

SCHOOL CATALOG

July 18, 2018 - June 30, 2019

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WEST COAST ULTRASOUND INSTITUTE

KNOWLEDGE BUILDS
CAREERS

Information regarding our programs required by the United States Department of Education Gainful Employment Act can be found at <http://www.wcui.edu/>.

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***THIS CATALOG IS NOT COMPLETE WITHOUT THE LATEST VERSION OF THE FOLLOWING SCHEDULES AND ADDENDUM, ALL OF WHICH ARE PART OF THIS CATALOG:**

1. Tuition and Fee Schedules
2. Tuition and Fee Schedules - STRF
3. Faculty Listing by Campus
4. MRI off-site Laboratory and Vocational Nursing Clinical Locations

GENERAL CAMPUS INFORMATION

Mission Statement

West Coast Ultrasound Institute's (WCUI) mission is to provide our students with a solid foundation in their field of study. We are dedicated to giving these students a well-balanced curriculum, which includes classroom instruction, clinical/laboratory training, and supervised clinical experience. Students are taught in a supportive educational environment by a qualified staff of professionals. We aim to produce superior graduates with the knowledge and confidence necessary to succeed in their chosen field. Our goal is to make West Coast Ultrasound Institute the preferred source of education in the community for each of our specified fields of study.

Core Values

- Promote academic excellence
- Develop graduates with standards of integrity
- Promote intellectual vitality
- Contribute to the welfare of patients' lives

Philosophy Statement and Purpose

WCUI is a private institution and believes that the rewards of education are both valuable and enduring. It is WCUI's philosophy that students should enter the job market with confidence knowing they have a solid foundation of theoretical and practical knowledge. Students are trained for entry level positions.

Campus Locations and Contact Information

Beverly Hills (Main Campus)

291 S. La Cienega Blvd., Suite 500
Beverly Hills, CA 90211
Telephone (310) 289-5123
Fax (310) 289-5136
Campus Director/Founder: Myra Chason

Ontario (Branch Campus)

3700 E. Inland Empire Blvd., Suite 235
Ontario, CA 91764
Telephone (909) 483-3808
Fax (909) 483-3876
Campus Director: Dr. Emad Mishriki

Phoenix (Branch Campus)

4250 E. Camelback Rd., Building K, Suite 190
Phoenix, AZ 85018
Telephone (602) 954-3834
Fax (602) 954-2118
Campus Director: George Fitzpatrick

Web-site: www.wcui.edu

History of the Campuses

Beverly Hills

In 1998, the campus was established as a main campus by founders Neville Smith, a Board-Certified Radiologist and Myra Chason, a nurse and registered sonographer. Additionally, the founders opened a low-cost imaging clinic to work with the community. The College was accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) in 2001 and was approved by the Department of

Education to participate in Title IV Financial Aid programs in 2002. The campus offers programs in sonography, magnetic resonance imaging and vocational nursing. The campus offers varying levels of programs including, diploma programs, Academic Associate Degree Programs and Bachelor of Science Degree programs.

Ontario

In 2006, WCUI opened a satellite campus in Ontario, California. In 2012, the campus became a branch campus. The campus is accredited by ACCSC and offers programs in sonography, magnetic resonance imaging and vocational nursing. The campus offers varying levels of programs including, diploma programs, Academic Associate Degree programs and Bachelor of Science Degree programs. The campus also maintains a low cost imaging clinic, serving the Ontario community.

Phoenix

In 2009, WCUI opened a branch campus in Phoenix, Arizona. The campus is accredited by ACCSC and offers programs in sonography and magnetic resonance imaging. The campus offers varying levels of programs including, diploma programs, Academic Associate Degree programs and Bachelor of Science Degree programs. The campus also maintains a low cost imaging clinic, serving the Phoenix community. The campus was recognized by ACCSC as a 2012 *School of Distinction*. The campus has also been recognized as a 2016-2017 ACCSC School of Excellence.

Campus Facilities

Beverly Hills

The campus consists of approximately 16,135 square feet located in suites on the first through fifth floors of the office building. Street parking is available as well as covered parking located in the public parking structure across the street from the campus. The campus includes 9 Multi-media enabled classrooms, 2 full computer laboratories, large multi-stationed ultrasound laboratories equipped with 22 ultrasound machines. The clinical nursing laboratory simulates a patient unit and includes hospital beds and mannequins. The Learning Resource Center provides a quiet study or research area with various journals, technical manuals, reference books and computers with various search engines. The campus has a student lounge and a faculty lounge equipped with seating, microwaves and refrigerators. Administrative offices are on campus. The campus is a non-smoking facility. The campus is in close proximity to hospitals, medical facilities, restaurants and public transportation.

Ontario

The campus consists of approximately 23,545 square feet in the single-story office building. Parking is available in the building's adjacent parking lot. The campus has 10 multi-media enabled classrooms, two of which are computer laboratories. The campus also has large multi-stationed ultrasound laboratories equipped with 23 ultrasound machines. The campus has a student lounge and a faculty lounge as well as a Learning Resource Center which provides a quiet study or research area with various journals, technical manuals, reference books and computers with various search engines. The nursing clinical laboratory simulates a patient unit and includes hospital beds and mannequins. The administrative offices are on campus. The campus is a non-smoking facility. The campus is conveniently located near medical facilities, restaurants and public transportation.

Phoenix

The campus consists of approximately 15,495 square feet on the first and second floors of the four-story building. Parking is available in the building's adjacent parking lot. The campus has 6 multi-media enabled classrooms, multi-stationed laboratories equipped with 18 ultrasound machines, a student lounge and a faculty lounge. The campus also has a Learning Resource Center that provides a quiet study or research area with various journals, technical manuals, reference books and computers with search engines. The administrative offices are on campus. The campus is a non-smoking facility. The campus is conveniently located near medical facilities, restaurants and public transportation.

Students in the MRI and Vocational Nursing programs attend clinical/laboratory at off-site locations. Please see the applicable addendum incorporated as part of this catalog.

Ultrasound Programs Equipment

Each campus provides a variety of equipment and learning tools that support the students' education. Example of ultrasound equipment include: Acuson Sequoia 512, ATL HDI 5000, GE Logiq 9, GE LOGIQe (Portable), GE-P3, GE Vivid 3, GE Vivid 7 with 3D Capabilities, GE Voluson 730 Expert, GE Voluson 730 ProV, Philips HD7, Philips Sonos 5500, SIUI Apogee 1200 Touch, Siemens Acuson Cypress, SonoSite MicroMaxx. Additionally, there are a variety of models and phantoms, transducers, EKG machines, treadmills, blood pressure cuffs and stethoscopes. The ultrasound machines are also equipped with UltraLink.

Vocational Nursing (VN) Program Equipment

A simulated hospital room that includes adult and child size mannequins, human anatomy models, hospital beds, wheel chairs and other adaptive devices, a centrifuge, EKG machine and CPR equipment.

Magnetic Resonance Imaging (MRI) Program Equipment

Classroom computers are equipped with E-film.

Cardiovascular Technician (CVT) Program Equipment

EKG machines, treadmills, blood pressure cuffs and stethoscopes.

Accreditation and Licensure

- Each of the campuses is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a recognized accrediting agency by the U.S. Department of Education.
- Through the U.S. Department of Education, each of the campuses are eligible to participate in student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.
- Each of the campuses is approved by the applicable state approving agency for Veteran's Educational Benefits in Arizona and California.
- The Phoenix campus is approved to operate in the state of Arizona by the Arizona State Board for Private Postsecondary Education (AZPPSE).

- The Beverly Hills and Ontario campuses are approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
- The Vocational Nursing programs at the Beverly Hills and Ontario campuses are approved by the Board for Vocational Nursing and Psychiatric Technicians (BVNPT).
- The MRI (Long) Diploma program and the AAS MRI program at each of the campuses are programmatically accredited by the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT).
- Each of the campuses is approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.
- The Phoenix campus is a certified Veterans Supportive Campus.
- The Beverly Hills and Ontario campuses are approved by the State of California Vocational Rehabilitation Department.
- The Ontario campus is approved for Workforce Investment Act, Title I Training Funds.

Consumer Information Policy

WCUI strongly encourages students to review the pertinent information contained on the "Consumer Information" tab of the College's website www.wcui.edu/page/consumer-information prior to enrolling.

Program Licensure Statement

The Vocational Nursing Program (offered at the Beverly Hills and Ontario campuses) requires licensure upon program completion to secure employment as a Licensed Vocational Nurse. To be licensed by the Board of Vocational Nursing & Psychiatric Technicians, all applicants must provide the following: appropriate fees, a completed application for licensure, completed fingerprints, a recent 2"x2" passport type photograph and a Request for Transcript form(s) completed and forwarded directly from the nursing school with certified transcripts. Graduates must also successfully pass the NCLEX-PN exam in order to become licensed. WCUI's Vocational Nursing program only leads to licensure in the State of California.

Additional licensure information, including requirements, can be found on the California Board for Vocational Nursing and Psychiatric Technicians' (BVNPT) website; bvnpt.ca.gov and the Vocational Nursing handbook.

Registry Organizations

Being a registered sonographer, MRI technologist, or cardiovascular technician is not currently a requirement in California or Arizona. However, employment opportunities and salary may be limited without becoming registered. All registries are independent agencies; therefore, qualifications for taking registry examinations are subject to change without advanced notice. All students are responsible for researching applicable registries for their specific qualifications. The following is a list of registries and their web sites:

- American Registry for Diagnostic Medical Sonography (ARDMS); ARDMS.org
- Cardiovascular Credentialing International (CCI); CCI-online.org
- American Registry of Magnetic Resonance Imaging Technologists (ARMRIT); ARMRIT.org

- American Registry of Radiologic Technologists (ARRT); ARRT.org

Program Advisory Committees

WCUI has active Program Advisory Committees comprised of qualified individuals who are employers or have been employed in the program areas offered. The functions of the Program Advisory Committees are as follows:

- Review the established curriculum of each program and comment as to its objectives, content, length, and adequacy of facilities, equipment, and student learning resources.
- Review and comment on the addition of new programs, including the appropriateness of curriculum objectives, content, and length and equipment.
- Review and comment on student completion, placement, and if required, state licensing examination outcomes of each program, faculty and administrative departments.

Policy, Program Changes and Class Cancellation

WCUI reserves the right to amend, add or cancel classes and/or programs. WCUI also reserves the right to adjust tuition with advance notice of one quarter.

WCUI reserves the right to change its rules, policies and procedures. WCUI will notify students of any policy change in writing.

The College reserves the right to cancel a class prior to the first scheduled class day. In the event of class cancellation, the student may: (1) receive a full refund for the cancelled term; (2) enroll in a currently offered alternative class or schedule; or (3) attend an alternative WCUI campus.

Non-Discrimination/Anti-Harassment Policy

WCUI is committed to maintaining a work and learning environment that is free from discrimination and harassment for all WCUI employees and students. Accordingly, WCUI does not authorize and will not tolerate any form of discrimination or harassment based on an individual's race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by federal, state or local law. Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

WCUI cannot resolve matters that are not brought to our attention. If you believe you have experienced or witnessed discrimination or harassment, immediately report the incident to the Campus Director, Director of Education, or a member of WCUI's corporate management. WCUI will immediately and thoroughly investigate all complaints. Individuals will not be retaliated against for bringing a complaint of discrimination or harassment.

Complaints of sexual harassment, violence or discrimination should be reported to the campus Title IX Coordinator in accordance with the College's Title IX policy located in this catalog.

Catalog Reviewing Statement

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov (888) 370-7589 or by fax (916) 263-1897.

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

*Please note, School Performance Fact Sheets are only provided to students interested in enrolling at the California campuses as they are a requirement of the California Bureau for Private Postsecondary Education.

Catalog Updates

The catalog is updated annually and addendums added as needed.

Catalog Availability

The catalog is available on our web-site at www.wcui.edu, in print, and electronically (at some locations).

Bankruptcy Statement

West Coast Ultrasound Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

ACADEMIC INFORMATION

Educational Delivery Method

The delivery method at WCUI is in-person only; some laboratory courses and externship courses are in medical facilities located off campus. Please see the applicable catalog addendum regarding off-site laboratory/clinical locations.

English as a Second Language

WCUI does not provide English as a Second Language (ESL) instruction. Students may request a catalog and enrollment agreement for the purpose of having them translated into their native language at their own expense.

Family Education Rights and Privacy Act (FERPA) Policy

Federal law protects the privacy of educational records. In accordance with the Family Education Rights and Privacy Act (FERPA) the students at WCUI have the following rights:

- The right to review their educational records.
- The right to seek correction of the contents of these records.
- The right to a formal hearing if seeking the correction of these records.
- The right to place a note of explanation in the records if their requested correction was unsuccessful.
- The right to request disclosure of the contents of the records.

- The right to file a complaint with the Department of Education if WCUI fails to comply with FERPA policies.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC, 20202-8520

Students who wish to inspect and review their records may do so by submitting a written request to the registrar. The registrar will respond within 45 days to arrange an appointment for the student to review the requested record; a College official will be present at the time of review. WCUI will not release personally identifiable information without written consent of the student, unless the student is under the age of 18 and the request is made by a legal guardian. Legal exceptions may also apply.

The following is a non-exclusive list of FERPA exemptions that permit disclosure without student consent:

- Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, information technology contractor, consultant, default management servicer, placement verification servicer, or collection agent); or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- Disclosure upon request to officials of another school in which a student seeks or intends to enroll.
- Disclosure to authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies.
- Disclosure of records requested through court order or subpoena.

At its discretion, the College may provide “directory information” in accordance with FERPA provisions. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the College includes the following: student’s name, address, college email address, photograph, major field of study and degree program, dates of attendance (defined as first and last date of term), grade level, enrollment status (full-time or part-time), and participation in officially recognized activities or sports, degrees, honors and awards received. Students may request that such directory information not be released by notifying the Registrar in writing.

Laboratory Policy

During laboratory time, students will scan one another. Students may be required to partially disrobe for certain exam procedures in accordance with how the exam would be performed at an imaging center or hospital.

Health Insurance Portability and Accountability Act (HIPAA)/Confidentiality Statement

The Health Insurance Portability and Accountability Act (HIPAA) is a law requiring confidentiality of patient information and applies to all WCUI students and employees while on campus and during externship/clinical. Except where necessary in the regular course of business, the discussion, transmission, or narration in any form of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the student’s schooling or employment is strictly forbidden. Any violation of this professional rule shall constitute grounds for severe disciplinary action, including termination.

Transfer and Credit Granting Policies

WCUI will accept some prior completed coursework for transfer credit into the Degree programs. WCUI requires that 75% of program credit hours be completed at our College in all instances where credit is granted.

The evaluation of transfer credit is done by the Registrar and/or Director of Education. A student must submit an **official transcript** from an accredited postsecondary institution and corresponding course description/syllabus prior to starting their program. Unofficial transcripts will not be accepted for evaluation. Courses submitted for evaluation must be 100 levels or higher, the grade received must be a “C” or better, and for general education credit the course must have been successfully completed within ten (10) years of enrollment at WCUI; for technical courses the time limit is five (5) years. To receive transfer credit, students must have successfully completed courses similar in scope and content to West Coast Ultrasound Institute courses.

This institution may award military coursework and educational experiences that are evaluated based on American Council on Education (ACE) recommendations of college-level equivalencies which may qualify for transfer credit. Applicants who have successfully completed a course with an ACE credit recommendation must submit an official ACE transcript for evaluation.

This institution may award credit for successful completion of registries with a copy of their official transcript from an accredited postsecondary institution and current registry credentials. The student must also successfully complete a Competency Placement Exam (CPE), in the form of all applicable laboratory competencies with a score of 85% or higher.

This institution may award credit for prior experiential learning. The evaluation of experiential learning credit and transfer credit is done by the Registrar and/or Director of Education in conjunction with the Program Director.

Under West Coast Ultrasound Institute’s experiential learning policy, qualified students can receive credit for degree technical coursework. Qualification requires a minimum of five (5) years technical work experience in the subject matter and successful completion of a comprehensive examination.

All of the following criteria must be met for a student to qualify for experiential learning credit:

- Submit a resume with a detailed summary of work experience
- Submit written documentation from employer verifying a minimum of five 5 years work experience related to the core subject matter
- Submit all active registry credentials through all applicable registry organizations
- Successfully complete a Competency Placement Exam (CPE), in the form of all applicable laboratory competencies with a score of 85% or higher

If the experiential learning credit is awarded, the student will receive a grade of “pass” on their official transcript. Experiential learning credit will not be calculated into the student’s cumulative GPA or count towards total credits attempted but will satisfy the program coursework graduation requirements.

Only courses successfully completed at a postsecondary school accredited by an agency recognized by the U.S. Department of Education will be considered for transfer of credit. Transfer of credit is normally limited to the coursework within our Degree Programs.

Graduates of foreign institutions of higher education must have their educational records translated and evaluated for U.S. equivalency by an agency officially recognized to perform educational translation services and transfer of credit may be considered case by case.

WCUI does not maintain articulation agreements for the transfer of credit with other colleges or universities.

Classes successfully completed at WCUI can be transferred, if applicable, into other programs offered at WCUI. Courses submitted for evaluation must be 100 levels or higher, the grade received must be a “C” or better, and for general education credit the course must have been successfully completed within ten (10) years of re-enrollment at WCUI; for technical courses the time limit is five (5) years.

If the credit is approved for transfer, the tuition and program hours are adjusted accordingly. **Students should be aware that transferring credits may impact Financial Aid eligibility.**

Please see the Nursing Handbook for specific information regarding transferring in clock hours from a previous nursing program.

Criminal Background Checks

A student is required to undergo a criminal background check upon enrolling and prior to entering externship/clinical (if required by the site). Background check results must be received within the first seven class days from beginning the term. A newly enrolled student may have his/her enrollment cancelled based upon the results of the criminal background check.

It is WCUI’s policy to ensure that applicants to our programs are aware of potential effects and consequences of past criminal behaviors. If you have a misdemeanor or felony conviction, you may be subject to denial of clinical/externship, employment opportunities and or licensing/registry organizations. If a criminal background check is required by an externship/clinical site prior to the student being assigned to the facility, the results of that background check will be made available to the externship/clinical site. Any pending or prior

criminal charges or convictions may result in the student being unable to be assigned for externship/clinical training resulting in the student being unable to successfully complete his or her program of study. Under these circumstances, the student will be withdrawn from WCUI and the College’s refund policy will apply. Please note, the student will be responsible for any balance due to the College, lender, and/or the U.S. Department of Education

Students are responsible for the cost associated with criminal background checks.

Drug Testing Policy and Disclosure

Externship and clinical sites may require WCUI to implement mandatory student drug testing, including unannounced and/or random testing, as a condition of student participation at their externship/clinical site. Students are responsible for the cost associated with any required drug testing.

As required by your assigned externship/clinical site, you will be required to submit to a urine test to detect use of controlled or illegal substances, such as: amphetamines, cocaine, marijuana, opiates and phencyclidine. Test results are on a pass/fail basis and are kept confidential. **A positive test result is grounds for termination from WCUI.** If you wish to contest the results, you must submit to a retest within 24 hours of being informed of the positive test result. If the retest is negative, you may continue in your program. If you do not submit to a retest or if the retest is positive, you will be automatically terminated. You can appeal this termination by following WCUI’s Appeal Process Policy. Students who refuse to submit to the required drug screening test will be terminated from WCUI.

If you have a prescription for a controlled substance, you should provide proof of this to WCUI. WCUI will verify the prescription with your physician, which may require your submission of additional medical documentation and/or completion of an authorization form permitting WCUI to contact your physician. Subject to verification of the prescription as well as resolution of any concerns regarding the prescribed controlled substance’s impairment of your ability to safely participate in your program, a positive drug test for the prescribed controlled substance will not disqualify you from your program.

If you have a physical or mental impairment that limits your ability to take a urine drug test, you may request a reasonable accommodation to the drug testing methodology. To request a reasonable accommodation, please utilize the process stated in the Disability Accommodation and Grievance policy.

Please be advised that WCUI is governed by federal and state laws in matters regarding the possession and use of controlled or illegal substances. As referenced in WCUI’s Drug and Alcohol Policy, the possession or use of amphetamines, cocaine, opiates and phencyclidine are illegal under federal law. The possession or use of marijuana is also illegal under federal law, notwithstanding the provisions of the Compassionate Use Act (California Health and Safety Code section 11362.5), the Control, Regulate and Tax Adult Use of Marijuana Act (California Proposition 64), and Arizona Medical Marijuana Act (Arizona Proposition 203). A physician’s recommendation and/or permitted recreational use under state law has no legal effect under federal law, and a positive drug test result for metabolites of marijuana will result in termination.

Please note that if you are withdrawn from WCUI after having completed over 60% of your program, all tuition will be considered earned, and no refund will be available to you. Students, who have been withdrawn from WCUI due to a positive drug test, and wish to reenter, must follow the procedure outlined in the Readmission policy.

Readmission

Students applying for readmission to WCUI must meet current entrance requirements. The re-entry process requires review and approval of the student's previous financial obligations to the College, financial aid eligibility (when applicable), completion of enrollment agreement, collection and review of official transcripts, as well as prior academic performance and any other documentation required by the program the student is re-entering. Students may be required to demonstrate skill competency prior to readmission. Readmission is contingent upon space availability and requires final approval of the Re-entry Committee. Terminated and/or Withdrawn students must wait one full quarter before they are allowed to apply for readmission.

ACCSC Clock Hour to Quarter Credit Hour Conversion

The following ratios apply to all programs offered at the College when determining the clock hour/credit hour conversion using the following formula:

- Fifteen (15) hours of lecture equals one (1) quarter credit.
- Twenty (20) hours of laboratory equals one (1) quarter credit.
- Thirty (30) hours of externship equals one (1) quarter of credit.
- Sixty (60) hours of outside work equals one (1) quarter credit.

An Academic hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction. For the purposes of determining Title IV eligibility for financial aid students, the clock hour to credit hour conversion rate formulas will be one (1) quarter credit hour for every twenty-five (25) hours of lecture, laboratory or externship.

Student to Instructor Classroom Ratios

Program	Lecture	Laboratory /Clinical
BS, AAS Diagnostic Medical Sonography	35:1	7:1
BS Diagnostic Cardiovascular Sonography	35:1	7:1
AAS Cardiovascular Sonography	35:1	7:1
AAS, Diploma Magnetic Resonance Imaging	35:1	7:1
Pediatric Cardiac Ultrasound and Congenital Heart Disease	30:1	7:1
Vocational Nursing	30:1	15:1
Cardiovascular Technician	35:1	7:1

Hours of Operation

Monday through Friday: 8:00 am – 10:30 pm

Saturday and Sunday: 8:30 am – 6:30 pm*

*may not be available at all campuses

College Holidays

New Year's Day
 Martin Luther King Jr. Day
 Easter
 Memorial Day
 Independence Day
 Labor Day
 Veterans Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Day

Constitution Day – September 17th – is observed on campus during classes. The campus is not closed.

ADMISSIONS REQUIREMENTS AND PROCEDURES

Domestic and International Students

WCUI does not admit Ability to Benefit students.

All applicants must:

- Be at least 17 years of age.
- Set an appointment with an Admissions Representative for an interview and to tour the campus. Information will include disclosures of completion, placement rates, tuition payment plans, and the applicant's professional educational goals.
- Submit a \$100.00 application fee, non-refundable (U.S. Dollars).
- Submit a copy of an unexpired valid government-issued photo ID (driver's license or an identification card).
- Complete a criminal background check.
- Be able to read, speak and write English.
- Pass the entrance examination (passing scores listed below).
- Complete a Personal Statement.

Applicants enrolling in the programs offered by WCUI must show proof of having graduated from either a high school or the equivalent recognized by the US Department of Education. The following are some examples:

- High school diploma or high school transcript;
- General Education Diploma (GED) or State Equivalent Test;
- State tests (also referred as state-authorized examinations) such as the High School Equivalency Test (HiSET) or the Test Assessing Secondary Completion (TASC), as well as those established by states, for example the California High School Proficiency Exam (CHSPE);
- Foreign secondary diploma translated and evaluated (at the applicant's expense) by an evaluation agency approved by the National Association of Credential Evaluation Services (NACES);
- An academic transcript showing that the student has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree (including a previously earned bachelor's degree).

Prospective students may be conditionally accepted contingent upon satisfaction of all admissions requirements and receipt of supporting documentation. Acceptance into the programs is also conditional

upon meeting all deadlines to complete funding paperwork, if applicable.

- Pass the Wonderlic entrance exam with a minimum passing score for each program as follows:

Program	Minimum Score
AAS in Diagnostic Medical Sonography	18
AAS in Cardiovascular Sonography	18
AAS in Magnetic Resonance Imaging	18
Pediatric Cardiac Ultrasound and Congenital Heart Disease	18
Magnetic Resonance Imaging (Long)	18
Magnetic Resonance Imaging (Short)	18
Cardiovascular Technician	18

- Bachelor of Science degree applicants must successfully pass the Wonderlic Basic Skills Test as follows:

Program	Minimum Score Verbal	Minimum Score Quantitative
BS in Diagnostic Medical Sonography	325	275
BS in Diagnostic Cardiovascular Sonography	325	275

Wonderlic scores are valid for one year from the time of the test. If an applicant does not pass their initial Wonderlic exam; they can retake the entrance exam two additional times. If the applicant does not pass the entrance exam by the third attempt, he/she must wait six months before attempting the entrance test again (with a maximum of three attempts).

Pediatric Cardiac Ultrasound and Congenital Heart Disease (Ped Echo) Entrance Requirements

In addition to meeting the College's general entrance requirements, Ped Echo applicants must also:

- Provide proof of graduation from an accredited Adult Cardiac Ultrasound program, or be a cardiac sonographer registered through ARDMS or CCI.
- Interview with the Program Director, or the Assistant Program Director.

Vocational Nursing (VN) Entrance Requirements

In addition to meeting the College's general entrance requirements, VN applicants must also:

- Pass the Wonderlic Basic Skills Test with a minimum cumulative test score of at 50%.
- Write a 500-word essay on "Why I Want to be a Nurse".
- Interview with the Nursing Program Director, Assistant Director, or Campus Director.

Magnetic Resonance Imaging (MRI) Short Entrance Requirements

In addition to meeting the College's general entrance requirements, MRI Short applicants must also:

- Provide proof of graduation from an accredited Full X-Ray Technologist program and possess a current Full X-Ray license through ARRT.

Waiting List Applicants

Students may be placed on a waiting list for programs that are at capacity.

International Students

International students must complete or provide the following after they have been accepted for enrollment in order to receive the I-20mn form to apply for an M-1 (diploma programs) or F-1 (degree programs) student visa:

- A Confidential Statement of Finances—an official letter or bank statement must be submitted certifying that there are enough funds available for tuition and living expenses for one academic year.
- Payment of the first 4 months of tuition in advance.
- A copy of their passport.
- A copy of the I-94 card.
- Must demonstrate English proficiency by taking a TOEFL test used to measure English skills and pass with a score of 62 or higher.
- A translated and evaluated (at the applicant's expense) foreign secondary diploma.

WCUI is authorized under Federal law to enroll nonimmigrant alien students.

International Student Language Proficiency Statement

All coursework at WCUI is taught in English. The College does not offer English language services and instruction.

International Student VISA Statement

WCUI does not provide Visa services to International Students other than issuing an I-20. However, the College will verify the student's enrollment status and any changes in enrollment status during the course of their enrollment.

CAMPUS CHARGES AND FEES

The current schedule of tuition and fees is listed in the attached addendum, "Tuition and Fee Schedules". The cost is dependent on the term and location; for exact financial information please contact your local representative.

- Coursework repeated for credit is charged at the current tuition rate.
- Tuition is paid quarterly; a billing memorandum is completed each quarter documenting all charges including tuition and fees, as well as funding, i.e. financial aid, private loans and private payments being received.
- Tuition charges are subject to change with advance notice of one quarter.
- First requested Official Transcript is at no cost; each additional Official Transcript is \$10. There is no cost for unofficial transcripts.

Accounting Policies

All payments are due on the first of the month and are considered late if not paid by the fifteenth of the month.

A late fee of \$25 will be assessed for all students with past due private payments. This is not compounded. Returned checks are assessed a \$35 processing fee. If a student has two checks returned, WCUI will

only accept cash, credit/debit cards or money orders for all future payments.

Only registered students will be issued books. When students receive their books, they must complete a book release form and their signature is required.

FEDERAL TITLE IV FINANCIAL AID

Financial Aid Statement

This institution participates in the Federal Title IV Programs. A student, who obtains a loan to pay for an educational program, will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid, the student is entitled to a refund of the money not paid from federal financial aid funds.

Detailed information and financial aid advising are available to all applicants at the Financial Aid office. During the Financial Aid application process, the U.S. Department of Education randomly selects Financial Aid applications for the institution to verify. If selected, the applicant must supply documentation to verify income, assets, and household size as listed on the applicant's Free Application for Federal Student Aid (FAFSA). Applicants will be directed by the Institution to submit income documents, complete additional verification worksheets, and any other documentation needed to verify information provided on their FAFSA.

To qualify for financial aid programs, regulations indicate that the student must:

- Apply for financial aid using the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov>
- Be a United States citizen, national, or eligible non-citizen.
- Maintain Satisfactory Academic Progress (SAP).
- Demonstrate a financial need.
- Be registered with selective service, if required.
- Not be in default on any educational loan and not owe a refund on an educational grant.

FEDERAL TITLE IV FINANCIAL AID CHART

	PELL GRANT	FSEOG	FEDERAL WORK- STUDY
DESCRIPTION	Grant: typically, does not have to be repaid	Grant: typically, does not have to be repaid	Money earned while attending college. Does not have to be repaid
ELIGIBILITY	U.S. citizen or permanent resident Full or part time undergrad - Need Based	U.S. citizen or permanent resident Full or part time undergrad - Need Based	U.S. citizen or permanent resident Full or part time undergrad - Need Based
AMOUNT	Maximum: \$5,920 (17/18) \$6,095	Maximum: \$4,000	Award depends on when you apply; your

	(18/19)		financial need, and the funding level.
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FEDERAL DIRECT LOAN PROGRAMS	FEDERAL DIRECT SUBSIDIZED LOAN	FEDERAL DIRECT UNSUBSIDIZED LOAN	FEDERAL DIRECT PLUS LOAN
DESCRIPTION	Loan: Must be repaid	Loan: Must be repaid	Loan: Must be repaid
ELIGIBILITY	U.S. citizen or permanent resident Full or part time undergrad or graduate students - Need Based	U.S. citizen or permanent resident Full or part time undergrad or graduate students	U.S. citizen or permanent resident Full or part time undergrad or graduate students - Credit Based
AMOUNT	Maximum: Year 1: \$3,500 Year 2: \$4,500 Year 3: \$5,500 Year 4: \$5,500	Maximum: Year 1: \$6,000 Year 2: \$6,000 Year 3: \$7,000 Year 4: \$7,000 (Dependent students \$2k/yr)	All Years: Up to the student's total cost of education, less other aid received
INTEREST RATE	Fixed; interest rates are determined annually	Fixed; interest rates are determined annually	Fixed; interest rates are determined annually
REPAYMENT TERM	Up to 10 years	Up to 10 years	Up to 10 years
INTEREST SUBSIDY	Interest is paid on student's behalf while in enrolled	Interest is student's responsibility while enrolled	N/A
REPAYMENT BEGINS	Following 6 months grace period after graduating or withdrawal from WCUI	Following 6 months grace period after graduating or withdrawal from WCUI	When loan is fully disbursed (no grace period) unless deferred
TOTAL ORIGINATION INSURANCE FEES	Up to 4%	Up to 4%	Up to 6%

Cal-Grants

WCUI participates in the Cal-Grant A, B and C programs administered by the California Student Aid Commission. Please see the Financial Aid Department for more information regarding the Cal-Grant programs.

Scholarships and Grants

Students interested in information regarding available scholarships should contact the financial aid department. The following is a list of scholarships:

- Affiliate Tuition scholarship
- High School Graduate Bachelors Program scholarship
- Medical Physician scholarship
- Foreign Medical Graduate scholarship

Student Responsibilities

- Students must promptly return all required applications and paperwork to the Financial Aid Office.
- If the Financial Aid Office needs to see a student, the office will contact the student personally. It is the student's responsibility to see Financial Aid when notified.
- Each student who receives a student loan is required to complete an Entrance and Exit Counseling session. The Financial Aid Office will notify each student when these sessions are scheduled. It is the student's responsibility to go online at www.studentloans.gov to electronically complete the Entrance and Exit Counseling session. No student loans can be disbursed until the Entrance Counseling session has been completed. Exit Counseling must be completed prior to graduation or at the time of withdrawal, if a student withdraws prior to program completion.
- If a student obtains a loan to pay for an educational program, the student will be responsible for repaying the full amount of the loan plus interest, less the amount of any refund.

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

Student's Right to Cancel

A student has the right to cancel the enrollment agreement and obtain a refund paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. To cancel this enrollment agreement and/or terminate the course of study, the student must mail or deliver a signed and dated copy of the Cancellation Notice (available in the Registrar's office), or mail, email or deliver another written notice. If it is mailed, it is deemed effective when it is deposited in the mail properly with prepaid postage paid.

Canceling by phone, by other verbal means, or by way of not attending classes will not be considered a cancellation; these actions will be considered a withdrawal and withdrawal procedures will apply.

Rejection

If you are not accepted into the College, the enrollment agreement will be cancelled. A refund will be issued within thirty (30) days in the State of Arizona and forty-five (45) days in the State of California from the cancellation date.

Tour of the Facilities

If you have not visited the College prior to enrollment, you may withdraw without penalty within three (3) business days following either the regularly scheduled orientation procedures or following a tour of the College facilities and inspection of equipment where your education services would be provided.

Three-Day Cancellation Policy

All monies paid by an applicant must be refunded if requested within three (3) days (excluding weekends and federal or state holidays) after signing an enrollment agreement and making an initial payment. A refund will be issued within thirty (30) days in the State of Arizona and forty-five (45) days in the State of California from the cancellation date.

An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the College is entitled to a refund of all monies paid, minus the \$100.00 application fee.

Seven-Day Cancellation Policy

A student who has been in attendance may cancel, without penalty, on or before the seventh (7th) day following the first day of regularly scheduled instruction. The student will receive a complete tuition refund excluding the \$100.00 application fee within thirty (30) days in the State of Arizona and forty-five (45) days in the State of California from the cancellation date. Any student who decides to drop after the seventh (7th) day following the first day of regularly scheduled instruction will be considered a withdrawn student and refund calculations will be performed as detailed below.

Withdrawing After Classes Have Started

A student has the right to withdraw from the College at any time. A refund will be based on the College's Refund Policy. WCUI complies with state and federal refund policies. You may terminate your enrollment by giving written notice to the College. Notice is effective as of the date of the postmark, if properly addressed with proper postage or the date the notice is delivered to the College. Written notice need not take any particular form.

Add/Drop Period

Students enrolled in degree programs may add/or drop a class without penalty up to the seventh (7th) business day of each quarter. Students attempting to drop a class after this time and up to 50% of scheduled class time will receive a grade of "W" (Withdrawn) for the dropped course/s. The "W" will be included in the "credits attempted" calculation for Satisfactory Academic Progress (SAP). Students attempting to drop a class after 50% of scheduled class time will receive a grade of "WF" (Withdrawn Fail). The "WF" will be calculated into the student's overall GPA and included in the "credits attempted" calculation for Satisfactory Academic Progress (SAP). No class can be added after the seventh (7th) business day of the quarter.

Students must officially add and/or drop a class in person with the Registrar to complete the required paperwork. Verbal requests will not be granted.

Students dropping a class after the seventh (7th) business day of the quarter are entitled to a pro-rata refund of tuition charged for the class as follows:

% of the scheduled hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal	70%

to 30%	
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No refund is required

Students adding a class will be charged the published tuition rate for the course.

Students dropping a class will be charged the published tuition rate for the course when it is repeated.

Refund Policy

This institution refund policy applies when a student has completely withdrawn (officially or unofficially) from the College. For purposes of determining a refund, a student shall be deemed to have withdrawn when any of the following occurs: the student cancels their Enrollment Agreement by submitting a written notice of cancellation/withdrawal; the student fails to attend classes for a period of 14 consecutive calendar days; or the College terminates the Enrollment Agreement for non-compliance with the College's rules and policies.

Any student who decides to withdraw after the seventh day following the first day of regularly scheduled instruction will be considered a withdrawn student and refund calculations will be performed as described below.

No refund will be due after 60% of instruction, per quarter, has been completed by the student. A student refund will be calculated as follows:

- The non-refundable application fee of \$100.00 is subtracted from the student's total tuition charge for the quarter.
- This figure is divided by the number of scheduled days of instruction for the quarter.
- The quotient is the daily charge for the quarter.
- The amount the student owes for the quarter for the purposes of calculating a refund is derived by multiplying the total days scheduled to attend for the quarter by the daily charge for instruction for the quarter.
- All refunds are based on the student's last day of attendance.

% of the quarterly scheduled hours attempted:	Tuition Refund amount:
10% or less	At least a 90% refund
More than 10% and less than or equal to 20%	At least a 80% refund
More than 20% and less than or equal to 30%	At least a 70% refund
More than 30% and less than or equal to 40%	At least a 60% refund
More than 40% and less than or equal to 50%	At least a 50% refund
More than 50% and less than 60%	At least 40% refund
60% or more	No refund required

If any portion of the tuition was paid from the proceeds of a student financial aid loan, the refund shall be sent to the lender or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Furthermore, any remaining amount shall be sent to the above-named party, if any, up to but not exceeding the amount stated above.

Refund of Federal Title IV Aid

In compliance with Federal regulations, the College will determine how much Federal student financial assistance that the student has earned or not earned when a student who is a Title IV recipient withdraws from the College.

The College will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the sixty (60) percent point of the term. If the student has completed more than sixty (60) percent of the term, the student earns one hundred (100) percent of the Federal student financial assistance. The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance.

To calculate the amount earned, the College will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five (5) or more days, it will reduce the term length. If the scheduled break is before the student's last date of attendance, it will also reduce the calendar days completed.

The return of financial aid is dictated by the Return of Title IV Funds calculation policy. If a refund results from this calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source.

Funds are refunded to the Title IV Programs in the following federally mandated order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Direct PLUS loans
4. Federal Pell Grants
5. Federal Supplemental Education Opportunity Grant (SEOG)
6. Other grant or loan assistance authorized by Title IV of the HEA, as amended

If a student withdraws on or before completing sixty (60) percent of the quarter, a portion of the total Title IV funds awarded will be returned. The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to the school. Refunds are made within forty-five (45) days of the termination or withdrawal.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The College will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of

Federal Direct PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees, and with the student's authorization, the College may automatically use the grant funds for other educationally related charges. Any balance of grant funds that may be available will be offered to the student.

If the Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The College will notify the student as to the amount owed and how and where it should be returned.

Books, Supplies, and Fees

To receive a refund for equipment, books or supplies they must be returned by the student in un-opened/new condition within thirty (30) days of the student's last day of attendance.

VETERANS BENEFITS

Students who wish to receive Veterans benefits must contact the Veterans Administration office to determine their eligibility. WCUI will provide assistance with the completion of all the necessary documents.

Students should read these requirements carefully, and any questions or concerns should be directed to the WCUI Veterans Administrator. The Department of Veterans Affairs has certain policies regarding attendance and progress standards. These policies are outlined in the Veterans Administration Regulations sections 21.4135, 21.4253, 21.4277, and Department of Veterans Benefits Circular 20-75-54, dated 30 May 1975. The policies concerning a college's liability for overpayments and standards of attendance and progress are also addressed. Students receiving educational benefits must meet these attendance and progress standards so that they may be certified for the collection of VA educational benefits. They have the responsibility to adhere to the standards of attendance and processes outlined in the Veterans Bulletin.

The Department of Veterans Affairs requires that all students receiving VA benefits must work toward a specific educational objective. At WCUI this objective can be a Diploma or a Degree Program. In either case, it is a requirement that all classes benefits recipients are enrolled in must be part of the graduation requirements for their major. This is the recipient's responsibility. The Veterans Office will check to ensure that all veterans/reservists/dependents are enrolled in only those courses applicable to the declared major. If any of the classes they are enrolled in do not apply to the major, the Department of Veterans Affairs will be notified of the reduction in training time. Benefits Recipients should be very careful that all of

their classes are required for their major, and when in doubt should consult an advisor.

VA benefits payments are based on required attendance in classes. A student is expected to attend all sessions of the classes in which he/she is registered. It is the student's responsibility to contact instructors regarding any absences and provide valid documentation when necessary.

An overpayment will occur as a result of students' termination of enrollment or reduction of units, and they will be liable for the overpayment. Should a student receive an overpayment in the form of a VA check, it is their responsibility to contact the Veterans Office at WCUI for procedures on returning the amount of overpayment to the Department of Veterans Affairs. The Veterans Office will notify the VA of any status changes per institution's registrar/computer system, which will reflect the official dates for drops and adds. If at the end of the quarter a student has received a "W", "WF" or "F" as a grade, WCUI will use the instructor's roster to determine the last date of attendance. If a student received a mid-term grade of "W", "WF" or "F", they may be dropped at mid-term. If there is no mid-term grade, the student may be dropped at the commencement of the quarter. Failure to process a student's drop can result in overpayments.

Veterans Add/Drop Period

Students enrolled in degree programs may add/or drop a class without penalty up to the seventh (7th) business day of each quarter. Students attempting to drop a class after this time and up to 50% of scheduled class time will receive a grade of "W" (Withdrawn) for the dropped course/s. The "W" will be included in the "credits attempted" calculation for Satisfactory Academic Progress (SAP).

Students attempting to drop a class after 50% of scheduled class time will receive a grade of "WF" (Withdrawn Fail). The "WF" will be calculated into the student's overall GPA and included in the "credits attempted" calculation for Satisfactory Academic Progress (SAP). No class can be added after the seventh (7th) business day of the quarter. Students must officially add and/or drop a class in person with the Registrar to complete the required paperwork. Verbal requests will not be granted.

Students dropping a class after the seventh (7th) business day of the quarter are entitled to a pro-rata refund of tuition charged for the class as follows:

% of the scheduled hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No refund is required

Students adding a class will be charged the published tuition rate for the course.

Students dropping a class will be charged the published tuition rate for the course when it is repeated.

Military Service

In instances when a service member stops attending due to a military service obligation, in accordance with federal and state law, WCUI will work with the affected service member to identify solutions that will not result in student debt for the returned portion. Any refund will be sent back to the service branch. *See refund policy under Cancellations, Withdrawal and Refund Policies.

Prior Credit Evaluation for Veterans

If a new student has attended other colleges/universities, they must provide WCUI with official copies of all transcripts from those institutions immediately. They must also submit for evaluation their military and vocational transcripts. NOTE: If they have thirty (30) or more units from previous coursework (including WCUI), the College MUST have transcripts on file and have them evaluated BEFORE students can be certified for benefits. Payment of VA educational benefits may be suspended until WCUI is able to notify the VA of how much previous credit WCUI is granting the student based on the information supplied in the transcripts.

Veterans Benefits Academic Probation

If a student's transcript contains 12 or more credit units and the student's Cumulative Grade Point Average (not quarter GPA) is below 2.0 (2.5 for the Vocational Nursing), they will be placed on academic probation. A student will be removed from academic probation when his or her GPA is 2.0 (2.5 for Vocational Nursing) or higher.

Veterans Benefits Progress Probation

If a student's transcript contains 12 or more (diploma programs)/15 or more (degree programs) credit units and the student has received "W" (Withdrawal), "WF" (Withdrawal Fail) "I" (Incomplete), "NC" (No-Credit) in at least 50% of his or her total transcript units they will be placed on Veterans Benefits Progress Probation.

Unsatisfactory Progress with the Veterans Administration

A student will be placed on Unsatisfactory Progress and the Department of Veterans Affairs will be notified when the student's cumulative GPA (not quarter GPA) is below 2.0 (2.5 for Vocational Nursing) for three consecutive quarters or the student has been on Progress Probation for three consecutive quarters. The law requires that VA educational benefits extended to veterans and other eligible persons are discontinued when the student ceases to make satisfactory progress toward the completion of his or her educational objective. Benefits may be resumed if the student re-enrolls in the same educational institution and same program(s). In other cases, benefits cannot be resumed, unless the VA finds that the cause of the unsatisfactory progress has been removed and the program of education being pursued is suitable.

Veterans Benefits Disqualification

Academic Disqualification:

A student qualifies for academic disqualification when his or her cumulative and semester grade point averages are below 2.0 (2.5 for

Vocational Nursing) in each of three consecutive quarters. Students placed on Academic Disqualification are subject to dismissal from the Institute.

Progress Disqualification:

After one quarter of academic probation, students are placed on Progress Probation. Students are evaluated after the 2nd quarter for academic proficiency. If a 2.0 (2.5 for Vocational Nursing) or greater GPA is not achieved, the student is then terminated

Veterans Benefits Course Repeats

Students may receive benefits when repeating courses in which a grade of "F" or "NC" was received if the course is required or is a pre-requisite to a required course. In some instances, a grade of "D" may be repeated if it is noted that a grade of "C" or better is required. Student should notify the Veterans Office of any course they are planning to repeat.

Veterans Benefits Work Experience (Externship) Courses

To receive benefits for Work Experience courses, the course must meet a requirement under a student's approved objective/major as listed in the WCUI catalog. In addition, he or she must maintain, at a minimum, monthly contact with the Externship Coordinator and satisfy all other course requirements. Students should check with the Veterans Office concerning the procedures for this. Note: If a student does not meet the monthly contact requirement, his or her benefits for this course can be terminated.

STUDENT INFORMATION & AFFAIRS

NOTICE CONCERNING TRANSFERRABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Students should assume that credits earned at WCUI are not transferable to other institutions.

Emergency Evacuation Plan

The campuses all have an emergency evacuation plan that follows the set guidelines of FEMA and the American Red Cross for earthquake preparedness. Each campus has a dedicated Emergency and Clergy Facilities Manager. Student Services provides emergency and evacuation preparedness information during orientation and/or the first week of classes. There is an emergency notification system (ENS) in place. The Registrar should be notified immediately if there is a change in emergency contact information or personal contact information.

Learning Resource Center

WCUI maintains a collection of books, professional journals, websites, registry workbooks, test bank CD's, flash cards and more for use on or off campus to help students with their research and studies. Students can access the titles on WCUI's library web page at www.library.wcui.edu. In addition, computers and study space are available to all students. A Librarian or a Learning Resource Center assistant is available to help students during hours of operation.

The Learning Resource Center equipment includes: desk top computers, printer photocopier, Wi-Fi computer access and Microsoft computer software, tables and chairs. The library catalog provides links to open source medical information and databases. Librarians are interactive with students in person, via telephone or email for library reference and research services during normal hours of operation.

Student Services

WCUI provides community resource information to students. Examples include childcare, housing, medical referral information and social services. In addition, on campus tutoring is arranged through student services at no additional charge to students.

Career Services

WCUI provides career guidance to all graduates of all its programs through the Career Services Department. These services include:

- Resume preparation
- Job interview preparation
- Career development workshops
- Employment postings
- Video interview providing recorded feedback
- Skills Honing and Reinforcement Program (SHARP)
- Quarterly Registry examination review courses for ARRT, CCI, and SPI

While the College cannot guarantee employment, it is the mission of the Career Services Department to provide students with job search tools and to actively maintain current employment listings. WCUI is dedicated to the success of its graduates in the job market. Graduates are responsible to secure their own employment and relocation may be necessary.

Cellular Phones

Students may not use cell phones for personal use in the classrooms or laboratories, unless approved by the instructor. In case of emergencies, cell phones may be kept on vibrate.

Dress Code

Students must wear medical scrubs while on campus. Open toed shoes, hats, caps or beanies are not permitted. All tattoos must be covered. Excessive facial hair, facial piercings and artificial nails are not permitted. Jackets and/or hoodies with unprofessional or offensive material are not permitted. Students must appear and dress professionally, at all times, while attending WCUI. WCUI reserves the right to request that students change certain parts of their apparel, hair color (WCUI encourages natural hair colors) or other appearance related items to conform to this professionalism standard.

The students WCUI name badge must be worn at all times. If the name badge is lost, the student must purchase another one from the

Registrar or Student Services. Students must follow this dress code at their externship/clinical site as well as any other dress code provisions required by the site.

Remediation

In keeping with our mission, WCUI may require remediation for students that fail a test. The objective of remediation is to provide students a solid foundation in their field of study. Tests may not be repeated.

Auditing Classes

Students may audit classes to review information. The only classes a student may audit are classes they have successfully completed at WCUI. A request to audit must be made through the Director of Education. Students who are auditing a class will not receive books, materials, tests, grades or attendance. They will not participate in group activities that are graded.

Independent Study

Independent study is reserved for rare circumstances where a student's program sequence is disrupted, and a specific course is needed to graduate or progress timely. An Independent Study Agreement must be completed by the Program Director to address the course objectives, expected outcomes, assignments to be completed, hours expected to be completed with the faculty and hours expected to be completed independently. Courses that are heavily dependent on completion of laboratory exercises do not usually qualify for Independent Study. Independent Study Agreements must be approved by the Director of Education (DOE) prior to the proposed start date. Students can take no more than two courses through Independent Study per program. The dates of the Independent Study may not crossover terms.

Transcript Requests

Transcripts requests should be made in writing to the Registrar. The first requested Official Transcript is at no cost; each additional Official Transcript is \$10. There is no cost for unofficial transcripts.

Housing Statement

WCUI does not have dormitory facilities under its control. **All programs offered at WCUI are non-residential and WCUI has no responsibility to find or assist a student in finding housing.**

There is a mixture of single family homes and apartments available within a 5-mile radius of the Beverly Hills main campus with rental amounts ranging from \$900.00 to \$15,000.00 per month. The average cost ranges from \$1,400 to \$2,000 per month depending on location, size and type of dwelling. Rentals available within a 5-mile radius of the Ontario campus range from \$825.00 to \$3056.00 per month (average being \$1200 to \$1500 per month). Rentals available within a 5-mile radius of the Phoenix campus average \$1,027 per month.

Eating & Smoking

Students are welcome to pause, relax, eat and drink in the student lounge. Smoking, in all forms (cigarettes, e-cigarettes, etc.), is not allowed in the building. If students wish to smoke, they may do so in designated areas. Smoking is not permitted within 20 feet of an entrance, exit or window. Absolutely no food or beverages are allowed in the classrooms and labs.

Lost Books & Supplies

If a student loses a textbook or supply, he/she is responsible for purchasing a replacement.

Parking

Public Parking is available to students. Students park in the parking lot at their own risk. WCUI is not responsible for any damage or loss. Students may not park in any space designated as reserved. If students do so, they are at risk of being towed at their own expense.

Personal Belongings

Purses, cell phones, clothes, books, etc., should not be left unattended, as the College will not assume responsibility for loss or theft. Lost and Found will be kept in the Career Services office.

Personal Data Changes

Any change of name, mailing address, email address and/or telephone number must be reported to the Registrar as soon as the change occurs. Emergency information should be kept current at all times.

Voter Registration

WCUI encourages eligible students to register and vote. Students who are residents of California or Arizona may register to vote online. For more information, visit our consumer information page of the school's website.

Commencement Ceremonies

To be considered a WCUI graduate, students are required to successfully complete all program and graduation requirements. This includes all phases of their didactic training as well as their externship hours and/or clinical rotation.

Participation in commencement ceremonies does not constitute official graduation. All program and graduation requirements must be fulfilled prior to conferment of graduate status. To be eligible to participate in the official commencement ceremonies, graduates must be current on all financial obligations at the time of commencement.

Graduates interested in participating in the commencement ceremony are responsible for the cap and gown cost.

Conduct Policy

A student found to have committed any of the following violations of the College's policy will be subject to a range of penalties up to and including termination and legal prosecution at the discretion of the administration:

- Abusive behavior: physical, verbal, harassment, and sexual assault to any faculty, staff, student, or visitor.
- Discrimination.
- Alcohol and any illegal substance: use, possession, sale, distribution, public intoxication.
- Breach of Peace: disorderly, disruptive, indecent behavior
- Possession of firearms, explosives, dangerous chemicals or other weapons.
- Property damage, vandalism, and theft: destruction, damage, misuse.
- Cheating or Plagiarism.
- Exhibiting violence, insubordination, or inappropriate language toward any College staff, faculty, student, or visitor.

- Conveyance of threats by any means of communication.
- Bullying by any means of any individual, including coercion and personal abuse.
- Audio/Video recording during the classroom lecture or lab.
- Cell phone usage during lectures, labs, externships or clinical.
- Unprofessional Conduct.
- Falsifying information, including but not limited to attendance or information submitted to obtain Financial Aid.

Observance of the rules and regulations of the College as well as maintaining a professional manner is required at all times. Conduct which interferes with the education of other students and the operation of the College may result in termination.

Student Computer Network and Internet Conduct

WCUI provides students access to its computer network and Internet access for purposes directly related to education. WCUI reserves the right to monitor all usage of its computers and computer systems. This includes the monitoring of email and website access. The following practices are prohibited:

- Installing or executing unauthorized software. Using computers to copy copyrighted or licensed software.
- Using the network for commercial purposes. Users may not buy or sell products or services through the system without prior consent of the corporate network administrator.
- Using the network for advertising or political lobbying.
- Accessing websites, newsgroups, or chat areas that contain material that is sexually related, obscene, or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify an instructor, the Learning Resource Center Coordinator, and/or network administrator.
- Using the network for any activity or to transmit any material that violates federal, state, or local laws. This includes, but is not limited to, illegal activities, such as threatening the safety of another person or peer-to-peer file sharing of copyrighted materials.
- Using vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
- Logging on to another person's account or attempting to access another user's files.
- "Hacking" or otherwise trying to gain access to another person's or organization's computer system.
- Engaging in "spamming" (sending an email to more than 10 people at the same time) or participation in chain letters.
- Intentionally damaging any computer hardware or software.

Computer and network resources are of significant value, and their abuse can have a negative effect on other users. Noncompliance with this policy may result in loss of computer and network privileges, suspension, and/or termination.

Scholastic Honesty

Dishonesty of any type in a course, including cheating on examinations/assignments or plagiarizing materials, can result in a grade of "F" and may be cause for suspension and/or termination. Falsifying sign-in or sign-out times is considered cheating. All signatures must be made using blue or black ink only; no pencil. Plagiarism includes passing off or attempting to pass off the ideas or writing of another person as one's own. Students are prohibited from

operating any type of audio or video recording device in a classroom, laboratory, or clinical setting without prior expressed permission from the Campus Director or Director of Education. Violations of this policy may lead to disciplinary actions up to and including termination.

Copyright Policy

WCUI has a zero-tolerance policy for copyright violations, and requires all students, employees and agents to abide this policy. Copyright exists in any original work that exists or is fixed in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, scientific and other journals, photographs and articles, are some of the things subject to copyright. A copyright notice is not required. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The College may monitor use of the WCUI network or utilize other technical means to attempt to detect and identify indications of copyright infringement, including unauthorized peer-to-peer file sharing. Any student, employee or agent who engages in the unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by the College, or any applicable in conjunction with federal and state law.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq

The College, in connection with its Director of IT will periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material. The College will make these review results available to students via the website or alternative means and to the extent practicable, will offer legal alternatives for downloading or otherwise acquiring copyrighted material. The College will also periodically review the effectiveness of the plans used to combat the unauthorized distribution of copyrighted materials.

Drug-Free Schools and Communities Act (DFSCA)/Statement on Illegal Drugs and Alcohol

WCUI is committed to the well-being of its students and employees. Thus, WCUI maintains alcohol and drug abuse policies and programs

consistent with the Drug-Free Schools and Communities Act (DFSCA). Related to such policies and programs are internal implementation plans and procedures for ensuring effectiveness and to ensure consistency in enforcement, for both students and employees. In August, on a biennial basis, WCUI will review its compliance with the DFSCA and necessary updates or changes to the policy or program will be made. A notification will be sent to students and staff if any changes or updates are made.

The College strictly forbids the possession, distribution, use, or sale of alcoholic beverages and/or illegal drugs by students and employees on the College's property or as part of College activities. Medical marijuana or state-legalized recreational marijuana is federally illegal and is included and covered by this policy. Students and staff members should report any knowledge of such activities to the appropriate College personnel. Any infraction is cause for immediate suspension and possible termination. When appropriate, such infractions will also be reported to the local authorities. WCUI reserves the right to require drug testing based on reasonable suspicion.

Additional information on WCUI's Drug and Alcohol policy including drug and alcohol abuse prevention, education, and intervention activities as well as disciplinary sanctions for violating the College's policy is distributed annually to all staff and students as part of the Annual Security Report. Please see the College's Annual Security Report located on the website at www.wcui.edu/page/consumer-information

Federal Financial Aid Penalties for Drug Violations

The following notice provides information about the Title IV federal financial aid penalties associated with drug-related offenses under section 484(r) of the Higher Education Act. It also describes how to regain eligibility for such financial aid after conviction of a drug-related offense.

As prescribed in Section 484(r), a student convicted of any offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment when he or she was receiving any grant, loan, or work assistance under Title IV will be ineligible to receive such assistance for the following period of time:

- For one year from the date of conviction for the first offense involving the possession of a controlled substance.
- For two years from the date of conviction for the second offense involving the possession of a controlled substance.
- Indefinitely from the date of conviction for the third offense involving the possession of a controlled substance.
- For two years from the date of conviction for the first offense involving the sale of a controlled substance.
- Indefinitely from the date of conviction for the second offense involving the sale of a controlled substance.

A student whose eligibility has been suspended under the previous provision may resume eligibility before the end of the prescribed ineligibility period by one of the following means:

- The student satisfactorily completes a drug rehabilitation program that complies with criteria the secretary of education prescribes and includes two unannounced drug tests.
- The conviction is reversed, set aside, or otherwise rendered nugatory.

Campus Security Programs

All students are informed of campus security procedures during orientation. All staff members are briefed on campus security procedures upon hiring.

Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the campus security procedures and reporting any incidents when they occur and seeking assistance.

Only students, staff members, and other parties having relevant business should be on campus property. Other individuals present on campus property at any time without the express permission of the appropriate College official(s) shall be viewed as trespassers and may therefore be subject to a fine and/or arrest. In addition, any students or staff members present on campus property during periods of non-operation without the express permission of the appropriate campus officials shall also be viewed as trespassers and may also be subject to a fine and/or arrest.

Clery Act and Annual Report Distribution

To maintain compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and related Higher Education Act ("HEA") requirements, and in an effort to continuously promote and improve safety and security measures on campus, WCUI collects and publishes information regarding its current safety and security policies, victim services and crime statistics. Once collected, the information is presented annually in this Annual Safety and Security Report ("ASR") to prospective and current students, faculty, staff and the public. WCUI's most current ASR is available on the College's website, at www.wcui.edu/page/consumer-information. Any questions about this Report should be directed to the Campus Director at the campus you attend or are seeking to attend.

Reporting of Criminal Acts

The College strives to provide a safe and secure campus for all students and staff members. The Campus Security Act (Public Law 101-542) requires secondary institutions to disclose the number of instances in which specific types of crimes have occurred in any building or on any property owned or controlled by this institution that is used for activities related to the educational purpose of the institution and/or in any building or property owned or controlled by student organizations recognized by this institution. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of criminal acts or suspicious behavior to the Campus Director or security guards. Instances of sexual harassment, violence or discrimination should be reported to the campus Title IX Coordinator in accordance with the College's Title IX policy located in this catalog. The College will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

Title IX: Anti-Harassment and Discrimination Policy for Students and Employees

The College is committed to providing a work and college environment free of unlawful harassment or discrimination. College policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy,

childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the College prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the College has jurisdiction over Title IX complaints. In furtherance of this commitment, all students and employees are required to take our mandatory Title IX upon starting with the College and generally every year thereafter.

The College's anti-harassment policy applies to all persons involved in the operation of the College, and prohibits unlawful harassment by any employee of the College, as well as students, customers, vendors or anyone who does business with the College. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the College does business engages in unlawful harassment or discrimination, the College will take appropriate corrective action.

As part of the College's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the College community through publications, the College website, new employee orientations, student orientations, and other appropriate channels of communication. The College provides training to key staff members to enable the College to handle any allegations of sexual harassment or sexual violence promptly and effectively. The College will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against and adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about/or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Complaint/Grievance Procedure

If you believe that you have experienced or witnessed discrimination, harassment or sexual violence, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No

employee, contract worker, student, vendor or other person who does business with the College is exempt from the prohibitions in this policy. All complaints involving a student will be referred to the Title IX Coordinator and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

The Title IX Coordinator per campus is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinators:

Beverly Hills Campus

291 S. La Cienega Blvd.
Beverly Hills, CA 90211
(310) 289-5123

Carla Dominguez, Student Services

Carla.dominguez@wcui.edu

Ontario Campus

3700 E. Inland Empire Blvd
Ontario, CA 91764
(909) 483-3808

Bryn Logan, Student Services

Bryn.Logan@wcui.edu

Phoenix Campus

4250 E. Camelback Rd. Suite K-190
Phoenix, AZ 85018
(602) 954-3834

Terri Simons, Librarian

Terri.Simons@wcui.edu

The College ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the College's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the College's grievance procedures and any other procedures used for investigating reports of sexual harassment.

Investigation of Complaints

In response to all complaints, the College promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The College shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the College will weigh the student's request for confidentiality against the impact on College safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party

and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning the College will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the College will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the College determines that unlawful discrimination, harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the College will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the College to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the College's disciplinary process. To the extent that an employee or contract worker is not satisfied with the College's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

*Beverly Hills and Ontario Campuses: employees may notify the Department of Fair Employment and Housing by consulting the government agency listings in the telephone book or on-line at www.dfeh.ca.gov. The Department of Fair Employment and Housing will, in appropriate cases, prepare and investigate complaints of harassment or discrimination; after a hearing, the Fair Employment and Housing Commission may award damages to individuals actually injured as a result of such conduct, as well as other remedies.

Retaliation Prohibited

The College will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator.

Reporting Requirements

Victims of sexual misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

Employees should contact Human Resources for more information or any questions related to this policy. Students may contact the Title IX

Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>

For additional information regarding the College's policy and investigative procedures please see the College's policy regarding sexual harassment and sexual offenses located in the most recent Annual Security Report, at www.wcui.edu/page/consumer-information

Disability Accommodation & Grievance Policy

Statement of Non-Discrimination and Accommodation

WCUI does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of WCUI, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA") and their related statutes and regulations. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

ADA Compliance Coordinator:

Andrew High

291 S. LaCienega Blvd.

Beverly Hills, CA 90211

(310) 289-5123

ADACoordinator@wcui.edu

Requests for Accommodation

Individuals with disabilities wishing to request a reasonable accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA Compliance Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, he or she is required to direct the student to the ADA Compliance Coordinator.

The ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a **Request for Accommodations form**, which is also available on WCUI's website under the consumer information tab.

Reasonable accommodations are available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified profession in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. WCUI may request additional documentation as needed.

After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she (or his/her trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.

If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.

WCUI will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

Grievance Process

WCUI has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.

Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the procedure outlined below. WCUI will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.

Procedure

Grievances must be submitted to the ADA Compliance Coordinator (contact information listed above). Grievances must be submitted to

the ADA Compliance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

The ADA Compliance Coordinator (or her/his trained designee) shall investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The ADA Compliance Coordinator will maintain the files and records relating to such grievances.

All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the ADA Compliance Coordinator will so advise the student and provide an update as to the status of the investigation. The student may also contact the ADA Compliance Coordinator to inquire as to the status of the investigation at reasonable intervals.

The person filing the grievance may appeal the decision of the ADA Compliance Coordinator by writing to the Corporate Director of Compliance: Lisa Ingoldsby, 291 S. La Cienega Blvd, Suite 500, Beverly Hills, CA 90211 (310) 289-5123; lisa.ingoldsby@wcui.edu, within 15 days of receiving the ADA Compliance Coordinator's decision. The Corporate Director of Compliance shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency. WCUI will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

Student Complaint and Grievance Policy

1. Complaints directed at an individual instructor or staff member should be discussed directly with the individual involved.
2. If one-on-one discussion fails to result in a satisfactory resolution, a written complaint must be submitted to the Campus Director, who will respond to the complaint in writing within ten (10) business days (excluding weekends and Federal holidays).
3. If the student is not satisfied with the proposed resolution, the student must respond to the Corporate Director of Compliance: Lisa Ingoldsby, 291 S. La Cienega Blvd, Suite 500, Beverly Hills, CA 90211 (310) 289-5123; lisa.ingoldsby@wcui.edu, in writing, within ten (10) business days (excluding weekends and Federal holidays). The Corporate Director of Compliance will issue a final written response to the student within ten (10) business days (excluding weekends and Federal holidays).
4. If the student complaint cannot be resolved after exhausting the College's grievance procedure, the student may file a complaint with the applicable state agency.

In Arizona:

Arizona State Board for Private Postsecondary Education
1740 W. Adams St. Suite 3008
Phoenix, AZ 85007
Website: www.azppse.gov
(602) 542-5709

In California:

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

- Colleges accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints considered by the commission must be in written form, with permission from the complainant(s) for the commission to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. Suite 302
Arlington, VA 22201
(703) 247-4212 Website: www.accsc.org

A copy of the commission's complaint form is available at the College and may be obtained from the Campus Director.

CAMPUS ACADEMIC STANDARDS

Satisfactory Academic Progress (SAP) Policy

WCUI measures Academic Progress for each student by monitoring both academic performance and maximum time frame for completion. In order to be considered in compliance with the SAP policy, a student must maintain a cumulative Grade Point Average (GPA) of 2.0 (letter grade of C or better). Vocational Nursing students must maintain a cumulative GPA of 2.5 or better. The College's SAP policy applies to all students including those not receiving federal financial aid.

Maximum Time Frame for Completion

Students will have a maximum of one and one half (1.5) of the length of a student's program of study to complete the program. Maximum Time Frame is measured by program length. Grades of F (failed), W (withdrawn), WF (withdrawn fail) or I (incomplete) are considered attempted credit hours and are included when calculating Maximum Time Frame.

If it is determined that a student will not be able to complete the program within the maximum timeframe, the student will be terminated from the program.

Academic Performance

Credit hours accepted from another institution that are accepted toward the student's educational program at WCUI must count as both attempted and completed hours.

Academic Warning Status

Academic performance is reviewed at the end of each quarter after official grades are posted. If a student has not completed 67% of the total credit hours attempted with a cumulative GPA of 2.0 (2.5 for Vocational Nursing students), he/she will be placed on Academic Warning status. Students who have been placed on Academic Warning status may be removed from that status and returned to good standing by meeting both the completion rate and the cumulative grade point average requirements as set forth in the Satisfactory Academic Progress (SAP) Policy by the end of the warning term. Academic Warning status lasts for one payment period/quarter only and does not require action (such as an appeal) by the student.

Academic Probation Status

If a student on Academic Warning status does not meet SAP at the end of the subsequent completed payment period, the student is not eligible for additional federal financial aid and will be placed on Academic Probation status. Students will be allowed to appeal in writing to Student Services or Registrar and if approved, will be put on Academic Probation. The student's appeal must be received and approved on or before the close of business on Friday of the first week of the new term.

Students who are granted an appeal and are placed on Academic Probation status will have their financial aid eligibility reinstated for one probationary payment period to demonstrate satisfactory academic progress. The student will receive an approval letter along with a list of conditions that must be performed for reinstatement of federal financial aid for the upcoming quarter. The student must comply with the completion and grade point average requirements by the end of the quarter. After grades for the quarter are posted to the student academic transcript, the Registrar will review the academic performance of the student to determine if the satisfactory academic progress requirements are met. If the student meets the SAP requirements at the completion of the term, federal financial aid is continued for future quarters. If the student cannot mathematically achieve SAP standards in one payment period, the student will have an opportunity to appeal one final time and if accepted will be put on an academic plan in an Academic Provisional status. If the appeal is not accepted the student is not eligible for additional federal financial aid and must withdraw from the college.

Academic Provisional Status

This is the status assigned to students who were on Academic Probation, failed to meet SAP in the next quarter, appealed one final time and were approved. Students in this category must follow an individually designed Academic Plan developed by the Program Director or Student Service Coordinator to ensure achievement of satisfactory academic progress standards over an assigned period of time, not to exceed one year. Students remain eligible for federal aid as long as the conditions of the Academic Plan are met. If a student does not meet the conditions of the Academic Plan, the student is not eligible for additional federal financial aid and will be terminated from the College. No further appeals will be accepted.

Appeal Process

Students who lose federal financial aid eligibility due to a violation of the SAP standards during the Academic Warning or Academic Probation period may appeal to regain their Title IV eligibility. Students may do so by submitting a written appeal with supporting

documentation to the Academic Committee (appealscommittee@wcui.edu) at their campus. The student's appeal must be received and approved on or before the close of business on Friday of the first week of the new quarter. The appeal should be on the basis of special circumstances, including (but not limited to) student injury or illness, the death of a relative, or other situations resulting in undue hardship on the student. If the appeal is approved, federal financial aid reinstatement is possible during a financial aid probation period. All appeals MUST include a written statement, with supporting documentation, to explain the circumstances of why the student failed to meet SAP and what has changed in their situation that would enable them to again meet SAP standards. Approval and/or reinstatement of federal financial aid eligibility are not guaranteed. The Academic Committee for appeals will evaluate the information submitted and the student's appeal will be approved or denied within 48 hours. The Appeals Committee may request an in-person meeting with the student. The student will be notified via email of the results of the appeal. This decision is final.

If the appeal is denied, the student will remain in a terminated status.

If the appeal is approved, the student will either be:

1. Placed on **Academic Probation** for one quarter only, or
2. Placed on **Academic Provisional Status** designed for completion rate and/or cumulative grade point average improvements until the standards of the SAP policy are met.

The Academic Committee will review the appeal and determine whether or not the termination and/or loss of financial aid eligibility should be upheld. The student will be advised, in writing, of the decision. Students may only appeal twice, regardless if the appeal is approved or denied.

CHANGE OF PROGRAM

When a student changes his/her academic program, only those courses applicable to the new program will be evaluated for SAP standards. However, all courses attempted will be evaluated for the Maximum Timeframe component. If, under these circumstances, the student is making satisfactory academic progress, the student will regain eligibility for financial assistance funds. If, under these circumstances, the student is not making satisfactory academic progress, the student will not regain eligibility for financial assistance funds at that time unless the student submits an appeal. If a student is on Academic Warning, Probation or Provisional Status he/she may not program transfer until they are in good SAP standing. If a student is terminated for SAP he/she may not re-enroll into a new program.

Students Terminated for SAP

Students who are terminated for unsatisfactory academic progress are not eligible for re-admission to the College unless there are documented mitigating circumstances. Students must follow the Appeal process as stated above.

Students who are re-admitted will be admitted on Academic Warning, Probation, or Provisional (as applicable) until they meet Satisfactory Academic Progress standards.

Grading System

WCUI utilizes an absolute grading system as stated below:

Letter Grade	Quantitative Assessment	Qualitative Assessment	Grade Points
A	90% and Above	Excellent	4.0
B	80% - 89%	Above Average	3.0
C	70% - 79%	Average	2.0
F	Below 70%	Failure	0

WCUI Vocational Nursing utilizes an absolute grading system as stated below:

Letter Grade	Quantitative Assessment	Qualitative Assessment	Grade Points
A	90% and Above	Excellent	4.0
B	80% - 89%	Above Average	3.0
C	75% - 79%	Average	2.5
F	Below 75%	Failure	0

In the case where a student's final grade for the class is not a whole number, the number will be rounded up for .5 and above. For example, a final grade of 69.5% would be rounded up to a 70%.

Grade Changes

Grades are awarded by the instructor teaching the course. Grade reports are distributed the first week of the following quarter. Students may appeal their final grade by obtaining a Grade Change Request Form from Student Services (or their Instructor) and submitting it to their instructor. This must be done within seven (7) days of the start of the new quarter. The instructor will decide if the grade should be changed and upon approval of the program director and Campus Director it will be given to the Registrar to change and/or be placed in the student's academic file and roster where original grades are maintained.

Graduation Requirements

In order for a student to be considered a graduate of his/her program of study, he/she must complete all required course work with a letter grade of "C" or better and maintain an overall GPA of 2.0 or better (2.5 for Vocational Nursing students). All course work must be completed within one and one half (1.5) of the length of time of the student's program of study. Students must have 85% or better cumulative attendance. Students must also return all property belonging to the College and fulfill all financial obligations to the College. If students have a balance due at the completion of their program, their diploma or degree and official transcript will be held by the College until the balance has been paid.

Vocational Nursing students should see the Vocational Nursing handbook for more information.

Class Repetition

Students are graded by objective, fact-based tests that are developed around the information disseminated from class lectures, reading assignments and lab competencies. A student may only repeat a class once. Both the grade for the failed course and the repeated course will appear on the transcript, but only the second grade will be used in calculating the student's cumulative GPA. If the student fails a second time, he/she will be terminated from the program and will not be eligible for re-entry into the College.

All credits attempted are calculated in the maximum time frame for completion.

Course Sequencing Policy

It is an essential component of each of WCUI's programs that the courses offered within the core terms (Lecture/Lab or Lecture/Clinical) must be taken simultaneously. The courses are designed to be taken simultaneously because they reinforce one another. Lecture topics are applied in Lab and Clinical settings.

If a student fails one or more of the term courses, the student must retake the failed course only. Please note Financial Aid may not be available to retake failed courses depending on the number of credits the failed course is worth. Students cannot retake a failed course more than once.

Attendance Policy

Students are expected to attend class regularly and be on time. In order to be counted present students must attend 90% of each scheduled class. Three tardies are equal to one absence. Specific attendance policies will be outlined in each class syllabus.

If a student falls below 85% of the cumulative total scheduled hours for the program in which they are enrolled he/she will be placed on attendance probation. Students on attendance probation are expected to improve their attendance within two consecutive quarters to maintain compliance. Non-compliance with the attendance policy may lead to termination from WCUI.

If a student fails to attend classes for a period of fourteen consecutive calendar days (not just scheduled class days), excluding holidays and scheduled breaks, the student is considered to have unofficially withdrawn. For example, a weekend student would be terminated under this policy if he/she missed two consecutive weekends. This policy applies whether or not the student has submitted an excused absence within the 14-day period.

Vocational Nursing students should see the Vocational Nursing handbook for more information.

Excused Absences

Students are allowed one excused absence (defined as one instance, not to exceed seven (7) calendar days) per class, per quarter. In order for an absence to be excused there must be documentation provided to the Registrar upon return to classes. Students have one week from the time of the absence to bring in documentation for the absence to be excused. No documentation will be accepted after this time. Excused absences include: death in the immediate* family, illness or injury with a Doctor's note, jury duty and military duty. Any requested exceptions to this policy may be appealed in writing to the Director of Education. Please note lab time missed with an excused absence must still be made up before the end of the quarter in which the absence occurred. Vocational Nursing students should see the Vocational Nursing handbook for more information.

*Note: Immediate family members include: spouse or domestic partner, parent, child, sibling, or grandparent; the spouse's or domestic partner's parent, child, sibling, or grandparent.

Program Transfers

Program transfers are not guaranteed and must be approved by the Program Director. Students may not be on academic or attendance probation when requesting to transfer.

Make-up Work Policy

Students are required to make up all missed lab time by each quarter's end date or they will fail the quarter. All missed assignments must be made up according to the policy stated in the course syllabus. Students in the Vocational Nursing program must make up all missed time and work. Please see the Vocational Nursing Handbook for more information.

Canceled Class Policy

If a scheduled class is canceled for unforeseen reasons (e.g., inclement weather, power outage, etc.) the class will be made up before the end of the term in which the cancellation occurred. If students are unable to attend their scheduled make-up class, they will be marked absent and the absence will apply according to the Attendance Policy.

In the event of unfavorable weather conditions, classes may be canceled at the discretion of the Campus Director. Students will be notified through the Emergency Notification System.

Outside Classroom Work

Students will find the work in each program to be challenging, requiring them to maximize their time and problem-solving strategies. Students demonstrate their commitment to learning via work and time spent inside and outside the class. In addition to the time spent in class per week, students are required to spend time outside of class on reading assignments, writing assignments, practice and practical applications, and projects or other equivalent learning experiences to help them achieve the course objectives. Specific details on the outside classroom work are found in the individual course syllabi, which students receive at the beginning of each course.

Leave of Absence

The College does not grant a leave of absence.

Termination

Students may be terminated for the following:

- Failure to attend at least 85% of the total scheduled hours in their selected program with a cumulative GPA of 2.0 or higher (cumulative GPA of 2.5 or higher for the Vocational Nursing students).
- Unsuccessfully repeating a course, a second time.
- Failure to attend classes for 14 consecutive calendar days, excluding holidays and scheduled breaks.
- Failure to meet the College's rules and standards of conduct.
- Failure to meet financial obligations to the College.
- Failure to meet any of the conditions as set forth and agreed to in the Enrollment Agreement, Vocational Nursing Handbook and Disclosures.

Terminated students remain obligated for payment of the amount of tuition and fees due to the College based on the refund policy. Students have the right to appeal termination decisions by following the steps set forth in the Appeal Process policy.

Course Withdrawal

A student has the right to withdraw from the College at any time. Please see the Cancellation, Withdrawal and Refund Policies section of this catalog for further information.

If the withdrawal is requested within the first six weeks of the quarter, the student will receive a grade of "W," which affects the student's credits attempted. If the withdrawal is received after the sixth week, the student will receive a grade of "WF," which impacts the student's GPA and credits attempted. A grade of "W" or "WF" both affects a student's Satisfactory Academic Progress.

Student Record Retention Policy

WCUI will retain student records for a period of five (5) years following the student completion or withdrawal from the program in which they were enrolled. Academic transcripts will be held in perpetuity.

Records on Hold

Academic records may be placed on hold for any of the following reasons:

- An outstanding financial obligation to WCUI;
- Failure to return Learning Resource Center materials or school equipment; or
- Failure to turn in all required Externship documents at the conclusion of the course

Until the hold is removed, individuals will not be allowed to:

- Restart school from a withdrawn status; or
- Obtain an official transcript, diploma or degree.

Externship Policy

Externships must be attended during day-time hours (no nights or weekends), unless approved by the College. Students are responsible for transportation to and from the externship site and may be required to drive up to 75 miles (from the campus) in state each way. Students are not employees and will not receive compensation for any aspect of their education, including when providing services to individuals while on externship or clinical rotation. Students should expect that they can only complete their Externship within the state the College is located.

Students will be assigned externship sites by the Externship Coordinator. Under no circumstance may a student arrange their own site unless required by an out-of-state authorization requirement. Students seeking out-of-state externships in a state where WCUI is approved or exempt must receive WCUI approval since regulations vary from state to state. If a student is dismissed from their site for unprofessional conduct or attendance issues they may be terminated from WCUI. Students must complete all required hours within the quarter registered or they will fail the course and must retake it at the current tuition rate. All hours in EXT A must be completed before moving on to EXT B.

Required Medical Records

Vaccination Policy

Prior to placement into externship or nursing clinical rotation, students must provide proof of the following testing's, vaccinations, or immunizations: Current TB Skin Test, MMR, Hepatitis B, Varicella, Influenza (yearly, varies by campus), and Tdap (Phoenix campus). In

the case of a positive TB test, the student must have a clear chest x-ray. During the course of the program, the student may be required to undergo another TB testing to keep results current. Additionally, some hospitals and clinical sites may require students to provide a physical examination and/or other mandatory immunizations.

Vocational Nursing students must submit WCUI's Laboratory and Immunization and Physical Exam Report, **signed, dated, and stamped by the physician or healthcare professional for validation of doctor or office**, requiring the aforementioned immunizations, as well as, a Physical Examination. Vocational Nursing students should see the Vocational Nursing handbook for additional information.

Students non-immunized or who do not pass their health tests and/or physical examinations will not be accepted by the healthcare facilities for externship or nursing clinical rotations and therefore will be at risk of not completing all the requirements for graduation.

Students are responsible for the cost of immunizations, physical examinations, and the completion of forms requiring a physician's signature.

Note: WCUI does not maintain immunization records after the student has graduated the program.

Required Documents

A current background check or Fingerprint Clearance Card, mandatory drug test, current BLS CPR card, HIPAA Certificate, IV Therapy Certificate (MRI only), EKG Certificate (Echo only), copy of medical insurance card or signed waiver and resume are required prior to the externship start date.

Academic

Prior to entering externship, students must successfully complete all criteria in the EPL Course, protocols and pass the exit evaluation by faculty. If the student does not pass all protocols and/or their exit evaluation the student must repeat the externship preparation laboratory (EPL) course. Additionally, students who have not completed the didactic and/or laboratory portions of their respective programs due to academic deficiencies must make arrangements to complete the deficient coursework prior to the commencement of their externship. This policy may require the student to withdraw from the program until the class is available. Externship is graded on a pass/fail basis. Students must pass externship in order to graduate from the program.

Attendance

Students need prior approval from the externship or clinical coordinator for any absences. All students entering the externship portion of the program are responsible for complying with the externship attendance policy. Externship is "on the job" training and must be treated as a job. Students are required to follow the work schedule of the externship site.

The following criteria must be adhered to:

- More than three (3) absences in an externship quarter will cause the student to be placed on probation. Students will be sent a probation letter and advised by the Externship Coordinator and/or staff.

- Students must make-up externship hours, scheduling of those hours are at the discretion of the Externship Coordinator or Campus Director.
- Five (5) absences in a quarter will result in termination of the student from the program.
- The student may reapply to College after one quarter through an "Appeal" process. Students must submit:
 - A written letter to the Appeals Committee.
 - The Appeal Committee will evaluate each student's request to determine if the student can successfully reenter the program.
- Students must complete 100% of the required externship hours.
- In the event that the student is absent due to inclement weather the College must be notified by telephone.

Exception to the externship attendance policy:

- Refer to Excused Absence policy.

Nursing Clinicals

Please refer to the Vocational Nursing Handbook for more information regarding specific requirements prior to clinicals.

CAMPUS PROGRAM INFORMATION

BACHELOR OF SCIENCE DEGREE PROGRAMS OFFERED:

Full-time schedule; not all programs are available at all locations.

BACHELOR OF SCIENCE DEGREE IN DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY

(CIP Code: 51.0901, SOC Code: 29-2031.00)

193.5 Quarter Credit Hours/3308 Clock Hours/36 months

Course #	Course Title*	Lecture Hours	Laboratory/ Externship Hours	Quarter Credit Hours
ALG103A	Algebra A	25	0	2.5
ALG103B	Algebra B	25	0	2.5
AP I 201	Anatomy and Physiology I	50	0	5.0
AP II 202	Anatomy and Physiology II	50	0	5.0
AP III 203	Anatomy and Physiology III	50	0	5.0
ART302	Art History	50	0	5.0
ETH201	Ethics and Leadership	50	0	5.0
BIO203	Introduction to Biology	50	0	5.0
PHY301	Introduction to General Physics	50	0	5.0
PSY202	Introduction to Psychology	50	0	5.0
MT102A	Medical Terminology A	25	0	2.5
MT102B	Medical Terminology B	25	0	2.5
OCOM101	Oral Communication	25	0	2.5
PATH303	Pathology	50	0	5.0
WCOM101	Written Communication	25	0	2.5
ACP402	Advanced Cardiovascular Procedures - Lecture	120	0	8
AVAS300	Advanced Vascular Sonography - Lecture	120	0	8
AVAS300L	Advanced Vascular Sonography - Laboratory	0	120	6
CAR214	Adult Congenital Heart Defects - Lecture	120	0	8
CAR214L	Adult Congenital Heart Defects - Laboratory	0	120	6
CAR212	Cardiovascular Sonography A - Lecture	156	0	10.5
CAR212L	Cardiovascular Sonography A - Laboratory	0	144	7
CAR213	Cardiovascular Sonography B - Lecture	120	0	8
CAR213L	Cardiovascular Sonography B - Laboratory	0	120	6
PHY200	Ultrasound Physics and Instrumentation - Lecture	120	0	8
PHY200L	Ultrasound Physics and Instrumentation - Laboratory	0	120	6
VAS201	Vascular Sonography - Lecture	120	0	8
VAS201L	Vascular Sonography - Laboratory	0	120	6
EPL201	Externship Preparation Laboratory	0	44	2
EPL401A	Externship Preparation Laboratory Advanced A	0	52	2.5
EPL401B	Externship Preparation Laboratory Advanced B	0	52	2.5
EXT411A	Externship A	0	470	15.5
EXT411B	Externship B	0	470	15.5

Program Objectives

Graduates of the BS Diagnostic Cardiovascular Sonography program will:

1. Demonstrate a commitment to the field of Cardiovascular Sonography, including:
 - Vascular sonography
 - Diseases of the heart
 - Preventative and screening protocols
 - Diagnostic evaluation of adult congenital heart defects
 - The role of cardiovascular sonographers in special cardiac imaging procedures
2. Demonstrate introductory level knowledge of arts and humanities and social and behavioral sciences.
3. Effectively express oneself in written and oral communication.
4. Demonstrate problem-solving techniques in the basic concepts and principles of the biological and physical sciences.
5. Solve mathematical and computational problems.
6. Relate anatomy and physiology to the field of cardiovascular sonography.
7. Demonstrate entry level clinical knowledge, skills, and attitudes in the care of patients undergoing cardiac ultrasound procedures.
8. Demonstrate a commitment to ethics and professionalism.
9. Be eligible for an entry level position as a cardiovascular ultrasound technologist.
10. Develop skills for lifelong learning.

BACHELOR OF SCIENCE DEGREE IN DIAGNOSTIC MEDICAL SONOGRAPHY

(CIP Code: 51.0910, SOC Code: 29-2032.00)

190 Quarter Credit Hours/3248 Clock Hours/36 months

Course #	Course Title*	Lecture Hours	Laboratory/ Externship Hours	Quarter Credit Hours
ALG103A	Algebra A	25	0	2.5
ALG103B	Algebra B	25	0	2.5
AP I 201	Anatomy and Physiology I	50	0	5.0
AP II 202	Anatomy and Physiology II	50	0	5.0
AP III 203	Anatomy and Physiology III	50	0	5.0
ART302	Art History	50	0	5.0
ETH201	Ethics and Leadership	50	0	5.0
BIO203	Introduction to Biology	50	0	5.0
PHY301	Introduction to General Physics	50	0	5.0
PSY202	Introduction to Psychology	50	0	5.0
MT102A	Medical Terminology A	25	0	2.5
MT102B	Medical Terminology B	25	0	2.5
OCOM101	Oral Communication	25	0	2.5
PATH303	Pathology	50	0	5.0
WCOM101	Written Communication	25	0	2.5
ABD202	Abdominal Ultrasound - Lecture	120	0	8
ABD202L	Abdominal Ultrasound - Laboratory	0	120	6
AVAS300	Advanced Vascular Sonography - Lecture	120	0	8
AVAS300L	Advanced Vascular Sonography - Laboratory	0	120	6
OBG203	Gynecology and Obstetrics - Lecture	120	0	8
OBG203L	Gynecology and Obstetrics - Laboratory	0	120	6
MSK310	Musculoskeletal Ultrasound - Lecture	120	0	8
MSK310L	Musculoskeletal Ultrasound - Laboratory	0	120	6
PB400	Procedures and Biopsy - Lecture	120	0	8
PHY200	Ultrasound Physics and Instrumentation - Lecture	120	0	8
PHY200L	Ultrasound Physics and Instrumentation - Laboratory	0	120	6
VAS201	Vascular Sonography - Lecture	120	0	8

VAS201L	Vascular Sonography - Laboratory	0	120	6
EPL201	Externship Preparation Laboratory	0	44	2
EPL401A	Externship Preparation Laboratory Advanced A	0	52	2.5
EPL401B	Externship Preparation Laboratory Advanced B	0	52	2.5
EXT411A	Externship A	0	470	15.5
EXT411B	Externship B	0	470	15.5

Program Objectives

Graduates of the BS Diagnostic Medical Sonography program will:

1. Demonstrate a commitment to the field of Diagnostic Medical Sonography, including:
 - Vascular Ultrasound
 - Abdominal Ultrasound
 - Gynecology and Obstetrics Ultrasound
 - Musculoskeletal Ultrasound
 - Ultrasound procedures for biopsy
 - Preventative and screening protocols
2. Demonstrate introductory level knowledge of arts and humanities and social and behavioral sciences.
3. Read and listen with understanding and express oneself effectively in written and spoken English.
4. Demonstrate problem-solving techniques in the basic concepts and principles of the biological and physical sciences.
5. Solve mathematical and computational problems.
6. Relate anatomy and physiology to the field of diagnostic medical sonography.
7. Demonstrate entry level clinical knowledge, skills, and attitudes in the care of patients undergoing ultrasound procedures.
8. Demonstrate a commitment to ethics and professionalism.
9. Be eligible for an entry level position as an ultrasound technologist.
10. Develop skills for lifelong learning.

ACADEMIC ASSOCIATE OF SCIENCE DEGREE PROGRAMS OFFERED:

ACADEMIC ASSOCIATE OF SCIENCE IN CARDIOVASCULAR SONOGRAPHY

(CIP Code: 51.0901, SOC Code: 29-2031.00)

117.5 Quarter Credit Hours/2254 Clock Hours/21 months at CA Campuses and 24 months at Phoenix Campus

Course #	Course Title*	Lecture Hours	Laboratory/ Externship Hours	Quarter Credit Hours
ALG103A	Algebra A	25	0	2.5
AP I 201	Anatomy and Physiology I	50	0	5.0
AP II 202	Anatomy and Physiology II	50	0	5.0
AP III 203	Anatomy and Physiology III	50	0	5.0
MT102A	Medical Terminology A	25	0	2.5
OCOM101	Oral Communication	25	0	2.5
WCOM101	Written Communication	25	0	2.5
CAR212	Cardiovascular Sonography A - Lecture	156	0	10.5
CAR212L	Cardiovascular Sonography A - Laboratory	0	144	7
CAR213	Cardiovascular Sonography B - Lecture	120	0	8
CAR213L	Cardiovascular Sonography B - Laboratory	0	120	6
PHY200	Ultrasound Physics and Instrumentation - Lecture	120	0	8
PHY200L	Ultrasound Physics and Instrumentation -Laboratory	0	120	6
VAS201	Vascular Sonography - Lecture	120	0	8
VAS201L	Vascular Sonography - Laboratory	0	120	6
EPL201	Externship Preparation Laboratory	0	44	2

EXT301A	Externship A	0	470	15.5
EXT301B	Externship B	0	470	15.5

Program Objectives

Graduates of the AAS Cardiovascular Sonography program will:

1. Demonstrate a commitment to the field of Cardiovascular Sonography, including:
 - Vascular sonography
 - Diseases of the heart
 - Preventative and screening protocols
 - Effectively express oneself in written and oral communication.
2. Demonstrate problem-solving techniques in the basic concepts and principles of physical science.
3. Demonstrate entry level clinical knowledge, skills, and attitudes in the care of patients undergoing cardiac ultrasound procedures.
4. Demonstrate a commitment to ethics and professionalism.
5. Be eligible for an entry level position as a cardiovascular ultrasound technologist.
6. Develop skills for lifelong learning.

ACADEMIC ASSOCIATE OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY

(CIP Code: 51.0910, SOC Code: 29-2032.00)

114 Quarter Credit Hours/2194 Clock Hours/21 months at CA Campuses and 24 months at Phoenix Campus

Course #	Course Title*	Lecture Hours	Laboratory/ Externship Hours	Quarter Credit Hours
ALG103A	Algebra A	25	0	2.5
AP I 201	Anatomy and Physiology I	50	0	5.0
AP II 202	Anatomy and Physiology II	50	0	5.0
AP III 203	Anatomy and Physiology III	50	0	5.0
MT102A	Medical Terminology A	25	0	2.5
OCOM101	Oral Communication	25	0	2.5
WCOM101	Written Communication	25	0	2.5
ABD202	Abdominal Ultrasound - Lecture	120	0	8
ABD202L	Abdominal Ultrasound - Laboratory	0	120	6
OBG203	Gynecology and Obstetrics - Lecture	120	0	8
OBG203L	Gynecology and Obstetrics - Laboratory	0	120	6
PHY200	Ultrasound Physics and Instrumentation - Lecture	120	0	8
PHY200L	Ultrasound Physics and Instrumentation - Laboratory	0	120	6
VAS201	Vascular Sonography - Lecture	120	0	8
VAS201L	Vascular Sonography - Laboratory	0	120	6
EPL201	Externship Preparation Laboratory	0	44	2
EXT301A	Externship A	0	470	15.5
EXT301B	Externship B	0	470	15.5

Program Objectives

Graduates of the AAS Diagnostic Medical Sonography program will:

1. Demonstrate a commitment to the field of sonography, including:
 - Vascular sonography
 - Abdominal sonography
 - Gynecology-Obstetrics
2. Effectively express oneself in written and oral communication.
3. Demonstrate problem-solving techniques in the basic concepts and principles of physical science.
4. Demonstrate entry level clinical knowledge, skills, and attitudes in the care of patients undergoing ultrasound procedures.
5. Demonstrate a commitment to ethics and professionalism.
6. Be eligible for an entry level position as an ultrasound technologist.
7. Develop skills for lifelong learning.

ACADEMIC ASSOCIATE OF SCIENCE IN MAGNETIC RESONANCE IMAGING

(CIP Code: 51.0920, SOC Code: 29-2035.00)

106.5 Quarter Credit Hours/2030 Clock Hours/18 months at CA Campuses and 21 months at Phoenix Campus

Course #	Course Title*	Lecture Hours	Laboratory/ Externship Hours	Quarter Credit Hours
ALG103A	Algebra A	25	0	2.5
AP I 201	Anatomy and Physiology I	50	0	5.0
AP II 202	Anatomy and Physiology II	50	0	5.0
AP III 203	Anatomy and Physiology III	50	0	5.0
MT102A	Medical Terminology A	25	0	2.5
OCOM101	Oral Communication	25	0	2.5
WCOM101	Written Communication	25	0	2.5
MFMI 101	Fundamentals of Medical Imaging I - Lecture	64	0	4.5
MFMI 102	Fundamentals of Medical Imaging II - Lecture	64	0	4.5
MFMI 103	Fundamentals of Medical Imaging III - Lecture	64	0	4.5
MFMI 101L	Fundamentals of Medical Imaging - Laboratory	0	60	3.0
MXAN201	MRI Cross Sectional Anatomy - Lecture	96	0	7
MXAN201L	MRI Cross Sectional Anatomy - Laboratory	0	120	6
MPHY101	MRI Physics, Safety, Bio-effects - Lecture	96	0	7
MPHY101L	MRI Physics, Safety, Bio-effects - Laboratory	0	120	6
MPATH101	MRI Pathophysiology I	48	0	3
MPATH201	MRI Pathophysiology II	48	0	3
EXT-M201A	Externship A	0	500	16.5
EXT-M201B	Externship B	0	500	16.5

Program Objectives

Graduates of the AAS Magnetic Resonance Imaging Program will:

1. Demonstrate a commitment to the field of Magnetic Resonance Imaging.
2. Effectively express oneself in written and oral communication.
3. Demonstrate entry level clinical knowledge, skills, and attitudes in the care of patients undergoing magnetic resonance imaging procedures.
4. Demonstrate a commitment to ethics and professionalism.
5. Be eligible for an entry level position as an MRI Technologist.

DIPLOMA PROGRAMS OFFERED:

CARDIOVASCULAR TECHNICIAN

(CIP Code: 51.0902, SOC Code: 29-2031.00)

50 Quarter Credit Hours/860 Clock Hours/9 months

Course #	Course Title*	Lecture Hours	Laboratory/ Externship Hours	Quarter Credit Hours
AP I 201	Anatomy and Physiology I	50	0	5.0
AP II 202	Anatomy and Physiology II	50	0	5.0
AP III 203	Anatomy and Physiology III	50	0	5.0
EC201	Electrocardiography - Lecture	120	0	8.0
EC201L	Electrocardiography - Lab	0	120	6.0
MT102A	Medical Terminology	25	0	2.5
MT102B	Medical Terminology	25	0	2.5
MLE101	Medical Law and Ethics	20	0	1.0

PC202	Patient Care - Lecture	40	0	2.5
PC202L	Patient Care - Lab	0	40	2.0
EXT101	Externship	0	320	10.5

Program Objectives

Graduates of the Cardiovascular Technician program will:

1. Relate anatomy and physiology to the field of cardiovascular technology.
2. Demonstrate entry level clinical knowledge, skills, and attitudes in the care of patients undergoing diagnostic testing.
3. Demonstrate a commitment to ethics and professionalism.
4. Be eligible for an entry level position as cardiovascular technician.
5. Develop skills for lifelong learning.

MAGNETIC RESONANCE IMAGING (Long)

(CIP Code: 51.0920, SOC Code: 29-2035.00)

80 Quarter Credit Hours/1720 Clock Hours/15 months

Course #	Course Title*	Lecture Hours	Laboratory/ Externship Hours	Quarter Credit Hours
IIS	Introduction to Imaging Science	240	0	17
Module I	MRI Physics	120	120	15
Module II	MRI Sectional Anatomy	120	120	15
Ext	Externship - MRI Long	0	1000	33

Program Objectives

Graduates of the Magnetic Resonance Imaging Program will:

1. Demonstrate a commitment to the field of Magnetic Resonance Imaging
2. Demonstrate knowledge of basic medical sciences, English, math, and behavioral health.
3. Demonstrate entry level clinical knowledge, skills, and attitudes in the care of patients undergoing magnetic resonance imaging procedures.
4. Demonstrate a commitment to ethics and professionalism.
5. Be eligible for an entry level position as an MRI technologist.

MAGNETIC RESONANCE IMAGING (Short) – California Campuses only

(CIP Code: 51.0920, SOC Code: 29-2035.00)

38 Quarter Credit Hours/720 Clock Hours/9 months

Course #	Course Title*	Lecture Hours	Laboratory/ Externship Hours	Quarter Credit Hours
Module I	MRI Physics	120	120	15
Module II	MRI Sectional Anatomy	120	120	15
Ext	Externship - MRI Short	0	240	8

Program Objectives

Students of the Magnetic Resonance Imaging program will:

1. Demonstrate an ability to perform and complete MRI exams without assistance.
2. Demonstrate proficiency in patient care, critical thinking, front desk procedures, patient safety and protocols for each type of MRI study.
3. Be eligible for an entry-level position as an MRI technologist.

PEDIATRIC CARDIAC ULTRASOUND AND CONGENITAL HEART DISEASE

(CIP Code: 51.090, SOC Code: 29-2031.00)

48.5 Quarter Credit Hours/864 Clock Hours/9 months

Course #	Course Title*	Lecture Hours	Laboratory/ Externship Hours	Quarter Credit Hours
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Module I	A Review of Cardiac Principles and Embryology of the Heart	120	120	15
Module II	Congenital Heart Pathology and Training in the Systematic Ultrasound Assessment of the Pediatric Heart	120	120	15
Module III	Miscellaneous and Advanced Evaluation of Case Studies and Student Evaluation of Laboratory Knowledge and Assessment of Scanning Skills	80	144/160	18.5

Program Objectives

Graduates of the Pediatric Cardiac Ultrasound and Congenital Heart Disease program will:

1. Demonstrate a commitment to the field of Pediatric Cardiac Ultrasound.
2. Demonstrate entry level clinical knowledge, skills, and attitudes in the care of pediatric and adult patients with congenital and acquired cardiac defects.
3. Demonstrate critical thinking skills and technological skills to meet the needs of a changing, culturally diverse society.
4. Demonstrate a commitment to ethics and professionalism.
5. Be eligible for an entry level position as a pediatric cardiac sonographer.

VOCATIONAL NURSING – California campuses only

(CIP Code: 51.3901, SOC Code: 29-2061.00)

1536 Clock Hours/79.5 Quarter Credit Hours/15 months

Course #	Course Title*	Lecture Hours	Skills/ Clinical Hours	Quarter Credit Hours
LEVEL 1	Vocational Nursing	116	112/80	16
LEVEL 2	Vocational Nursing	116	40/152	16
LEVEL 3	Vocational Nursing	116	40/152	16
LEVEL 4	Vocational Nursing	116	56/136	16
LEVEL 5	Vocational Nursing	114	40/150	15.5

Note: In all levels NCLEX-PN review will be integrated with lectures using ATI and/or HESI materials.

Program Objectives

Graduates of the Vocational Nursing program will:

1. Demonstrate knowledge of basic medical sciences, anatomy, physiology and medical terminology.
2. Demonstrate entry-level clinical knowledge, skills, and professional performance in the nursing care of patients, nursing assessment and patient communication.
3. Demonstrate critical thinking skills and technological skills to meet the nursing needs of a changing, culturally-diverse society.
4. Know and demonstrate a commitment to ethics, professionalism and critical thinking skills.
5. Be prepared to take the California State NCLEX-PN exam for Vocational Nurses.
6. Upon passing the NCLEX-PN exam, be eligible for an entry level position as a licensed vocational nurse in the state of California.

COURSE DESCRIPTIONS

General Education Courses

AP I 201 - Anatomy and Physiology I

Credit Hours: 5.0 Prerequisite: None

In this course, students will learn the chemical basis of life, cellular metabolism, and the different types of tissues that comprise the human body. The structure and function of the integumentary, skeletal, and muscular systems of the human body will be taught.

AP II 202 - Anatomy and Physiology II

Credit Hours: 5.0 Prerequisite: None

In this course, students will learn the structure and function of the nervous, endocrine, blood, cardiovascular, immune and lymphatic systems of the human body. Electrical and chemical reactions, transport of substances, and defense mechanisms of the human body will be studied.

AP III 203 - Anatomy and Physiology III

Credit Hours: 5.0 Prerequisite: None

In this course, students will learn the structure and function of the digestive, respiratory, urinary, and reproductive systems of the human body. Nutrition and metabolism, water, electrolyte, and acid base balance will be discussed. Pregnancy, growth, and development will be studied. Students will also be introduced to the study of genetics and genomics.

ALG103A - Algebra

Credit Hours: 2.5 Prerequisite: None

This course introduces the student to the basic rudiments of algebraic theory including the following: linear algebra, associative algebra, logarithmic scale, scientific notation, solving for x. Practice exercises are provided throughout the course.

ALG103B - Algebra

Credit Hours: 2.5 Prerequisite: ALG103A

This course is a continuation of Algebra (Part A). It explores polynomials, radicals and quadratic equations.

ART302 - Art History

Credit Hours: 5.0 Prerequisite: None

This course is designed to give students an appreciation of the human form in art. Art and the human form have long been studied by early physicians and artists, which leads to a greater understanding of the human body. We will start in the Renaissance period with Leonardo da Vinci and move through the ages until we reach the millennium and the digital age. We will discuss the social and political environments unique to each time period and their effect on the artist.

BIO203 - Introduction to Biology

Credit Hours: 5.0 Prerequisite: None

This course introduces the student to biology. Organisms are studied from their behavioral, ecological, hereditary and evolutionary perspectives. Topics include: cellular life and reproduction, genetics, biological diversity, animal and plant form and function, and ecology.

Students will explore the relevance of biology to contemporary issues in human society.

ETH201 - Ethics and Leadership

Credit Hours: 5.0 Prerequisite: None

This course will introduce professionalism, ethics and leadership. Students will explore the ethical responsibilities of leadership, moral choice and its impact on organizations.

OCOM101 - Oral Communication

Credit Hours: 2.5 Prerequisite: None

This course is designed to empower students to speak effectively in a public forum. Students will learn public speaking contexts, topic selection, audience analysis and ethical communication. Students will practice organizing and outlining ideas, constructing introductions and conclusions, and utilizing presentational aids. Students will deliver three speeches in this class; to include one demonstration speech, one informative speech, and one persuasive speech.

PATH303 - Pathology

Credit Hours: 5.0 Prerequisite: None

This course teaches a systems approach to categorize human diseases and other health conditions. Students will review case studies of selected major health problems and develop effective methods of clinical assessment and disease management. Students will strengthen their medical vocabulary, practice critical thinking skills and document case study findings.

PHY301 - Introduction to General Physics

Credit Hours: 5.0 Prerequisite: None

In this course, students will discuss the concepts of physics. Emphasis will be placed on measurements and standards in length, mass, and time. Physics of motion in both one and two dimensions will be covered. The laws of motion, energy, momentum and collisions are explained. We will cover states of matter and thermodynamics, and will study waves considering sound, reflection and refraction of light.

PSY202 - Introduction to Psychology

Credit Hours: 5.0 Prerequisite: None

This is a general overview course focusing on the scientific study of both the behavioral and mental processes of human beings. More specifically, we will be covering the history of psychology and scientific thought, the biological basis of behavior, research methodology and statistics, sensation and perception, states of consciousness, memory, language, intelligence, developmental psychology, personality, learning patterns, biological and developmental processes, motivation and emotion, stress, psychopathology, and social behaviors. Core skills needed for developing emotional intelligence will also be discussed.

WCOM101 - Written Communication

Credit Hours: 2.5 Prerequisite: None

This course is designed to empower students to write effectively. Students will learn to choose topics and organize their ideas and materials. They will practice writing a first draft, editing and proof reading their work for errors. Additionally, students will undertake a research project following a systematic process.

Technical Courses

ABD202 - Abdominal Ultrasound Lecture

Credit Hours: 8.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

Students will be introduced to anatomy, physiology and pathophysiology of the abdominal soft tissue structures. Additionally, students will appreciate the sonographic appearance of the visceral organs and vasculature, as well as the thyroid, testes and breast.

ABD202L - Abdominal Ultrasound Laboratory

Credit Hours: 6.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

Students will learn and demonstrate scanning protocols for the abdominal organs and vasculature in the on-campus laboratory. Emphasis is placed on basic patient evaluation, care, and preliminary reporting.

ACP402 - Advanced Cardiovascular Procedures Lecture

Credit Hours: 8.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A, MT102B, CAR212, CAR212L, CAR213, CAR213L, PHY200, PHY200L, VAS201, VAS201L

This is an advanced course which focuses on the role of cardiac sonographers in performing special cardiac imaging procedures. Students will learn the fundamentals as well as the basic techniques of transesophageal imaging, IV insertion and contrast media, cardiac resynchronization therapy, pacemaker optimization settings, strain rate, stress echocardiography, pharmacological stress testing, ultrasound guided biopsy and catheter lab procedures for interventional echocardiography.

AVAS300 - Advanced Vascular Sonography Lecture

Credit Hours: 8.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A, MT102B, CAR212, CAR212L, CAR213, CAR213L, PHY200, PHY200L, VAS201, VAS201L, ABD202, ABD202L, OBG203, OBG203L

This lecture course will take the student to the upper levels of Advanced Vascular Sonography. The ultrasound scanning protocols will include radio frequency ablation of the superficial veins, IMT (Intima Media Thickness), renal insufficiency, penile Doppler and diabetes evaluation. A particular emphasis will be placed on carotid examination and disease state, intracranial study and disease, and lower extremity vascular study and disease. Students will also study vein mapping for surgical interventions, graft studies, upper vascular, renal failure with inclusion of hemodialysis and the study of patients with diabetes and pathology due to the disease.

AVAS300L - Advanced Vascular Sonography Laboratory

Credit Hours: 6.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A, MT102B, CAR212, CAR212L, CAR213, CAR213L, PHY200, PHY200L, VAS201, VAS201L, ABD202, ABD202L, OBG203, OBG203L

The student will perform bilateral carotid artery Duplex examination, transcranial Doppler (TCD), bilateral lower extremity arterial and venous Duplex examination, and bilateral upper extremity arterial and venous Duplex examination. Arterial segmental pressures of upper and lower extremities will be introduced. The student will also perform mesenteric Duplex examination, renal artery Duplex, aorto-iliac Duplex and venous valvular incompetence Duplex examinations. The student will also perform bilateral lower and upper extremity vein mapping.

CAR212 - Cardiovascular Sonography A Lecture

Credit Hours: 10.5 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

Students will learn the anatomy, physiology, embryology and pathology of the cardiovascular system. Doppler principles including color flow mapping, color M-mode and tissue Doppler will also be emphasized. The student will learn EKG including electrophysiology of the heart in preparation for taking the CCT (Certified Cardiographic Technician registry exam) through CCI (Cardiovascular Credentialing International) test.

CAR212L - Cardiovascular Sonography A Laboratory

Credit Hours: 7.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

This clinical/laboratory course is an introduction to Doppler principles, velocities, pathology and basic ultrasound physics. Emphasis will be placed on normal anatomy and disease state conditions. M-mode and measurements of valve area will be demonstrated. Students will receive hands on training in the clinical/laboratory performing echocardiograms on fellow students by utilizing scanning protocol standards. Students will learn probe manipulation for optimal visualization of anatomy. The student will learn to perform and analyze the standard 12 lead EKG testing.

CAR213 - Cardiovascular Sonography B Lecture

Credit Hours: 8.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A, CAR212, CAR212L

Students will explore the pathophysiology of the heart focusing on diastolic and systolic dysfunction. They will also explore congenital heart defects, transesophageal echo and stress echo testing. They will learn to incorporate velocity measurements and implement calculation to document overall mechanical function of the heart. Case studies will be discussed and technical reports prepared.

CAR213L - Cardiovascular Sonography B Laboratory

Credit Hours: 6.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A, CAR212, CAR212L

This clinical/laboratory course will continue with Doppler Principles and explore pathophysiology of the heart. Extensive focus will be put on diastolic and systolic function as well as the hemodynamics of echocardiography. Students will recognize congenital heart defects, murmurs and equations to determine severity. They will learn to incorporate velocity measurements and implement calculation to document overall mechanical function. Students will perform echocardiograms on fellow students by utilizing scanning protocol standards.

CAR214 - Adult Congenital Heart Defects Lecture

Credit Hours: 8.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A, MT102B, CAR212, CAR212L, CAR213, CAR213L, PHY200, PHY200L, VAS201, VAS201L

This is an advanced course specific to the diagnosis, management and repair of congenital heart disease (CHD) in the adult. Students will learn to identify congenital cardiac malformations and evaluate cardiac hemodynamic and physiologic function. Specialized scanning techniques will be discussed to help students obtain diagnostic images in adults with congenital heart disease.

CAR214L - Adult Congenital Heart Defects Laboratory

Credit Hours: 6.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A, MT102B, CAR212, CAR212L, CAR213, CAR213L, PHY200, PHY200L, VAS201, VAS201L

This is an advanced echocardiography laboratory course offering comprehensive training in specialized techniques. Students will practice diagnostically evaluating congenital heart disease in the adult (CHD by echocardiography). Students will analyze congenital cardiac malformations and complex lesions. Advanced scanning techniques will be practiced helping students obtain diagnostic imaging in the difficult to image patient. Views that will be practiced include right parasternal views, high left parasternal views, and subcostal views for meso and dextrocardiac patients.

EC201 - Electrocardiology Lecture

Credit Hours: 9.0 Prerequisite: AP I 201, AP II 202, AP III 203

This course introduces the student to electrophysiology, and pharmacology. It explores different types of heart disease, supra ventricular and ventricular dysrhythmia, pacemaker rhythms and malfunction. Students will be introduced to graded, nuclear, and dobutamine cardiac stress test protocols, indications, and steps, as well as the topics of telemetry and latest Holter monitoring and ZIO patches. The course provides detailed instruction on 12-Lead EKG interpretation, including cardiac axis, bundle branch and fascicular blocks, different types of myocardial infarction, chamber enlargement, and medication effects on EKG.

EC201L - Electrocardiology Laboratory

Credit Hours: 6.0 Prerequisite: AP I 201, AP II 202, AP III 203

Students will perform different types of EKG testing, on volunteers of different ages and in different positions. They will also practice simulated telemetry, Holter monitor application, and stress tests. Students will recognize the difference between normal and abnormal traces, analyze and interpret rhythm strips and 12-Leadtraces, as well as how to prepare and maintain diagnostic equipment.

IIS - Introduction to Imaging Science

Credit Hours: 17.0 Prerequisite: None

This course introduces the student to the fundamentals of working as a medical professional. Students are introduced to the major systems of the human body. This course introduces basic anatomy, physiology, some pathology, and medical terminology. In addition, the student learns to perform EKGs, patient positioning, vital signs, and will become certified in CPR.

MFMI 101 - Fundamentals of Medical Imaging

Credit Hours: 4.5 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

This course is designed to familiarize students with the basics of patient care and safety in the medical imaging field. Students will discuss MRI safety concerns such as identifying metal foreign objects including implants, surgical clips, pacemakers, and any other debris a patient may have in their body. Students are introduced to a comprehensive patient intake questionnaire that verifies safe practice. This course focuses on obtaining patient history, transport techniques, positioning techniques, administering contrast, infection control, and customer service. Students are trained in HIPAA, OSHA, sexual harassment prevention and First Aid. This course prepares

students to enter an MRI imaging center for their first week of on-site MRI lab training.

MFMI 102 - Fundamentals of Medical Imaging II

Credit Hours: 4.5 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

This course focuses on ethics, professionalism and cultural diversity. It compares and contrasts the cultures within fortune 500 companies. Students will be assigned both a written and oral presentation that includes research of case studies and assessments of why some companies are more effective than others. These real-world studies will be the basis for class discussions and problem-solving exercises. This assignment is part of a larger Learning Resource Center assignment.

MFMI 103 - Fundamentals of Medical Imaging III

Credit Hours: 4.5 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

In this course, informatics is integrated into the discussion and study of medical imaging. The focus is on using the electronic archiving system of medical data specific to MRI. Students will discuss the computer operating systems, IP addresses and networking. The different types of DICOM/PACS systems are discussed and evaluated. Topics of discussion include Digital Radiographic Image Acquisition and Processing, digitalized printing and burning, archive query, archive server, contrast manipulation, post processing, and quality control and management. This course includes instructions for performing EKGs.

MFMI101L -Fundamentals of Medical Imaging Laboratory

Credit Hours: 3.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

Students get their first encounter with the MRI environment to learn patient interviewing, screening, and history-taking, as well as practicing patient handling and positioning techniques. The lab also gives the student initial hands-on training in operating the MR system regarding scanning, filming, and digital imaging techniques.

MLE101 - Medical Law and Ethics

Credit Hours: 1.0 Prerequisite: None

Students will discuss patient confidentiality, HIPAA, Patient's Bill of rights, Advanced Directives, Professional scope of practice and codes of conduct. Legal and ethical decision making as applicable to the profession will be examined.

Module 1 - PED ECHO - A Review of Cardiac Principles and Embryology of the Heart

Credit Hours: 15.0 Prerequisite: None

This is an advanced echocardiography course offering comprehensive training in the specialized techniques necessary for the diagnostic evaluation of congenital heart disease. Cardiac anatomy, fetal transitional and neonatal circulation, and normal embryological development of the heart and great vessels will be discussed. Analysis of congenital cardiac malformations will be defined, discussed and applied in a segmental sequence. Laboratory training will include standard views and methods of cardiac evaluation with volunteer pediatric patients.

Module 2 - PED ECHO - Congenital Heart Pathology and Training in the Systematic Ultrasound Assessment of the Pediatric Heart

Credit Hours: 15.0 Prerequisite: Module I

Common congenital cardiac lesions, cardiac surgeries, and postoperative evaluation will be discussed. Congenital heart pathology, patient history, systematic assessment and quantitative assessment, and associated conditions will be taught. Ultrasound evaluation of congenital heart disease with M-mode/2D, PW/CW color flow Doppler will be taught and practiced in the laboratory.

Module 3 - PED ECHO - Miscellaneous and Advanced Evaluation of Case Studies and Student Evaluation of Laboratory Knowledge and Assessment of Scanning Skills

Credit Hours: 18.5.0 Prerequisite: Module I and II

Students will take a comprehensive final to assess their knowledge of normal and abnormal anatomy, pathology, evaluation of congenital heart disease, scanning settings, and patient care. Students will also perform a pediatric scanning evaluation to include standard views, and demonstrate proficiency with M-mode/2D, PW/CW color flow Doppler. Students are expected to recognize and interpret common congenital heart pathology. This course includes a discussion of the responsibilities of sonographers and legal and medical ethics. Externship is included as part of this course.

Module I - MRI Physics

Credit Hours: 15.0 Prerequisite: IIS

In this module, quantum mechanics concepts of MRI are discussed and demonstrated with animations and required software. Image quality, artifacts, trade-offs, and parameter optimization is discussed in detail. Safety concerns and bio-effects of magnetic field, RF field, and gradient fields will be discussed and proper screening of patients will be emphasized. Pulse sequence selection and protocol designing as part of physics will be reviewed and performed.

Module II - MRI Sectional Anatomy

Credit Hours: 15.0 Prerequisite: IIS

This module comprises detailed discussions, demonstrations, and presentation of different body systems from a cross sectional point of view. It will present images in different contrasts and viewing options. This includes, but is not limited to, sagittal, coronal, and transverse planes.

MPATH101 - MRI Pathophysiology I

Credit Hours: 3.0 Prerequisite AP I 201, AP II 202, AP III 203, MT102A

This course will help students understand the clinical pathophysiology of disease processes by discussing those most frequently diagnosed with medical imaging. It also provides the essential pathology knowledge needed to produce high quality images. It includes a general overview of anatomy and physiology and covers body system disorders and injuries. Lectures also focus on the optimal imaging modality namely, Radiography, Computed Tomography (CT), Ultrasound, Nuclear Medicine, Positron Emission Tomography (PET), as well as Magnetic Resonance Imaging (MRI), to see, diagnose, and treat various disorders.

MPATH201 - MRI Pathophysiology II

Credit Hours: 3.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

This course is a continuation and expansion of Pathophysiology I. Lectures focus on disease processes in more systems of the body, and their visualization and diagnosis in the appropriate medical imaging modality, including Radiography, Computed Tomography (CT), Ultrasound, Nuclear Medicine, Positron Emission Tomography (PET), and Magnetic Resonance Imaging (MRI), is examined. Discussions also center on how each modality works together to play a vital role in the health care process.

MPHY101 - MRI Physics, Safety, Bio-effects Lecture

Credit Hours: 7.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

Quantum mechanical concepts of MRI are discussed and demonstrated with animations and required software. Image quality, artifacts, trade-offs, and parameter optimizations are discussed in detail. Safety concerns and bio-effects of magnetic fields, RF fields and gradient fields are discussed and proper screening of patients is emphasized. Pulse sequence selection and protocol designing as part of physics are reviewed and performed.

MPHY101L- MRI Physics Laboratory

Credit Hours: 6.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

Students will utilize and practice effects of TR, TE, TI, FA on imaging techniques and will compare different settings with each other. All practices will be performed on actual MRI systems with students, volunteers and subjects.

MSK310 - Musculoskeletal Ultrasound Lecture

Credit Hours: 8.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A, MT102B, PHY200, PHY200L, VAS201, VAS201L, ABD202, ABD202L, OBG203, OBG203L

This course introduces the student to the basic didactic and scanning techniques for evaluating the muscular system. Medical sonography is used to assess a variety of disorders of the musculoskeletal system. Additionally, interventional ultrasound-guided procedures, techniques and applications of MSK are included in the course. Imaging of the muscular system is not just limited to the muscles but also includes the tendons, ligaments, nerves, and bursa. Other areas of MSK Imaging include the joints, bone, skin, foreign bodies and post bodies and disease processes.

MSK310L - Musculoskeletal Ultrasound Laboratory

Credit Hours: 6.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A, MT102B, PHY200, PHY200L, VAS201, VAS201L, ABD202, ABD202L, OBG203, OBG203L

Students will practice predetermined musculoskeletal ultrasound protocols of the upper and lower extremities. Students will identify soft tissue anatomy and differentiate pathology. Students will learn how to present their findings and write preliminary reports.

MT102A - Medical Terminology

Credit Hours: 2.5 Prerequisite: None

Students will be introduced to medical terminology and learn how to build and analyze medical terms using prefixes, suffixes, roots and

combining vowels. Students will practice building and defining medical terms for anatomical structures and pathologies associated with the various body systems. Writing medical reports and communicating with medical staff using medical terms and abbreviations will be discussed and practiced.

MT102B - Medical Terminology

Credit Hours: 2.5 Prerequisite: MT102A

This course builds on the basic medical terminology learned in MT102-A. Additional terminology for anatomical structures and pathology will be taught. Students will practice speaking, spelling and choosing the most relevant medical terms when writing technical reports. Students will practice communicating effectively with patients and the health care team using medical terminology through role play activities.

MXAN201 - MRI Cross-Sectional Anatomy Lecture

Credit Hours: 7.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

This module comprises detailed discussions, demonstrations and presentations of different body systems from a cross-sectional point of view. It will present images in different contrasts and viewing planes, including but not limited to the Sagittal, Coronal and Transverse.

MXAN201L - MRI Cross-Sectional Anatomy Laboratory

Credit Hours: 6.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

Under the supervision of the clinical/laboratory instructor, students will perform MRI studies based on the cross-sectional anatomy discussed in lectures, and instructors will help students with hands-on training to draw correlations between the didactic and practical sections of the anatomy module. All studies will be performed on students and volunteers.

OBG203 - Gynecology and Obstetrics Lecture

Credit Hours: 8.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

Students will be introduced to anatomy, physiology and ultrasound appearance of the female pelvis. Special emphasis will be placed on recognizing normal and abnormal anatomy of the uterus, ovaries, fallopian tubes and adnexa. In the obstetrical portion, students will be exposed to the trimesters, normal and abnormal fetal development, the placenta, fetal presentation, and fetal biometry.

OBG203L - Gynecology and Obstetrics Laboratory

Credit Hours: 6.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A

Students will learn and demonstrate gynecology and obstetrical protocols, including biometry measurements and report writing. Limited obstetrical exams are performed on volunteers.

PB400 - Procedures and Biopsy Lecture

Credit Hours: 8.0 Prerequisite: AP I 201, AP II 202, AP III 203, MT102A, MT102B, PHY200, PHY200L, VAS201, VAS201L, ABD202, ABD202L, OBG203, OBG203L

Students will study the use of ultrasound guided interventional procedures for diagnostic and therapeutic purposes. The range of interventions covered will include biopsy of multiple abdominal and

pelvic viscera, the chest, thyroid, breast and lymph node, vascular access, endoluminal biopsy, drainage procedures, Amniocentesis and sclerotherapy/radiofrequency thermal ablation. Students will learn the critical role of the technologist as a team member in preparing the patient and assisting the physician during the procedure. Emphasis will be placed on sonographic technique required to assure a safe and successful intervention and aseptic technique.

PC202 - Patient Care Lecture

Credit Hours: 2.5 Prerequisite: None

Students will develop communications skills used to interact with patients and other healthcare providers. Students will discuss safety skills and strategies for working with difficult patients including emergency procedures. Students will learn the process of obtaining and recording patient histories and vital signs. Students will discuss procedures for aseptic techniques and universal precautions. Students will discuss patient preparation for medical procedures.

PC202L - Patient Care Laboratory

Credit Hours: 2.0 Prerequisite: None

Students will practice obtaining and recording patient histories and vital signs, patient interventions and communication skills. Students will practice infection control techniques and practice their critical thinking skills through simulated scenarios. Students will practice preparing patients for medical procedures. Students will demonstrate proper body mechanics techniques, CPR, and First Aid.

PHY200 - Ultrasound Physics and Instrumentation Lecture

Credit Hours: 8.0 Prerequisite: AP I 201, MT102A

The properties of sound physics and machine instrumentation will be addressed. Students will gain a deeper understanding of the interactions of ultrasound within the human body and the proper use of ultrasound applications. Emphasis will be placed on ultrasound theory, parts of the machine, transducer construction/ function and Doppler principles.

PHY200L - Ultrasound Physics and Instrumentation Laboratory

Credit Hours: 6.0 Prerequisite: AP I 201, MT102A

Students will learn "knobology" by scanning predetermined protocols that afford manipulation of specific knobs and machine function. Emphasis is placed on the technical aspects of scanning and applying the principles of physics.

VAS201 - Vascular Sonography Lecture

Credit Hours: 8.0 Prerequisite: AP I 201, MT102A

This course will address vascular anatomy, physiology, hemodynamics and disease of the vascular system. Emphasis is placed on intra/extracranial vessels as well as vessels of the upper and lower extremity arterial and venous systems. Doppler, Bernoulli's Principle, Poiseuille's Law and relative statistics complete this course study.

VAS201L - Vascular Sonography Laboratory

Credit Hours: 6.0 Prerequisite: AP I 201, MT102A

Students learn with a hands-on approach to perform ultrasound on cerebral carotids and vessels of the upper and lower extremity both arterial and venous. Doppler waveforms and spectral analysis, as well

as initial impressions are taught. ABI's, blood pressure, and intima medial thickness are explained.

VN LEVEL 1:

Clock Hours: 308 Credit Hours: 16.0 Prerequisite: None

Students learn the fundamentals of nursing and will be introduced to basic physical assessment, nursing ethics and conduct, critical thinking, cultural congruency of nursing care, nursing anatomy and physiology, nutrition, and end-of-life care. Students attend lectures, clinical skills labs, and clinical rotations.

VN LEVEL 2:

Clock Hours: 308 Credit Hours: 16.0 Prerequisite: Level 1

Students focus on the areas of medical and surgical nursing. Students study topics that progress from Level 1 to a more advanced level and are introduced to Pharmacology, Nutrition and patient education. Students attend lectures, clinical skills labs, and have clinical rotations.

VN LEVEL 3:

Clock Hours: 308 Credit Hours: 16.0 Prerequisite: Levels 1 and 2

Students continue to study advanced medical-surgical nursing and also study communicable diseases and nutrition. Students attend lectures, clinical skills labs, and have clinical rotations.

VN LEVEL 4:

Clock Hours: 308 Credit Hours: 16.0 Prerequisite: Levels 1, 2 and 3

Students focus on growth and development across the lifespan, as well as maternity and pediatric nursing. The student continues to build on previous levels of training. Students attend lectures, clinical skills labs, and have clinical experiences.

VN LEVEL 5:

Clock Hours: 304 Credit Hours: 15.5 Prerequisite: Levels 1, 2, 3, and 4

Students will study psychology, gerontology, and rehabilitative nursing. The development of leadership skills will be emphasized, as well as the administrative aspects of nursing.

Externship Preparation and Externship Courses

EPL201 - Externship Preparation Laboratory

DMS & ECHO AAS

Credit Hours: 2.0 Prerequisite: All Technical and GE classes.

This course prepares students for clinical application of their skills via externship with a focus on what will make students successful professionals upon graduation. Students will successfully complete all ultrasound protocols required in their program and required for clinical rotation. Students will also participate in career building tools required for long-term success in their chosen field of study, including professionalism, important clinical skills, patient care, case studies, and pathology. As a core component of this class, students must successfully complete all ultrasound protocols and pass an exit evaluation prior to Externship.

EPL401A - Externship Preparation Laboratory Advanced

DMS & ECHO BS

Credit Hours: 2.5 Prerequisite: All Technical and GE classes.

This course prepares bachelors students for clinical application of their skills via externship with a focus on what will make students successful professionals upon graduation. Students will successfully complete all ultrasound protocols required in their program and required for clinical rotation. Students will also participate in career building tools required for long-term success in their chosen field of study, including professionalism, important clinical skills, patient care, case studies, pathology, and registry reviews. For all bachelor's students, this class will be taken prior to, or in conjunction with, EPL 401B.

EPL401B - Externship Preparation Laboratory Advanced

DMS & ECHO BS

Credit Hours: 2.5 Prerequisite: All Technical and GE classes.

This course adds to what the bachelors' students have learned in EPL 401A. It is designed to refine the skills required for successful application of the skills students have learned thus far to real-life clinical settings. Students will successfully complete all ultrasound protocols required in their program and required for clinical rotation. Students will also participate in career building tools required for long-term success in their chosen field of study, including professionalism, important clinical skills, patient care, complex case studies, and pathology. As a core component of this class, students must successfully complete all ultrasound protocols and pass an exit evaluation prior to Externship.

EXT101 - Externship - CVT

Credit Hours: 10.5 Prerequisite: All Technical and GE classes.

Externship involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which EKGs, stress tests, Holter monitors and telemetry are performed on patients. Students observe and when allowed by a supervisor, may perform a portion of the exam. This course serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.

EXT-M 201A - Externship - MRI AAS

Credit Hours: 16.5 Prerequisite: All Technical and GE classes.

In clinical settings, students will learn and perform a wide variety of MRI studies under the supervision of a registered MRI technologist. Students will develop the skills necessary to effectively communicate with administrative staff members and departments, such as scheduling departments, admissions office, billing departments, medical records departments, and eventually the reading and reporting staff, such as Radiologists and Radiology Assistants. Students will practice taking patient interviews, screening, preparation, positioning, and scanning, along with table settings, parameter selection, sequence optimization, and protocol application.

EXT-M 201B - Externship - MRI AAS

Credit Hours: 16.5 Prerequisite: All Technical, GE classes and EXT-M201A.

Students will be able to start and complete full procedures, and toward the end of their externship, students will utilize their remaining hours to take part in different type of studies, such as abnormal cases, and will gain more experience in neuroimaging, body imaging, and MSK imaging. Upon the successful completion of their externship, students will be able to perform and complete all general MRI exams without assistance. They will also have gained experience in patient care, critical thinking, front desk procedures, and other soft skills throughout their clinical externship.

EXT301A - Externship A - DMS & ECHO AAS

Credit Hours: 15.5 Prerequisite: All Technical and GE classes.

Externship involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which ultrasound is performed on patients. Students observe and, when allowed by a supervisor, may perform a portion of the exam. This module serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.

EXT301B - Externship B - DMS & ECHO AAS

Credit Hours: 15.5 Prerequisite: All Technical, GE classes and EXT301A.

Externship involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which ultrasound is performed on patients. Students observe and, when allowed by a supervisor, may perform a portion of the exam. This module serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.

EXT411A - Externship A - DMS & ECHO BS

Credit Hours: 15.5 Prerequisite: All Technical and GE classes.

Externship involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which ultrasound is performed on patients. Students observe and, when allowed by a supervisor, may perform a portion of the exam. This module serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.

EXT411B - Externship B - DMS & ECHO BS

Credit Hours: 15.5 Prerequisite: All Technical, GE classes and EXT411A.

Externship involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which ultrasound is performed on patients. Students observe and, when allowed by a supervisor, may perform a portion of the exam. This module serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.

Externship - MRI Long

Credit Hours: 33.0 Prerequisite: All Technical classes. In clinical settings, students will learn and perform a wide variety of MRI studies

under the supervision of a registered MRI technologist. Upon successful completion of externship students will be able to perform and complete all general MRI exams without assistance. Patient care, critical thinking, front desk procedures, and soft skills are also incorporated into the clinical externship.

Externship - MRI Short

Credit Hours: 8 Prerequisite: All Technical classes.

This module involves the direct interaction of the student with a specific medical environment. The student is assigned to a hospital, imaging center, clinic or other environment in which MRI is performed on a regular basis on patients needing care.

ACADEMIC CALENDARS

2018 – Weekday/Weeknight

Winter Quarter 2018

Quarter Start	Tuesday, January 2
Martin Luther King Jr. holiday	Monday, January 15
Quarter End	Friday, March 23
Break Week	Saturday-Sunday, March 24-April 1

Spring Quarter 2018

Quarter Start	Monday, April 2
Memorial Day holiday	Monday, May 28
Quarter End	Friday, June 22
Break Week	Saturday-Sunday, June 23-July 1

Summer Quarter 2018

Quarter Start	Monday, July 2
Fourth of July holiday	Wednesday, July 4
Labor Day holiday	Monday, September 3
Quarter End	Friday, September 21
Break Week	Saturday-Sunday, September 22-30

Fall Quarter 2018

Quarter Start	Monday, October 1
Veterans Day holiday	Monday, November 12
Thanksgiving holiday	Thursday-Friday, November 22-23
Quarter End	Friday, December 21
Break Week	Saturday-Sunday, December 22-January 1

***Class and/or lab time missed due to school holidays must be made up during the quarter in which they occur. Some classes and/or labs may change start or end times. This will be addressed in the syllabus provided at the beginning of each quarter for the class and/or lab in which this occurs.**

Class Schedule

Class schedules are subject to change. Students will be notified of any change prior to the start of the quarter.

Weekday, Mornings: Monday through Friday, 8:30 AM - 1:30 PM

Weekday, Evenings: Monday through Friday, 5:30 PM - 10:30 PM

Weekends: Saturdays and Sundays: 8:30 AM - 6:30 PM. **Some quarters there will be classes on Friday evenings, 5:30 PM - 10:30 PM**

Winter Quarter 2018

Quarter Start	Friday, January 5
Quarter End	Sunday, March 25
Break Week	Monday-Thursday, March 26-April 5

Spring Quarter 2018

Quarter Start	Friday, April 6
Quarter End	Sunday, June 24
Break Week	Monday-Thursday, June 25-July 5

Summer Quarter 2018

Quarter Start	Friday, July 6
Quarter End	Sunday, September 23
Break Week	Monday-Thursday, September 24-October 4

Fall Quarter 2018

Quarter Start	Friday, October 5
Thanksgiving holiday	Friday, November 23
Quarter End	Sunday, December 23
Break Week	Monday-Thursday, December 24-January 3

***Class and/or lab time missed due to school holidays must be made up during the quarter in which they occur. Some classes and/or labs may change start or end times. This will be addressed in the syllabus provided at the beginning of each quarter for the class and/or lab in which this occurs.**

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Weekends: Saturdays and Sundays: 8:30 AM - 6:30 PM. **Some quarters there will be classes on Friday evenings, 5:30 PM - 10:30 PM**

Winter Quarter 2019

Quarter Start	Wednesday, January 2
Martin Luther King Jr. holiday	Monday, January 21
Quarter End	Friday, March 22
Break Week	Saturday-Sunday, March 23- 31

Spring Quarter 2019

Quarter Start	Monday, April 1
Memorial Day holiday	Monday, May 27
Quarter End	Friday, June 21
Break Week	Saturday-Sunday, June 22-30

Summer Quarter 2019

Quarter Start	Monday, July 1
Fourth of July holiday	Thursday, July 4
Labor Day holiday	Monday, September 2
Quarter End	Friday, September 20
Break Week	Saturday-Sunday, September 21-29

Fall Quarter 2019

Quarter Start	Monday, September 30
Veterans Day holiday	Monday, November 11
Thanksgiving holiday	Thursday-Friday, November 28-29
Quarter End	Friday, December 20
Break Week	Saturday-Wednesday, December 21-January 1

***Class and/or lab time missed due to school holidays must be made up during the quarter in which they occur. Some classes and/or labs may change start or end times. This will be addressed in the syllabus provided at the beginning of each quarter for the class and/or lab in which this occurs.**

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Weekends: Saturdays and Sundays: 8:30 AM - 6:30 PM. **Some quarters there will be classes on Friday evenings, 5:30 PM - 10:30 PM**

Winter Quarter 2019

Quarter Start	Friday, January 4
Quarter End	Sunday, March 24
Break Week	Monday-Thursday, March 25-April 4

Spring Quarter 2019

Quarter Start	Friday, April 5
Quarter End	Sunday, June 23
Break Week	Monday-Thursday, June 24-July 4

Summer Quarter 2019

Quarter Start	Friday, July 5
Quarter End	Sunday, September 22
Break Week	Monday-Thursday, September 23-October 3

Fall Quarter 2019

Quarter Start	Friday, October 4
Thanksgiving holiday	Friday, November 29
Quarter End	Sunday, December 22
Break Week	Monday-Thursday, December 23-January 2

***Class and/or lab time missed due to school holidays must be made up during the quarter in which they occur. Some classes and/or labs may change start or end times. This will be addressed in the syllabus provided at the beginning of each quarter for the class and/or lab in which this occurs.**

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