

# Sri Sai Krish Institute

"Together We Can Make a Difference"



## **Main Campus**

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## SCHOOL INFORMATION

### Mission

The mission of Sri Sai Krish Institute is to provide excellent allied health programs in a secure environment of academic learning that will produce empathetic allied health workers. Sri Sai Krish Institute is committed to securing the success of its students by providing training that will result in career placement.

In support of the Sri Sai Krish Institute's mission, the institute's objectives are:

- To fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field.
- To provide students with all the materials, faculty, and administrative support needed to complete their Program successfully.
- To encourage and foster the value of life-long learning in our students.
- To provide students with the most up-to-date and comprehensive information available in their field.
- To utilize evaluation tools and materials that require the students to demonstrate integrating the concepts and skills they have learned effectively.
- To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions;
- To provide a curriculum that teaches students to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.

### History and Ownership

The Sri Sai Krish Institute was founded in 2012 by Ms. Vijayakumari Bhaskar as an exempt educational institution. The institution initially offered Nursing Assistant and Home Health Aide programs and was approved by the California Department of Public Health. In 2013, the institution received approval from the Bureau for Private Postsecondary Education in the State of California to increase the institution's programmatic offerings. At this time, Sri Sai Krish Institute began offering educational training. In 2015, the Board of Vocational Nursing and Psychiatric Technicians approved Sri Sai Krish Institute to offer the Vocational Nursing program. In August 2019, Sri Sai Krish Institute was granted Institutional Accreditation by the Accrediting Bureau for Health Education Schools (ABHES). In 2022, ABHES granted the institution approval for the Associate of Nursing Program. SSKI offers exclusively vocational nursing and associate of applied sciences (RN) programs.

Sri Sai Krish Institute is a fictitious business name of Sri Sai Krish Institute, LLC, a limited

liability company owned by Ms. Vijayakumari Bhaskar.

### Campus Facilities

All class sessions are held at the main Sri Sai Krish Institute campus at 5334 E Chapman Ave, Orange, CA. The campus is on E. Chapman ave. and S Crawford Canyon Road, some eight blocks East of the Coast Mesa (55) Freeway.

The college owner has purchased a building that has 20,500 square feet. It has two floors with an elevator. The space is divided into a reception area, two administrative offices, two nursing skills labs, and five classrooms. Restrooms are available. Instruction is provided in one or more primary classrooms, auxiliary teaching rooms, lecture rooms, or a combination thereof. Student and faculty lounge areas are available for relaxation. The facilities have adequate lighting, are air-conditioned, and are wheelchair accessible. Free, ample student parking (including handicapped) is available around the building. Students receive instruction on institute-owned equipment, hardware, and software. Our nursing skills labs provide hospital beds, an EKG machine, mannequins, and the latest in nursing school technology. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, and handicapped access.

### Accreditation and Approvals -

Sri Sai Krish Institute holds institutional accreditation by:

#### **Accrediting Bureau for Health Education Schools (ABHES)**

6116 Executive Blvd, Suite 730  
North Bethesda, MD 20852  
Main: (301) 291-7550  
Web site: [www.abhes.org](http://www.abhes.org)

Sri Sai Krish Institute is a private institution approved by the California Bureau for Private Postsecondary Education. Approval to operate means the institution complies with the minimum standards of the California Private Postsecondary Education Act (CPPEA) of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The Bureau governs CPPEA for Private Postsecondary Education; information about the Bureau can be found at [www.bppe.ca.gov](http://www.bppe.ca.gov).

The US Department of Education approved Sri Sai Krish Institute to participate in Title IV/Federal Financial Aid programs.

### Vocational Nursing Program

Sri Sai Krish Institute Vocational Nursing Program is approved and accredited by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

**Board of Vocational Nursing and Psychiatric Technicians  
(BVNPT)** 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-  
2945 Telephone Number: (916) 263-7800; Fax (916) 263-7855

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

### Associate of Nursing Program

Sri Sai Krish Institute Associate of Nursing Program is approved and accredited by the State of California Board of Registered Nursing.

**State of California Board of Registered Nursing**  
P.O. Box 944210, Sacramento, CA 94244-2100  
Telephone Number: (916) 322-3350

<https://www.rn.ca.gov/>

### Hours of Operation .

Monday through Saturday: 07:30 AM to 08:30 PM.  
Sunday: by scheduled appointments only

## ADMISSION REQUIREMENTS AND PROCEDURES

All prospective applicants must be personally interviewed by a school representative, tour the campus, and receive a catalog describing the course offerings and the school policies. Once it has been determined in what Program the applicant is interested in, a standardized entrance assessment is administered, and the student receives information regarding funding options.

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

### General Admissions Procedure for all Programs

1. Complete a prospective student questionnaire form.
2. Speak with an Admissions Advisor about the Program that interests you.
3. Receive and review the school catalog.
4. Receive, review, and initial the School Performance Fact Sheet.
5. Receive a tour of the campus.
6. Review, complete, and sign an enrollment agreement.
7. Students must possess a valid US Social Security or Tax ID number (Required for clinical placement).

### Admissions Requirements

8. All applicants must complete a prospective student questionnaire form for admission.
9. All applicants must attend an initial personal interview with an Admissions Advisor and receive a campus tour.
10. All applicants must be at least 17 years of age before admission to the Program and 18 years of age at the time of first clinical rotation.
11. All applicants must pay a \$100 non-refundable applicant fee to apply.
12. Applicants for the Vocational Nursing Program must take an independently administered Wonderlic Basic Skills Test (WBST) and meet the minimum passing scores of 200 on verbal and 210 on quantitative. Passage of the Wonderlic will be accepted as proof of having the required English language proficiency.
13. All applicants must provide proof of a high school diploma or GED before admission.
14. All official transcripts from former higher education institutions are required for transfer credit review.
  - a. All transfer science courses must be taken no more than five years before admission.
15. Associate of Nursing Program applicants must take the Health Education Systems Incorporated (HESI) A2 Exam, which measures basic essential skills in the academic domains of reading, mathematics, and English and language usage. A minimum score of 60% is required for acceptance into the Program. Elsevier Education publishes the HESI exam.

### Additional Requirements for the Associate of Nursing Program

16. Students must submit to a background check and have clearance before admission to the Program.
  - a. Students may be required to take and pass an additional background Check, if required by the clinical agency, before clinical rotation.
17. Admission to the Program is on a space-available basis.
  - a. Returning eligible students are welcomed back to the Program on a space-available basis.
18. Transfer of nursing courses will be considered on a case-by-case basis.
  - a. This applies to military, licensed LVNs, and former nursing students who have left their programs in good standing.
19. Students must have obtained a minimum of a "C" average in their LVN program for direct admission into the Associate of Nursing program and have a current unencumbered California license.
20. Students must have completed the General Education and Science courses with a "C" or better for advancement.
  - a. Students receiving a grade below a "C" must retake the course.
21. Students must complete prerequisite courses with a "C" or better score or transfer to equivalent classes with a "C" or better.

The administration will review the information of the required documents for admission and inform the applicant of acceptance. If an applicant is not accepted, all monies paid will be refunded.

### Ability to Benefit

Sri Sai Krish Institute does not admit ability-to-benefit students.

### Students with Disabilities

SSKI is committed to creating an accessible environment where individuals are viewed based on their ability, not their disability. SSKI will diligently pursue making all programs, services, and facilities accessible to and usable by all qualified students with disabilities. The Institute will assure educational access by providing reasonable and appropriate accommodations while maintaining the academic standards and integrity of the institution. Accommodations that compromise patient care or fundamentally alter the nature of the Program or activity are not considered reasonable. A student denied accommodation may request an individualized determination to assure that the denial is not a result of disability discrimination. All students must contact the Program Director, Student Services, and Director of Distance Education to be provided with distance education support services to accommodate any disability associated with distance education learning. SSKI provides accommodations to eligible students in full compliance with the Americans with Disabilities Act Amendments Act (ADA 2008).

In compliance with the Americans with Disabilities Act, all our facilities are fully accessible with designated parking, handicapped parking, accessible restrooms, and handicapped access to buildings. Additional accommodations must be requested through the school director.

## Program Delivery

All instructional delivery is conducted through direct classroom instruction or in a hybrid classroom, including online and campus-based education. Some lectures and labs are held on campus and at an assigned clinical site(s). Sri Sai Krish Institute offers the following programs.

Program	Clock Hours	Credential Awarded
Vocational Nursing	1670	Certificate
Nursing Program	1560	Associate of Applied Science

## Online Instruction

SSKI Institute implements the Online Learning Management System, CANVAS, for all distance education courses. We have implemented Science Direct online lab components in Anatomy I, Anatomy II, and Microbiology courses utilizing interactive science services, allowing us to provide students with quality simulations in the didactic and laboratory instruction.

In all programs that include online courses, students can access a secure computer with internet access to complete coursework. An orientation specific to distance learning and the Canvas Learning Management System (LMS) will be included on campus or online before the first day of class to acclimate students to the distance education learning methodology and to learn how to navigate the online classroom. Policies related to the online environment include student conduct, plagiarism, academic dishonesty, consequences of academic dishonesty, and netiquette guidelines. Online course syllabi will consist of specific expectations for participating in online discussions, completing assessments, and submitting assignments in the Canvas LMS.

A Chrome book is provided to students enrolled in Online instructional courses. The Chrome book is equipped with appropriate applications needed to support the distance education portion of the Program, including but not limited to Microsoft 365, Email, Canvas app, and virus protection software. Based on enrollment in the Program, adjustments to the annual budget for resources, including technology and training, will be adjusted accordingly to support the Program.

## Transfer / Experiential Credit and Advance Standing Requirements for the Vocational Nursing Program

### **Credit Granting Policy**

Credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education (CHEA) will be considered for credit into the Institute provided the following:

- An official copy of the student's transcripts is on file with the Institute;

- Courses to consideration completed within the last five years;
- A copy of the catalog containing the course description, which the student enrolled under, is provided to the Institute.

Granting credit for previous education or experience in the Vocational Nursing program follows the Vocational Nursing Practice Act and Regulations, Section 2535, and the Board of Vocational Nursing and Psychiatric Technician (BVNPT) guidelines. All credit granted plus work completed in the Program shall meet the requirements of clinical and theory hours approved by the BVNPT.

Suppose the Director determines the credits are acceptable for transfer. In that case, credit for those courses is given, and the student is scheduled to take only those courses needed to fulfill the requirements for graduation. Transfers of credit decisions are final and not appealable. There is no charge for an evaluation of credit. Transfer credits are not included in calculating the grade point average.

### **Transfer Credit**

Transfer credit accepted for previous education includes the following courses:

- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Accredited psychiatric technician courses
- Armed Services nursing courses
- Certified nursing assistant course (theory component).
- Other courses the Institute determines are equivalent to courses in the Program.

(i.e., Anatomy and Physiology, Psychology, Nutrition, Mental Health, Pharmacology, Growth and Development, and Microbiology)

### Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Sri Sai Krish Institute is at the discretion of the institution to which you may seek to transfer. Acceptance of the certificate earned in the educational Program is also at the discretion of the institution to which you may desire to transfer. If the certificate you earn at this institution is not accepted at the institution you seek to transfer, you may be required to repeat some or all of your coursework there. For this reason, you should ensure 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 Sri Sai Krish Institute to determine if your certificate will transfer.

## ACADEMIC POLICIES

### English Instruction

Sri Sai Krish Institute does not offer English as a Second Language instruction. All instruction occurs in English.

Sri Sai Krish Institute students must speak English when an instructional setting necessitates using English for educational or communication purposes. All classes are taught in English.

As stated in the admission process, English language proficiency is documented during the admission interview and receipt of prior education documentation or the successful completion of the Wonderlic Basic Skills Test (WBST) test for VN students and HESI A2 for RN students.

### Standards of Satisfactory Academic Progress

Students are required to achieve a level of competence in all coursework, which includes didactic and laboratory. In the clinical environment, that is consistent with the necessary expertise to perform the job or pass the licensing exams for their chosen vocation.

For students to be considered in good academic standing, they must Satisfactory Progress.

Satisfactory Progress measurements consist of both a Qualitative Measurement and a Quantitative Measurement. Qualitative and Quantitative measurements are measured when the student has attended the scheduled clock hours for each required module of the Program in which they are enrolled.

### Qualitative Measurements

The Qualitative Measurement portion consists of a student's grades, calculated into a cumulative Grade Point Average (GPA). The GPA is calculated on a weighted scale, using course hours and quality points based on the course's final grade. The GPA is the estimated average of the course grades for the entire Program of study. A student must maintain a minimum GPA of 2.00 or a "C" to be considered making Satisfactory Progress. Only letter grades are posted on the student's official school transcript. Course withdrawal will not affect a student's grade point average (GPA).

## Grade Chart

Letter Grade	Numeric Grade	Description Legend	Quality Points
A	91 – 100%	Excellent	4
B	81 – 90%	Good	3
C	75 – 80%	Satisfactory	2
F	<75%	Failure	0
P		Pass (Clinical)	
F		Fail (Clinical)	
W		Withdrawn	
I		Incomplete	
R		Repeat	

A student's GPA is calculated based on the number of quality points earned. Quality points earned are determined by the number of hours assigned to a particular course multiplied by the quality points awarded for the letter grade earned. The total calculated quality points are divided by the total number of hours completed to determine the GPA.

- For example, a course is defined as being 24 clock hours, and the final grade received is a "C." The above Grade Chart illustrates that the "C" grade is worth 2.00 quality points. For a 24-hour course, the total number of quality points awarded would be 24 times 2.00 or 48 total quality points. The total calculated quality points are then divided by the number of clock hours completed to determine the GPA.

All didactic and laboratory courses with a grades of "A", "B", "C", and "F" enter into the GPA calculation. All courses with a grade of "A," "B," or "C" are also included in the Rate of Progress/Passed Measurement calculation as hours attempted and as hours earned. All didactic and laboratory courses with a grade of F are also included in the Rate of Progress/Passed Measurement calculation as hours attempted but not as hours earned.

- A grade of "P" is given for courses designated as pass/fail. A grade of "P" does not enter into the GPA calculation. A grade of "P" is included in the Rate of Progress/Passed Measurement calculation as both hours attempted and hours earned.
- A grade of "F" is given for courses designated as pass/fail does not enter into the

GPA calculation. A clinical course with a grade of "F" is included in the Rate of Progress/Passed Measurement calculation as hours attempted but not as hours earned.

- A grade of "W" is listed on the transcript for any course a student officially withdraws from before the scheduled course ends. Grades of "W" do not enter into the GPA calculation. A grade of "W" is included in the Rate of Progress/Passed Measurement calculation at hours attempted but not as hours earned.

- A " grade I" is listed on the transcript for courses that have not been completed. A grade of "I" indicates that the student was in attendance for the entire term but has not completed all necessary coursework or homework to receive a punitive grade. Should missing coursework not be made up within the required period frame, the grade of "I" will be replaced with an "F." Should a student receive a grade of "I" and successfully undergo the remediation process, the course grade will be changed to "C." Should a student receive a grade of I and not be placed on remediation, the course grade will be changed to a punitive grade. A grade of "I" does not enter into the GPA calculation. A grade of "I" is included in the Rate of Progress/Passed Measurement calculation as credits attempted but not earned.

-A grade of "R" is given if a student repeats a course. The grade received in the most recent completion of the course will be the grade used in the calculation of the GPA. Upon receiving a punitive grade for the repeated course, the original course grade will be changed to an "R." A grade of "R" is not entered into the GPA calculation. A grade of "R" is used to calculate the Rate of Progress/Passed Measurement as both hours attempted and hours earned.

### Quantitative Measurements

The Quantitative Measurement portion consists of a student's satisfactorily completed program hours, as by a Rate of Progress/Passed Measurement calculation. The Rate of Progress/Passed Measurement is the percentage of completed hours of the total hours attempted. The Rate of Progress/Passed Measurement has two components: the attempted hours and the actual hours earned. To determine a student's Rate of Progress/Passed Measurement, the actual hours earned are divided by the total attempted hours. The maximum time frame for successful completion of programs of study is defined as 150% of the scheduled program length. Programs are measured in both clock and credit hours; however, clock hours will be used to calculate the maximum time frame and the Rate of Progress/Passed Measurement. Periods of non-enrollment are not considered in calculating the full-time frame. Any student who has not reached the program Completion by the maximum time frame will be terminated.

### Clock Hours

Academic credit is measured in clock hours. A clock hour is 60 minutes with no less than 50 minutes of instruction.

### Maximum Time in Which to Complete

The maximum time frame for successful completion of programs of study is defined as 150% of the scheduled program length. Programs are measured in both clock and credit hours; however, clock hours will be used to calculate the maximum time frame and the Rate of Progress/Passed Measurement.

<b>Program</b>	<b>Clock Hours in the Program</b>	<b>Midpoint of Maximum Time Frame</b>	<b>Maximum Time Frame</b>
Vocational Nursing	1670	1252.5	2505
Associate of Nursing	1560	1950	2340

Students who are terminated from one Program (Academic Expulsion) may be allowed to start in a different program under a probationary status. The student will then have to meet specific requirements.

Students who are academically terminated from one Program and wish to transfer to another must submit a written appeal according to the terms outlined in section Appeal and Reinstatement. Admission to the new Program requires the approval of the school director. If the appeal is granted, the student will be admitted to the new Program on a probationary status and must follow the terms of the academic plan provided to them.

### Financial Aid Warning

Students who have not maintained Satisfactory Progress will be automatically put on Financial Aid Warning for one payment period. Students will be notified of the Financial Aid Warning and will be allowed one payment period to bring up the qualitative and/or quantitative measurement to regain Satisfactory progress. If the student regains satisfactory progress, they will be removed from Financial Aid Warning status. Students who have not made satisfactory progress may appeal to the school director. See below for Probationary status and appeal procedures.

## Academic Probation and Appeal for Reinstatement

Students who have failed to maintain satisfactory progress will be notified in writing that they have been terminated from their Program. Students with mitigating circumstances wishing to appeal the cancellation may correspond to the school director. Mitigating circumstances may include but are not limited to illness or injury of the student or immediate family member, death of a relative, or other circumstances. The school director will evaluate the appeal and determine whether the student can continue in Academic Probation with an academic plan implemented for the student to regain Satisfactory Progress.

The student's appeal must include the following:

The reason why the student failed to meet the SAP standard(s) AND

1. What has changed in the student's situation so that they will now be able to meet the SAP standards AND
2. Supporting documentation.

If an appeal is granted and the student is reinstated, the student will be placed on an Academic Probation with an Academic Plan status. A student with this status must regain SAP standing by the point specified in the academic plan; the terms will be included in the notice forwarded to the student when the appeal is granted. The terms will generally require students to meet or exceed the attendance requirements, pass all courses with a "C" or better grade, and may include additional stipulations, such as tutoring. Each month, the student's progress will be reviewed based on the Academic Plan; if a student fails to meet the requirements of the Academic Plan, they will be terminated.

The Academic Plan is structured to assist the student in regaining SAP status by a projected point in time not to exceed the Maximum Time Frame. Students will generally be limited to one appeal during their education, regardless of the reason or other circumstances.

## ATTENDANCE POLICIES

### Attendance/Tardiness

Students are expected to attend all classes, be on time for classes, remain in class for the entire course, and be active participants in their classes. Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as leaving early on their attendance record.

- Definition of Absent:
  1. Students arrive more than 15 minutes after class begins.
  2. Students leave more than 15 minutes before class ends.
  3. Students who return from break more than 15 minutes after class begins.

Three tardies are equivalent to one absence.

- Definition of Tardy:
  4. Students arrive 1 to 15 minutes after class begins.
  5. Students that leave class 1 to 15 minutes before class ends.
  6. Students that return from break 1 to 15 minutes after class begins

Students who accumulate three or more late arrivals and early departures will be placed on probation for the remainder of the course/module and be required to see the program director for counseling.

### Make-Up Policy

The student is responsible for making up the absence time and completing any assignments, exams, or work missed, and must make up within three working days. Make-up hours must be pre-arranged with the instructor and completed outside of customarily scheduled class hours. Only time spent on instructor-approved activities at the school will count as make-up hours.

- Before making up time, obtain a make-up slip from the front office or the Instructor.
- Attend the makeup class or clinical with the assigned Instructor.
- Have the instructor with whom you are assigned sign your make-up slip when you complete the hours.
- Upon returning to your regular class, give the make-up slip to your instructor.
- All students must confer with their instructor and program director for other acceptable methods of making up time.

As a requirement of the Board of Vocational Nursing & Psychiatric Technicians (BVNPT), students must complete the board-approved program hours for the (Theory, Skill Lab, and clinical) to graduate. Students in the Vocational Nurse program must refer to their handbook for further information regarding their specific attendance and make-up work policies.

Students not attending at least 100% of the scheduled class time will be placed on academic probation for the next course/module. The director of the Program will determine the student's academic progress status. Otherwise, one of the following actions may be taken:

- The director of the Program may determine that the student is maintaining academic progress and may continue class on academic probation status until the end of the following course/module.
- The chief academic officer may determine that the student is not maintaining academic progress, and the student will be withdrawn from the course/module or
- The program director may determine that the student is not generally maintaining academic progress, and the student will be withdrawn.
- The chief academic officer may determine student dismissal for the following reasons: Consecutive absences, failure to maintain 100% cumulative attendance, excessive tardiness or early departures, and failure to meet the terms of attendance probation.

### Academic Probation

Students may be placed on academic probation during any course (didactic, lab, and clinical evaluations) if a grade of less than a "C" is achieved.

Suppose a student is placed on academic probation. In that case, they must meet with the instructor and program director to prepare a probationary plan of action explicitly stating expectations that must be completed during the probationary period. The probationary plan of action identifies the areas of concern and the goals for improvement. The probation plan of action is designed individually and is not calculated into the overall course grade, nor is it considered "extra credit." The consequence of failing to meet the expectations and failing to receive a passing grade for the course ultimately will result in the offer of a remedial plan of action.

An improvement plan is initiated with specific due dates. Academic probationary Status is lifted once the student has met the expectations defined within the probationary plan of action and completed the course in satisfactory academic standing. The student receives a final passing grade for the course after being placed on probation. This final grade will reflect on the student's transcript.

### Disciplinary Probation

Students must always adhere to Sri Sai Krish Institute's Standards of Conduct during study. Disciplinary probation status is given when a student disregards the boundaries of acceptable behavior outlined in this catalog. Students who violate the stated school or program policies may be placed on disciplinary probation. A written disciplinary probation is an official notice for a specified period during which a student must demonstrate conduct that conforms to Sri Sai Krish Institute's Standards of Conduct. Assigned discipline may include a combination of sanctions for a particular incident. Misconduct during the probationary period or violation of any conditions will result in further disciplinary action, generally in the form of termination. Disciplinary probation status does not prohibit a student from being placed on academic probation.

### Leave of Absence

Students may request a leave of absence (LOA) for medical reasons, financial, military, personal difficulties, and jury duty. Students may also request an administrative leave when a needed course is unavailable. A LOA shall be reasonable in duration, usually not to exceed 60 calendar days. One LOA may be granted for 12 months.

- Students must adhere to the following procedures when requesting a LOA.
- Students in need of a LOA must contact the department directors. The appropriate documentation must support LOA requests.
- Students cannot be granted an LOA to avoid being dismissed because of unsatisfactory academic progress or failure to fulfill the attendance requirements.
- The chief academic officer will approve or deny LOA requests.
- If the student is not in attendance on their scheduled return date, the student will be withdrawn.

### Termination

The institute reserves the right to suspend or dismiss any student who:

- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to institute property or at clinical externship sites
- Manifests violent behavior
- Fails to maintain satisfactory academic progress
- Fails to meet satisfactory clinical standards
- Fails to meet the school's attendance policy or standards
- Fails to meet financial obligations to the institute
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs
- Fails to attend class for two weeks (14 calendar days)

# FINANCIAL SERVICES

## Financial Aid

The Pell Grant program is designed to assist undergraduate students. Eligibility for this award is based primarily on the student and their parents' income and assets, family size, and number of family members in school. Pell grants are awarded to qualified students and do not have to be paid back. All students wishing financial assistance should apply for a Pell Grant.

## Federal Direct Subsidized Loan

A direct subsidized federal loan is for eligible students. Only students with demonstrated financial need are eligible, and the school determines the amount. The US Department of Education pays the interest on the loan while the student is in school, and they get a grace period of six months after graduating.

## Federal Direct Unsubsidized Loan

A direct unsubsidized federal loan does not require students to demonstrate financial need, and they are responsible for paying interest on the loan during all periods. If the student chooses not to pay the interest while in school, the claim will accumulate and be added to the principal. The students cannot receive more than their unmet need (Cost of Attendance minus all other Estimated Financial Aid). Students may receive a lesser amount for the Grade Level and Program or their remaining unmet needs.

## Federal Plus Loan

The Federal Plus Loan program allows parents of dependent students to borrow up to the amount of the student's unmet financial need for the cost of attending a program, and this is a loan that must be repaid along with any interest.

## Tuition & Fee Policies

As of 03/01/2021, institutional charges for the tuition charges are posted to the student tuition account based on the semester. However, registration fees, books, resources, and supplies for the course will be assessed and posted in the student's tuition account within the first hour. Subsequent charges will be posted as needed. Please refer to "Tuition by Clock Hours".

**Vocational Nursing Program**

	<b>Total</b>	<b>Cost per Clock Hour</b>	<b>1 - 450 Hours</b>	<b>451 - 900 Hours</b>	<b>901 - 1285 Hours</b>	<b>1286 - 1670 Hours</b>
<b>Tuition</b>	\$26,600.00	\$15.93	\$7,167.66	\$7,167.66	\$6,132.34	\$6,132.34
<b>Books/Supplies</b>	\$3,300.00	\$1.98	\$889.22	\$889.22	\$760.78	\$760.78
<b>Registration Fees</b>	\$100.00	\$0.06	\$26.95	\$26.95	\$23.05	\$23.05
<b>Total</b>	\$30,000.00					

**Associate of Nursing**

	<b>Total</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>	<b>Term 5</b>
<b>Tuition</b>	\$64,500	\$14,500	12,500	12,500	12,500	12,500
<b>Books/Supplies</b>	5,500	5,500	0	0	0	0
<b>Registration Fees</b>	\$100	0	0	0	0	0
<b>Total</b>	\$70,100	\$20,000	12,500	12,500	12,500	12,500

**Financial Aid Packaging Statement**

SSKI will consider each eligible student's financial aid package individually and will utilize Pell Grants as a first consideration.

Reinstatement of Eligibility for Financial Aid

Eligibility for financial aid can be reinstated at any time after the student has:

- Met the terms of satisfactory progress academic progress.

NOTE: Students placed on Academic Probation will remain eligible for Financial Aid, however all

Title IV funding, including disbursements, may be placed on hold. If a student does not progress toward meeting the CGPA minimum within the following consecutive grading period, the student's enrollment will be terminated.

### Disbursement of Funds Policy

SSKI will first confirm that the students meet the eligibility criteria before they can receive any federal or state offers. Recipients will receive no more than that which they are eligible to receive. Funds will first cover institutional charges via a direct entry into the student's account. The student will receive an offer letter from the institution for each disbursement from aid credited to the student's account. All funds over any institution's tuition charges, such as fees and other charges, are refunded to the student via check within 14 days. Once the students have accepted the offer and returned the required paperwork, SSKI begins preparing financial aid funds for eligible students for disbursement. Offer amounts are generally disbursed equally over all payment periods in an academic year, with disbursements scheduled for the 1st week of each term.

### Tuition Payment

SSKI accepts payment methods, including cash, checks, or money for student payments. SSKI participates in federal-sponsored financial aid loan or grant programs: Federal Direct Subsidized Stafford Loan, Federal Direct Unsubsidized Stafford Loan Program, and Pell Grant. These grants and loans are available to any student who qualifies under the specific requirements for each financing program. General information on this Program is provided below; for particular information or to apply for this Program, please see the Financial Aid office.

### Disclosures to all students

- Any student who obtains a loan to pay for an educational program has the responsibility to repay the total amount of the loan, plus any interest, less the amount of any refund.
- If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
- The federal government or the loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal financial aid at another institution or government housing assistance until the loan is repaid.
- GRANTS are funds given to you that do not have to be repaid (such as Pell Grants); however, LOANS are funds that must be repaid, usually with interest (Federal Direct Loans).
- A student enrolled in an unaccredited institution is not eligible for Federal financial aid programs.

## Collection of Tuition

SSKI shall require the following maximum charges due upon enrollment:

- For a program completed in one term or four months, Sri Sai Krish Institute shall require payment of all tuition and fees on the first day of instruction.
- For a program designed to be longer than four months, Sri Sai Krish Institute shall not require more than four months of advance tuition payment and shall provide a payment installment plan. When 50 percent of the Program has been offered, Sri Sai Krish Institute shall require full payment.
- Suppose a Sri Sai Krish Institute student makes a request to provide payment in full after the student has been accepted, enrolled, and the date of the first-class session is disclosed on the enrollment agreement. In that case, Sri Sai Krish Institute shall receive payment in full for tuition and fees.
- The limitations listed above shall not apply to any funds Sri Sai Krish Institute received through federal and state student financial aid grants, loan programs, or other federal or state programs.

A late fee of \$10.00 will be charged if payment is not made by the 10th of each month, and an additional \$5.00 will be charged if the payment is not made by the 15th of the month. A service fee of \$25.00 will be assessed on any returned check. If one payment is returned, all future payments must be made by cash or cashier's check. Any student account that remains past due for over 20 days will be subject to an immediate fee in full and collection actions up to and including turning the account over to a private collection agency. Failure to make payments can seriously jeopardize a student's standing. It may result in the following actions until the account is current: Withholding of Diploma, Suspension of Placement services, or Termination from the Program.

## STUDENT ACTIVITIES AND SERVICES

Sri Sai Krish Institute offers student activities and services that enhance the student's learning experience and assist students in preparing for employment. Students are provided with the following services:

### Academic Advising

Students are advised on personal and academic issues and encouraged to discuss their educational and vocational goals. The faculty, administrative directors, chief operating officer, and chief academic officer have a sincere interest in the personal welfare of each student and, therefore, employ an open-door policy. Students requesting professional counseling services will be referred to local counseling agencies in the Orange County area.

### Research and Library Services

In addition to an onsite resource center/library, Sri Sai Krish Institute will provide an online library accessible to all students. The online library will integrate EBSCO host online services to form a virtual library capable of conducting college-level research. A student may search for textbooks, periodicals, news and current events, encyclopedias and dictionaries, economic data, and business and health directories. Students may search by title, author, subject area, or keywords.

### Placement Services

Sri Sai Krish Institute does not guarantee employment for its graduates. The graduate services staff assists students in their job searches after completing their studies by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques.

The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process.

In addition to the graduate services available to students, career-planning concepts are also integrated into the curriculum in all programs. Students participate in specific sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct.

### Student Identification Card

Every student will be given an ID card that is supposed to be worn at all times while on premises and clinical sites. Students without an ID card will not be permitted to access any of the institute's resources.

## 2022-2024 ACADEMIC CALENDAR

### COHORT 1

SEMESTER	DATE
<b>SEMESTER 1 (2022)</b>	
SEMESTER START	July 18, 2022
<b>The LAST DAY TO DROP THE CLASS</b>	August 6, 2022
INDEPENDENCE DAY HOLIDAY	JULY 4
LABOR DAY HOLIDAY	September 5
SEMESTER END	November 6, 2022
<b>SEMESTER 2 (2022 - 2023)</b>	
SEMESTER START	November 7, 2022
<b>The LAST DAY TO DROP THE CLASS</b>	November 26, 2022

VETERANS DAY HOLIDAY	NOVEMBER 11, 2022
THANKSGIVING	November 24, 2022
WINTER BREAK	December 19, 2022- January 8, 202
MARTIN LUTHER KING'S JR. DAY HOLIDAY	January 16, 2023
SEMESTER END	March 12, 2023
<b>SEMESTER 3 (2023)</b>	
SEMESTER START	March 13, 2023
<b>The LAST DAY TO DROP THE CLASS</b>	April 1, 2023
MEMORIAL DAY	May 29, 2023
INDEPENDENCE DAY	July 4, 2023
SEMESTER END	July 16, 2023
<b>SEMESTER 4 (2023)</b>	
SEMESTER START	July 17, 2023
<b>THE LAST DAY TO DROP THE CLASS</b>	August 5, 2023

Labor Day Holiday	September 4, 2023
SEMESTER END	November 5, 2023
<b>SEMESTER 5 (2023 - 2024)</b>	
SEMESTER START	November 6, 2023
<b>THE LAST DAY TO DROP THE CLASS</b>	November 25, 2023
VETERANS DAY HOLIDAY	November 10, 2023
THANKSGIVING	November 23, 2023
WINTER BREAK	December 19-January 7
MARTIN LUTHER KING'S JR. DAY HOLIDAY	JANUARY 12, 2024
SEMESTER END	MARCH 10, 2024

## GENERAL TERMS AND CONDITIONS

Sri Sai Krish Institute provides various services and programs to assist students during enrollment. Recognizing that a well-rounded education demands attention to personal and professional growth, the school encourages students to include their families, friends, and significant others in the educational process. In addition, Sri Sai Krish Institute sponsors activities and organizations to foster personal and professional development integration.

Sri Sai Krish Institute students fill out a faculty evaluation survey at the end of every course. At this time, students also evaluate specific areas of service. The survey includes questions relating to staff and services of the resource center/library, graduate services department, and admissions and academic departments. The director of student services primarily handles student services.

The Institute reserves the right to postpone training in case of an Act of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such a change would cause undue hardship, a refund will be provided. The maximum postponement of a class start date is 90 days.

The Institute reserves the right to withdraw a scheduled course if the registration does not warrant holding the class. All monies paid will be refunded.

### Dress Code

The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat, and appropriate to classroom and clinical settings. Students in attire unbecoming of the standards of dress for healthcare professionals will be dismissed from class and will not be allowed to remain for clinical practice. The dress code is as follows:

- ✓ Sri Sai Krish Institute students will wear the school-designated uniform/scrubs and a school-provided nametag to campus, clinical, and externship sites.
- ✓ Students will use white, non-skid nursing or sports shoes. White shoes with color logos or color emblems are not acceptable.
- ✓ Hair should be tied and clear off the face.
- ✓ No facial or body piercings, studs, rings, or jewelry (except for small, non-dangling studs and a wedding band).
- ✓ All Tattoos must be covered.
- ✓ Fingernails should be clean, short (fingertips should be visible when hands are held up, palms out), and without nail polish (clear nail polish is acceptable).

### Standards of Conduct

Students are expected to comply with institute policy regarding curriculum, testing, absences, tardiness, and makeup work while displaying courtesy and consideration towards instructors,

staff, and other students. Sri Sai Krish Institute defines improper conduct as follows: cursing and yelling at fellow students or staff; fighting on campus; destruction, abuse, or theft of property; the use or sale of alcohol or illegal drugs on campus or at a clinical or externship site; sexual misconduct; and disregard for institute policy. Improper conduct is cause for termination.

### Retention of Records

As state law requires, Sri Sai Krish Institute will maintain student records for five years. Student transcripts will be retained indefinitely. Students can access their documents anytime the institution is open during regular business hours. Students desiring to view their records may request to see them in the school office during regular business hours or may schedule a time to review documents convenient to both the student and the school administration. If an appointment is made, it shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon the student's decision. Only the student and the school administration can review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory, or accrediting agency officials or upon proper subpoena. A transcript for coursework will be issued upon request by the student. All training transcripts will be kept for at least five years upon completion or withdrawal of the student. Financial payment documents will be held for at least five years after the completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid. Student academic records and transcripts of completed courses for Sri Sai Krish Institute's diploma and certificate programs are electronically maintained (computer copy). Hard copies are maintained in the student's file. In addition, the department directors and the institution's registration officer maintain student academic records. The Department of Student Services maintains academic records throughout the student's study period.

Sri Sai Krish Institute maintains educational and academic progress records of students following the provisions of the Family Rights and Privacy Act of 1974 (Public Law 93-980, Section 438) as amended. All information retained in a student's file at Sri Sai Krish Institute is available for inspection and review by that student upon request in writing (petition form) for such consideration. An appointment will be scheduled through the registrar's office for the student to review the file onsite or via video-conferencing with a representative from the institution.

## Transcripts

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The Institute reserves the right to withhold an official transcript if the student's financial obligation to the Institute is in debt or if the student is in arrears on any Federal or State student loan obligation. The Institute also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy.

Certificates and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. All records and documentation required by the Reform Act of 1989 will be maintained at the central administrative office for at least five years. After that, all official student transcript records will contain the names of all programs into which students have enrolled, the terms of all courses attempted, whether or not completed, the academic grade earned, the year and quarter, and the number of units of credit made and will be maintained indefinitely. Transcripts will be provided to students upon written request.

## Student Grievance Procedure

This institution is dedicated to fair treatment and professional conduct with students. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will initiate an informal process to settle the dispute in good faith. That informal process will involve three steps:

1. An effort to define the problem;
2. An effort to identify acceptable options for resolution and
3. An attempt to resolve the conflict by applying one or more options for resolution.

The student may, after that, choose to file a written complaint directly with the institution's chief academic officer, who will work to resolve the matter. The director will investigate all formal (written) complaints, attempt to resolve all such complaints and record an entry into the institution's official log. The legal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The chief academic officer will notify the student of the decision reached.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the Students may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

**Bureau for Private Postsecondary Education (BPPE)**

2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Mailing address is: PO. Box 980818 W. Sacramento, CA 95798-0818 Toll-  
Free Number: (888) 370-7589 Telephone Number: (916) 431-6959; Fax:  
(916) 263-1897 By email to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

**Board of Vocational Nursing and Psychiatric Technicians (BVNPT)**

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945  
Telephone Number: (916) 263-7800; Fax (916) 263-7855 <http://www.bvnpt.ca.gov>

**State of California Board of Registered Nursing**

P.O. Box 944210, Sacramento, CA 94244-2100  
Telephone Number: (916) 322-3350 <http://www.rn.ca.gov>

## SCHEDULE OF CHARGES

Program of Study	Cost Breakdown							
	Registration Fee <i>Non Refundable</i>	STRF Fee <i>Non Refundable</i>	Book Fee <i>Non Refundable</i>	Uniform Fee <i>Non Refundable</i>	Equipment Fee <i>Refundable</i>	CPR Fee <i>Non Refundable</i>	Tuition Fee <i>Refundable</i>	Total Cost
Vocational Nursing	\$100.00	\$75	\$3,125	\$60	\$0.00	\$40	\$26,600	\$30,000
Associate of Nursing	\$100.00	\$175	\$4,930	\$60	\$335	\$0.00	\$64,500	\$70,100
Registration Fee	A one-time registration fee. This fee is non-refundable.							
STRF Fee	STRF stands for Student Tuition Recovery Fund, and the STRF fee assesses the amount charged to the student per \$1,000 of the tuition fee. The fund was created by California statute to relieve or mitigate economic losses suffered by students. When the fund is over \$25 million, the assessment rate is reduced to \$0.00. As of April 1 <sup>st</sup> , 2022, the STRF assessment rate has been \$2.50 per \$1,000 of tuition paid, rounded to the nearest \$1,000. It is a non-refundable fee. Please refer to the required statement below for further clarification.							
Book Fee	The textbook(s) cost and all Elsevier resources required to complete the Program. This fee is refundable.							
Uniform Fees	The cost of your uniform(s) required for the Program. Vocational Nursing students receive two pairs of scrubs. This fee is non-refundable upon receipt.							
Equipment Fees	This fee is for any equipment required for the completion of the Program. This fee is refundable.							
CPR Fee	CPR fees are applicable for completion of the Program. This fee is non-refundable upon receipt.							
Tuition Fee	Total tuition charged for the VN program and AAS program.							
Total Cost	The total charges for the entire Program include tuition, resources, uniforms, Chrome book, and equipment for the period of attendance from your start date to your graduation date.							

## Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a 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.

As of February 8<sup>th</sup>, 2021, the State of California Bureau for Private Postsecondary Education (BPPE) is enforcing the Student Tuition Recovery Fund established by former Section 94944 of the Education Code and extended by Chapter 635 of the Statutes of 2007 to continue in existence. The law requires the College to collect a fee from every new student to be remitted into the Student Tuition Recovery Fund (STRF). The State of California's Bureau administers this fund for Private Postsecondary Education (BPPE).

As of April 1<sup>st</sup>, 2022 each qualifying institution shall collect an assessment is \$2.50 per \$1,000 of tuition paid, rounded to the nearest \$1,000. You are not required to pay the STRF fee if your education is funded by a third-party payer, such as an employer or government program, or if you are not a California resident. You will not be eligible for payment from the STRF if you fall into these categories. California Education Code 94944 governs STRF payment eligibility.

The Student Tuition Recovery Fund fee is non-refundable.

### 76215. The Student Tuition Recovery Fund Disclosures

- (a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a 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 are not required to pay the STRF assessment if you are not a California resident or enrolled in a residency program."

- (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following.

Statement in its school catalog:

"It is essential that you keep copies of your enrollment agreement, financial aid documents, 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, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or 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 within the 120 days before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 days before the Program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or 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 120 days before closure.
4. The Bureau has ordered the institution to pay a refund but 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 been unable to pay or reimburse proceeds received by the institution more than tuition and other costs.
6. You have been awarded restitution, a refund, or another monetary award by an arbitrator or court based on an institution or representative's violation of this chapter but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

Qualifying for STRF reimbursement, the application must be received within four (4) years from the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. Suppose it has been more than four (4) years since the action or event that made the student eligible. In that case, the student must have filed a written application for recovery within the original four (4) year period unless another act of law has extended the period.

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

Note: Authority cited: Sections 94803, 94877, and 94923, Education Code.

Reference: Section 94923, 94924 and 94925, Education Code. Article.

### Payment Policy

SSKI is approved to participate in the Federal or State Student Aid programs. The school does participate in federal financial aid programs. At the school's discretion, installment payments may also be arranged. Students are responsible for paying the tuition costs in full through direct payment.

No interest is charged. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school to remove their delinquency and remain in good financial standing. SSKI accepts payment for tuition, books, equipment, and other fees through cash payment, VISA, MasterCard, or personal or third-party checks.

### Cancellation and Refund Policies

#### **Students Right to Cancel**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro-rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your Program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the address 5334 E Chapman Ave, Orange, CA 90680, and this can be done by mail or by hand delivery.
3. If sent by mail, the written cancellation notice is adequate when deposited in the mail and adequately addressed with proper postage.

## **Withdrawal from the Program and Return to Title IV Calculation**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent 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 a registration fee not to exceed \$100.00 and less any deduction for unreturned books or equipment not returned in good condition within 45 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.

The organization will determine a refund under this section; a student may be considered to have withdrawn from a 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 institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences above the maximum set forth by the institution; and failure to meet financial obligations to the school.
- The student has failed to attend class for two weeks (14 calendar days).
- The student fails to return from a leave of absence.

The institution determines the refund amount, and the date of the student's 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 before withdrawal. The institution determines when the refund must be paid, and the student shall be deemed to have withdrawn at the end of two weeks (14 calendar days). 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.

Order of return of Title IV funds.

The school will return Title IV funds to the programs from which the student received aid during the payment period in the following order, up to the net amount disbursed from each source:

Unsubsidized Direct Loans (other than Direct PLUS Loans)

Subsidized Direct Loans Direct PLUS Loans (parent or graduate)

Federal Pell Grants for which a return of Title IV funds is required.

Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required. Order of return of Title IV funds

# PROGRAMS

## VOCATIONAL NURSING PROGRAM

Total Clock Hours: 1670

Number of Weeks (Full Time): 12 months and one week (53 weeks)

Number of Weeks (Part-Time): 19 months (77 weeks)

Program Delivery: Residential

Type of Instruction: Lecture, Lab, and Externship Leads to the Standard Occupational

Classification: 29-2061 Licensed Practical and Licensed Vocational Nurses

### *Prerequisites*

- ✓ Applicants must be at least 17 years old to be considered for admission.
- ✓ Must possess a high school diploma or GED certificate.
- ✓ Proof of good health: A report that includes a medical history, physical examination, and PPD test or CXR signed by a healthcare provider performing the physical analysis shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard for them and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit the completed Live Scan form before clinical training begins.
- ✓ Must exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the orientation (1st day of class).

### **Graduation Requirements**

The student must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 75% (on a scale of 1-100 percent).
2. To be eligible to graduate, vocational nursing students must have a minimum exam score of 1050 on HESI exit exam.
3. Meet all applicable clinical, classroom and laboratory skill-proficiency standards.
4. Complete all theory, clinical and externship requirements and hours, and receive satisfactory.

### *Program Objectives*

The Vocational Nursing Diploma Program is designed to enable students to acquire the knowledge, skills, and competencies related to enhancing the health and well-being of

individuals. The Vocational Nursing student will learn basic nursing care skills to be competent in caring for acutely and chronically ill clients, with predictable health outcomes, in structured settings such as hospitals, skilled-nursing facilities, a clinic, doctor's offices, long-term care, corrections, home health care or for a nursing registry. Duties within the scope of practice for a vocational nurse typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; basic client assessment; documentation; performance of prescribed medical treatments; administration of prescribed medications; and, performance of non-medicated intravenous therapy and blood withdrawal (requires separate Board certification). The Program has classroom instruction and required clinical experiences to prepare the student to take the National Council Licensure Examination (NCLEX-PN) for licensure as a practical or vocational nurse. Those that pass qualify for entry-level employment as Licensed Vocational Nurses.

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

- ✓ Use appropriate communication and interpersonal skills.
- ✓ Perform procedures using appropriate aseptic and sterile techniques.
- ✓ Implement appropriate safety measures in client care.
- ✓ Utilize basic leadership skills.
- ✓ Administer medications utilizing the principles for safe preparation and administration.
- ✓ Correlate the relationship between health and nutrition in planning and implementing client care.
- ✓ Know about primary nursing care for the pediatric patient utilizing the nursing process.
- ✓ Know about basic nursing care for the newborn utilizing the nursing process.
- ✓ Know about basic nursing care for maternity patients utilizing the nursing process.
- ✓ Provide primary nursing care for the geriatric patient in various healthcare settings utilizing the nursing process.
- ✓ Provide basic nursing care for the medical/surgical patient utilizing the nursing process.
- ✓ Organize, adapt, and implement nursing skills related to mobility, personal care, and comfort.
- ✓ Utilize appropriate principles of care and therapeutic effect in patient and family teaching.
- ✓ Function with accountability as defined in the Vocational Nursing Practice Act statutes.

Program Sequence

**Intro to Client-Centered Care - IA**

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Week 1-6	VN 0	115	65	0	180	14.0

**Intro to Client-Centered Care - IB**

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Week 7-13	VN 1	72	28	136	236	10.5
Totals		187	93	136	416	24.5

**Introduction to the Client with Healthcare Deficits 2 - VN 2**

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Life Cycles Integumentary	2 A	25.5	0	32	57.5	3.5
Musculoskeletal	2 B	26	0	32	58	3.5
Respiratory	2C	39.5	8	48	95.5	5.5
Cardiovascular	2 D	44.5	0	48	92.5	5.5
Gastrointestinal	2 E	23.5	0	32	55.5	3.5
Totals		159	8	192	359	21.5

**Introduction to the Client with Healthcare Deficits 3 – VN 3**

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Reproduction	3 A	36.5	0	48	84.5	3.0
Obstetrics	3 B	21.5	16	24	61.5	3.0
Pediatrics	3C	21.5	0	24	45.5	3.0
Renal/Urinary	3D	42.5	0	108	150.5	4.5
Immunology	3E	14	0	24	38	0.5
Oncology	3 F	14	0	20	34	1.0
Leadership Supervision	3 G	10	0	24	34	1.5
Totals		160	16	272	448	16.5

**Introduction to the Client with Healthcare Deficits 4 – VN 4**

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Endocrine	4A	64	8	112	184	9.0
Neuro/Sensory	4 B	55	0	96	151	8.5
Nursing Specialties/Rehab	4C	21	0	24	45	2.0
Senior Practicum	4 D	20	0	48	68	3.0
Totals		159	8	280	447	22.5
<b>Total Program Totals</b>		<i>Theory Hours</i>	<i>Lab Hours</i>	<i>Clinical Hours</i>	<i>Total Hours</i>	<i>Credit Units</i>
		665	125	880	1670	85

## Course Descriptions

### VN 0 - Intro to Client-Centered Care 1A

Term 1-A is designed to provide the student with an orientation to the College and an introduction to the role of the student nurse in the nursing profession. It includes a discussion of all the policies and procedures applicable to the Program. As a fundamental course, Term 1-A intends to initiate an understanding of basic nursing skills and concepts required to assist clients in meeting their healthcare needs. Concepts and skills included are growth and development, effective communication, interpersonal skills, physical assessment, documentation, safety, emergency procedures, infection control, and death and dying. Medical terminology, Orem's self-care theory, and the nursing process are also introduced. An active skills lab component is integrated within the term. Term 1-A provides the framework for developing the initial skills required for all subsequent specialty areas of clinical nursing.

### VN 1. Introduction to Client-Centered Care 1B

Term 1-B continues the fundamental concepts upon which subsequent courses in the program build. Beginning concepts of the nursing care of the surgical client (pre and post-operative), anatomy and physiology, nutrition, and pharmacology are started. Pharmacology applications incorporate principles of medication actions and interactions, both therapeutic and adverse, and the basis for studying individual medication. Calculating medication dosages, preparation, administration, and storage is also emphasized. An active skills lab component is integrated within the term.

### 2 A. Life Cycles Integumentary

Life cycles of the middle adult will introduce the student to the developmental tasks associated with the adult 35-65. Identify Physical, social, and emotional characteristics. The integumentary system will introduce the student to the anatomy and physiology of the integumentary system. The student is introduced to the etiology of common integumentary disorders/diseases and the diagnosis, treatment, and prevention of disease. Related pharmacological agents and nutritional needs are discussed. Assessment, emergency treatment, and the complications of significant burns are also identified. The unit emphasizes the nursing interventions and the psychosocial aspects of the care of the client with an

Integumentary disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

## 2 B.Musculoskeletal

The musculoskeletal system introduces the student to the anatomy and physiology of the muscles,

bones and related structures. The student will also be introduced to the etiology of common musculoskeletal disorders/diseases and the diagnosis, treatment, and prevention of disease. Related pharmacological agents, nutritional needs, and changes with aging are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects of caring for a client with a musculoskeletal disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

## 2 A. Respiratory

The respiratory system introduces the student to the anatomy and physiology of the upper and lower respiratory system. The student will also be introduced to the etiology of common respiratory disorders/diseases and the diagnosis, treatment, and prevention of disease. Related pharmacological agents, oxygen precautions/interventions, and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects of the care of the client with a respiratory disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

## 2 B.Cardiovascular

The cardiovascular system introduces the student to the anatomy and physiology of the heart and gives a detailed description of the blood and how it circulates through the body. The differences between veins and arteries, blood and lymph, angina, and MI are delineated. The student will also be introduced to the etiology of common cardiovascular disorders/diseases and the disease's diagnosis, treatment, and prevention. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects of caring for a client with a cardiovascular disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

## 2 C.Gastrointestinal

The gastrointestinal system introduces the student to the anatomy and physiology of the gastrointestinal system, accessory organs, and a description of the digestion process. The student will also be submitted to the etiology of common gastrointestinal disorders/diseases and the diagnosis, treatment, and prevention.

Of disease. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects of caring for a client with a gastrointestinal disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

### 3 A. Reproduction

The reproductive system introduces the student to the anatomy and physiology of the male and female reproductive systems. The student will also be introduced to the etiology of common reproductive disorders/diseases and the diagnosis, treatment, and prevention of diseases. Related pharmacological agents and nutritional needs are discussed. Also discussed are hormonal changes, interventions, and the psychosocial aspects of caring for a client with a reproductive disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

### 3 B. Obstetrics

The obstetrics unit explains the physiology of conception and describes the anatomical and physiological changes that occur during pregnancy, labor, delivery, and the postpartum period. Appropriate diagnostic and nutritional requirements are discussed. The unit includes fetal development, pregnancy complications, newborn assessment, and disorders of the newborn. Particular emphasis is placed on the effects of drugs and alcohol usage during pregnancy. Nursing interventions and the psychosocial aspects of the client's care during pregnancy, labor and delivery, and postpartum are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills.

### 3 C. Pediatrics

The pediatric unit approaches the client's care based on growth and development theory. Principles of growth and development from infancy to adolescence will be discussed. Unit content will include signs and symptoms of child abuse, common childhood diseases for each system, standard pediatric procedures, related pharmacology, immunizations, nutritional needs, accident prevention, and nursing interventions. Particular emphasis placed on the impact illness has on the child as well as the family. Selected clinical experiences will allow the student to practice appropriate nursing skills.

### 3 D. Renal/Urinary

The urinary system introduces the student to the anatomy and physiology of the urinary system, including the process of urine formation, fluid and electrolyte control, acid-base balance, excretion of waste products, blood pressure regulation, red blood cell production, and calcium-phosphate metabolism. The student will also be introduced to the etiology of common urinary disorders/diseases and the diagnosis, treatment, and prevention of diseases. Related pharmacological agents, nutritional needs, and changes with aging are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects of caring for a renal failure client and the client receiving dialysis. Selected clinical experiences will allow the student to practice appropriate nursing skills.

### 3 E. Immunology

The immunology unit introduces the student to the main functions of the Immune System: to protect the body against invading organisms, to maintain homeostasis by removing damaged cells from the system, and to serve as a surveillance network for recognizing and guarding against the development and growth of abnormal cells. The student is introduced to the types of immunity and the immune response mechanisms. The etiology of common immune disorders/diseases and disease diagnosis, treatment, and prevention are also introduced. Related pharmacological agents, nutritional needs, and changes with aging are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects of caring for the client with an immune disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

### 3 A. Oncology

The oncology unit introduces the student to the care of a client with cancer. Introduction to the etiology of common cancers, prevention and detection of cancer, the pathophysiology, diagnosis, and treatment of cancer to the students, and related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects of the care of the client with cancer. Selected clinical experiences will allow the student to practice appropriate nursing skills.

### 3 B. Leadership Supervision

The Leadership/Supervision unit will introduce the student to leadership styles, approaches to nursing care, characteristics of effective leadership, developing leadership skills, the role of the LVN, assertive behavior, communication skills, mental mechanisms, and goal achievement.

### 4 A. Endocrine

The endocrine system introduces the student to the anatomy and physiology of the endocrine system, including how hormones work on a negative feedback system and are specific to target cells/organs. The student will also be introduced to the etiology of common endocrine disorders/diseases and the diagnosis, treatment, and prevention of diseases. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects of caring for a client with an endocrine disorder. Additional emphasis is placed on the care of the diabetic client, insulin administration, and signs of diabetic complications. Selected clinical experiences will allow the student to practice appropriate nursing skills.

#### 4 B. Neuro/Sensory

The neurosensory system introduces the student to the anatomy and physiology of the neuron, the brain, the cranial nerves, the eye, and the ear. The student will also be introduced to the etiology of common neurosensory disorders/diseases and disease diagnosis, treatment, and prevention. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects of caring for a client with a neurosensory disorder. Particular emphasis is placed on the neurologic assessment and measurements. Selected clinical experiences will allow the student to practice appropriate nursing skills.

#### 4 A. Nursing Specialities/Rehab

This unit will describe factors influencing an individual's response to change and stress. The effective use of defense mechanisms is identified. The student is expected to utilize practical therapeutic communication skills and assist the client throughout rehabilitation. Fundamental factors affecting mental health, deficits, addictive personalities, alcoholism, and chemical abuse are described. Related pharmacological agents and nutritional needs are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills.

#### 4 B. Senior Practicum

The senior practicum explores ethical and legal aspects, negligence, malpractice, informed consent, the Nurse Practice Act, and its mandates. Home health, death and dying, hospice, disaster nursing, and the health care team's role are included. Incorporated is the role transition of the student nurse to the vocational nurse. Organizations relevant to the vocational nurse are discussed. Selected clinical experiences will allow the student to practice appropriate.

## AAS NURSING PROGRAM

All courses in this Program are taught in English.

Full-Time Program length: 75 Weeks

\*Program length may vary depending on schedule.

1560.00 clock hours

65.00 Semester Credit units

All programs at SSKI College are semester credit.

One credit hour awarded is for an amount of student work represented in the intended learning outcomes and verified by evidence of student achievement, defined by an institution, as approved by the institution's accrediting agency or state approval agency. It is consistent with commonly accepted practice in postsecondary education that reasonable approximates:

i. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for a minimum of fifteen weeks for one semester or trimester hour of credit, or a minimum of ten weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time.

or, ii. At least an equivalent amount of work as required in this definition for other academic activities as established by the institution, including laboratory work, externships, clinicals, internships, practical, studio work, or other academic work leading to the award of credit hours.

One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum. The formula for calculating the number of quarter credit hours for each course is:  $(\text{hours of lecture}/10) + (\text{hours of lab}/20) + (\text{hours of practicum}/30)$  and rounded down to the next lowest half or whole number.

Each week of an academic quarter represents one credit hour. The number of credit hours awarded for courses is based on the expected time required to successfully meet the course objectives. This time is a combination of activities including in-class lectures, laboratory work, outside reading, and other academic work. For all credit courses, the calculation is based on 5.0 outside hours for each credit hour of lecture/laboratory, which can include reading materials, at home-based assignments, homework, research, etc.

Method of delivery: Blended (residential and distance learning).

### Graduation Requirements

The candidate for an Associate Degree in Nursing must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 75% (on a scale of 1-100 percent).
- To be eligible to graduate and apply to take the NCLEX exam, Associate Degree Nursing students must complete the ATI RN Comprehensive Predictor Examination with a minimum raw score that equates to a high probability of passing the first time, the NCLEX-RN exam.

- Fulfill all financial obligations to the College before graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.
- Passage of the NCLEX-RN exam is required for licensure and employment as a Registered Nurse in California.

### Program Description

The Associate of Applied Science Nursing Program is delivered in residence and online distance learning and is designed to prepare safe and competent registered nurses (RNs) who can provide quality and culturally appropriate nursing care to the patients, families, and community they serve within the context of an increasingly complex healthcare environment. SSKI strives to prepare future nurses to respond to the growing complexities of the healthcare delivery system and who are dedicated to promoting human flourishing through the provision of ethical, culturally sensitive, and evidence-based nursing practice. A societal vision of health and well-being for all people guides the SSKI emphasis on preparing morally reflective graduates who are leaders and life-long learners. The Program has classroom instruction and required clinical experiences to prepare the student to take the National Council Licensure Examination (NCLEX-RN) for licensure as a registered nurse. Those who pass qualify for entry-level employment as Registered Nurses.

Program Sequence

Semester 1	Total Credits	Total Hours
BIO 101 Anatomy & Physiology I	4	45 Lecture 30 Lab
PSY 101 Introduction to Psychology	3	45 Lecture
MAT 101 Intermediate Algebra	3	45 Lecture
ENG 103 English Composition	3	45 Lecture
NUR 100 Introduction to Nursing Practice	1	15 Lecture
<b>Total:</b>	<b>14</b>	<b>225</b>
Semester 2	Total Credits	Total Hours
BIO 121 Anatomy & Physiology 2	4	45 Lecture 30 Lab
NUR 101 Fundamentals of Nursing Practice	4	15 Lecture 135 Clinical
HLT 102 Communication and Collaboration in Health Care	3	45 Lecture
NUR 103 Human Growth and Development	3	45 Lecture
<b>Total:</b>	<b>14</b>	<b>315</b>
Semester 3	Total Credits	Total Hours
BIO 201 Microbiology	4	45 Lecture 30 Lab
SOC 102 Sociology	3	45 Lecture
NUR 111 Professional Nursing 1 - Medical Surgical	5	30 Lecture 135 Clinical
<b>Total:</b>	<b>12</b>	<b>285</b>
Semester 4	Total Credits	Total Hours
NUR 222 Professional Nursing 2 - Women's Health	4	30 Lecture 90 Clinical

NUR 233 Professional Nursing 3 - Pediatrics	4	30 Lecture 90 Clinical
NUR 244 Professional Nursing 4 - Medical-Surgical Nursing	4	30 Lecture 90 Clinical
NUR 255 Cultural Competencies in Nursing Practice	1	15 Lecture
<b>Total:</b>	<b>13</b>	<b>370</b>
<b>Semester 5</b>	<b>Total Credits</b>	<b>Total Hours</b>
NUR 266 Professional Nursing 6 - Mental Health Nursing	4	30 Lecture 90 Clinical
NUR 277 Professional Nursing 7 - Complex Nursing	4	30 Lecture 90 Clinical
NUR 288 Professional Nursing - Leadership	4	30 Lecture 90 Clinical
<b>Total:</b>	<b>12</b>	<b>350</b>

### Course Descriptions

#### **Semester 1**

##### BIO 101 Anatomy & Physiology I

This course is the first in two classes investigating the human body's structures and functions. Topics include basic chemistry concepts, cell biology, integumentary and tissues, skeletal systems, and muscular and nervous systems. This course consists of a lab component.

##### PSY 101 Introduction to Psychology

This course provides an introduction to psychological concepts and principles. The knowledge learned from this course will allow students to define a deeper understanding of human behavior and its life applications.

##### MAT 101 College Math

This course introduces students to the fundamental concepts of math and algebra. Students will demonstrate an understanding of the basic operations of whole numbers integers and be able to perform calculations with decimals, fractions, and geometric figures.

## ENG 103 English Composition

This course focuses on the foundation of college-level academic writing and the use of APA writing format. Students will gain skills and knowledge in reading, grammar, composition, and research skills.

## NUR 100 Introduction to Nursing Practice

This course examines the various roles in nursing practice, introduces the students to providing/managing care responsibilities, client safety, patient advocacy, interventions, the nursing process, nursing theory as a basis for practice, nurse as a collaborator and leader, and evidence-based practice. Students will obtain an understanding of ethical and legal considerations for nursing practice.

### **Semester 2**

## BIO 121 Anatomy & Physiology 2

This course is the continuation of BIO 101 and continues to investigate the structures and functions of the human body. Topics include sensory, endocrine, lymphatic, cardiothoracic, respiratory, fluid, electrolytes, and reproductive systems. This course consists of a lab component.

## NUR 101 Fundamentals of Nursing Practice

This course builds upon the concepts in NUR 100. It is designed to assist a beginning student in acquiring a foundation of basic nursing theory, basic nursing skills, and an introduction to the nursing role. Pharmacology and medication administration are introduced. Other topics in the course include safety, the nursing process, holistic care, evidence-based practice, and other theoretical concepts. Students will practice skills such as comfort measures, hygiene, safety, oxygenation, nutrition, elimination, sleep, assistance with daily living activities, positioning, transportation, asepsis and sterile technique, skin & wounds, client assessment, medication administration, vital signs, and other psychomotor skills. Students will complete a gerontological-based clinical experience.

### NUR 101 Skills Lab/Clinical

Students will learn of the opportunities for explaining, demonstrating, and practicing care provider activities essential to the basic nursing practice. Learning experiences are provided in the skills laboratory. In this course, students will learn all the basic skills needed to assess a patient, perform Vital signs, practice infection control, and learn how to operate basic types of equipment. There are ten weeks of skills learning on campus, and in the next five weeks, students will go to a clinical site to practice the learned skills.

## HLT 102 Communication and Collaboration in Healthcare

This course explores the basic concepts of communication. It emphasizes the fundamentals of extemporaneous speaking, organizational reasoning style, delivery, and the role of the listener in oral communication. Students will practice speaking, listening, critiquing, and writing speeches. The course topics include processes and functions of communication, relationship building and the collaborative process, listening and response, teamwork, and managing conflict related to working within the healthcare system.

## NUR103 Human Growth & Development Throughout the Lifespan

This course examines the major theories, models, and research related to human development throughout the lifespan, including human sexuality. It includes material on biosocial, cognitive, and psychosocial development and explores the variety of individual and developmental contexts that influence development, such as socioeconomic.

### Semester 3

#### BIO 201 Microbiology

This course examines the study of microbes, the basic principles of microbiology, and the effect of microbes on the biosphere. Topics include structure, function, and differences between microbes; the effect of microbes on health and disease; principles of microbe control; genetic influences on microbes and land, water, and air.

#### SOC 102 Sociology

This course focuses on the systematic understanding of social interaction, social organization, social institutions, and change.

#### Nur 111 Introduction to Medical-Surgical Nursing

Students further explore professional nursing practice and apply concepts to adults and older adults experiencing medical-surgical conditions. Evidence-based practice is integrated into the learning experiences to provide the student with current trends in implementing advanced nursing skills and to facilitate the development of clinical reasoning skills. Cultural and psychosocial influences are considered in the care of diverse patient populations. Students practice in nursing homes and healthcare facilities.

#### NUR 111 Clinical Experience

The primary focus of medical-surgical nursing care is to meet the adult patient's biological, psychosocial, cultural, and spiritual needs in a mutually trusting, respectful, and caring relationship, promoting health and preventing illness or injury in patients aged 18 to over 100. Medical-surgical nurses must have a broad knowledge base to meet the needs of patients in various healthcare settings across the continuum. Nurses care for patients before and after surgical procedures, treat incisions, administer medications, monitor their vital signs and condition, and educate them on how to continue their care at home. During the perioperative phase, the primary focus and importance in nursing care should be reestablishing the patient.

#### NUR 222 Woman's Health

This course focuses on providing nursing care to the child-bearing family and women's health. It teaches reproductive, maternal-child, and newborn health, including fetal development, prenatal and postnatal care of the mother and baby, reproductive health, women's health, and health promotion. Biopsychosocial, pharmaceutical, legal, ethical, cultural, and educational considerations related to pregnancy, birth, and newborns are included. The clinical portion provides opportunities for the student to deliver related nursing care in medical facilities, clinics, and provider offices. This course runs for eight weeks.

## NUR 222 Clinical Experience

In this course, students will learn to Integrate the management of common issues in women's health care delivery and knowledge. Evaluate patients' overall health status from a multidisciplinary point of view based on sex and gender differences. Learn skills in assessing pregnant women, diagnostic tests related to pregnancy, prenatal care, and assess newborns. Reviewing and translating shared patients' co-morbidities effectively with other providers on the care team, including aging women, menopause, and health screenings for health promotion. The clinics are conducted for eight weeks.

## NUR 233 Pediatric Health Nursing

Students integrate knowledge from the biological, psychological, and social sciences, humanities, nursing, and literature to achieve safe and competent pediatric patient care and outcomes for patients and their families. Topics included common pediatric pharmaceuticals, care of the well child, care of the ill child, related nursing therapies for children, pediatric assessment, health maintenance, and health promotion needs of the child. The clinical portion provides opportunities for students to deliver related nursing care in medical facilities, clinics, provider offices, pediatric facilities, and other related community agencies with the specialized population.

## NUR 244 Intermediate Medical Surgical Nursing

This course emphasizes providing professional nursing care for clients with acute medical and surgical conditions. Selected conditions will be discussed and emphasized. Students will be introduced to advanced concepts related to the nurse's role as a healthcare team member. Emphasis is based on using evidence-based practice and informatics in providing care. Pharmacology for medical-surgical conditions is emphasized. It provides opportunities for the students to deliver nursing care to patients needing acute medical and surgical care in medical facilities and surgical centers for adults and older adults.

## NUR 244 Clinical Experience

In this course, students will learn how to care for a medical surgical patient using the nursing process, principles and concepts of Orem's Theory of Self-Care, critical thinking, and clinical reasoning; students will provide safe, patient-centered, evidence-based therapeutic care of 2-3 adult patients with common to complex medical/surgical conditions in the acute care setting with minimal assistance. Nursing practice builds on previous concepts and clinical experiences.

## NUR 255 Cultural Competency in Nursing Practice

This course provides an overview of various cultures, cultural beliefs, ethnic differences and the applications that the nurse might apply in practice. Respect for others and understanding of differences are examined.

## Semester 5

### NUR 266 Mental Health Nursing

The course discusses the needs of the client with a mental illness or psychiatric issue. It discusses the concepts of therapeutic communication and cultural, ethical, and legal influences. History of mental illness and stigma and the role of professional nursing in the delivery of care in psychiatric/mental health nursing. It provides opportunities for the student to develop a care plan for the adult/older adult client in the psychiatric/mental health setting. Students utilize medical mental health facilities, substance abuse facilities, and related providers of mental health services facilities.

### NUR 266 Clinical Experience

In this course, students will understand psychopathology and mental health across the lifespan Ability to assess cognitive, behavioral, emotional, and interpersonal functioning, and to integrate and synthesize test data with observations, interviews, and other data sources. Learn to conduct psychological and behavioral interventions to improve health and functioning using a wide range of evidence-based interventions of psychological processes. Establish a therapeutic relationship and communication with diverse populations. Learn to recognize and respond to ethical, legal, and regulatory issues about Mental health practice. Understanding of professional expectations that guide behavior promotes self-reflection, integrity, and accountability. Awareness and understanding of how developmental stages and life transitions interconnect with the larger bio-sociocultural framework, how identity evolves as a function of such connections, and how these different socialization and development experiences influence worldview and identity.

### NUR 277 Advanced Medical Surgical

In this course, students build upon previous knowledge and examine the concepts related to complex and critical care delivery. Topics include advanced care delivery collaboration and partnerships, disaster management, and additional selected topics such as resource management. It provides opportunities for students to plan and deliver safe, complex medical, surgical, urgent, and critical care to patients. Students practice in various areas such as critical care, emergency, intensive care, cardiac care, or similar areas.

### NUR 277 Clinical Experience

In this course, students will learn Intensive care, also called critical care, which is a medical specialty that deals with seriously or critically ill patients. Students will assess and recognize patients at risk of, or are recovering from, conditions that may be life-threatening. includes providing life support, invasive monitoring techniques, resuscitation, and end-of-life care. Students will identify the importance of intensive care, which relies on multidisciplinary teams composed of many health professionals.

Such teams often include doctors, nurses, physical therapists, respiratory therapists, and pharmacists. They usually work together in intensive care units (ICUs). Students will get to work with a multidisciplinary team to understand the care of a critically ill patient.

#### NUR 288 Nursing Leadership

This course provides the student with information on current theories in management, leadership, change systems thinking, and innovation and strategies. Disaster response is also included in this course. Students discuss the complexities of working within a system to elicit change and focus on nursing roles such as teaching and leadership. In the course, the student will select an area of interest related to professional nursing to hone leadership skills and plan and deliver a capstone change project utilizing skills from all prior education and theories learned. The change projects will involve working with families, individuals, or groups (such as communities).

#### NUR 288 Clinical Experience

In this course, students will learn that to become a nurse leader, the nurse starts with clinical and bedside Experience. Students will understand the role of nurses in using leadership skills to coordinate, direct, and support patient care and other healthcare team members. Students will understand the importance of effective communication skills and serve as patient advocates. Students will learn that the primary role of the nurse leader is to serve as a role model to healthcare and team members. Communicating the goals and expectations of each team member effectively is the key. Students will understand the need to know their roles and the roles of the other team members to work together in attaining common organizational goals; they will learn that nursing leadership begins at the bedside; by developing and improving the fundamental leadership skills, bedside nurses can positively impact patient outcomes.

**To progress to Semesters 2, 3, 4, and 5, the students must complete all the previous courses with a passing grade of 75% and above to progress to the next semester.**

## LICENSURE REQUIREMENTS

### Vocational Nursing

The Program has classroom instruction and required clinical experiences to prepare students to take the National Council Licensure Examination (NCLEX-PN) for licensure as a practical or vocational nurse. Those that pass qualify for entry-level employment as Licensed Vocational Nurses. Requirements for Licensure as a Vocational Nurse

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish Proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") Note: A license will not be issued until the board receives the background information from DOJ.
6. Attach the appropriate non-refundable fee made payable to the "BVNPT."
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the board will advise you of the initial license fee to be paid. This fee is in addition to the application fee. It takes 4 to 6 weeks to process a license.

### Associate of Nursing

#### REQUIREMENTS FOR GRADUATION

1. Must complete all 65 credits of the Program.
2. Credits meeting the transfer policy requirements will be counted in the 65 credits.
3. Must achieve a minimum of a 2.0 CGPA and a 2.0 GPA each semester.
4. Students who fail to maintain a 2.0 GPA in a semester are placed on academic probation and have the following semester to achieve the 2.0 CGPA or be dismissed.
5. Must have a Satisfactory (Pass) in each clinical segment and demonstrate clinical competency.
6. Must have completed the Program within 1.5 % times the planned program length.
7. Must have completed NCLEX requirements (HESI exit exams & conversion score).
8. Must be in good financial standing with the College.

#### REQUIREMENTS FOR LICENSURE

1. Must complete application to CA BRN and pay appropriate fees
2. Must meet the National Council Licensure Exam application and pay applicable fees.
3. Must schedule an appointment for an exam with the appropriate agency (Pierson Vue).
4. Recommended: schedule time and complete adequate study for an exam.

## CLASS SCHEDULES

### Vocational Nursing Full-Time Program

- Morning Session: 7:00 AM to 3:30 PM Monday - Friday

Terms	Monday	Tuesday	Wednesday	Thursday	Friday
One A (Week 1-6)	8:30am-3:00pm	8:30am-3:00pm	8:30am-3:00pm	8:30am-4:30pm	8:30am-4:30pm
One B*(Week 7-13)	8:30am-3:00pm	8:30am-3:00pm	8:30am-3:00pm	6:45am-3:15pm	6:45am-3:15pm
Two*	6:45am-3:15p m or 2:45-11:15	6:45am-3:15p m or 2:45-11:15	8:30am-3:00pm	8:30am-3:00pm	8:30am-3:00pm
Three*	6:45am-3:15p m or 2:45pm-11:15 pm	6:45 am-3:15p m or 2:45 pm-11:15 pm	6:45-3:15 or 2:45-11:15	8:30am-3:00pm	8:30am-3:00pm
Four*	8:30am-3:00pm	8:30am-3:00pm	6:45am-3:15p m or 2:45pm-11:15 pm	6:45 am-3:15p m or 2:45 pm-11:15 pm	6:45 am-3:15p m or 2:45 pm-11:15 pm

### Vocational Nursing Part-Time Program

- Evening Session: 3:00 PM to 8:00 PM Monday - Friday
- Weekend Session: 7:00 AM to 3:30 PM Saturday & Sunday

Term	Monday	Tuesday	Wednesd ay	Thursday	Friday	Saturday	Sunday
1A		5:00 pm to 9:30 pm	5:00 pm to 9:30 pm	5:00 pm to 9:30 pm		6:45am-to 3:15pm or2:30pm to11:00pm	6:45am-to 3:15pm or2:30pm to11:00pm
1B		5:00 pm to 9:30 pm	5:00 pm to 9:30 pm	5:00 pm to 9:30 pm		6:45am-to 3:15pm or2:30pm to11:00pm	6:45am-to 3:15pm or2:30pm to11:00pm
2		5:00 pm to 9:30 pm	5:00 pm to 9:30 pm	5:00 pm to 9:30 pm		6:45am-to 3:15pm or2:30pm to11:00pm	6:45am-to 3:15pm or2:30pm to11:00pm

3		5:00 pm to 9:30 pm	5:00 pm to 9:30 pm	5:00 pm to 9:30 pm		6:45am-to 3:15 pm or 2:30pm to 11:00pm	6:45am-to 3:15 pm or 2:30pm to 11:00pm
4		5:00 pm to 9:30 pm	5:00 pm to 9:30 pm	5:00 pm to 9:30 pm		6:45am-to 3:15 pm or 2:30pm to 11:00pm	6:45am-to 3:15 pm or 2:30pm to 11:00pm

Associate of Nursing

Semester	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1		1000-12:00 am 1:00-4:00 pm				0800-1200am 1:00 pm to 4:00 pm	
2		1000-12:00 am 1:00-4:00 pm				0800-1200am 1:00 pm to 4:00 pm	
3	TBD	TBD	TBD	TBD	TBD	TBD	TBD
4	TBD	TBD	TBD	TBD	TBD	TBD	TBD
5	TBD	TBD	TBD	TBD	TBD	TBD	TBD

Class times and breaks are scheduled following the Board of Vocational Nursing and Psychiatric Technician and rules and regulations

## DISCLOSURE STATEMENTS

### NON-DISCRIMINATION POLICY

- Sri Sai Krish Institute (SSKI) is committed to equal access and opportunity. It does not discriminate against anyone based on age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. We welcome diversity of all types and feel that greater diversity provides a greater understanding of culture, people, society, and nursing.
- SSKI acknowledges its ethical and statutory responsibility to afford equal treatment and opportunity to all students. SSKI admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admissions policies, scholarship, activity, and other school-administered programs.
- Sri Sai Krish Institute is non-sectarian and does not discriminate concerning race, creed, color, national origin, age, sex, disability, or marital status in academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students.
- Sri Sai Krish Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and 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 (11 USC Sec. 1101 et seq.).
- Any questions students 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. Website at <http://www.bppe.ca.gov> or call (888) 370-7589 or (916) 574-8900 or send a fax to (916) 263-1897.
- This institution is not approved by the US Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP). It is not authorized to issue an I-20 visa. Therefore, this institution cannot accept applications from international students on an F-1 or M-1 visa. This institution offers no visa services and will not vouch for a student status.
- Suppose a student obtains a loan to pay for an educational program. In that case, the student will be responsible for repaying the total loan amount plus interest, less any refund. And, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.
- The school catalog is updated at least once a year or whenever school policy changes occur.
- Sri Sai Krish Institute does not plan to offer Full-distance education now. The chief academic officer is responsible for monitoring new policies and procedure

and maintaining the school's compliance with the California Private Postsecondary Education Act of 2009.

- Before signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review before signing any agreement with the school.
- These documents contain important policies and performance data for this institution. Before signing an enrollment agreement, this institution must have you sign and date the information in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages. Currently, Sri Sai Krish Institute has no articulation agreements or transfer agreements with other institutions or colleges.
- It is the institution's policy to always provide a copy of the latest catalog in writing or electronically on the institution's website to all prospective students.
- Sri Sai Krish Institute is non-sectarian and does not discriminate concerning race, creed, color, national origin, age, sex, disability, or marital status in academic program activities, employment practices, or admissions policies. This policy applies to hiring all positions and acknowledging all students.
- Sri Sai Krish Institute does not provide housing assistance services to the students.

## **List of Faculty**

**Sam Bhimaya, RN F/T**- AS Nursing (Los Angeles Trade Technical College)

BS Nursing (Loma Linda University)

MS Nursing: Nursing Educator (California State University, Dominguez Hills)

**Gregorio Velasco Uy, RN F/T** - Doctor of Medicine (University of Santo Tomas, Philippines)

BSN Nursing - University of Santo Tomas, Philippines)

**Edelwina Espino, BSN, RN F/T** - BSN Nursing (Lyceum Northwestern College)

**Khalid Alzwahereh, DR F/T** - MBBS in Medicine and Surgery (University of Jordan)

**Reuven Cohen, DR P/T** - BA Philosophy (University of Michigan)

DO Medicine (Midwestern University College Medicine)

MS Computer Info Systems (Nova Southeastern University)

**Liliana Bovaird, RN, MSN P/T** - BS Nursing (College Union)

MS Nursing (University of Phoenix)

**Dione Cortez, RN P/T**- BS Nursing (Angeles University Foundation)

AS Pre-Health Science (Angeles University Foundation)

**Susan Herman, FNP, RN ADJUNCT** - BS Nursing (Texas Women's University)

MSN Nursing (Azusa Pacific University)

**Arnold Franco, DNP, FNP, RN P/T** - BA Psychology (University of the Assumption)

AAS Nursing (Cypress College) MS Nursing (Simmons University)

DNP Nursing (California State Fullerton, Fullerton)

**Ethen White, MBA P/T**- BS Business (Bowling Green State University)

MBA Business Administration (Bowling Green State University)

## **Administration**

**Vijayakumari Bhaskar F/T** - President/Chief Nursing Officer/Chief Academic Officer

**Bhaskar Prabhakar F/T**- Chief Executive Officer/Director of Student Services

**Nayana Bhaskar P/T** - Vice President/Provost

**Milana Bhaskar P/T** - Vice President

**Somaya Bhimaya F/T** - Academic Dean

**Maimoona Qadeer, MSN-ED F/T**- (University of Phoenix) – Director of Nursing

**Regina Dizon, PMHNP-BC F/T**- (Charles R. Drew University) - Associate Dean of Nursing

**Annie Tran F/T**- Title IV Financial Director

**Lela Sevier P/T**- Financial Aid Officer

**Kali Nguyen F/T**- Records Administration/Records Keeping & Internal Audit - Operations and Maintenance

**Janna Fukushima P/T** – Registrar

**Sarojamma Seetharmaiah** - Accounts Manager