dose measuring devices, tube construction and shielding. This will begin to give the student the knowledge they will need to understand their role in minimizing the exposure to the patient as well as the student. Intermediate Radiation Physics will continue to examine x-ray beam characteristics. Equipment Operation/Quality Assurance & Control will discuss the circuitry of the modern radiographic imaging system as well as radiographic tables and grids. Image Processing will discuss x-ray analog image processing as well as digital image acquisition and digitization. Digital Radiologic Technology will discuss system software display, as well as addressing raw data acquisition and image extraction. Exposure indicators and software image processing and acquisition errors affecting image outcome will also be discussed. Special considerations for Pediatric & Geriatric patients will be discussed with regards to radiographic exams. Positioning techniques of the upper and lower extremities are taught and practiced.

Prerequisites: None

RAD 103 TEC: Advanced Radiation Protection, Advanced Radiation Physics, Principles of Radiographic Exposure, Image Evaluation, Patient Care, Advanced Digital Radiologic Technology, Anatomy & Positioning of the Chest.

Classroom Hours 100

Semester Credits: 6.0

Thursday Schedule: 16 weeks

Friday Schedule: 16 weeks

Saturday Schedule: 24 weeks

In the third module, lectures will focus on more advanced examination of safety factors and methods used in reducing and controlling scatter radiation. Radiation Physics will examine the electromagnetic spectrum in more detail with respect to kilovoltage peak. Working in lab, students will take radiographic films to see the effects different factors have on film density, contrast, distortion and detail. Students will be given the opportunity to critique images and discuss measures to improve radiographic quality. The students will practice patient care with an emphasis on radiologic procedures. Students will learn quality control, quality assurance and total quality management as well as equipment maintenance procedures for computerized and digital technology. Anatomy as well as Positioning techniques of the Chest are taught and practiced.

Prerequisites: RAD 102 TEC

RAD 106 TEC: Externship

Externship Hours 300

Semester Credits: 6.5

Course length is based on number of x-rays taken.

Each student will be required to complete a supervised externship within the categories for which they will be licensed. The supervised externship will incorporate 50 Chest exams, 50 Upper Extremity and 50 Lower Extremity exams and 200 Torso-Skeletal exams. The externship incorporates work-related experience in both x-ray and back office settings. While on externship, the student must prove competency with positioning skills, the ability to operate x-ray equipment, show an understanding of radiographic technical factors, and practice proper radiation safety skills, all with the end goal of patient and operator safety. The externship is completed at a radiology facility under the direct supervision of a License Supervisor Operator that is affiliated with the school and the California Department of Public Health/Radiologic Health Branch.

Prerequisites: RAD 101/102/103 TEC and demonstrated positioning proficiency as determined by the Clinical Coordinator

Medical Assisting with Limited Permit X-Ray Technician

Certificate

Career Opportunities

The enrolled student graduates and receives Certificates of Completion for the Medical Assisting Program and the Limited Permit X-Ray Technician Program. Upon successful completion of this course of study including the Mid-term and Final examination, the graduate is eligible to take the California State Examination for Limited Permit X-Ray Technician. The Medical Assisting Program recommends that the graduate take the national or state certification examination. A prospective student should verify certification or licensure requirements of another state if he/she is considering relocation outside the State of California. The Medical Assisting with Limited Permit X-Ray Technician Program prepares the student to perform almost all functions necessary for successful employment in an outpatient setting. The largest demand for the services of the MA/LPXT will be at any outpatient medical facility that offers x-ray services, urgent care or walk-in clinics and orthopedic offices.

Program Objective

Provide training on the basic knowledge and skills for students interested in careers in the medical profession working in an entry level position in the Medical Assisting with Limited Permit X-Ray Technician field. A certificate will be awarded to students who successfully complete the requirements of this program. Students who are enrolled in the Medical Assisting with Limited Permit X-Ray Program are admitted with the goal to obtain a certificate in medical assisting and to obtain State of California Limited Permit X-ray Technician License.

Hours of Instruction Provided: 1060

Outside Preparation Hours: 341.25

Weeks of Instruction: 78

Semester Credits: 49

Program Delivery

All Didactic and Lab classes are held in residence at the school site. Students are required to complete numerous classroom quizzes, laboratory procedures, hands on positioning, and homework assignments. Additionally, students will be required to take the mid-term and final exams and show proficiency in positioning.

Graduation Requirements

Students must complete all areas of the program with a cumulative GPA of 75% or better as well as successful completion of the Medical Assisting and Limited Permit X-Ray Technician externships. All financial obligations to the School must also be met before the student receives the "Certificate of Completion for Medical Assisting" and the "Certificate of Completion for Limited Permit X-Ray Technician in the Scope of Torso-Skeletal, Extremities and Chest".

Externship

The externship in Medical Assisting may begin as early as MA/LPXT 102. The externship for the Limited Permit X-Ray Technician will begin when the student demonstrates the basic knowledge and skills necessary to begin taking radiographs. The medical assisting and x-ray externships can be completed concurrently as long as the required 160 medical assisting hours are well documented separately from the required number of x-ray examinations. The required number of exams is: 50 chest x-rays, 50 Upper Extremity and 50 Lower Extremity exams and 200 torso-skeletal examinations. Extern sites are arranged and affiliated with the school. The School makes an effort to arrange an extern site as close to a student's

home as possible but at times the student may need to travel a distance to complete this portion of the program. The LPXT extern site must be affiliated with the School as well as the CDPH/RHB.

Students receiving VA benefits will be certified when externship begins.

California State Limited Permit X-Ray Technician Licensure Requirements

The California Department of Public Health Radiologic Health Branch requires that all applicants must submit the following to be eligible to sit for the state licensure exam:

1. A completed application to test in the category of Torso-Skeletal, Extremities and Chest.
2. A copy of the Institutions "Certificate of Completion".
3. The appropriate examination fees

MA/LPXT 101: Anatomy and Physiology of the Human Body in Health and Disease, Medical Terminology, Administrative Medical Assisting Skills, Medical Ethics, CPR, Introduction to Radiation Protection, Introduction to Radiation Physics, Introduction to Equipment Operation/Quality Assurance & Control, Positioning of the Torso-Skeleton and Introduction to Digital Radiographic Technology.

Classroom Hours: 270

Semester Credits: 16.5

MA Schedule: Monday, Tuesday

LPXT Schedule: Wednesday or Thursday or Friday or Saturday

The first module of the Medical Assisting with Limited Permit X-Ray Technician Program focuses on the basic knowledge that forms a foundation for success in these two disciplines. A comprehensive study of the Anatomy and Physiology human body is taught with emphasis on conditions affecting health and disease or trauma. Special emphasis is placed on a detailed knowledge of the Skeletal System. The student is also taught Medical Terminology as well as Medical Law and Ethics as it relates to Medical Assisting and Radiology. The student is taught basic front office skills and basic office equipment operation. An Introduction to Radiographic Equipment Operation/Quality Assurance & Control is taught as well as X-Ray Production. The student is also introduced to the Principles of Radiation Protection. Basic Principles of Digital Imaging will address digital imaging characteristics and fundamental principles of exposure and types of digital receptors. The student in the first module will learn to position the human body to obtain radiographs of the torso-skeleton.

Prerequisites: None

MA/LPXT 102: Medical Assisting Clinical Back Office Skills, Intermediate Radiation Protection, Intermediate Radiation Physics, Image Processing, Principles of Radiographic Exposure, Intermediate Equipment Operation/Quality Assurance & Control, Pediatric & Geriatric Radiography, Anatomy and Positioning of the Upper and Lower Extremities and Intermediate Digital Radiographic Technology.

Classroom Hours: 360

Semester Credits: 20.0

MA Schedule: Monday, Tuesday

LPXT Schedule: Wednesday or Thursday or Friday or Saturday

Medical Assisting will include Infection Control, Body Mechanics, Medical Assisting Clinical Competencies, Specimen Collection, Venipuncture, the performance of Diagnostic Testing, Patient Care, Medication Administration and Pharmacology and Healthcare Professionalism.

The second module of radiology will focus on instruction in Intermediate Radiation Protection. The classroom work will look at units of exposure along with dose measuring devices and shielding. This will begin to give the student the knowledge they will need to understand their role in minimizing the exposure to the patient as well as the student. Intermediate Radiation Physics will continue to examine x-ray beam characteristics. Equipment Operation/Quality Assurance & Control will discuss the circuitry of the modern radiographic imaging system as well as radiographic tables and grids. Image Processing will discuss x-ray analog image processing as well as digital image acquisition and digitization. Digital Radiologic Technology will discuss system software display, as well as addressing raw data acquisition and image extraction. Exposure indicators and software image processing and acquisition errors affecting image outcome will also be discussed. Special considerations for Pediatric & Geriatric patients will be discussed with regards

to radiographic exams. Positioning techniques of the upper and lower extremities are taught and practiced. Medical Assisting will include Infection Control, Body Mechanics, Medical Assisting Clinical Competencies, Specimen Collection, Venipuncture, the performance of Diagnostic Testing, Patient Care, Pharmacology, Medication Administration, and Healthcare Professionalism. CPR Certification is provided.

Prerequisites: None

MA/LPXT 103: Medical Assisting Externship, Professionalism, Resume Writing, Interviewing Skills, Advanced Radiation Protection, Advanced Radiation Physics, Principles of Radiographic Exposure, Image Evaluation, Patient Care, Advanced Digital Radiologic Technology and Anatomy & Positioning of the Chest.

Classroom Hours: 255

Semester Credits: 9.0

MA Schedule: 160 hours of externship

LPXT Schedule: Wednesday or Thursday or Friday or Saturday

In the third module, students will complete 160 hours of Medical Assisting Externship at affiliated facility. X-ray lectures will continue in residence and will focus on more advanced examination of safety factors and methods used in reducing and controlling scatter radiation. Radiation Physics will examine the electromagnetic spectrum in more detail with respect to kilovoltage peak. Working in lab, students will take radiographic films to see the effects different factors have on film density, contrast, distortion and detail. Students will be given the opportunity to critique images and discuss measures to improve radiographic quality. The students will practice patient care with an emphasis on radiologic procedures. Students will learn quality control, quality assurance and total quality management as well as equipment maintenance procedures for computerized and digital technology. Anatomy as well as Positioning techniques of the Chest are taught and practiced.

Prerequisites: MA/LPXT 102

MA/LPXT 106: Radiology Externship

Externship Hours: 175

Semester Credits: 3.5

Course length is based on number of x-rays taken.

Each student will be required to complete a supervised externship within the categories for which they will be licensed. The supervised externship will incorporate 50 Chest exams, 50 Upper Extremity and 50 Lower Extremity exams, and 200 Torso-Skeletal. The externship incorporates work-related experience in both x-ray and back office settings. The externship is completed at a radiology facility under the supervision of a License Supervisor Operator that is affiliated with the school and the CDH/RHB.

Prerequisites: MA/LPXT 102/103 and demonstrate positioning proficiency as determined by the Clinical Coordinator.