



ROCKFORD
CAREER COLLEGE

2017 / 2018
College Catalog & Student Handbook

Rockford, IL
1130 S. Alpine Road
Rockford, IL 61108
815-965-8616
(A Branch Campus of Madison Media Institute)

www.rockfordcareercollege.edu
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Introduction

Mission / Goal / Objectives

Mission

The mission of Rockford Career College (RCC) is to educate our students with a relevant, well-rounded occupational education, provide employers with well-prepared graduates, and serve our community partners.

Vision Statement

- RCC continuously studies and evaluates student outcomes and institutional goal achievements and uses these to improve our efforts for our students, staff, employers, and the community.
- RCC provides contemporary education in an independent flexible educational system by following the true-to-life requirements of the industries that employ our graduates
- We provide knowledgeable staff to guide students through the entire educational experience including application, financial planning, academic and career training, and preparation for gainful employment
- It is our belief that career training is best achieved through hands-on work with industry standard professional equipment, in real job situations.
- Our curriculum and facilities are continually upgraded to keep up with constantly progressing technology.
- We are committed to providing experienced and knowledgeable faculty with demonstrated industry success and a commitment to providing quality education through continuous professional development.

Catalog Preparation

This catalog was prepared by American Higher Education Development Corporation (AHED) with the assistance of the leadership at Rockford Career College. Policies, curricula, fees, and other content are subject to change without notice at the discretion of Rockford Career College and AHED. Any updates to the catalog may be reflected in an addendum or supplement. The catalog is updated annually.

Accreditation, Approvals and Licensure

Rockford Career College is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

Programmatic Accreditation

The Rockford Career College Veterinary Technology Program is accredited by the American Veterinary Medical Association (AVMA). AVMA accreditation of educational programs serves to inform the public of those institutions providing quality education for veterinary technicians and to benefit graduates by providing a measure of recognition, enhancing their prospects of employment mobility. In the State of Illinois, only graduates from AVMA accredited programs may become registered Veterinary Technicians. All AVMA-accredited programs in veterinary technology must meet the Standards of Accreditation of the CVTEA to ensure the quality of the educational experience and the assessment of student knowledge and skills. Due to the recognition status of its former institutional accreditor, ACICS, as of April 23, 2017 the program has been placed on Probationary accreditation.

The Medical Assistant Diploma program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N., Falls Church, VA 22043, 703.917.9503.

Rockford Career College is formally recognized by American Medical Technologists (AMT), a national certification agency for allied health professionals. Students completing the Medical Assistant diploma program are eligible to sit for the appropriate AMT examination.

Rockford Career College is licensed the by the Illinois Board of Higher Education to award degree programs. Non-Degree and Certificate programs are approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (23 Administrative Code 1095.40, subsection E).

Veterans' Benefits

Rockford Career College is approved for by the Training of Veterans Department of Vocational and Rehabilitation Training. Students with veterans' benefits are required to report all previous postsecondary education prior to attending. Official transcripts must be submitted for transfer credit.

Check with the College's Veterans' Affairs Certifying Official to determine if the program you are interested in is currently approved for Veterans' benefits.

Ownership

Rockford Career College is a private, postsecondary institution that is owned and operated by American Higher Education Development Corporation (AHED) which is located at 116 Village Boulevard, Princeton, N.J. 08540. AHED has a four (4) member Board of Managers. The members are Michael Goodman, Peter Petrillo, Ryan Wierck, and Dr. James Devaney.

History

Rockford Career College was founded in 1862 to provide a good business education at a reasonable cost to the residents of Rockford, Illinois. In the years that followed, the school expanded its offerings and added more occupational programs. It is the fifth oldest college in the state of Illinois. Ownership of the school changed several times over the years, but its core mission has remained the same: To provide relevant training to get you into the workforce quickly.

Location and Facilities

Rockford Career College (a Branch Campus of Madison Media Institute), in Rockford, IL is located at 1130 S. Alpine Road in Rockford, Illinois. This Branch Campus is approximately 40,000 square feet.

The facilities include classrooms, laboratories, computer laboratories, and a library resource center. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The veterinary technician laboratory includes medical-surgical simulation equipment and skills lab. The campus includes a visitor reception area, admissions, financial aid, academics, career services, and executive offices.

Consortium Agreement

Online courses are supported through services provided by Stautzenberger College in Maumee, Ohio. Stautzenberger College is owned by AHED of Ohio, Inc., which is owned by American Higher Education Development Corporation. These online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. For more information, contact the academic department for additional policies and recommended technology specifications to ensure an optimal learning experience in online courses.

Admissions

Admissions Requirements

All students must comply with one of the following:

1. Possess a high school diploma
2. Possess a recognized equivalency certificate (GED)
3. Possess a State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination)

In addition to complying with one of the above, each student must successfully pass a Digital Learning Readiness Assessment (DLRA) with a score of 60 or higher. The DLRA is designed to help the school and student understand if they are able to successfully take courses in an online/digital environment. While not all programs at the school are offered online, the student will be required to access and understand the school's Learning Management System (LMS).

Students at Rockford Career College must be at least seventeen (17) years of age.

Prior to enrollment, all prospective students must be interviewed by an admissions representative to determine if they have the maturity, motivation, commitment and dedication to succeed in the programs they have chosen and the qualities of personality that will help make placement assistance effective.

Students who have been convicted of a crime, which may affect their ability to be eligible for employment in their chosen field, may be denied admission to the College (See Admissions Disclosure).

In order to be admitted to Rockford Career College, prospective students who are not citizens of the United States of America must provide Rockford Career College with official documents verifying their current authorization from United States Immigration and Naturalization Service to attend college. Furthermore, because all courses are taught in English all applicants must demonstrate competence in the English language. This requirement may be met by submitting a diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant's primary language, the applicant may be required to demonstrate English proficiency.

Prospective students who received a high school diploma from a school outside the U.S. must have an official evaluation to determine equivalency to a U.S. high school diploma. To initiate the process, the student will provide the College with official copies of all foreign diplomas, degree certificates, and/or transcripts, including the original language documents as well as translations to English. The College will then submit the information to a foreign credential evaluation organization. There is no cost to the student for evaluating the official documents; however, the student may incur costs for requesting the official documents and/or the translation to English. If the foreign credential evaluation organization determines the diploma is not equivalent to a U.S. high school diploma or the process is not completed within the allotted timeframe, the student's enrollment will be cancelled. When the enrollment is cancelled, the student is expected to return all materials (books, uniforms, supplies, etc.) within two weeks to avoid charges. Further, when the enrollment is cancelled, the student will not be responsible for any tuition charges and any/all loans that were scheduled will be cancelled.

Admissions Requirements for the Associate of Applied Science in Allied Health

This program is designed for health care professionals with a certificate or coursework in an allied healthcare program.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Must have 52 quarter credit hours in an allied healthcare concentration or be a graduate of an allied-health related field program (i.e., Medical Assistant, Dental Assisting, Medical Office Administrative Assistant, Pharmacy Technician, Massage Therapy, Veterinary Assistant, etc.).
2. A confirmed certificate/diploma or coursework:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.

3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Business Administration

This program is designed for business professionals with a certificate or coursework in a business-related program. In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in a business administration concentration or be a graduate of a business administration related field program (i.e., Business Administration, Hospitality, Office Administration, etc.).
2. A confirmed certificate/diploma or coursework:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Construction Management

This program is designed for trades professionals with a certificate or coursework in a trades-related program. In addition to the *Admissions Requirements*, all students must comply with one of the following minimum requirements for admission to the program:

1. Must have 50 quarter credit hours in a trades concentration or be a graduate of a trades related field program (i.e., HVAC, Welding, Facilities Maintenance Technician, Electrical Technician, etc.).
 - a. A confirmed certificate/diploma or coursework:
 - i. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.
 - b. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Paralegal

This program is designed for business professionals with a certificate or coursework in a paralegal-related program. In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in a paralegal concentration or be a graduate of a paralegal-related field program (i.e., Paralegal, Legal Secretary, Legal Assistant, etc.).
2. A confirmed certificate/diploma or coursework:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Disclosure

Since most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling in the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

Rockford Career College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history *except* in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for Illinois were researched. Many medical, accounting and paralegal careers prohibit externship or employment to individuals with a history of criminal offenses. Rockford Career College recommends that all potential employability questions are discussed with the campus Career Services Department.

The following programs require either some form of application for certification or extensive background checks and a prospective student with any felony and/or drug, monetary theft, or assault/battery related misdemeanor offenses may not enroll into:

- **Allied Health Programs**
 - **Massage Therapy, Medical Assistant, Medical Office Billing and Coding**
- **Veterinary Technician**

The following program has employment limitations for individuals who fail to pass a drug test and/or background check. Employment opportunities are limited for individuals without a valid driver's license. Additionally, a prospective student with any violent felonies, DUIs and/or a suspended or revoked driver's license within the past three years may not enroll into:

- **Electrical Technician**

Cancellation of Classes

The College reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the College and will entitle students to a full refund of all money paid.

Student's Right to Cancel

Students who have signed a new enrollment agreement have the right to cancel the Enrollment Agreement for a program of instruction - including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement - up until midnight of the seventh business day (excluding weekends and holidays) after the first scheduled class. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within seven business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Cancellation shall occur when a student has given written Notice of Cancellation at the College address shown on the top of the front page of the Enrollment Agreement. A student can do this by mail, e-mail, hand delivery, or fax; the Notice of Cancellation must include a signature from the student. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written Notice of Cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the Enrollment Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College within seven (7) business days following the date of Notice of Cancellation. If a student fails to return this equipment, including books (except online students), or other materials, in good condition within the seven (7) business day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

Within five (5) days of receipt of Notice of Cancellation, the College will acknowledge to the student in writing the receipt of the Notice with the effective cancellation date. If a student cancels this agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within thirty (30) days after Notice of Cancellation is received.

Financial Information

Student Financial Services

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. Rockford Career College assists the student and their family in developing a payment plan to enable the student to complete their program. Students may apply for scholarships, grants and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). Enrollment Processors guide students through the application process for federal and state grants and loans appropriate to students' circumstances. Students do not repay scholarships and grants, but loans must be repaid plus interest.

Students who receive federal and/or state financial aid must maintain satisfactory academic progress. See Satisfactory Academic Progress for details.

Cash Paying Students

Federal regulations prohibit giving a discount to students who pay in cash or who pay their tuition in full before the start of class.

Financial Aid Programs

Rockford Career College administers many of the federal student financial aid programs in addition to other alternative loans based on an academic year, which varies by program. All students receiving federal aid are required to meet various eligibility requirements including entrance counseling and verification (if applicable) prior to the disbursement of funds.

In accordance with Title IV regulations, students are also required to complete all documentation and the verification process (if applicable) and first-time Direct Loan borrowers must have attended for thirty (30) days before the first disbursement can be applied to their account. The time of transmission of financial aid resources to Rockford Career College is dependent on action by the funding agency. The College will do everything possible to expedite the disbursement, after verifying students have met all eligibility requirements for disbursement. After this confirmation, funds are ordered and credited towards eligible tuition, books and fees. Any credit balance that occurs is available to students unless otherwise requested to be held on account.

The following financial aid programs are available to qualifying students at Rockford Career College:

Financial Aid Programs	
PELL	Federal Pell Grant
FSEOG	Federal Supplemental Educational Opportunity Grant
DIRECT	Subsidized and Unsubsidized Loan Programs
PLUS	Federal Parent Loan for Undergraduate Students
WIA	Workforce Investment Act
REHAB	Private Rehabilitation Benefits
ALTERN	Alternative Loan / Cash Payment Programs
FWS	Federal Work Study
VA	US Department of Veterans Affairs

Federal Pell Grant

The Federal Pell Grant is authorized by the United States Congress and administered by the United States Department of Education. As a grant, no repayment is necessary unless a student fails to complete a portion of the payment period, which will result in a Return of Title IV aid calculation. The Federal Pell Grant is need-based and limited to undergraduate students who have not earned a bachelor's degree or first professional degree.

Federal Supplemental Educational Opportunity Grant

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Supplemental Educational Opportunity Grant (FSEOG) is available for undergraduate students with exceptional financial need who are receiving a Federal Pell Grant. The FSEOG is available only to students who have not earned a bachelor's degree or first professional degree. FSEOG funding is limited and is awarded until funding is expended.

Priority will be given to new students with a 0 EFC. Remaining funds are awarded to otherwise eligible students based on need.

Federal Direct Subsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Subsidized Stafford Loan is a need-based loan for eligible undergraduate students. While a student is in school on at least a half time basis, interest is subsidized (paid) by the federal government. Repayment begins six (6) months after ceasing to be enrolled at least half time. Monthly payments are based on aggregate amount borrowed; the minimum monthly payment is \$50 per loan.

Federal Direct Unsubsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Unsubsidized Stafford Loan is a non-need-based loan for eligible undergraduate and graduate students. Independent students and dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify. In addition, undergraduate students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans. There is a six (6) month grace period after the last date of attendance during which no principal payments are due. Students are responsible for interest from the date of disbursement and may choose to pay the interest while in school or opt to capitalize the amount until after the grace period ends. Minimum payments are \$50 per month per loan.

Federal Direct PLUS Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal PLUS Loan provides funding up to the total cost of attendance (COA) minus all other financial aid students have for their current enrollment. Parents of dependent undergraduate students and graduate students are eligible to apply and credit checks are conducted. Minimum payments are \$50 per month per loan. There is no grace period on this loan, however parents may request a deferment of repayment while the student is enrolled at least half-time and for a period of six (6) months after the student ceases to be enrolled. Graduate student PLUS borrowers receive an automatic deferment while in school and a six-month deferment (comparable to a grace period) after they graduate, leave school or drop below half-time enrollment.

Federal Work Study

Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Please see Financial Aid to determine eligibility if interested.

Veterans Assistance Programs

There are various Veterans Programs available to assist with educational funding. Please go to <http://gibill.va.gov/benefits/index.html> for more detailed information or speak to Financial Aid to determine eligibility for Veterans Benefits.

Federal or State Loans

If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Verification

Under Title IV regulations, students who have applied for federal aid may be selected for verification. If selected, students will be required to submit additional documentation (including but not limited to prior year taxes and W-2s) to the Department of Financial Aid within five (5) business days to complete the process so final eligibility for federal aid can be determined. Students should be aware, this process may require changes to the application, thereby affecting eligibility for grant and loan programs. Students whose eligibility changes will be notified of such changes upon determination by the College.

New Students

All first-time, first-term students awarded federal and state financial aid will be eligible for disbursement of their financial aid thirty (30) days after the start of their program. Students must maintain Satisfactory Academic Progress (SAP) as outlined in the Rockford Career College catalog in order to be eligible for subsequent disbursements. Subsequent disbursements are posted to the students' account approximately seven (7) days after the start of the next ten (10) week semester. For students attending certain programs, the subsequent disbursements are posted once the student has completed half of the required weeks, credits and hours of the program.

Exit Counseling

All students using federal loans to fund any part of their educational costs are required to complete exit counseling. There are various methods to complete exit counseling; in person, on-line or via mail. Students are encouraged to schedule a personal appointment with the Education Loan Specialist to complete the process prior to departure; however, in the event this isn't possible, exit counseling information will be mailed to the student within 30 days of the date of determination that the student withdrew.

Institutional Funding Option

Rockford Career College offers many federal, state, and alternative financial aid options for students to pay their educational expenses. Many of these options require credit worthiness and not all those who apply will be approved. For students who have exhausted these options, the College offers an institutional financing option called *Retail Installment Contract*. A Retail Installment Contract without credit worthiness is available.

Scholarships

Please refer to the Catalog Supplement for additional scholarship resources.

Students Using Third-Party Funding

Prior to attending classes, Rockford Career College must receive verbal authorization from an official of the organization to sponsor students. Within two weeks after the verbal authorization, the College must have received written authorization in order for sponsored students to continue attending class. The organization will be billed within thirty (30) days of receipt of signed authorization.

Withdrawal or Dismissal

Students have the right to withdraw from a program of instruction at any time. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs. The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance.

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within 30 days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 30 days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a prorated refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of 30 days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made available to the student within 30 days of the last day of attendance (see Post Withdrawal Disbursements).

Refunds

1. When a student gives written notice of cancellation, a refund in the amount of at least the following will be made:
 - a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all fees, tuition, and any other charges shall be refunded to the student;
 - b. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of the first week of the course of instruction, the school may retain the cost of any books or materials which may have been provided by the school.
 - c. When a student has completed the first week of the course of instruction the school shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:
 - o If the student withdraws during the first 25% of the course of instruction, the school shall refund at least 55% of the charged tuition & fees for the term.
 - o If the student withdraws during the second 25% of the course of instruction, the school shall refund at least 30% of the charged tuition & fees for the term.
 - o In cases of withdrawal after 50% of the course, the school may commit the student to the remaining obligation of tuition for the term.

% of Term Enrolled	Institution Refund Policy
0 – 25%	55% of Tuition
25.1 – 50%	30% of Tuition
50.1% - 100%	None

2. A student, who, on personal initiative and without solicitation, enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.
3. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
4. Deposits or down-payments shall become part of the tuition.
5. The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgment will not be necessary if a refund has been mailed to the student within 15 calendar days.
6. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
7. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from school for more than 14 calendar days shall constitute constructive notice of cancellation to the school. For the purpose of calculation, the date shall be the last date of attendance.
8. The school will refund all monies paid by a student for any of the following circumstances:
 - o The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
 - o The school cancels or discontinues the course of instruction in which the student has enrolled;
 - o The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
9. The school will refund any book and material fees when: (a) unmarked; and (b) the student has provided the school with a notice of cancellation.

Return of Title IV Funds

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding
2. The student

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Rockford Career College will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).

Federal Title IV Post Withdrawal Disbursements

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for a post-withdrawal disbursement of Pell Grant or SEOG, the grant money will be disbursed directly to the student's account at the College within forty-five (45) days of determination of the student's withdrawal or graduation date.

If a student is eligible for a disbursement of loan funds (different from Pell Grant), the College will send the student written notification within thirty (30) days of the student's withdrawal or graduation date indicating the type and amount of the eligible disbursement. If the student accepts the post-withdrawal disbursement, they must give the College either a verbal or written approval within forty-five (45) days of the student's withdrawal or graduation date. If the student accepts the eligible loan funds, they will be disbursed to the account. After institutional charges are paid, if excess funds remain the excess funds will be disbursed to the student within fourteen (14) days of the credit balance occurring on the student's account.

Academics

Academic Awards

High Honors

Any student who achieves a Cumulative Grade Point Average (CGPA) of 3.5 or better is designated an Honor Graduate. Graduates that earn a Cumulative Grade Point Average (CGPA) of 4.0 or higher will have their official transcript notated as “High Honors Graduate.”

Honors

Any student who achieves a Cumulative Grade Point Average (CGPA) of 3.5 or better is designated an Honor Graduate. Graduates that earn a Cumulative Grade Point Average (CGPA) between 3.50 and 3.99 will have their official transcript notated as “Honors Graduate.”

President’s Award

Upon graduation, a student will be recognized at commencement and receive a printed certificate if the cumulative grade point average (CGPA) is a 4.0.

Dean’s List

After each module/quarter, Rockford Career College students who have earned a grade point average (GPA) of 3.65 for the module/quarter are placed on the Dean’s List.

Perfect Attendance Award

After each term, Rockford Career College students with perfect attendance for the module/quarter receive a printed certificate. This award does not apply to online courses and/or programs.

Academic Dishonesty

Academic honesty is essential in student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. Rockford Career College students are responsible for the preparation and presentation of work representing their own effort, skills and achievements. Students will cite any quotations, materials or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. *The work of others* includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises and exams.

Cheating, including plagiarism, will result in an “F” grade for the course and may be grounds for dismissal from the College.

Academic Freedom

Rockford Career College provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the College curriculum. Instructors at Rockford Career College are entitled to express professional points of view within the limits of the mission and academic policies and procedures.

Academic Year and Schedule

Rockford Career College schedules ten (10) or eleven (11) modules and four (4) quarters in a twelve (12) month period for its programs.

Modular Programs

Each modular program term meets for ten (10) weeks and each term consists of two (2) five (5) week modules. All students who first enroll or withdraw and re-enter will be required to be full-time and attend all scheduled courses. Students who do not attend/post attendance in their scheduled courses will be dropped from the entire program. Full-time students take a minimum of twelve (12) quarter credit hours or a maximum of nineteen (19) quarter credit hours per term. An academic year is at least thirty (30) weeks in length and thirty-six (36) quarter credit hours. Full-time students will typically take two (2) courses each five (5) week module for a total of four (4) courses in a term.

Quarter Programs

Each quarter program term meets for ten (10) weeks. All students who first enroll or withdraw and re-enter will be required to be full-time, unless otherwise approved by the Academic Dean. Full-time students take a minimum of twelve (12) quarter credit hours. An academic year is at least 40 weeks. Full Time students typically take two (2) or three (3) courses in a ten (10) week period.

Advanced Academic Standing

Course credit may be awarded by examination and transfer of credit. The Education Department is responsible for approving all advanced academic standing. Advanced standing credit is assigned a grade of "T". Advanced academic standing counts toward meeting graduation requirements, however, these credits could not count toward satisfactory academic progress (see the Satisfactory Academic Progress section). Tuition will be adjusted accordingly for course credit.

No more than 75% of the credit hours in a program may be awarded either by transfer of credit and/or by examination. Transfer credit evaluation must be completed prior to a student posting attendance in a course. A student cannot receive transfer credit for a course they are currently attending.

Transfer of Course Credit from Other Institutions

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Rockford Career College. Courses must be at the 100-level or higher and completed with a grade of "C" or higher or the equivalent. Technical coursework should be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one course. If the course being evaluated does not match the content of the Rockford Career College course, credit will not be awarded. **Students who have a confirmed Bachelor's degree or higher, supported by official transcripts in English, may petition for transfer credit for SS101 and SS102. The confirmed degree must be current and no older than fifteen (15) years.**

When evaluating transfer credit from other institutions, it may be necessary to convert the transfer credits to either semester credits or quarter credits, depending on the credit hour system of the Rockford Career College program. When converting quarter credits to semester credits, the quarter credits are divided by one-and-a-half (1.5). When converting semester credits to quarter credits, the semester credits are multiplied by one-and-a-half (1.5).

To obtain transfer credit, the Rockford Career College Education Department must receive an official transcript in English from the other institution prior to the course's scheduled start date. The transcript will be reviewed by the Education Department. A student may be required to produce a catalog, course description or other supporting documentation. Transfer credit evaluation must be completed prior to a student posting attendance in a course. A student cannot receive transfer credit for a course they are currently attending.

Proficiency Credit

Rockford Career College allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is \$60 per course. Students must test out of a course prior to the first day of the course. Proficiency exams are proctored by a staff member of the College. The student may take the test out exam at any Rockford Career College location and must present a valid (non-expired) form of identification (i.e., driver's license, state issued ID, military ID, etc.) In order to successfully pass a proficiency examination a student must score 70% or higher. Proficiency examinations may be attempted only once. Students may not use proficiency credit for SS101 and SS102 courses. Proficiency credit awards, in addition to any awarded Advanced Academic Standing, may not exceed more than 25% of the credits in the student's program of study.

Credit by Certification Examination

Students may receive credit for courses that cover certification examinations. Students may attempt certification exams as many times as permitted by the vendors. See the Tuition and Fees section for certification examination fees.

Students who have passed an official certification examination must provide the College with the original certification approval showing a passing score for the exam. All official certification exams must be approved by the Education Department and be current (within the last four (4) years) prior to credit being awarded. In addition to the certificate examination, a student may be required to take and successfully complete a proficiency examination to demonstrate mastery of the course content.

Fees for official Microsoft certification exams will be assessed for every attempt of the exam. Official certification exams may be taken at Rockford Career College, if available, or at any certified testing center.

Credit by National Examination

Students who have taken an Advanced Placement Test may receive course credit by scoring three (3) or higher. Students who have scored fifty (50) or higher on College Level Examination Program (CLEP) tests may receive course credit. Course credit may be awarded for scores of four (4) or higher on the Higher Level (HL) International Baccalaureate Test. Official documentation must be received by the College prior to a student starting classes.

Attendance

The College emphasizes the need for all students to attend classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Since much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Attendance is mandatory for all courses. Students are expected to attend every scheduled class, be on time, and attend for the entire scheduled class time. Attendance is taken in each class and is recorded permanently. Students arriving late for a class or leaving early are considered tardy. Tardiness and absenteeism will affect a student's grades.

Hours of make-up work outside of the student's scheduled class will not be accepted as hours of class attendance.

Make-up work is not permitted for the purpose of receiving veterans educational training benefits.

Students are responsible for completing all course assignments. Students who know in advance that they need to be absent must inform their instructors early so that appropriate make-up work can be arranged. Instructors will determine whether students who are absent from an exam may make it up.

Students are advised to call the College's administrative offices when they are going to be absent from their course(s). Office hours are 8:00 a.m. to 8:00 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. A message may be left with anyone answering the phone.

Online Attendance

Online success is a critical part of the student's education. For this reason, all students are expected to login and participate actively online in each course, at least 2 times per week. A week is defined as Monday through Sunday. A student can log on any days as they prefer throughout that week, including the day of their physical class session. The attendance in an online course is based on graded activity in the course.

Ground and Online Attendance

New students must attend the first day of class of their first module or term. This also applies to students who reenter. In extenuating circumstances, exceptions can be made. A student who fails to *either* attend a ground class *or* post attendance in an online class for 10 or more consecutive days will be dropped (See "Withdrawal and Course Drop" under Grading System) from the program.

Withdrawal Policy for Nonattendance

The specific requirements relating to withdrawal from the College due to nonattendance are:

- Students who fail to attend classes for more than fourteen (14) calendar days (excluding the Institution's holidays, breaks and emergency closures due to unforeseen circumstances such as weather) will be subject to involuntary withdrawal (see Involuntary Withdrawal) from the College.
- If a student starts a course late, time missed becomes part of the fourteen (14) consecutive calendar days.
- Students may follow the process presented in the Grievance Policy outlined in the campus catalog if they feel an error has been made in their attendance calculation.

Change of Grade

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not satisfied with the instructor's decision, the student may meet with the Campus President and/or Education Department. The student must complete this process within the first two weeks of the end of the module. All grades are considered final thirty (30) days after the end of the module.

Change of Program

Students may change educational programs at Rockford Career College during their enrollment. Students must contact the Education/Student Services Departments to determine if the Admissions Requirements can be met for the new program. Because the program requirements differ, not all of the course credits may transfer. A student's current Satisfactory Academic Progress (SAP) status may carry over to the new program of study (see Satisfactory Academic Progress section). Students not making SAP may transfer programs of study.

Class Size

The maximum class size is 50 students, and the average student-to-teacher ratio is 30:1.

Copyright Policy

It is the policy of Rockford Career College to comply with the Copyright Laws of the United States, and therefore, copyright infringement is not allowed by employees or students of Rockford Career College.

Copyright infringement is the unauthorized reproduction, use, or display of copyrighted work without the permission of the copyright owner. Copyrighted work includes many forms of protected work including literary, musical, dramatic, and audiovisual creations, but not limited to these. Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Unless the doctrine of fair use would clearly apply to the situation, Rockford Career College recommends that permission is obtained from the copyright owner before using copyrighted material. If there is any doubt, don't copy the work.

Course Schedules and Registration

Courses may be scheduled any day of the week Monday through Sunday, morning, afternoon and evening. Students may be scheduled for an online or on-ground course delivery. Days and times of attendance may vary by program and may change from module to module.

Students are registered for courses by the Education Department.

Degrees and Certificates

A diploma is awarded to graduates when all program requirements are met and financial obligations are current. Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

Externship/Clinicals

For programs requiring an externship, the policies and grading are the same as required for other academic coursework. Days, hours, dress code, responsibilities, etc., are dependent on the requirements of the externship facility. During the externship, a student will be evaluated in the areas of professional performance, work habits, initiative, etc. If a student is unable to reach minimum competency in the extern facility, she/he will be required to return to the College for remedial assistance and/or serve additional externship hours. Students are required to submit weekly attendance documentation to the College while on externship.

Some externships require students to have immunizations and/or a health clearance. Check with Career Services and the externship site to obtain a list of required immunizations. All costs for immunizations and a health clearance are the responsibility of the student. For students who are pregnant at the time of externship, the externship site may or may not accept a student who is pregnant. If the student/school is not able to find a suitable externship site, the student will be withdrawn from the College and can re-enter at an appropriate time (See Re-Entry section of the catalog for more information).

In order to be eligible for externship, students must meet the requirements of Satisfactory Academic Progress (SAP) and must be current in their financial obligations to the College. Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students who are delinquent in their monthly payments or who have unfunded debt with the College will be withdrawn from the College until such time as their financial obligations are met. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the College through the re-entry process. See the Re-Entry section.

All students enrolled in a program with an externship component in a clinical setting must complete the following prior to beginning their clinical experience:

- Current CPR certification that is valid for the length of all clinical/externship components
- Complete immunization record which may include titers
- Flu Shot (depending on season)
- Physical from a Physician
- TB test
- Hepatitis Series

Grading System

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F and P are considered earned grades. Official grades are issued at the completion of each module. Students who wish to dispute a grade must complete the process within the first two weeks of the end of the module (see Change of Grade). All grades are considered final thirty (30) days after the end of the module/term.

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	90%-100%	Superior	4.0	Y	Y	Y	Y
B	80%-89.9%	Excellent	3.0	Y	Y	Y	Y
C	70%-79.9%	Satisfactory	2.0	Y	Y	Y	Y
D	60%-69.9%		1.0	Y	Y	Y	Y
F	Below 60%	Fail	0.0	Y	Y	Y	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
P	N/A	Pass	0.0	Y	Y	N	Y
PC	N/A	Proficiency Credit	0.0	Y	Y	N	Y
T	N/A	Transfer Credit	0.0	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y

With the exception of VET courses, to pass a course in a Diploma or Associate degree program, a grade of 60.0% or higher in the course requirements must be met. Students enrolled in a VET or a Massage Therapy ML or MG course must achieve a grade of 70.0% or higher to pass the course.

Incomplete

Once enrolled in a course, students should make the effort to complete all course assignments during the module in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an Incomplete grade, “I,” may be granted to a student who has completed 75% of the assignments required by the course. Students must petition to receive an Incomplete in the course with the approval of the instructor and the Education Department (or Program Chair). Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Education Department.

Students who are granted an Incomplete will receive a grade of “I” followed by a “/” and the grade earned thus far in the course (e.g., “I/D”). Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the module. Students officially enrolled in an externship may petition for additional time to complete the externship with the permission of the Education Department. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade. If a student would challenge an academic grade, the student would need to review the “Change of Grade” section of the catalog. Students enrolled in SS101 Student Success Strategies, SS102 Professional Success Strategies, or SS103 Digital Communications Strategies may not petition for an “I” grade. Students in these courses will receive a grade at the end of the course.

Failure

Any course in a program of study that is failed must be repeated and passed (See *Repeating a Course*).

Withdrawal / Course Drop

A course is assigned a withdrawal grade of “W” when a student officially withdraws or is withdrawn by the College. A student who fails to *either* attend a ground class *or* post attendance in an online class for 10 or more consecutive days is assigned a withdrawal grade of “W”.

A course withdrawal is not included in the calculation of a grade point average, however, it does negatively impact the rate of progress by increasing the number of credit hours attempted.

Transfer Credit

When a student receives advanced academic standing a grade of “T” is assigned for the course. Advanced academic standing counts toward meeting graduation requirements and the credits count toward satisfactory academic progress (see the *Satisfactory Academic Progress* section).

Grade Point Average

To calculate a grade point average, multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide by the total number of credit hours.

Graduation Requirements

To be eligible for graduation, students must:

1. Complete all required courses in Diploma and Associate programs with a Cumulative Grade Point Average of at least 2.0;
2. Meet the specific grade and other program requirements (if applicable);
3. Successfully complete the externship or clinical requirement (if applicable);
4. Achieve Satisfactory Academic Progress; and
5. Complete all required certifications (if applicable).
6. Satisfy all financial requirements to the College and/or make agreeable payment arrangements.

Holidays and Weather Closures

Occasionally the College will close due to holidays, bad weather or other natural phenomena. Make-up days for holidays are scheduled and can be found in the Catalog Supplement. If the College closes for more than one (1) day, classes will meet on an unscheduled day. In the case of an unexpected closure, if possible, students will be given notice at least one (1) week in advance so that arrangements can be made to attend. When the College closes unexpectedly, students should anticipate making up the time before the end of the module.

Homework

In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

Leave of Absence

Students are not allowed to take a Leave of Absence (LOA). Students who are not attending will be withdrawn and must follow the established process for re-entry.

Independent Study

An Independent Study (IS) allows a student that is nearing completion of their program to complete a course which is not otherwise available to the student due to changes in program composition, scheduling requirements, or as result of such things as maternity, illness, disability, or accident. Independent Study is a structured process whereby students complete a course by meeting the established requirements of the course using a non-traditional method. A student and faculty member will need to sign and agree to the following for the independent study course:

1. No more than 10% of the student's program can be taken via Independent Study and is only offered in residential, credit hour programs. Courses delivered online are not eligible for Independent Study.
2. Students with a CGPA below 2.0 or in Financial Aid Probation school status are not eligible for Independent Study.
3. A faculty member qualified to teach in the discipline of the Independent Study is identified to supervise the student by the Academic Dean.
4. The student and supervising faculty complete the Independent Study Agreement; all In-Class, Lab, Quiz and Exam meeting dates and activity descriptions must be filled in on the Independent Study Course Plan for the student prior to signing of the agreement.
5. The student and supervising faculty sign the Independent Study Agreement.
6. The official Course Syllabus is affixed to the agreement.
7. The Independent Study Agreement is maintained in the student academic file.
8. The student periodically meets (at least weekly) with supervising instructor according to the Plan.
9. The student attends all laboratory sessions according to the Plan.
10. The student attends all proctored tests or quizzes according to the Plan.
11. The supervising faculty records the student's attendance and all graded events.
12. The student's attendance, recorded at least weekly, and final grade are recorded in the Student Information System.
13. At the end of the module/term, for courses not supported by the Learning Management System, the student's quizzes, exams, laboratory, homework, and final grades, as documented on the Independent Study Course Plan, are provided to the Registrar for archiving in the student academic file.
14. Independent Study courses are not eligible for incomplete grades (i.e. extensions). If a student has any questions related to Independent Study, the student will be directed to the Academic Dean.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Rockford Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in a program of study is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason 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 Rockford Career College to determine if your credits, degree, diploma or certificate will transfer.

Online Courses

Rockford Career College offers programs in an on-ground or online format (refer to the *Academic Programs* section). Rockford Career College courses are not self-paced and must be completed as prescribed in the course syllabus. Online assignments and/or projects are typically graded within 72 hours of the due date. Students taking courses online must complete the online orientation prior to the first day of the first course. Online courses require students to be dedicated and have self-discipline in order to succeed in their courses. In addition, students enrolled in online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Mozilla Firefox, Internet Explorer, Chrome, and Safari). Other system requirements include the following:

Windows-based computer or laptop capable of accessing the internet via a high-speed connection, not a modem (nor dial-up).

- Minimum Platform: Windows 7 x64 or Later
- Google Chrome, Mozilla Firefox, or Internet Explorer 11 or Later
- Inter core i5 quad core or higher.
- 4GB of Ram
- 250GB HDD 7200rpm or SSD. For best application performance SSD is recommended if one's budget allows.

An Apple computer or laptop capable of accessing the internet via a high-speed connection, not a modem (nor dial-up).

- Minimum Platform: Mavericks 10.9
- Google Chrome, Mozilla Firefox, or Safari
- Intel Core I5 or higher
- 4 GB of RAM
- 250GB HDD 7200rpm or SSD. For best application performance SSD is recommended if one's budget allows.

The platform for online courses is Moodle Rooms. Students enrolled in online courses must sign in to the course during the first week of the course. Additionally, students will need to complete the Online Orientation prior to the first day of the first course.

Online Student Identity Authentication and Privacy

The College Learning Management System (LMS) for online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to agents of the College who require immediate and necessary use of the information in order to fulfill the various academic activities of the College. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from Rockford Career College. In the event a student believes the privacy associated with their login and password information has been compromised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

Re-Entry

A student who has been withdrawn for less than twelve (12) months and wishes to re-enter the College must contact the Student Services Office. The Student Services Office interviews the student and the student completes a petition form. The College reviews the student's petition, academic record, and financial aid. The Student Services Office contacts the student as to the petition decision.

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new Enrollment Agreement, the current catalog policies and procedure and current program. A re-entry fee will not be charged to the student.

Repeating a Course

A student who has received a failing grade ("D", "F") or a withdrawal ("W") in a course, must repeat the course to meet the requirements of the student's program.

When a course is repeated the higher of the two (2) grades will be counted for purposes of calculating the student's Cumulative Grade Point Average and Rate of Progress. If repeating a course is required, the length of the program must not exceed one-and-a-half (1.5) times the scheduled program (see *Satisfactory Academic Progress* and *Grading System*).

A course in which a student has received a "D", "W" or "F" grade may be attempted only **three (3)** times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the College and may not appeal the dismissal. A student will be charged for all repeats.

In the Veterinary Technician program, if students have a grade lower than a "C" in a core program course (any course beginning with the VET prefix), that course must be repeated and a grade of "C" or higher must be obtained for program continuation. Students who receive less than a 70% grade will be required to repeat the class.

Satisfactory Academic Progress

In order to graduate, a student in a Certificate, Diploma, or Associate's degree program must have a cumulative grade point average of 2.0; all students must complete all courses and requirements for graduation within 150% of the total number of credit hours in the program of study. To help students meet these requirements the College checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured in two ways: Cumulative Grade Point Average and Rate of Progress. Rate of Progress is the percentage of successfully completed credit hours relative to attempted credit hours. That is, number of completed credit hours divided by attempted credit hours times 100.

SAP is measured at evaluation points that occur every ten (10) weeks (i.e., every quarter). The SAP table indicates what CGPA and rate of progress benchmarks a student must have at the evaluation points to be meeting SAP.

Satisfactory Academic Progress Evaluation Points and Benchmarks

Degree	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Certificate and Diploma Programs	1 st	Minimum of 1.0 and 50%
	2 nd	Minimum of 1.5 and 60%
	3 rd and thereafter	Minimum of 2.0 and 67%
Associate's Degree Programs (>7 months)	1 st	Minimum of 1.0 and 33.4%
	2 nd	Minimum of 1.25 and 50%
	3 rd	Minimum of 1.5 and 55%
	4 th	Minimum of 1.75 and 60%
	5 th and thereafter	Minimum of 2.0 and 67%
Associate's Degree Programs (<7 months)	1 st	Minimum of 1.0 and 50%
	2 nd and thereafter	Minimum of 2.0 and 67%

Students not meeting these benchmarks are not making Satisfactory Academic Progress. The first time a student is not making SAP, the student is placed on academic warning. If the student receives financial aid, the student may be placed on financial aid warning. Students on academic warning/financial aid warning will be notified via the student portal and contacted by their Program Chair or the Education Department (see the Academic Advising section).

At the next evaluation point if a student on financial aid warning meets or exceeds the benchmark, the student is taken off financial aid warning. If, however, a student does not make SAP, the student is placed on financial aid probation. Students on financial aid probation will be notified by the Education Department. **Students placed on financial aid probation must appeal in order to continue receiving financial aid.** See the *Appealing Financial Aid Probation* section of the catalog for details. If the student chooses to not use Title IV funds, the student will need to secure funding. All coursework attempted will count toward maximum time frame when a student doesn't receive Title IV aid. The maximum time frame for completing any program is the maximum amount of time a student would have to complete his or her program. A student may not attempt more than 1.5 times the number of clock hours required to complete the program.

Students on academic probation have until the next evaluation point to meet or exceed the SAP benchmark. If they do so, they are taken off academic probation. If a student does not make SAP, the student is dismissed from the College. A dismissed student is notified via the student portal and contacted by the Education Department.

A dismissed student may appeal the dismissal. See the *Appealing Academic Dismissal* section of the catalog for details. If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on academic probation and may be eligible for financial aid with an academic plan until the next evaluation point.

Satisfactory Academic Progress and Course Withdrawals and Failures

When a student withdraws from a course, the course is assigned a "W" grade. This grade has no grade points and therefore does not impact a student's cumulative grade point average. A course withdrawal, however, negatively impacts the rate of progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student's cumulative grade point average and rate of progress.

Transfer Credit and Satisfactory Academic Progress

When a student receives transfer credit (advanced academic standing), the transferred credit hours do not carry grade points and therefore do not impact the student's cumulative grade point average. The total number of allowable credit hours attempted, however, decreases by the number of credit hours transferred to the College. For example, if a student transfers 15 credit hours into a program with 55 credit hours, the number of allowable credit hours attempted will equal $55 - 15 = 40$, and 1.5 times $40 = 60$ credits hours attempted allowed.

Appealing Financial Aid Probation

To appeal financial aid probation a student must write a letter to the Appeals Committee stating what circumstances lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include: Death of a family member, an illness or injury suffered by the student, documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. In addition, the appeal letter must state what steps have been taken to correct the situation. The student should submit the appeal letter to the Education Department or a Program Chair. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. During the time the appeal is being considered and the student continues to attend class, the student will continue to incur tuition charges. If the financial aid appeal is denied, the student may continue to attend classes on a cash pay basis until the next SAP evaluation point. At the next evaluation point the student must meet or exceed the SAP benchmark to be making satisfactory academic progress. If the student is making SAP, financial aid eligibility is reestablished. If a student does not make SAP, the student is dismissed from the College.

Appealing Academic Dismissal

A student that has been dismissed for not making satisfactory academic progress may appeal the dismissal. To appeal the student must write a letter to the Appeals Committee stating what the circumstances were that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples

include: Death of a family member, an illness or injury suffered by the student, documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. The student should submit the appeal letter to the Education Department or a Program Chair. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. The Education Department will notify the student regarding the outcome of the appeal.

A student who is academically dismissed and does not appeal the dismissal within five (5) calendar days will be involuntarily withdrawn from the College. When academically dismissed, a student who wishes to return to the College must appeal the academic dismissal according to the requirements above. If the appeal is approved by the Appeals Committee, the student will be readmitted to the College. The Education Department will inform the student of the appeal approval and will direct the student in the readmission process.

Changing Programs

If a student changes programs, only those courses that apply toward the new program will be counted in calculating the number of credits attempted and in calculating GPA.

Additional Program/Credentials

If a graduate of the College enrolls in a new program or if a student in good SAP standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of quality points in the CGPA and the credits attempted in calculating the Rate of Progress.

Academic Advising and Student Responsibilities

Students not making satisfactory academic progress must meet with the Education Department or a Program Chair for academic advising within seven (7) days of the SAP notification. Further, weekly meetings must occur with the students and academic department during the SAP period. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file. Students with an academic improvement plan must meet weekly with the Education Department or their Program Chair to determine progress toward completing the plan.

Satisfactory Academic Progress and Course Withdrawals, Failure, and Incompletes

When a student withdraws from a course, the course is assigned a "W" or "WA" grade. This grade has no grade points and therefore does not impact a student's cumulative grade point average. A course withdrawal, however, negatively impacts the rate of progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student's cumulative grade point average and rate of progress.

Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned thus far in the course (e.g., "I/D"). Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the module/term. Students officially enrolled in an externship may petition for up to five (5) weeks to complete the externship with the permission of the Education Department. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade. At the time the Incomplete grade is changed to a letter grade, SAP will be reviewed to ensure the student is meeting the prescribed qualitative and quantitative measurement. If a student would challenge an academic grade, the student would need to review the "Change of Grade" section of the catalog. Students enrolled in SS101 Student Success Strategies, SS102 Professional Development Strategies may not petition for an "I" grade. Students in these courses will receive a grade at the end of the course.

Noncredit Remedial Courses / Summer Term

The College does not offer noncredit remedial courses. The College does not have any type of summer term.

Textbooks

The estimated cost of textbooks is listed in the enrollment agreement. Textbooks will be provided to students on or before the first day of a course. Textbooks are provided for student use during the program. Students may purchase additional textbooks from the College at any time, however, will need to pay the current costs of the textbook.

Transcripts

Rockford Career College will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy could be provided directly to a student upon graduation, provided the student is not past due on financial obligations to the institution. If the student is past due on their institutional loan, a letter of completion can be sent to an employer. No documentation will be released to another educational institution unless the student is current on a secured payment plan for their institutional loan. A student will not receive a diploma or official transcript if they are in default with any federal loan or if the student is placed with an outside collection agency for their institutional loan. The College archives academic transcripts indefinitely.

Transfer from Rockford Career College to Another AHED System School

Only students making satisfactory academic progress may transfer from Rockford Career College to another American Higher Education Development (AHED) school. Because the program requirements may differ, not all of the course credit may transfer. A student should check with the new campus for more information.

Unofficial Withdrawal

A student who meets any of the following criteria will be subject to withdrawal from the College:

- failure to attend classes for more than fourteen (14) calendar days
- academic dismissal (see *Satisfactory Academic Progress*)
- certification test not successfully completed (if applicable to program)
- violation of the rules of conduct

The last date of attendance will be determined by the Education Department using attendance records. Re-admission to the College following withdrawal will be at the discretion of the College. See the Re-entry section.

Voluntary Withdrawal

Students may voluntarily withdraw from the College by providing to the Education Department official notification either orally or in writing of their intent to withdraw. The Education Department will determine the last date of attendance based on the date of the official notice. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date.

Re-admission to the College following voluntary withdrawal will be at the discretion of the College. See the Re-entry section.

Student Services

Career Services

The Campus President, Education Department (via Externship), and Career Services work closely together to develop a network of employers which will utilize current students and graduates program outcomes.

The Career Services Department aids student and graduate placement by educating the local community of program outcomes; actively seeking open employment needs through business to business (B2B) marketing (in person and on the telephone), website searches, and through professional networking associations. Once a student/graduate opportunity is found, the Career Services department verifies skills use, gathers information from the employer regarding the position, company culture, and other necessary work success components, and then begins the process of selecting qualified graduates to speak with and matriculate through the interview and hiring processes.

Career Services and the Externship Administrator work hand-in-hand with students during the last months of their program to ensure students are presented with information about gaining and keeping a job. In the later portion of the Externship, students who appear unlikely to be offered a job from their externship are identified, allowing career services to reach out more aggressively and actively prep students for their job search. Career Services assists students throughout their studies with resume preparation and coaches them on effective interview techniques. The office also matches graduates with positions available in the community, arranges interviews, follows up with both employer and graduate regarding the interview and potential hire, and provides ongoing job notices/opportunities.

Prior to a student's graduation, Career Services schedules an Exit Interview to discuss student needs and to verify the student is prepared for their job search. This process may include coaching and/or distributing information and scheduling follow up appointments in the areas of:

1. Resume preparation.
2. Job search techniques, including how to navigate popular websites and how to network in the community.
3. Completing online applications.
4. Mock interviewing / interview tips / interview follow-up.
5. Arranging a plan of contact in order to maintain a working relationships with Career Services after graduation for continued assistance in securing work in his/her field of study.

Finally, the Career Services Department sends out surveys to both graduates and employers to provide additional feedback to the College in order to evaluate and improve on our programs and services.

There is no guarantee of employment or of a minimum starting salary. No one is authorized by the school to make such guarantees.

Library

The Rockford Career College Library is a traditional and virtual library. The traditional library provides access to physical resources such as books, magazines, and media resources. The library also provides students with a quiet place to study and write papers, perform research, and complete homework assignments. The library computer lab provides access to computer software utilized by students in their classrooms. The virtual library provides access to a wide variety of online full-text research databases, an online computer skills training library, and a growing collection of electronic books. Students may access the virtual library from on or off campus once accounts are set up.

Students and faculty are encouraged to use the library for educational and professional development purposes. All materials in the library, including computers, may be used for conducting research and completing class/homework assignments. Library staff is available to provide assistance during library hours. Reference materials and magazines are for library use only.

Those who abuse the privilege of the library, including improper usage of the Internet, may be denied library privileges.

Library Circulation Policy

Library patrons must possess a current Rockford Career College ID card to receive library privileges, as it functions as their library card. Patrons are responsible for all materials checked out on their library card and are responsible for reporting the loss or theft of ID cards. As such, items will not be checked out to students not possessing a current

Rockford Career College ID. Borrowing privileges are suspended once a patron has kept library material(s) two (2) weeks past the due date and remain suspended until the item is returned or replaced. A fee will be assessed for any lost and/or damaged materials. The library coordinator will determine when an item is damaged beyond repair and must be replaced.

In order for students to register for courses, to use placement assistance services, to receive Rockford Career College transcripts, and to graduate, they must be in good standing with the library, to include returning overdue materials and having any assessed fees paid-in-full.

Policy on Accommodation for Disabled Individuals

Rockford Career College's policy is to make its programs and services accessible to individuals defined as disabled in Section 504 of the Rehabilitation Act of 1973. The College provides evaluation of individual needs, advisement and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of a course. If any problems arise, please contact the Disability Services Coordinator or the AHED Chief Compliance Officer at the contact information below.

How Reasonable Accommodations Are Decided Upon

When deciding whether a requested accommodation is reasonable, the appropriate Disability Services Coordinator, Accommodation Services staff and AHED's Compliance Officer will rely upon the following elements:

1. The appropriate documentation of the disability by a qualified professional and any recommendations made by the diagnosing professional;
2. A student's request for a given accommodation;
3. Barriers that might result from the documented disability in the campus environment;
4. Accommodations that might remove such barriers;
5. Whether a student may obtain access to the course, program, service, activity or facility without a given accommodation (that is, whether the student is otherwise qualified for participation in the course or program);
6. The relative cost and burden of providing the accommodation given the size and resources of the school;
7. Whether or not essential elements of the course, program, service, activity or facility are compromised by the requested accommodation; and
8. Whether if, even after the accommodation is given, a student can perform the essential functions of the educational program.

Academic adjustments are based upon an individualized assessment of the student's needs. Ideally, initial accommodation requests should be made prior to the start of class so that the student has the necessary resources in place prior to attending class. All requests should be made in writing to the campus Disability Services Coordinator, who will coordinate the school's effort to provide assistance to students with diagnosed disabilities that substantially limit a major life activity.

Once the student has provided appropriate documentation from a professional qualified to diagnose his or her disability, submitted a written request for an accommodation to the Disability Services Coordinator, and met with the Disability Services Coordinator or Accommodation Services staff to discuss the accommodation services request, the Disability Services Coordinator will then invite faculty for courses in which the student is registered to review the accommodation services requested. Ultimately, AHED's Compliance Officer, after consulting with the campus Disability Services Coordinator, is responsible for determining whether a given request may interfere substantively with the requirements of a course. If he so determines, the student will be informed in writing within 14 days of the original request for accommodations and invited to appeal any negative decision on accommodations resulting therefrom. The student denied accommodations has the option to write a letter appealing the decision, including providing additional relevant information, to AHED's Compliance Officer within 14 days of the denial of services. AHED's Compliance Officer will respond in writing to the appeal within 14 days.

ADA and Section 504 of the Rehabilitation Act Grievance Procedure

As stated in the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, qualified students with disabilities have the right to request accommodations and to receive fair treatment within the educational system. AHED is dedicated to resolving conflicts and disagreements regarding requests for reasonable accommodations. Please note all other complaints not based on request for accommodations or academic adjustments due to a disability

are processed pursuant to the College's general Grievance and Appeals policy set forth in the College Catalog & Student Handbook.

If you feel that you have been subjected to unfair or improper treatment with respect to a request for a reasonable accommodation due to a disability or have been discriminated against due to a disability you may contact your campus Disability Services Coordinator. The process and timeline for filing a grievance are as follows:

1. Students shall express their concern initially with the appropriate faculty/staff member involved in the conflict in an informal manner. The campus Disability Services Coordinator should be contacted at the same time by the student to clarify rights and procedures for both parties.

The campus Disability Services Coordinator will keep detailed notes as to the date each step of the accommodations or discrimination grievance process has occurred in order to ensure that the student's request has been fairly addressed. The grievance process will be fully documented including notes recorded of pertinent discussions.

The campus Disability Services Coordinator will further retain all requests for accommodation and complaints of discrimination, supporting documentation, including the date(s) of the request(s) for academic adjustments or services, the nature of each request, the final determinations and the reason(s) for any denials in the student's file.

2. If the complaint is unresolved after the informal discussion, the student may file a formal, written statement of the problem with the campus Disability Services Coordinator's Office. The written complaint to the campus Disability Services Coordinator must clearly state the basis for the complaint (*i.e.*, the who, what, where, when, and why), and must:

- Clearly state the nature and basis of the grievance;
- Be signed and dated;
- Provide the name(s) of the person(s) alleged to have engaged in unfair or improper treatment due to a disability;
- Document specifics of the incident(s) in question; and
- Identify any known witness(es) who have knowledge of the allegations.

Note: In cases of alleged illegal discrimination based on race, sex, or handicap, the campus Disability Services Coordinator will contact AHED's Compliance Officer prior to advising the student about course of action.

3. The campus Disability Services Coordinator, in consultation with AHED's Compliance Officer, will conduct an investigation. AHED's Compliance Officer will respond in writing to the student within 14 days of the filing date of the complaint. As appropriate, AHED may designate different persons to review cases or may consolidate complaints when such action is consistent with administrative efficiency and a fair resolution of the problem. Written notification will be provided to the student in such a case.

4. If the student feels that the decision is arbitrary and capricious, or if they have new evidence to present, the student may appeal in writing to AHED's Compliance Officer within 14 days of the decision. If no appeal is made in writing to AHED's Compliance Officer within 14 days of the decision, then the decision shall be final. Upon appeal to AHED's Compliance Officer, the following must be done:

- A copy of the appeal must be submitted to the campus Disability Services Coordinator and to AHED's Compliance Officer; and
- Upon appropriate review, the appellate determination must be communicated in writing to all parties involved within 14 days of the date of the appeal.

5. At any state of the grievance procedure, if it was determined that law and/or college policy was violated, a remedy to the problem will be offered. If it was determined that there was no violation, the complainant will be notified within 14 days and other options for possible resolution of the complaint will be explained, including the right of the student to contact the United States Department of Education, Office of Civil Rights, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60601. The office can also be reached at 312-730-1560 or at ocr.chicago@ed.gov.

The Disability Services Coordinator for each AHED campus is:

Location	Disability Services Coordinator	Contact Number	E-Mail Address
East West College of Natural Medicine	Campus President 3808 N. Tamiami Trail Sarasota, FL 34234	941-355-9080	rbattiata@EWCollege.org
Stautzenberger College – Maumee	Librarian 1796 Indian Wood Circle Maumee, OH 43537	419-866-0261	Lori.VanLiere@sctoday.edu
Stautzenberger College – Brecksville	Academic Dean 8001 Katherine Blvd Brecksville, OH 44141	440-838-1999	slalexander@stautzenberger.com
Madison Media Institute	Campus President / Academic Dean 2702 Agriculture Drive Madison, WI 53718	608-663-2000	mbailey@mediainstitute.edu
Rockford Career College	Dean of Students 1130 S. Alpine Rd #100 Rockford, IL 61108	815-965-8616	dharriott@rockfordcareercollege.edu

AHED's Compliance Officer is Jeffrey Bodimer. His contact information is as follows:

Jeffrey Bodimer
Chief Operations/Compliance Officer
American Higher Education Development Corporation
116 Village Blvd, Suite 200
Princeton, NJ 08540
jbodimer@ahed.com

Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the Student Services Office.

Student Services

Rockford Career College is committed to the academic and personal support of all of our students. Rockford Career College Student Services department can assist students with finding resources for ride sharing, housing referrals, and child care services. Students who wish to seek out any type of personal assistance should visit the Student Services Office immediately to learn of any resource the College has available.

Student Services Coaching

Student Services Coaching is available for students who need additional assistance in their studies. Upon the request of the student, faculty members are available for help. Students who need assistance should contact their instructor or Education Department.

Student Conduct

Students are expected to observe the following policies and those described in this Catalog and Student Handbook:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and clients.
4. Maintain professional grooming and personal hygiene at all times.
5. Demonstrate a cooperative, supportive team attitude toward peers, instructors and directors.

Students will be held accountable for, or should report, the following violations while on the College or externship property:

1. All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of College documents.
2. Theft or destruction of College or the private property of individuals associated with the College.
3. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
4. Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
5. The use of profanity, insubordination, dishonesty and violation of safety rules.
6. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
7. Smoking on campus.
8. Failure to comply with the Campus Dress Code.
9. Food or drink in the classrooms.
10. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the “off” position while in the classroom.
11. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.
12. Externship/Clinical students only: Electronic devices are not allowed for students in clinical facility areas. Students should communicate with faculty as needed in these areas.

Students using sponsored Rockford Career College social media sites, such as pages in Facebook, and Instagram, are expected to conduct themselves in a manner that complies with the terms of the student code of conduct. The code of conduct also applies to those students who identify themselves with (insert college name) and/or use their Rockford Career College email address in social media platforms such as professional blogs, LinkedIn, Facebook, etc.

While Rockford Career College does not typically provide editorial review of the content of social media sites used by its students, Rockford Career College does reserve the right to ask students to take down content that is deemed in violation of the student code of conduct, from third party complaints, applicable law or regulation, or computer and network management concerns.

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student’s permanent file, possibly affecting a recommendation from Rockford Career College to future employers. Rockford Career College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/ or the College.

Illegal Drugs and Alcohol

Rockford Career College has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty and staff on campus property or as part of campus activities.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law.

For those who want to obtain direct assistance, there are several sources within the local community. These sources are listed in the “yellow pages” of the local phone book under “Alcohol and Drug Abuse.”

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

Campus Dress Code

Non-Allied Health Programs

All casual clothing is not suitable for the office. Therefore, such clothing is not suitable for Rockford Career College. These guidelines will help a student determine what is appropriate to wear to Rockford Career College and ultimately to the workplace. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, back, chest, feet, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other students/employees is unacceptable. Failure to comply with the Rockford Career College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Allied Health Programs

Rockford Career College expects Allied Health students to dress professionally at all times. The dress code is based on the expectations of the employers in the medical fields. Students should maintain a professional appearance by wearing clean, well-pressed uniforms that are have no tears or stains; hair that is off the shoulders; non-porous, solid top shoes and no piercings. Failure to comply with the Rockford Career College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

<u>Appropriate</u>	<u>Inappropriate</u>
<u>Uniforms</u>	
<ul style="list-style-type: none"> • Neat • Clean and pressed 	<ul style="list-style-type: none"> • Wrinkled uniform • Dirty, bleached or torn uniform
<u>Shirts, Tops and Jackets</u>	
<ul style="list-style-type: none"> • White T-shirts • White sweaters 	<ul style="list-style-type: none"> • Colored shirts or jackets • Jackets or sweatshirts over uniforms • T-shirts must be tucked in and may not hang below the uniform
<u>Shoes and Footwear</u>	
<ul style="list-style-type: none"> • Non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic) 	<ul style="list-style-type: none"> • Any other shoes
<u>Personal Hygiene</u>	
<ul style="list-style-type: none"> • Fingernails: <ul style="list-style-type: none"> ○ Short cut ○ Natural ○ Neutral colored and well maintained at all times 	<ul style="list-style-type: none"> • No strong perfume or deodorants • Gel or acrylic fingernails • Colored fingernails • Long fingernails
<u>Hair and Hats</u>	
<ul style="list-style-type: none"> • Hair: <ul style="list-style-type: none"> ○ Kept up off shoulders 	<ul style="list-style-type: none"> • Long, loose hair that is not clean • Hats are never appropriate
<u>Jewelry</u>	
<ul style="list-style-type: none"> • Pierced ears <ul style="list-style-type: none"> ○ One (1) earring per ear ○ Earrings should be small and professional ○ Piercings kept to earlobes 	<ul style="list-style-type: none"> • No large hoops • No facial piercings
<u>Tattoos</u>	
<ul style="list-style-type: none"> • Be aware that visible tattoos will impede your job search 	<ul style="list-style-type: none"> • Offensive tattoos must be covered at all times
<u>Rockford Career College ID must be worn at all times</u>	

Trades Programs

Rockford Career College expects all trades students to dress professionally at all times. The dress code is based on the expectations of the employers in the trades fields. Students should maintain a professional appearance by wearing clean, pressed uniforms that have no tears or stains; hair that is kept neat and tied back; black, steel-toed boots and no piercings. Failure to comply with the dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

<u>Appropriate</u>	<u>Inappropriate</u>
<u>Uniforms</u>	
<ul style="list-style-type: none"> • Neat • Clean and pressed 	<ul style="list-style-type: none"> • Wrinkled uniform • Dirty, bleached or torn uniform
<u>Shirts and Jackets</u>	
<ul style="list-style-type: none"> • White t-shirts • Blue jackets (in cold weather) • White or black thermals (in cold weather) 	<ul style="list-style-type: none"> • Colored shirts • Sweatshirts over uniforms • T-shirts must be tucked in and may not hang below the uniform
<u>Footwear</u>	
<ul style="list-style-type: none"> • Black steel-toed boots 	<ul style="list-style-type: none"> • Any other shoes
<u>Hair and Hats</u>	
<ul style="list-style-type: none"> • Hair must be kept neat • Long hair should be tied back 	<ul style="list-style-type: none"> • Hats are never appropriate inside the campus
<u>Tattoos</u>	
<ul style="list-style-type: none"> • Be aware that visible tattoos will impede your job search 	<ul style="list-style-type: none"> • Offensive tattoos must be covered at all times
<u>Jewelry</u>	
<ul style="list-style-type: none"> • Pierced ears <ul style="list-style-type: none"> ○ One (1) earring per ear ○ Earrings should be small and professional • Piercings kept to earlobes 	<ul style="list-style-type: none"> • No facial piercings
<u>Rockford Career College ID must be worn at all times</u>	

Grievance and Appeals Policy

This policy applies to all grievances and appeals which are not based on request for accommodations or academic adjustments due to a disability which are processed pursuant to the ADA and Section 501 of the Rehabilitation Act. Grievance Procedure set forth in the Accommodations Services Handbook. Occasionally, a problem may arise between a student and another party, or with some aspect of the College. Students are encouraged to verbally communicate their concerns to the appropriate person. The following are the steps the student should take to resolve concerns:

Step 1: Communicate with the appropriate instructor or staff member.

Step 2: Communicate with the Campus President. A “Complaint Form” can be obtained from the Campus President or the Education Department.

Step 3: The Campus President will meet with the student to discuss the issue. The Campus President may also meet with the other party(ies) to attempt to resolve the issue.

Step 4: Unresolved concerns may be appealed within fourteen (14) days to the Grievance Committee in writing. The Grievance Committee may be comprised of the following people, but is not limited to, the Campus President, instructor and/or Program Chair.

The following steps must be followed:

- a. All parties involved must complete a “Complaint Form”.
- b. All documentation must be received prior to the meeting.
- c. All persons involved with the incident/complaint will be in attendance.
- d. Testimony will be presented by the student and all other parties involved and will be recorded in the official minutes.
- e. After all testimony is presented, the student and other parties will be excused.
- f. The Grievance Committee has the responsibility for reaching a decision within fourteen (14) days that is in balance with the best interests of both the student and the College.

Step 5:

Other interested individuals or agencies with a concern or grievance should contact Illinois Board of Higher Education. COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION. (Section 37 of the Act) (See Section 1095.250) A student or any member of the public may file a complaint or appeal about this institution with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701, (217) 557-7359. A student who happens to live in Wisconsin may contact the Educational Approval Board, 431 Charmany Drive, Suite 102; Madison, WI 53719, (608) 266-1996.

Step 6 – Medical Assisting Students Only:

Complaints may be submitted to the programmatic accreditor, ABHES. All complaints must be submitted in writing using the ABHES Complaint Form. This form is available from ABHES or at www.abhes.org. The written complaint and supporting documentation must be emailed to info@abhes.org, or mailed to 7777 Leesburg Pike, Suite 314, North Falls Church, Virginia 22043. Complaints must be in sufficient detail and clarity to permit the program to respond effectively and to permit ABHES to make a determination of the facts relating to the complaint. Complaints must be made within 90 days of the last event that is material to the complaint.

Step 7: STUDENT COMPLAINT PROCEDURE

Schools 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 school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. 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 & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Campus President or online at www.accsc.org.

Other interested individuals or agencies with a concern or grievance should contact Rockford Career College administration. This information will then be forwarded to the appropriate department for review and possible resolution.

Student Sexual Harassment Policy

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex including, but not limited to sexual harassment, in any federally funded education institution.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Examples of sexual harassment include but are not limited to unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

Rockford Career College is strongly opposed to sexual harassment and is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Sexual harassment is prohibited by state and federal laws including Title IX.

The Campus President serves as one (1) of the Title IX Coordinators. If students feel that they have experienced sexual harassment, students must report any violations to the Campus President immediately. If the potential sexual harassment incident involves the Campus President, directly or indirectly, the student should report the violation to the Campus President or the Chief Compliance Officer (refer to Step 5 of the Grievance and Appeals policy). The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment in accordance with the College's Student Sexual Harassment Policy. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation. Students, staff and faculty are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints.

Students, staff and faculty are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints.

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

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/>.

Rockford Career College Student Sexual Harassment Policy

Introduction

Rockford Career College, LLC (the “College”) is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the College community should be aware that the College is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of the College’s commitment to providing a harassment- free working and learning environment, this policy shall be disseminated widely 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 promptly and effectively. The College will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person’s or a group’s educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person’s will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the College community, including faculty, staff, students, and non-employees participants in the College community, such as vendors, contractors, and visitors.

Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints. The College will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

Complaint Procedure

Any member of the College community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting the College’s Title IX Coordinator:

Campus	Title IX Coordinator	Phone	Address
Rockford	Campus President	815-965-8616	1130 S. Alpine Road, Rockford, IL 61108

Response to Sexual Harassment Allegations

The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual any student with a sexual harassment complaint should contact the campus Title IX Coordinator immediately. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

False Reports

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Additional Information

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/>.

General Information

Administrative Hours of Operation

Rockford Career College administrative office hours are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

Articulation Agreements

Rockford Career College has entered into an articulation agreement with Upper Iowa University. Further information is listed on the college's website.

Campus Visitors

Parents, spouses, prospective employers/students, etc. are cordially invited to visit the campus at any time with appropriate notice to the College. All visitors must check in at the front desk. To ensure classroom instruction is not disrupted, special arrangements may be made for groups.

Children on Campus

Students may not bring children with them to Rockford Career College. It is disruptive to others and it may be hazardous for the children. Rockford Career College is not equipped to serve children and cannot assume responsibility for them. As a matter of policy, therefore, Rockford Career College does not permit students to bring children to the school.

FERPA

Based on the Family Education Rights and Privacy Act (FERPA), Rockford Career College students (if under 18 years of age, their parents) may request to inspect their academic records by submitting a written request to the Education Department. Rockford Career College will make records available for review within 45 days of receipt of the request. Students may then request amendment of their academic records by notifying the Education Department in writing. After evaluations of these requests, students will be notified in writing of the outcome.

Students may consent to release additional personally identifiable information in their academic records and/or decline release of directory information by completing the form titled Authorization to Release Information.

Rockford Career College will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, Rockford Career College may release student information without student consent to school officials. This includes Rockford Career College officials and those officials of other institutions who have a legitimate educational interest and need the information in order to fulfill their professional responsibilities. The College is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, Rockford Career College will release student information to protect the health and safety of students, staff and faculty.

Rockford Career College's responses to student requests for academic record amendments may be appealed in accordance with the College's Grievances and Appeals Policy. After exhausting all appeals, students who have a grievance regarding the release of their personally identifiable information may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Messages for Students

Rockford Career College is neither staffed nor organized to deliver personal messages to students. Nonetheless, the College realizes the importance of delivering messages regarding medical or police emergencies. To assist students, Rockford Career College will take and deliver messages to students while they are in class, during normal office hours, 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday under the following provisions only: a) the call is a bona fide medical emergency (including calls from child care providers) and/or b) the call is a bona fide police emergency (from an official police agency). The caller will be required to disclose fully the nature of the call.

Non-Discrimination Policy

Rockford Career College is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The College does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its programs and activities. Contact the President of the College with any inquiries and complaints regarding the Non-Discrimination Policy, generally, and the Campus Disability Services Coordinator or AHED Compliance office with any inquiries and complaints relating to discrimination based on disability.

Photo Release

Rockford Career College students give to the College absolute rights and permission to use photographic portraits, pictures or videos of them in character form for advertising or any other lawful purpose.

Placement Release

Monthly, the Career Services Department announces to all campus staff the graduates by name and program who have secured career positions in their field of study. The message is sent via email in a celebratory fashion allowing all campus staff the opportunity to celebrate the career success of graduates. A graduate of Rockford Career College may choose to “opt out” of such announcements by providing a request in writing to the Director of Career Services at the time of or prior to securing employment.

Program Disclosures

To obtain more information about any program regarding Classification of Instructional Programs (CIP) numbers, related occupation information, median debt information, completion rates, and placement rates, please visit <http://www.rockfordcareercollege.edu>.

Report a Criminal Offense

As mentioned above under “Reporting Criminal Actions” the best method of reporting a non-emergency criminal action is to fill out an “Incident Report” which can be obtained from the Campus President or Executive Assistant. A student who wishes may also speak with the College President if further concerns exist. For emergency criminal actions or life threatening situations, call 911.

Security on Campus

As mentioned above, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property on the Rockford Career College Campus. The College does security personnel located on the facilities in the evening hours.

To inform students and employees about campus security procedures, various measures are taken. The catalog, which is updated on an annual basis, is the main source of information pertaining to college policies in regards to campus security.

Rockford Career College is also required to include in their annual campus security reports where information on registered sex offenders may be obtained.

Security Report

In compliance with federal regulations, Rockford Career College is required to disclose crime statistics for the previous three (3) calendar years as part of a campus security report to be published annually by each institution. This report

details statistics regarding campus security issues and is distributed to all faculty, staff and students as a “Campus Security Report”. The report includes information regarding on and off campus offenses, drug awareness and sexual assault programs.

The occurrence of the following crimes must be reported:

- Murder and non-negligent
- Manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Violence Against Women Act
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, Rockford Career College is required to report on liquor law violations, drug law violations and illegal weapons possession. Campus crime statistics must be reported by location: on campus and public property (streets, sidewalks, lots adjacent to campus).

The Rockford Career College Annual Campus Security Report

Rockford Career College is committed to promoting a safe and secure environment for all campus members and visitors. Rockford Career College has developed policies and procedures designed to ensure that every possible precaution is taken to protect persons on campus from harm or theft.

On the Rockford Career College campus, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property. The cooperation and involvement of students and employees in a campus safety program are absolutely necessary.

Crime statistics for the previous three (3) calendar years are available. A daily log, which records all crimes reported to the campus, is maintained by the Campus President and open to public inspection during normal business hours. Limited information may be withheld to protect victim confidentiality. Rockford Career College is also required to provide timely warning/notices of crimes that pose an on-going threat to students and employees.

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Campus President.

Student Housing

Rockford Career College has no responsibility to find or assist students in finding housing. The Student Services Department will be able to provide resources to students upon request.

Academic Programs

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student should anticipate two (2) hours of out-of-class activities for every one (1) hour of lecture.

Course Codes

The six (6) character course number assigned to each course provides substantial information. The first two (2) or three (3) characters are letters that indicate the area of study. They are as follows:

Area of Study		
AH: Allied Health	BA: Business Administration	CM: Construction Management / Manufacturing
COR: Core Curriculum (Trades)	ETC: Electrical	GEN: General Education
MG: Massage Therapy	MBC: Medical Office Billing & Coding	MA / ML: Medical Assistant / Medical
MS: Microsoft	PA: Paralegal	PRM: Project Management
SS: Student Success	TRD: Trades	VET: Veterinary Technician
WLD: Welding		

Undergraduate Programs

The three (3) numeric digits indicate the level of the course. Course numbers that are 100-level, are generally taken early in a program. Course numbers that are 200-level indicate are generally taken later in a program.

Credit Hours

Coursework at Rockford Career College is measured in quarter credit hours.

Quarter Credit Hours

One (1) quarter credit hour equals ten (10) contact hours of lecture, twenty (20) hours of laboratory, or thirty (30) hours of externship.

Contact Hours

One (1) contact hour is fifty (50) minutes.

Program Modification

The College reserves the right to modify the course content, structure, and schedule without additional charges to the student and within regulatory guidelines. The College reserves the right to amend the Catalog and Student Handbook as required.

Programs of Study

Associate of Applied Science in Allied Health

Delivery Method: **Online**

Length: **7 Months**

The purpose of the Associate level degree program in Allied Health is to provide existing healthcare professionals with an opportunity to continue their studies in the healthcare field. In addition to general education courses, this program also offers a course in digital communication strategies which provides students with an opportunity to explore current social media and its use in a professional setting. Additionally, this program includes courses in healthcare management, best practices and diversity issues facing today's healthcare professional. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a professional Allied Health or Allied Health-related field(s) as an office administrator, office manager, or medical administrative support worker.

Program Outcomes:

Throughout this program, students will have the opportunity to:

- Gain a wide knowledge of health care systems here in the US and best practices used as health care professionals and in professional healthcare settings;
- Review and practice management techniques and strategies for the healthcare professional;
- Develop knowledge and skills in technical and professional areas of healthcare;
- Explore current issues and challenges of diversity in a healthcare professional setting;
- Develop general knowledge as a results of the general education courses in the program including critical reading and thinking and ethics.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	Transfer Credit	0	52.0
AH200	Healthcare Systems and Practice in the U.S.	50	4.5
AH210	Management for the Healthcare Professional	50	4.5
AH220	Technical and Professional Issues in Allied Health	50	4.5
AH225	Diversity Issues and Challenges in Healthcare	50	4.5
	Total	200	70.0
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Intro to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN215	Written and Oral Communication	50	4.5
GEN229	Life Science	50	4.5
	Total	250	22.5
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Total	50	4.0
	Grand Total	500	96.5

Associate of Applied Science in Business Administration

Delivery Method: **Online**

Length: **7 Months**

The purpose of the Associate level degree program in Business Administration is to provide existing business professionals with an opportunity to continue their studies in the business administration field. In addition to General Education courses, this program also offers a course in Digital Communication Strategies which provides students with an opportunity to explore current social media and its use in a professional setting. This program also includes courses in strategic and current business methods and practices that support and facilitate effective management in a professional business context. In addition to attendance in all courses, students will be required to complete out-of-class or additional assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a professional business or business-related field(s).

Program Outcomes:

Throughout this programs, students will have the opportunity to:

- Develop a strong and general knowledge base of information through the General Education courses;
- Demonstrate critical thinking strategies and methods in various settings;
- Develop and demonstrate communication effectively in written, oral and digital settings;
- Effectively explore and apply current business practices and strategies that will enhance various professional business settings;
- Gain knowledge in organizational planning and strategic negotiation methods used in current contexts of business;
- Develop skills in current marketing and accounting practices in business.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	53 transferred core credits		53
BA200	Marketing for Managers	50	4.5
BA215	Accounting for Managers	50	4.5
BA220	Organizational Strategic Planning	50	4.5
BA225	Strategic Negotiation for Business	50	4.5
	Total	200	71.0
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN215	Oral and Written Communication	50	4.5
GEN229	Life Science	50	4.5
	Total	250	22.5
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Total	50	4.0
	Grand Total	500	97.5

Associate of Applied Science in Construction Management

Delivery Method: **Online**

Length: **7 Months**

The purpose of the Associate level degree program in Construction Management is to provide existing and credentialed trades professionals with an opportunity to continue their studies in the construction management field. In addition to general education courses, this program also offers a course in digital communication strategies which provides students with an opportunity to explore current social media and its use in a professional setting. Additionally, this program includes courses in construction management, best practices and procedural issues facing today's trade and construction management professional. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a trades-related field.

Program Outcomes:

Throughout this program, students will have the opportunity to:

- Gain a wide knowledge of the management of construction teams;
- Review and practice management techniques and strategies for the trades and construction professional;
- Develop knowledge and skills in safety and contract procedures in the management of a construction project and team of workers;
- Explore current issues and challenges of project planning and costs;
- Develop general knowledge as a results of the general education courses in the program including critical reading and thinking and ethics.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	50 transferred core credits		50
CM200	Crew Leadership and Safety	50	3.5
CM210	Quality Control and Project Supervision	50	3.5
CM220	Project Planning and Contract Management	50	3.5
CM230	Human Relations and Problem Solving	50	4.0
	Total	200	64.5
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN215	Oral and Written Communication	50	4.5
GEN229	Life Science	50	4.5
	Total	250	22.5
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Total	50	4.0
Grand Total		500	91.0

Associate of Applied Science in Paralegal Studies

Delivery Method: **Online**

Length: **7 Months**

The Paralegal Studies Associate's degree (A.A.S.) provides students with an opportunity to continue their Paralegal / legal secretary studies beyond the diploma level. Students entering this program will have successfully completed a diploma in a Paralegal Studies program or its equivalent. In this program, students will complete a foundational grouping of General Education courses in Oral and Written Communication, College Math, Critical Reading and Thinking, History of American Government, Introduction to Psychology, Ethics and Life Science. These general courses provide a helpful knowledge base for students either entering or progressing in the Paralegal profession. Additionally, students will complete core law courses in Human Resources Law, Administrative Law, Intellectual Property and Criminal Law. This combination of general and core subjects provides students with a broad scope of learning and helps prepare students well for success in the Paralegal / legal secretary profession. In addition to attending and participating in all courses, students will be required to complete out-of-class assignments. These assignments may include reading, learning activities, problem solving, research projects and presentations. Students should expect out-of-class homework that equals at least two (2) hours of work for every one (1) hour of class lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a paralegal, legal secretary or paralegal-related field(s).

Program Outcomes:

Upon completion of this program, students should be able to:

1. Understand the implications and practices of Criminal Law, Administrative Law, Human Resource Law and Intellectual Property;
2. Apply the appropriate procedures for accurately creating and editing legal and other documents;
3. Apply information literacy, research and critical thinking skills to areas of paralegal practice;
4. Identify and analyze legal and ethical issues presented within a law office setting;
5. Demonstrate an overall ability in and knowledge of professional communication, and social and customer-focused skills necessary to work effectively in a law office or other professional setting;
6. Develop a strong foundational and general knowledge of the Critical Reading and Thinking, History of American Government, College Math, Oral and Written Communication, Introduction to Psychology, Ethics, and Life Science as well as an effective and professionally-applied use of digital communication tools and social media.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	54 transferred core credits		54.0
PA215	Administrative Law	50	4.5
PA225	Intellectual Property	50	4.5
PA235	Human Resources Law	50	4.5
PA270	Criminal Law	50	4.5
	Total	200	72.0
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Intro to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN215	Oral and Written Communication	50	4.5
GEN229	Life Science	50	4.5
	Total	250	22.5
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Total	50	4.0
	Grand Total	500	98.5

Associate of Applied Science in Veterinary Technician

Delivery Method: **On-Ground / Online**

Length: **24 Months**

The Veterinary Technician Associate's Degree is designed to prepare students with the skills and procedures to effectively contribute to the health and well-being of veterinary patients. Veterinary technicians, while always working under the supervision of a veterinarian, provide many services. Routine duties include restraint of animals, sample collection, nursing care (IV catheter placement, bandage application, medication administration, etc.), feeding of animals, record keeping, office procedures, and client education and communication. Other skills include administration of anesthesia, surgical nursing, radiographic procedures, dental prophylaxis, clinical pathology procedures and medication preparation. The courses in this program address each of these areas and provide opportunity for students to develop and demonstrate the required skills and abilities to work successfully in a professional veterinary context. Successful completion of this program will require students to attend class sessions and to complete all in-class and out-of-class assignments. Such assignments may include reading, projects, papers, and various learning activities and the required AVMA Essential Skills list. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of this AVMA accredited program (see graduation requirements section of the catalog), students can sit for the Veterinary Technician National Exam and gain certification. They can seek or obtain employment as a Certified Veterinary Technician in the veterinary field. The program is designed to prepare the graduate to sit for the Veterinary Technician National Examination (VTNE) for Veterinary Technicians.*

Program Outcomes:

At the completion of this program, students should be able to:

1. Perform patient examinations and collect data on vital signs.
2. Restrain and manage all animals in clinical situations.
3. Calculate, prepare and administer medications by common drug routes and prepare pharmaceuticals as prescribed by a veterinarian.
4. Prepare anesthetic delivery systems, induce anesthesia, monitor patients under anesthesia, manage complications and recover anesthesia.
5. Prepare and maintain the surgical area and assist during surgical procedures.
6. Perform dental prophylactic procedures on dogs and cats.
7. Produce standard diagnostic radiographs.
8. Collect and process samples for diagnostic tests, such as blood chemistries, differentials, culture/sensitivities and EKGs.
9. Perform basic veterinary practice management including computer applications.
10. Recognize and assess behavioral signs of animals and how it relates to husbandry, handling and disease.
11. Educate clients on their animal's health, nutrition, management during illness and preventative medicine as well as euthanasia.
12. Perform nursing care for small, large and exotic species while being advocates for their patient's health.

**The College does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to the College.*

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements (Delivered On-Ground)			
VET109	Veterinary Anatomy & Physiology	40	3.0
VET111	Husbandry & Disease, Small Animals	40	4.0
VET113	Veterinary Anatomy Systems & Functions	40	3.0
VET114	Veterinary Medical Terminology	40	3.0
VET115	Husbandry & Disease, Large Animals	40	4.0
VET127	Large Animal Medical Techniques	50	4.0
VET131	Veterinary Office Management	30	3.0
VET135	Intro to Veterinary Medical Nursing	50	4.0
VET140	Microbiology	50	4.0
VET150	Pharmacology	40	4.0
VET201	Laboratory & Exotic Animal Medicine	30	2.5
VET211	Animal Clinical Procedures	70	5.0
VET221	Clinical Pathology I	50	4.0
VET226	Clinical Pathology II	50	4.0
VET231	Advanced Animal Clinical Procedures	60	4.0
VET240	Principles of Anesthesia	40	4.0
VET246	Radiology	40	3.0
VET255	Principles of Surgery	40	4.0
VET262	Applied Veterinary Surgery & Anesthesia	70	4.0
VET292	VT Externship	280	9.0
		1,150	79.5
General Education Requirements (Delivered Online)			
GEN129	Vet Life Science	50	4.5
GEN201	College Math	50	4.5
GEN204	Intro to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN215	Oral and Written Communication	50	4.5
	Total	250	22.5
Other Requirements (Delivered On-Ground or Online)			
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Total	100	8.0
	GRAND TOTAL	1,500	110.0

Diploma in CNC and Robotic Manufacturing Technology

Delivery Method: **On-Ground**

Length: **10 Months**

The CNC and Robotic Manufacturing Technology diploma programs prepares students to apply technical knowledge and skills to perform CNC set-up, operation, and programming, fixture design and inspection techniques utilizing focused on milling and turning centers as well as preparing the student for a manufacturing environment. This includes instruction in CNC terminology, set-up, programming, operations, and troubleshooting; blueprint reading; machining; lathe and mill operations; technical mathematics; computer literacy; CAD/CAM systems; shop and safety practices; equipment capabilities; and regulations and laws. Additionally, students are prepared in the area of robotic and physical manufacturing technology and materials used currently in the manufacturing industry. Before the completion of the program, students are prepared for the opportunity to complete testing for a certification in the field of manufacturing technology. In addition to attending courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a manufacturing technology or manufacturing technology- related field(s). The program is completed with a capstone project where the student demonstrates the ability to complete an actual project where they are required to choose a project, program, fixture, and machine and inspect both turned and milled part(s).

Program Outcomes:

Upon completion of this program, students should be able to:

- Effectively read and interpret blueprints for machine tool applications
- Perform CNC lathe programming operations
- Perform CNC milling programming operations
- Develop CAD/CAM programming applications
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace
- Prepare for NIMS Machining Certification

Course Code	Course Title	Contact Hours	Quarter Credit Hours
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
CM100	Blueprint Reading	50	4.0
CM110	Mathematics for Manufacturing Occupations	50	4.5
CM115	Basic Machining	50	4.0
CM120	Metallurgy	50	4.0
CM125	Metrology Techniques and GD&T	50	4.5
CM130	Mechanical Design and Producibility	50	4.0
CM135	Introduction to CNC/CAD Turning and Milling	50	4.0
CM140	CNC Programming - Turning (HAAS)	50	3.5
CM145	CNC Programming – Milling (HAAS)	50	3.5
CM150	Fixture Design and Tooling	50	4.0
CM155	Continuous Improvement – Lean Manufacturing	50	4.0
CM160	Operations and Material Management	50	4.0
CM170	Robotics and Cellular Manufacturing/Capstone Project and Certification Review	100	8.0
	TOTALS	800	64.0

Diploma in Contemporary Business Administration

Delivery Method: **Online**

Length: **10 Months**

The diploma program in Contemporary Business Administration is designed to provide an opportunity for students to develop knowledge and skills relevant and required in professional business environments. This diploma address contemporary business administration practices and approaches that maximize resources including human participants, time, money, and technology to meet business goals and deadlines. Students will be given an opportunity to learn about and use these techniques within parameters utilized in contemporary business offices and projects. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business-related field.

Program Outcomes:

Upon completion of this program, students should be able to:

- Demonstrate and understand foundational business management practices and approaches;
- Effectively and efficiently meet project deadlines and success criteria with specific guidelines provided by the instructor;
- Demonstrate effective use of current technology and software utilized in contemporary business environments;
- Demonstrate an understanding of the financial principles and practices used in business projects and environments;
- Understand ways in which human resources can be maximized within a business environment;
- Manage conflict and processes of change within a business environment;
- Understand and demonstrate transformational leadership principles;
- Manage working teams within the scope of business projects and environments.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
MS110	Microsoft Word	50	3.0
MS120	Microsoft Excel	50	3.0
MS130	Microsoft Outlook & Office Communication	50	4.0
MS140	Microsoft PowerPoint	50	3.0
PRM110	Intro. to Cont. Business Mgt.	50	4.0
PRM120	Managing Change	50	4.0
PRM140	Building Effective Teams	50	4.0
PRM160	Leading Continuous Improvement in Operations	50	4.0
PRM210	Finance for Operations Managers	50	4.0
PRM220	Ethics and Social Responsibility	50	4.0
PRM230	Human Resource Management for Operations Managers	50	4.0
PRM240	Operations and Facilities Management	50	4.0
PRM260	Business Communications and Knowledge Management	50	4.0
PRM270	Transformational Leadership	50	4.0
	TOTALS	800	61.0

Diploma in Electrical Technician

Delivery Method: **On-Ground**

Length: **10 Months**

The diploma program in Electrical Technician is designed to provide an opportunity for students to develop knowledge and skills relevant and required in an electrical technician working context. This includes mastery of various skills such as: electrical safety, electrical theory and drawings, device boxes and conduit bending, among others. Students will also have the opportunity to explore, practice and apply skills in successful study strategies and time management and professional preparation for the field. In addition to attending courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, relevant projects and skill development activities. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an electrical technician or electrical technician-related field(s).

Program Outcomes:

This program will provide students with the opportunity to:

- Gain knowledge of general trades skills and crafts;
- Develop competency in electrical safety codes, procedures and practices;
- Gain understanding of electrical theory;
- Review and practice electrical drawings uses and applications;
- Gain awareness of and ability to manage time and project work;
- Gain professional preparation for work in the electrical technician field.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
COR100	Core Curriculum: Craft Skills	50	4.0
ETC100	Electrical Safety, DC & NEC	50	4.0
ETC101	Electrical AC/DC Theory and Test Equipment	50	3.0
ETC102	Electrical Drawings and Load Calculations	50	3.5
ETC103	Hand Bending, Motors & Motor Controls	50	3.5
ETC104	Device Boxes and Advanced Controls	50	3.5
ETC105	Conduit Bending and Lighting	50	3.5
ETC106	Conductors and Lighting	50	3.5
ETC107	Branch and Feeder Calculations	50	3.5
ETC108	Motors and Motor Protection	50	3.5
ETC109	Transformers and Standby Systems	50	3.5
ETC110	Specialty Transformers and HVAC Controls	50	3.5
ETC111	Motor Operations	50	3.5
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
TRD100	Core Curriculum: Trade Skills	50	4.0
	TOTALS	800	58.0

Diploma in Massage Therapy

Delivery Method: **On-Ground**

Length: **10 Months**

The diploma program in Massage Therapy is designed to provide a professional and participatory learning environment that delivers theoretical training and practical application of massage therapy skills relevant and required for entry level positions as Massage Therapists. The use of appropriate office technology is integrated in this courses as well as professional practices and modalities necessary to perform effectively in the massage field. Successful completion of this program includes attendance at class sessions and completion of all in-class and out-of-class learning activities and assignments. These may include projects, papers, learning activities and presentations. Students should expect out-of-class work that equals to 2 hours for every 1 hour of lecture / lab. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a massage therapy or massage therapy- related field(s).

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate appropriate professionalism, including oral and written communication skills required in a professional massage environment;
2. Understand and articulate legal and ethical standards and guidelines as well as regulations in the massage field;
3. Understand and apply the knowledge of anatomy and physiology, kinesiology and other therapeutic approaches utilized in the massage industry;
4. Evaluate and utilize specific client / patient information gathered from health history sources;
5. Demonstrate an understanding of pathologies and recognition of conditions presented by clients/patients in order to implement safe and effective practices in massage therapy;
6. Perform administrative tasks as required.
7. Perform a client-centered, therapeutic massage.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MG107	Massage Techniques	50	3.0
MG108	Massage Techniques: Spa	50	3.0
MG109	Massage and Special Populations	50	4.0
MG112	Deep Tissue Therapy	50	3.0
MG113	Allied Modalities	50	4.0
MG115	Licensing Exam Review and Clinicals	150	8.0
MG116	Massage Business Ethics and Law	50	4.0
ML104	Massage Foundations	50	4.0
ML105	Anatomy & Physiology	50	4.0
ML106	Pathophysiology	50	4.0
ML107	Kinesiology	50	4.0
ML108	Pathology	50	4.0
ML109	Bodyworks Survey	50	4.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	TOTALS	850	61.0

Diploma in Medical Assistant

Delivery Method: **On-Ground**

Length: **10 Months**

This diploma in Medical Assistant is designed to provide students with the opportunity to gain knowledge and skills required for entry level positions in the medical assistant profession. The diploma program includes training in office administration procedures and technology required in medical offices. The certificate program includes a 170-hour externship with 160 hours in a local clinic, hospital, or physician's office to provide students with practical and real-life experience working in a medical office environment and practicing professional procedures as required. 10 hours are expected on campus as scheduled and directed to complete the externship requirements. Successful completion of this program will require students to attend class sessions and to complete all in-class and out-of-class assignments. Such assignments may include reading, projects, papers, and various learning activities. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a Medical Assistant related field.

Program Outcomes:

1. Upon successful completion of this program, students should be able to:
2. Demonstrate a required level of professionalism and skill in both written and oral communication and collaborative skills appropriate to a professional work environment;
3. Accurately articulate the legal and ethical standards as well as procedures and regulations appropriate to the medical assisting field;
4. Understand and demonstrate the appropriate skills required in a medical office;
5. Demonstrate the clinical skills, diagnostic procedures and operational functions or medical assisting as defined by state and local regulations and/or licensure requirements;
6. Demonstrate effective administrative tasks and procedures as required in a medical office.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MA102	Patient Care	50	3.5
MA103	Pharmacology and Pathology	50	4.0
MA104	Specimen Collection and Analysis	50	3.5
MA105	Ethical Decision Making in Healthcare	50	4.0
MA106	MA Technology Fundamentals	50	4.0
MA112	MA Externship	170	6.0
ML101	Medical Terminology and Systems	50	4.0
ML102	Administrative Procedures	50	4.0
ML103	Medical Office Emergencies	50	4.0
ML111	Minor Surgical Procedures	50	3.5
ML112	Medical Law for MA	50	4.0
ML114	Medical Billing Fundamentals	50	4.0
ML115	Cardiac Care	50	3.5
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	TOTALS	870	60.0

As a condition of graduation, all Medical Assistant program students must attempt a certification examination within 30 days prior to their expected date of program completion. Acceptable examinations include the CMA (AAMA) examination offered through the American Association of Medical Assistants and the RMA examination offered through American Medical Technologists. Official proof of completion of examination must be presented to the Program Chair in order to process a request to graduate. A certification examination must be attempted at least once prior to confirmation of graduation.

Diploma in Medical Office Billing and Coding

Delivery Method: **Online**

Length: **10 Months**

The curriculum featured in the Medical Billing and Coding program is designed to provide students with a “hands-on” approach to gaining the skills and knowledge necessary to perform the functions of a medical office biller/coder, while understanding the professional and ethical responsibilities required of the profession. Topics covered in this program include: medical law, CPT, ICD, and HCPCS coding, insurance claim processing, among others. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in Medical Office Billing and Coding related field.

Program Outcomes:

1. Demonstration and knowledge of coding and insurance billing by using current CPT, ICD, and HCPCS code books;
2. Demonstration of ability in diagnostic and procedural coding;
3. Management of proper medical documentation;
4. Developed understanding of information regarding private insurance and managed care systems;
5. Developed understanding of hospital billing practices and processes;
6. Demonstration of effective and appropriate ethical behavior and professionalism befitting the medical biller/coder;
7. Ability in communication and collaborative skills necessary for effective interaction with other members of the medical team;
8. Ability in critical thinking skills;
9. Awareness and support of the Medical Office and Billing/Coding profession.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
MBC101	Procedural Medical Terminology	50	4.0
MBC102	General Anatomy & Physiology	50	4.0
MBC107	Health Care Informatics	50	3.5
MBC105	Health Care Records – Ethical Practices	50	3.5
MBC106	Regulatory Issues in Health Information	50	4.0
MBC108	Medical Insurance Processing and Coding	50	4.0
MBC103	Medical Coding - Diagnosis	50	4.0
MBC104	Medical Coding -Procedural	50	4.0
MBC109	Pathophysiology	50	4.0
MBC110	Pharmacology	50	4.0
MBC111	Claims Analysis	50	4.0
MBC112	Medical Coding – Institutional Billing and Reimbursement	50	4.0
MBC113	Medical Office Externship	120	5.0
	TOTALS	820	60.0

Diploma in Paralegal Studies

Delivery Method: **Online**

Length: **10 Months**

The Paralegal Studies Diploma program provides students with an opportunity to gain knowledge in the Paralegal / legal secretary profession and to seek entry-level employment as paralegals in law offices and government agencies. The course work addresses the broad scope of current legal areas as well as principles of U.S. law, legal terminology and documentation, legal software, reasoning, research, writing skill development and professional standard and ethics.. In addition to attending and participating in all courses, students will be required to complete out-of-class assignments. These assignments may include reading, learning activities, problem solving, research projects and presentations. Students should expect out-of-class homework that equals at least two (2) hours of work for every one (1) hour of class lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a paralegal or paralegal-related field(s).

Program Outcomes:

Upon completion of this program, students should be able to:

1. Identify and apply strategies for personal, academic, and professional success;
2. Apply the appropriate procedures for accurately creating and editing legal and other documents;
3. Apply information literacy, research and critical thinking skills to areas of paralegal practice;
4. Identify and analyze legal and ethical issues presented within a law office setting;
5. Demonstrate and overall ability in and knowledge of professional communication, social and customer-focused skills necessary to work effectively in a law office or other professional setting.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
PA115	The Legal System and Terminology	50	4.0
PA140	Ethics and Technology in the Law Office	50	4.0
PA200	Legal Research and Writing	50	4.0
PA180	Evidence	50	4.0
PA190	Contract Law	50	4.0
PA210	Civil Litigation	50	4.0
PA220	Business Organizations	50	4.0
PA230	Family Law	50	4.0
PA240	Real Estate Law	50	4.0
PA250	Probate Law and Estate Administration	50	4.0
PA260	Tort Law	50	4.0
PA280	Bankruptcy Law	50	4.0
PA290	Paralegal Externship	180	6.0
	TOTALS	880	62.0

Diploma in Welding

Delivery Method: **On-Ground**

Length: **10 Months**

The diploma program in Welding is designed to provide an opportunity for students to develop knowledge and skills relevant and required in to work as a welder. This includes mastery of various skills such as: essentials of welding theory, SMAW and GTAW specifics, thermal cutting, and general craft and trade skills. Students will also have the opportunity to explore, practice and apply skills in successful study strategies and time management and professional preparation for the field. In addition to attending courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, relevant projects and skill development activities. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a welding or welding-related context of work.

Program Outcomes:

This program will provide students with the opportunity to:

- Gain knowledge and understanding of current theories and uses of welding techniques and skills;
- Review and practice general trade and craft skills;
- Gain competency in SMAW and GTAW, GMAW and FCAW plates and fillets;
- Gain competency in pipe welds;
- Thermal cutting and metal preparation techniques and skills.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
COR100	Core Curriculum: Craft Skills	50	4.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
TRD100	Core Curriculum: Trade Skills	50	4.0
WLD100	Essentials of Welding	50	4.5
WLD101	Thermal Cutting and Metal Preparation	50	3.5
WLD102	SMAW Beads and Fillets (6010)	50	3.0
WLD103	SMAW Beads and Fillets (7018)	50	3.0
WLD104	SMAW Plate Certification	50	3.0
WLD105	SMAW Open V-Groove Welds	50	3.0
WLD106	GMAW Plate	50	3.0
WLD107	FCAW Plate	50	3.0
WLD108	GTAW Plate (Fillets)	50	3.0
WLD109	GTAW Plate (Groove) and Metallurgy	50	3.0
WLD110	SMAW 2-G, 5-G Pipe Welds	50	3.0
WLD111	GMAW 2-G, 5-G Pipe Welds	50	3.0
	TOTALS	800	54.0

Course Descriptions

AH200 Healthcare Systems and Practice in the U.S.

4.5 quarter credit hours

Prerequisites: None

This course provides an analysis of health care demands, cost, supply and recipients and customer-focused healthcare practices. Various healthcare settings are explored and organizational structures within each. The concept of managed care is addressed as well as foundational principles of professional communication and performance.

AH210 Management for the Healthcare Professional

4.5 quarter credit hours

Prerequisites: None

Overview of issues and skills involved in effectively managing the health care professional. Team building and cross-discipline communication and collaboration will be addressed. The course will focus on the development of leadership and management skills in various healthcare settings.

AH220 Technical and Professional Issues in Allied Health

4.5 quarter credit hours

Prerequisites: None

Identification and analysis of current issues facing the allied health disciplines, including reimbursement policy, scope of practice, changing educational criteria, credentialing, professional encroachment, medical errors and interdisciplinary teams. Current data software will be addressed including spreadsheet creation and maintenance.

AH225 Diversity Issues and Challenges in Healthcare

4.5 quarter credit hours

Prerequisites: None

This course addresses the general diversity challenges that exist in current healthcare settings. Intercultural health care principles, focusing on cultural influences on biological, psychological, sociological, intellectual and spiritual dimensions of individuals will be explored. Specific attention will be provided to historical perspectives on contemporary cultural health care.

BA200 Marketing for Managers

4.5 quarter credit hours

Prerequisites: None

This course provides an in-depth exploration and practical application of basic marketing tools. These include product policy, pricing, promotion, distribution, sales management, and customer segmentation and retention. In most classes, we will analyze case studies that require us to identify marketing opportunities, refine value propositions, select customer segments and develop marketing programs for a variety of management situations. The course also includes a number of creative and analytic assignments, including a quarter-long, group assignment.

BA215 Accounting for Managers

4.5 quarter credit hours

Prerequisites: None

This course focuses on communication and decisions making within an organization (as opposed to financial accounting, which focuses on accounting information for decision-makers external to the firm). The quality of communication is an important determinant of success for most organizations, and much of the communication of quantitative information relies on the language and tools of managerial accounting. The overall objective of the course is to provide you with the concepts and tools needed to understand, apply, and explain accounting information for managerial decision.

BA220 Organizational Strategic Planning

4.5 quarter credit hours

Prerequisites: None

This course provides an overview and applications of strategic planning, theories, methods, and group processes in different organization environments. Starting with forecast and scenarios to developing mission, vision and value statements. Development of strategies to achieve the vision(s).

BA225 Strategic Negotiation for Business**4.5 quarter credit hours***Prerequisites: None*

Many people are turned off by sales and negotiations, but they can both be fun. Upon successful completion of this course students will be significantly more comfortable with sales and negotiations. Student will examine the sales process and techniques used to maximize returns for both sides of the table. This course focuses on tracking sales accounts, projecting outcomes, and negotiating agreements.

CM100 Blueprint Reading**4.0 quarter credit hours***Prerequisites: None*

In this course, blueprint reading, geometric dimensions and tolerances, projections and views are introduced. Students are encouraged to develop skills in technical sketching and the use of precision measuring instruments. Emphasis is placed on concepts of quality control and quality assurance and inspection planning.

CM110 Mathematics for Manufacturing Occupations**4.5 quarter credit hours***Prerequisites: None*

This course addresses the solving of mathematical problems relevant to the field of computerized manufacturing and robotic manufacturing technology. The course spans the various areas of applied algebra, geometry and trigonometry as well as decimals, fractions, percentages and proportions as they relate and help solve trade and manufacturing-related math problems.

CM115 Basic Machining**4.0 quarter credit hours***Prerequisites: None*

The Basic Machining course is designed to introduce the student to the basics of machining. This includes the processes of work holding, milling, drilling, speed rates, chip loads, basic fixture design, basic CNC concepts, and inspection of machined features, basic shop etiquette and safety.

CM120 Metallurgy**4.0 quarter credit hours***Prerequisites: None*

In this course, students will have the opportunity to review the functions of the metallurgical laboratory and equipment including mechanical testing, metallography, heat treatment and extractive metallurgy. Basic principles concerning materials science including atomic and crystal arrangements and their effect on mechanical properties are addressed as well as metals and alloys classification systems.

CM125 Metrology Techniques and GD&T**4.5 quarter credit hours***Prerequisites: CM100 / CM110 / CM115 / CM120*

This course includes concepts of inspection of machined parts, tools included are micrometers, calipers, functional gauges including plug gage and pin sets, air columns, positional functional gages and CMM verification. Also included in this course is an in depth overview of Geometric Dimensioning and Tolerancing (GD&T) which is heavily utilized in modern machining practices.

CM130 Mechanical Design and Producibility**4.0 quarter credit hours***Prerequisites: CM100 / CM110 / CM115 / CM120*

Concepts and importance of design are explored within this course. The student is introduced to the concepts of design for manufacturability both in the ability to physically make the part, as well as manufacture the part profitably. The student is also introduced to calculation of tolerance stackups as these can be a hindrance to the manufacturability of the part.

CM135 Introduction to CNC/CAD Turning and Milling**4.0 quarter credit hours***Prerequisites: CM100 / CM110 / CM115 / CM120*

Throughout this course, students are introduced to automated design (CAD) and automated machining (CNC) concepts utilized in the manufacture of machined parts. This includes G-Code programming, solid modelling, 2D and 3D blueprints, part holding, programming and processing of machined parts.

CM140 CNC Programming – Turning (HAAS)**3.5 quarter credit hours***Prerequisites: CM100 / CM110 / CM115 / CM120*

Utilizing the partnership with HAAS, this course includes concepts of CNC lathe machining, setup and operations. Tooling and work-holding systems and the basics of manual part programming for drilling, turning and threading operations using G codes are also addressed. Hands on practice is included in this course. This course is key to the capstone project for the student.

CM145 CNC Programming – Milling (HAAS)**3.5 quarter credit hours***Prerequisites: CM100 / CM110 / CM115 / CM120*

Utilizing the partnership with HAAS, this course includes concepts of CNC milling machining, setup and operations. Tooling and work-holding systems and the basics of manual part programming for drilling, turning and threading operations using G codes are also addressed. Hands on practice is included in this course. This course is key to the capstone project for the student.

CM150 Fixture Design and Tooling**4.0 quarter credit hours***Prerequisites: CM100 / CM110 / CM115 / CM120*

In this course, students will have the opportunity to review the functions of fixture design and tooling. The student will design the fixtures needed for his/her capstone project. Students will also select the tooling needed. Hands on practice is provided in this course and is key to the capstone project.

CM155 Continuous Improvement – Lean Manufacturing**4.0 quarter credit hours***Prerequisites: CM100 / CM110 / CM115 / CM120*

Throughout this course, students are challenged to learn and implement Lean/CI journey into their mindset and apply those concepts to the manufacturing environment.

CM160 Operations and Materials Management**4.0 quarter credit hours***Prerequisites: CM100 / CM110 / CM115 / CM120*

This course presents students with a complete overview of the business operations. Included are concepts of finance, planning, inventory, safety, sales and marketing.

CM170 Robotics and Cellular Manufacturing/Capstone Project and Certification Review**8.0 quarter credit hours***Prerequisites: CM100 / CM110 / CM115 / CM120 / CM125 / CM130 / CM135 / CM140 / CM145 / CM150 / CM155 / CM160*

This course is the capstone to the CNC / Robotics degree. The student is presented with the basics of robotics and how this technology advances productivity in the machine shop environment. Here the student demonstrates their ability to plan, program, and manufacture machined parts utilizing basic machining practices as well as CNC/CAD programming and machining competencies. The student is also introduced to the NIMS certification exam and prepared to test for the NIMS certification.

CM200 Crew Leadership and Safety**3.5 quarter credit hours***Prerequisites: None*

The course covers basic leadership skills and explains different leadership styles, communication, delegating, and problem solving. Job-site safety and the crew leader's role in safety are discussed, as well as project planning, scheduling, and estimating. Includes performance tasks to assist the learning process

CM210 Quality Control and Project Supervision**3.5 quarter credit hours***Prerequisites: None*

This course defines different types of quality control in a professional job-site context. Throughout the course, explanations are provided as to how to incorporate quality and safety through effective communication, document control, and inspections protocols and procedures.

CM220 Project Planning and Contract Management**3.5 quarter credit hours***Prerequisites: None*

This course addresses the importance of formal job planning and creating a performance-based work environment. The Work Breakdown Structure (WBS) as the foundation that identifies deliverables, tasks, and time are included. Additionally, the course introduces the basics of quality control and defines the roles and responsibilities of an effective team and how to allocate resources.

CM230 Human Relations and Problem Solving**4.0 quarter credit hours***Prerequisites: None*

This course focuses on the communication process and developing effective communication and leadership skills. Throughout the course, problem solving for decision making will be addressed, defined, and practiced. Additionally, the potential of human relations difficulties and how to resolve them will be addressed

COR100 Core Curriculum: Craft Skills**4.0 quarter credit hours***Prerequisites: None*

This course introduces the students to skills commonly used in construction crafts. In Basic safety, trainees will learn how to identify and follow safe work practices and procedures as well as how to properly inspect and use safety equipment, used in the trade. They will learn proper procedures in the use and maintenance of both Hand, and Power Tools found in construction. Students will be introduced to the methods and procedures used in the selection and installation of Circuit Breakers and Fuses. They will also learn Materials Handling techniques, important skills used on job sites.

ETC100 Electrical Safety, DC & NEC**4.0 quarter credit hours***Prerequisites: TRD100 / COR100*

Students will be introduced to the different sectors of the trade and types of work to be found in the field. Electrical safety rules and regulations including hazardous conditions are covered. The student is introduced the NFPA70 (National Electric Code). DC electrical circuits and electrical theory are introduced, direct-current (DC) circuits. Subject matter includes atomic structure and electron flow theory, electrical units of measure for DC circuits, Ohm's Law, Kirchoff's Law, DC power calculations, and a survey of various DC devices and apparatuses,

ETC101 Electrical AC/DC Theory and Test Equipment**3.0 quarter credit hours***Prerequisites: TRD100 / COR100*

This course introduces the student to the basic theory and application of AC Theory, and the operation/use of Electrical test equipment. The methods and procedures used when making conductor terminations and splices are introduced.

ETC102 Electrical Drawings and Load Calculations**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

Construction Drawings are expanded to include electrical drawings. Selection and applications of cable tray are presented. Procedures for low voltage topics including voice, data, and video are explained. Load Calculation of feeders and services are described.

ETC103 Hand Bending, Motors & Motor Controls**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

This course introduces the student to the various types of motors including ratings, motor enclosures, and braking requirements. Conduit bending is introduced along with Motor Controls.

ETC104 Device Boxes and Advanced Controls**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

This module explains how to select and size outlet boxes, pull boxes, and junction boxes according to NEC (NFPA70) requirements. NEC requirements are stressed in the selection of various types and applications of raceways, wireways, and ducts. Advanced Controls are introduced to the student.

ETC105 Conduit Bending and Lighting**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

The Student is introduced to the various types of devices and installation procedures used in residential wiring. The selection of pull/junction boxes is introduced based on NEC regulations. Conduit bending exercises continue and the methods and procedures used in the handling and installation of different types of lamps and lighting fixtures are introduced.

ETC106 Conductors and Lighting**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

The Student will learn the types and applications of conductors. The module also introduces tools, materials, and techniques used in conductor installations. Practical applications of lighting are introduced to the student.

ETC107 Branch and Feeder Calculations**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

This course explains the NEC installation requirements for electric generators and storage. NEC requirements for branch and feeder circuit calculations are introduced. The Student will be introduced to Control Systems and Fundamental Concepts including the NEC requirements and procedures used in the selection and installation of contactors and relays.

ETC108 Motors and Motor Protection**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

The Student is introduced to the procedures used when sizing and selecting overcurrent protection according to the applicable NEC requirements. This module also presents the methods and procedures related to distribution equipment including grounding, switchboard testing and maintenance, ground fault sensing, and interpreting electrical drawings. This module introduces the calculations used to size motor branch and feeder circuits, overcurrent protection, and disconnects.

ETC109 Transformers and Standby Systems**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

The methods and procedures used in selecting and wiring transformers are introduced in this module. The Student uses the NEC requirements and general installation considerations for the selection of Commercial Electrical Services and for Standby and Emergency Systems.

ETC110 Specialty Transformers and HVAC Controls**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

This module introduces the student to the backup power and special communication systems and wiring devices necessary for health care facilities. Fire alarm systems introduced include fire alarm control units, Digital Alarm Communicator Systems (DACS), installation wiring for alarm initiating and notification devices, and alarm system maintenance. Troubleshooting HVAC systems and their controls and NEC requirements are presented to the student

ETC111 Motor Operations**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

Heat tracing systems along with their applications and installation requirements are introduced in this module. The Student is introduced to basic motor operation and maintenance. Medium voltage terminations and splices are presented in this module.

GEN129 Veterinary Life Science**4.5 quarter credit hours***Prerequisites: None*

This lecture course prepares the veterinary assistant or veterinary technician who requires development in basic science for courses in anatomy, physiology, pharmacology, anesthesiology, and clinical pathology. Anatomy of the cell and microscopic tissues will be analyzed.

GEN201 College Math**4.5 quarter credit hours***Prerequisites: None*

This course provides students with an opportunity to not only discover how to solve general mathematical problems, but also how to apply what they've learned to problem solving in everyday situations. College Math covers a range of mathematical topics, including: polynomials, rational expressions, quadratic and linear equations, conic sections, functions, and systems of equations, as well as statistical graphs and data use and analysis. Students will also have the opportunity to explore how critical thinking can be enhanced with knowledge of Mathematics.

GEN204 Intro to Psychology**4.5 quarter credit hours***Prerequisites: None*

This course provides students with an overview of the field of psychology, including the history and science of the field; theories of personality; heritage and cultural influences throughout the life span; consciousness and mental states; perception, memory, learning and intelligence; psychological disorders and treatments; emotion, stress and health

GEN212 History of American Government**4.5 quarter credit hours***Prerequisites: None*

This course introduces students to the American political system from local to state and federal levels of government. It covers the making of laws, the institutions, rights and liberties of federal citizenship, policy formulation, diverse political groups, and key issues. The course covers the historical background of the Declaration of Independence, Articles of Confederation, and the struggles to ratify the Constitution of 1787. The course also covers significant historical events and doctrines. The course emphasizes how government affects us, as well as how we can affect change in government via responsible citizenship.

GEN215 Oral and Written Communication**4.5 quarter credit hours***Prerequisites: None*

This course prepares students for oral and written communication in both college and career contexts. Students will have the opportunity to develop oral communication skills by developing a working understanding of the fundamentals of communication, and researching and preparing persuasive and informative speeches and presentations. Foundational skills include understanding the communication process and perceptions, different uses of language, types of nonverbal communication, the importance of listening, and the function of communication in effective teamwork. Written communication will be explored by composing essays and shorter writings with an emphasis on the writing process and using effective rhetorical strategies. Students will examine the importance of understanding audience, purpose, genre, style, and professionally appropriate documentation.

GEN229 Life Science**4.5 quarter credit hours***Prerequisites: None*

This course prepares the student with a general knowledge of biological science. The course emphasizes the interdependence of various organisms with each other and the environment, and relates information to current issues including the impact of humans on the world around us.

MA102 Patient Care**3.5 quarter credit hours***Prerequisites: None*

This course introduces the medical assistant's role in patient care. Emphasis is placed on assisting with physical examinations, obtaining vital signs and anthropometric measurements, preparation and maintenance of exam rooms, and assisting in life span specialties. Medical documentation is also introduced.

MA103 Pharmacology and Pathology**4.0 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces the principles of pharmacology. Emphasis is placed on drug classification and dosage calculation, routes and methods of drug administration, prescription management, and abbreviations used in pharmacology.

MA104 Specimen Collection and Analysis**3.5 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces the proper handling, collecting, transportation, and testing of various types of specimens. Emphasis is placed on specimen collection and analysis, including equipment and procedures. Hematology, phlebotomy, microbiology, and nutritional concepts as they pertain to organ systems and pertinent tissues are presented.

MA105 Ethical Decision Making in Healthcare**4.0 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces Allied Health students to a practical framework for ethical decision making in a healthcare environment. This is a scenario-based course and students review various case studies to identify appropriate decision making practices.

MA106 MA Technology Fundamentals**4.0 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces students to personal computer systems using Microsoft Windows© and its applications, such as desktop features, search capabilities, and file management. The course also introduces students to creating, editing and formatting documents and spreadsheets, word processing, and presentation software.

MA112 MA Externship**6.0 quarter credit hours***Prerequisite: MA102 / MA103 / MA104 / MA105 / MA106 / ML101 / ML102 / ML103 / ML111 / ML112 / ML114 / ML115*

This is an advanced course applying medical assistant skills at a sponsoring medical facility. The course provides 160 hours of supervised work involving medical assistant practical/procedural skills, medical office management skills, and career professionalism. Students will be expected to perform entry-level medical assisting duties, as assigned by the designated supervisor. The course also provides 10 hours at the campus.

MBC101 Procedural Medical Terminology**4.0 quarter credit hours***Prerequisites: None*

This course provides students with an opportunity to become familiar with medical terminology required to function successfully as a medical biller/coder. This is a foundational study of basic medical terminology and is designed to provide the student with a basic knowledge and understanding of medical language used by health professionals.

Students learn how to construct medical terms using Greek and Latin prefixes, suffixes, word roots and combining forms. Emphasis is on word recognition and spelling.

MBC102 General Anatomy & Physiology**4.0 quarter credit hours***Prerequisites: None*

This course is designed to give the students a basic understanding of human anatomy and physiology required for work as a Billing and Coding specialist. In this course, a study of the essential principles of human anatomy and physiology is presented, including basic chemistry, cell, and tissue studies. Systems covered in this course include integumentary, skeletal, muscular, neurological, genitourinary, reproductive, and digestive. The course is designed to help unify anatomy and physiology concepts, stimulate critical thinking, and motivate students to master new vocabulary as they learn about the connectedness of human structure and function.

MBC103 Medical Coding – Diagnosis**4.0 quarter credit hours***Prerequisites: MBC101 / MBC102*

This course is an introduction to ICD -9-CM and ICD-10-CM (International Classification of Diseases 10th Revision Clinical Modification) coding classification systems that classify morbidity and mortality information. In the course students will discover how to code medical diagnoses for medical insurance claims. Emphasis is placed on utilizing anatomy, physiology, and pathology in the selection of proper codes.

MBC104 Medical Coding**4.0 quarter credit hours***Prerequisites: MBC101 / MBC102*

This course is designed to introduce students to the CPT (Current Procedural Terminology) coding and classification systems developed by the American Medical Association. Medical services, procedures and treatment performed for patients are transcribed into CPT numeric codes. Main topics covered in this course include: CPT coding procedures,

section guidelines, medicine section, modifier usage, and HCPCS (Health Care Common Procedural Coding System). Emphasis is placed on Evaluation & Management, HCPCS Coding, Radiology, Pathology and Laboratory, and Medicine.

MBC105 Health Care Records – Ethical Practices **3.5 quarter credit hours**

Prerequisites: MBC101 / MBC102 / MBC103 / MBC104

This course is designed to provide students with the basic concepts for correctly dealing with patient health information as currently practiced in health care and medical offices. Emphasis is placed on procedural and strategies knowledge and skills including: privacy, security regulations, fraud and overall industry compliance.

MBC106 Regulatory Issues in Health Information **4.0 quarter credit hours**

Prerequisites: MBC101 / MBC102 / MBC103 / MBC104

Legal and regulatory issues in health care are addressed in this course. Emphasis is placed on delivery of health care services and documentation of care. The rights and responsibilities of providers, employees, payers, and patients in a health care context are explored and addressed. Legal terminology pertaining to civil liability and the judicial and legislative processes are also covered in this course.

MBC107 Health Care Informatics **3.5 quarter credit hours**

Prerequisites: MBC101 / MBC102 / MBC103 / MBC104

This is a review course in health care informatics which include: the use of computers, general and professional communication and information technologies and practices. These skills are combined with operational systems used in problem solving, decision-making, and health care process improvement. Throughout the course the following topics will be explored and applied: data management, requirements and tools in health care delivery, information technology, and the emerging field of health informatics.

MBC108 Medical Insurance Processing and Coding **4.0 quarter credit hours**

Prerequisites: MBC101 / MBC102 / MBC103 / MBC104

This course introduces the student to insurance and billing, and completion of the CMS 1500 claim form. Students will learn key concepts related to specific types of medical insurance, the life cycle of a claim, contract interpretation, clinical records and documentation, and billing processes related to physician billing. Students also learn medical practice accounting and basic office functions related to the insurance and billing in the workplace. Emphasis is placed on verbal and written communication skills as they relate to insurance and billing.

MBC109 Pathophysiology **4.0 quarter credit hours**

Prerequisites: MBC101 / MBC102 / MBC103 / MBC104

This course is a study in the diseases and disorders of the human body. Using a systems approach, students are introduced to a general study of human diseases including causes, categories, terminology, and pharmaceutical applications. Emphasis is placed on signs, symptoms, and treatment of common diseases and disorders.

MBC110 Pharmacology **4.0 quarter credit hours**

Prerequisites: MBC101 / MBC102 / MBC103 / MBC104

This course introduces the principles of pharmacology. Emphasis is placed on drug classification and dosage calculation, routes and methods of drug administration, prescription management, and abbreviations used in pharmacology.

MBC111 Claims Analysis **4.0 quarter credit hours**

Prerequisites: MBC101 / MBC102 / MBC103 / MBC104

This course addresses the completion of the UB-04, identifying and addressing claims errors; occurrence, value, and revenue code usage. Emphasis is placed on compliance and practices and procedures required in claims processes.

MBC112 Medical Coding Institutional Billing and Reimbursement **4.0 quarter credit hours**

Prerequisites: MBC101 / MBC102 / MBC103 / MBC104

This course introduces Medical Billing and Coding students to CMS-1450 (UB04), ICD-9/10-CM for diagnosis, CPT volume III for procedures, medical revenue codes, Diagnostic Related Groups (DRG), major diagnostic categories, charts, institutional forms and the electronic clearinghouse. The course addresses how to locate and sequence diagnostic codes, identify hospital departments that input data for the CMS-1450 (UB04) claim form block data and

locate errors on a computer-generated CMS-1450 (UB04) claim form. Topics in this course include: Prospective Payment System (PPS), Uniform Hospital Discharge Data Set (UHDDS), diagnostic related groups (DRGS), late effects, supplementary classifications, and computerized encoding software systems. Appropriate and relevant medical terminology and anatomy and physiology will be addressed.

MBC113 Medical Office Externship **5.0 quarter credit hours**

Prerequisites: MBC101 / MBC102 / MBC103 / MBC104 / MBC105 / MBC106 / MBC107 / MBC108 / MBC109 / MBC110 / MBC111 / MBC112

Students will be required to attend and participate in a 100 hour externship at a medical office environment where medical coding and/or billing transactions will be completed and observed. Competencies required by the industry will be observed and evaluated by the externship supervisor who will report on the performance of the student in the medical office environment. Students also complete 20 hours of online coursework with the instructor.

MG107 Massage Techniques **4.0 quarter credit hours**

Prerequisites: ML104 / ML105

This course introduces the core foundation, ethics, and scientific art of therapeutic touch. The student will learn the history of massage therapies as well as the massage fundamentals of equipment, environments, sanitation and safety, intake procedures, and SOAP notes. Identification of muscle groups and body mechanics will be introduced.

MG108 Massage Techniques: Spa **4.0 quarter credit hours**

Prerequisites: ML104 / ML105

This course introduces the history, scientific foundations, benefits and practical applications of spa practice and techniques. Focus will be given to the techniques and properties of hydrotherapy, and aromatherapy.

MG109 Massage and Special Populations **4.0 quarter credit hours**

Prerequisites: ML104 / ML105

This course covers the concepts and benefits for the prenatal, geriatric and special needs populations. The role of the massage therapist within the healthcare team is defined and identified.

MG112 Deep Tissue Therapy **3.0 quarter credit hours**

Prerequisites: ML104 / ML105

This course introduces the concepts and applications relating to deep tissue massage, including the importance of therapeutic presence during treatment, trigger point therapy, basic western massage, and seated massage.

MG113 Allied Modalities **4.0 quarter credit hours**

Prerequisites: ML104 / ML105

This course covers the large range of modalities available to the massage professional. Eastern Modalities, Myofascial release, Friction, Sports Massage.

MG115 Licensing Exam Review and Clinicals **8.0 quarter credit hours**

Prerequisites: Successful completion of all courses in the diploma program

This course provides an in-depth review of core concepts and modalities in massage therapy that are examined in the MBLEx licensing exam. This course also includes 100 practicum hours in which students can practice in a supervised clinical environment and 50 hours of lecture at the campus.

MG116 Massage Business Ethics and Law **4.0 quarter credit hours**

Prerequisites: ML104 / ML105

This course addresses the basic concepts and standards of law and ethics applicable to massage therapy.

ML101 Medical Terminology and Systems **4.0 quarter credit hours**

Prerequisites: None

This course provides students with an opportunity to become familiar with medical terminology required to function successfully in a professional medical office.

ML102 Administrative Procedures**4.0 quarter credit hours***Prerequisites: ML101 / MA102*

This course explores the administrative activities of a medical office. Emphasis is placed on the roles of the healthcare team, effective communication skills, and medical record management. Legal, ethical, and cultural aspects of healthcare are also introduced.

ML103 Medical Office Emergencies**4.0 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces the management of medical office emergencies. Emphasis is placed on wound recognition and basic treatment, patient triage through primary assessment. The medical assistant's role in emergency preparedness and response is emphasized throughout. This course also includes CPR and basic First Aid techniques and methods.

ML104 Massage Foundations**4.0 quarter credit hours***Prerequisites: None*

The student will have the opportunity to learn the fundamental principles and expectations of a massage therapist including the massage environment related to client treatment; consultation, assessment, recordkeeping, and sanitation and safety procedures. Additionally, medical terminology and anatomical positioning as it relates to the massage therapy treatment will be discussed.

ML105 Anatomy & Physiology**4.0 quarter credit hours***Prerequisites: None*

This course is designed to give the students a basic understanding of human anatomy, with particular emphasis on organelles, tissues, organs, and the musculoskeletal system using a system-based approach. The four systems covered in this course include: integumentary, cardiovascular, nervous and endocrine. Indications and contraindications for massage concerning these systems will be presented and studied.

ML106 Pathophysiology**4.0 quarter credit hours***Prerequisite: ML104 / ML105*

This course is designed to give the student a basic understanding of human anatomy, with particular emphasis on organelles, tissues, organs, and the musculoskeletal system using a system-based approach. The four systems covered in this course include: respiratory, digestive, excretory, and reproductive. Indications and contraindications for massage concerning these systems will be presented and studied.

ML107 Kinesiology**3.0 quarter credit hours***Prerequisites: ML104 / ML105*

This course provides an introduction to the biomechanical principles of human movement, including upper and lower extremities. The course covers the content, function, and pathologies of the skeletal and muscle systems and the indication and contraindication of massage therapy for both.

ML108 Pathology**3.0 quarter credit hours***Prerequisites: ML104 / ML105*

This course provides a general overview of pathologies as they relate to massage therapy. The course includes universal precautions and their management in professional practice. Etiology, signs, symptoms, and the physiological and psychological reactions to disease and injury will also be addressed.

ML109 Bodyworks Survey**4.0 quarter credit hours***Prerequisites: ML104 / ML105*

This is a general medical and clinical massage course that connects physiological and therapeutic concepts for the massage professional.

ML111 Minor Surgical Procedures**3.5 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces minor office surgical techniques and assisting with diagnostic procedures. Emphasis is placed on surgical asepsis, infection control, preparation of the patient for minor surgery, informed consent, assisting with diagnostic procedures, and postoperative care. Rehabilitative modalities are also introduced.

- ML112 Medical Law for MA** **4.0 quarter credit hours**
Prerequisites: ML101 / MA102
 This course introduces students to the fundamental legal policies and procedures surrounding a medical office and specifically as they pertain to the work of medical assistants.
- ML114 Medical Billing Fundamentals** **4.0 quarter credit hours**
Prerequisites: ML101 / MA102
 This course is a study of insurance and billing processes. Emphasis is placed on the major insurance companies, claim submission, reimbursement practices, and the coding systems used in healthcare. Bookkeeping procedures are also discussed.
- ML115 Cardiac Care** **3.5 quarter credit hours**
Prerequisites: ML101 / MA102
 This course introduces the fundamentals of cardiac care for the medical assistant. The main body systems involved in cardiology (Cardiovascular, and Respiratory) will be explored. The class will discuss pulmonary issues including lung volume and capacity, pulmonary diseases, and airway obstructions. Maintaining and operating electrocardiogram and pulmonary equipment, including identifying causes and corrections of artifacts, will be presented.
- MS110 Microsoft Word** **3.0 quarter credit hours**
Prerequisite: None
 Topics include basic and advanced concepts such as creating, editing, and formatting documents, desktop publishing, customizing, and working with large documents.
- MS120 Microsoft Excel** **3.0 quarter credit hours**
Prerequisite: None
 Topics include basic and standard Excel concepts such as creating spreadsheets, working with charts and graphs, formatting, using solver utility, and importing data into Excel.
- MS130 Microsoft Outlook & Office Communication** **4.0 quarter credit hours**
Prerequisite: None
 This course will provide students with the skills necessary to start sending and responding to email, as well as maintaining the Calendar, scheduling meetings, and creating tasks. Through this course the student will gain knowledge of written communications including letters and memos meeting a variety of situations in the business environment through the use of email and traditional communication formats. Included with this course are the writing of good news, bad news, sales, claims, and persuasive correspondence; letters and resumes appropriate to job seeking and application; and practicing oral skills as applied to job interviews and business reports.
- MS140 Microsoft PowerPoint** **3.0 quarter credit hours**
Prerequisite: None
 This course covers basic to advanced skills with PowerPoint. Presentations in PowerPoint and many other media are examined.
- PA115 The Legal System and Terminology** **4.0 quarter credit hours**
Prerequisites: None
 This course is designed to teach an overview of the law, the legal profession, and the role of the paralegal. Various areas of law and their required elements will be analyzed. This course is also designed to teach legal terminology so students will have a better understanding of the terminology used in general law practice as well as in specialized areas.
- PA140 Ethics and Technology in the Law Office** **4.0 quarter credit hours**
Prerequisites: PA115 / PA200
 In this course, the student reviews the legal and ethical concepts affecting law office management and covers such topics as legal structure, filing and record keeping, billing systems and procedures. Technology such as law office management software, case organization and management software, and electronic discovery are also studied.

PA180 Evidence**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

This course provides students with a general understanding of Evidentiary Law, concentrating on the role of evidence, gathering of evidence, and types of evidence. The student will also learn about the concepts of admissibility, relevancy, competency, and credibility. The student will learn the specific evidentiary rules and their exceptions.

PA190 Contract Law**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

This course provides students with a general understanding of contract law, concentrating on types of contracts, contract formation, and capacity to contract, contract legality, contract performance, discharge, and contract elements. The student will also learn about breach of contract, remedies for breach, and the defenses to these claims. The student will further learn about Article 2 of the Uniform Commercial Code and statutory regulation of contracts.

PA200 Legal Research and Writing**4.0 quarter credit hours***Prerequisites: None*

In addition to learning how to perform factual and legal research using the Internet, students develop an understanding of the function of the law library and develop skills in research techniques, legal analysis, and legal writing. They practice using both a traditional library and Internet resources (currently LexisNexis)

PA210 Civil Litigation**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

In this course, the student will learn about the structure, jurisdiction, and operation of court systems with emphasis on trial preparation and the discovery process. Interviewing techniques, evidence, investigation, along with drafting pleadings and motions, the process of lawsuits, and third-party practice

PA215 Administrative Law**4.5 quarter credit hours***Prerequisites: None*

This course will teach the student about the following aspects of law: legislation, delegation and limitations on agency, due process of law, agency informal action, rulemaking, acquiring and disclosing, adjudication, and judicial. The student will also understand the concepts of Workers' Compensation law and Social Security disability law.

PA220 Business Organizations**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

In this course, the student reviews all aspects of business organizations including corporation, limited liability companies, limited partnerships and sole proprietorship. The student will become acquainted with the substantive law and procedural tasks involved in the formation and maintenance of each business structure with a concentration of business corporations.

PA225 Intellectual Property**4.5 quarter credit hours***Prerequisites: None*

This course provides students with a general understanding of Intellectual Property Law, concentrating on Patents, Copyrights, Trademarks and Trade Secrets. The student will also learn about applications, ownership of intellectual property, transfer of rights, infringement, audits and reviews. The student will learn about Intellectual Property claims and defenses.

PA230 Family Law**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

This course will provide the student with a thorough working knowledge of the basics of family law and an overview of the tasks that a paralegal performs, such as client interviewing and coordinating discovery.

PA235 Human Resources Law**4.5 quarter credit hours***Prerequisites: None*

This course provides students with a review of the essential laws, techniques, forms, and terminology that govern recruitment and placement, training and development, employee compensation and benefits, labor relations and employee security, and the global management of human resources.

PA240 Real Estate Law**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

This course provides students with a general understanding of Real Property Law. Students develop an understanding of what real property is, the way it can be transferred, the problems that may arise when real property is transferred, and the proper documents to prepare to accomplish the transfer of real property. Students also familiarize themselves with real estate closings, title work, and foreclosures.

PA250 Probate Law and Estate Administration**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

This course will familiarize the student with the study of laws, forms, documents, procedures, and tax consequences involved estate administration, trusts, and guardianships. The student will also learn about information gathering, research, and drafting techniques necessary in the preparation of wills, trusts, and estate plans.

PA260 Tort Law**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

This course provides students with a general understanding of tort law concentrating on general negligence as it relates to bodily injury or injury to property. The students will also learn the defenses to these claims.

PA270 Criminal Law**4.5 quarter credit hours***Prerequisites: None*

This course is designed to enable students to understand the rules and the principles that underlie and govern criminal law and procedure. This course will enable students to follow a criminal case through the entire legal process and grasp an overview of criminal law and procedure.

PA280 Bankruptcy Law**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

In this course, the students familiarize themselves with the Federal Bankruptcy court, develop a general understanding of Bankruptcy Law, and complete a Bankruptcy Petition.

PA290 Paralegal Externship**6.0 quarter credit hours***Prerequisites: PA115 / PA200 / PA140 / PA280 / PA210 / PA190 / PA180 / PA220 / PA230 / PA240 / PA250 / PA260*

Required for all students, this is a supervised field experience in a law office for a minimum of 180 hours during the Quarter.

PRM110 Introduction to Contemporary Business Management**4.0 quarter credit hours***Prerequisite: None*

This is an introductory survey course that takes a competency based business-oriented approach to current management principles that can be applied over a diverse range of businesses and industries such as construction management, manufacturing, information systems and software development. Because understanding current management concepts is central to operations in various businesses and industries, this course addresses proven management techniques that can be applied to a variety of organizations, whether publicly held, private, or not-for-profit. The course will introduce the student to the importance of effective business communications, team building, managing process change, finance for the manager, ethics, leadership, human resources from a manager's perspective, information systems, and the importance of desktop software applications including project management, word processing, spreadsheets and presentation programs.

PRM120 Managing Change**4.0 quarter credit hours***Prerequisite: None*

In today's business environment organizations face almost constant change. New governmental regulations, new technologies, competitive pressures, product and process innovations, and mergers and acquisitions all produce pressures for organizations to change and adapt. The modern manager will need skills in leading and managing change. This course analyzes the forces that drive organizations to change, examines impediments to change, and explores a range of approaches for making organizational change more effective. Participants will develop an understanding of change processes and develop practical skills for becoming an organization change agent. This course will also provide the student with practical skills and tools for handling issues related to change, such as dealing with resistance.

PRM140 Building Effective Teams**4.0 quarter credit hours***Prerequisite: None*

In today's modern organizations much of the work is performed by teams. The modern manager will need competencies in forming, developing, and leading teams. This course will discuss: the different kinds of teams found in the workplace; the selection of team members; guiding a team's development from initial formation to working together effectively; and dealing with team dysfunctions. Participants will learn how to use tools for diagnosing team strengths and weaknesses and conducting team building sessions. Participants will also learn and practice the skills of observation and intervention needed to facilitate team interaction. This course will be valuable to managers from a wide variety of organizations, whether publicly held, private, or not-for-profit.

PRM160 Leading Continuous Improvement in Operations**4.0 quarter credit hours***Prerequisite: None*

In today's highly competitive business environment continuous improvement is critical for success. The modern manager will be expected to lead improvement efforts. These efforts might include leading a team to improve or redesign a business process or solve a specific operational problem. Students will learn the skills needed to lead a team through a disciplined problem-solving process. Students will be provided with concepts and tools for: problem identification and definition; analysis of root causes; and generating and evaluating achievable solutions. Students will also learn to lead process improvement projects using disciplined tools for: process documentation; identification of opportunities to reduce error, waste, and cost; and develop improved processes using Lean processing concepts.

PRM210 Finance for Operations Managers**4.0 quarter credit hours***Prerequisite: None*

This course is designed to introduce important finance and accounting principles for non-financial managers. Participants will learn how to read financial statements, learn how to use proven accounting methods to forecast revenue and plan for growth, and discuss and report financial data using the appropriate terminology. The course will also teach the skills necessary to plan budgets, justify requests and spot problems before they get out of hand, and learn the practical financial skills that should help to make better management and business decisions.

PRM220 Ethics and Social Responsibility**4.0 quarter credit hours***Prerequisite: None*

Becoming an effective manager takes a lot of business knowledge and experience in areas such as finance and marketing. However, it is equally important to have a real understanding that how you operate your business reflects not just on you, but impacts your customers, employees, investors, and the larger community as well. Having a reputation as an ethical and socially responsible organization can bring significant benefits to a business. The modern manager will not only need to behave ethically but also help create a culture that values ethical behavior and corporate social responsibility. This course provides terminology and conceptual frameworks that will help the student think and talk about ethical issues. This course will also help the participants weigh the potential consequences of their business decisions, and to make moral and ethical distinctions when making decisions. This course will cover areas such as: Ethical perspectives in business; integrity and ethical leadership; corporate social responsibility; employee ethical responsibilities and rights; ethics and the law; ethical issues in finance, marketing, advertising, and human resource management; and ethical issues in a global business.

PRM230 Human Resource Management for Operations Managers**4.0 quarter credit hours***Prerequisite: None*

Managing people is a critical part of every manager's job. The Human Resource Professionals provide staff support to operations managers by providing systems, procedures, advice and assistance. But, the Manager carries out many of the HR activities. Managers interview and hire candidates; orient and train employees; set performance expectations and goals; conduct performance evaluations and appraisals; provide counseling and coaching to employees; identify and develop high talent employees; handle discipline problems; recognize and reward performance. This course will review the various HR activities conducted by the operations manager. The course will also focus on how to effectively utilize your HR staff personnel. The course will utilize cases to develop critical thinking about HR issues and develop strategies and skills for handling critical situations.

PRM240 Operations and Facilities Management**4.0 quarter credit hours***Prerequisite: None*

This course is designed to cover the basic principles of facility management (FM) including the evolution of FM theories and the role of FM in today's workplace, including the impact of the workplace on performance and productivity. Topics included in this course include the discussion of various organizational models, FM roles and responsibilities, design and construction, space and asset management, technology, the placement of FM within the organization, FM as it relates to strategic planning within the organization, FM performance measures and benchmarking, operations and maintenance, green technologies, and financial management.

PRM260 Business Communication and Knowledge Management**4.0 quarter credit hours***Prerequisite: None*

This course will expand the basic communication skills and knowledge as participants prepare for the increased communication demands of the modern business world. The course will begin with a focus on developing competencies for interpersonal communication. This will include developing an understanding of the basics of perception and how to use the skills of transparent communication and purposeful inquiry to avoid misunderstandings in the workplace. The course will also focus on "knowledge management" with special attention to technologies used to communicate and transfer knowledge which should be treated as a resource and an asset. In the electronic era, workplace communication has undergone drastic changes. The course content will also include communication using writing memoranda, letters, reports, email, electronic messages, blogs, social media, and networking.

PRM270 Transformational Leadership**4.0 quarter credit hours***Prerequisite: None*

In today's competitive environment there is a need for leaders who can take their organizations to a new level of performance. This is what is referred to as transformational leadership and it requires specific competencies. The modern manager needs the knowledge, skills, and abilities needed to become a Transformational Leader. This course will provide the student with knowledge of these competencies and an assessment of their personal strengths and weaknesses. Upon completion of this course each student will have a Personal Developmental Plan for their professional growth as a manager. This course will review various leadership theories from trait, skill, style, situational, and contingency constructs, and their utilization by managers and leaders. The primary emphasis of the course is the importance of the role of a transformational leader who can lead change; engage employees; manage projects; coach employees; design effective structures and processes; and impact organizational culture and performance, whether the organization is publicly held, private, or not-for-profit.

SS101 Student Success Strategies**4.0 quarter credit hours***Prerequisites: None*

This course explores the basic principles to achieve success in various settings including time and stress management strategies, study skills, professionalism, policies and procedures. Learning and communication methods will be explored in order to promote student success in school and in the workplace. Additionally, the student will learn basic word processing, presentation, and spreadsheet software skills.

SS102 Professional Success Strategies**4.0 quarter credit hours***Prerequisites: None*

This course is designed to prepare students for career success through a focus on professionalism. The course will emphasize the development of work and human resource skills and professional ethics. Students will learn how to portray professionalism in behavior, presentation, dress, and work ethic, and will also study the professional standards of their chosen industry.

SS103 Digital Communication Strategies**4.0 quarter credit hours***Prerequisites: None*

Students will be introduced to appropriate formats, styles and protocols for communicating through various electronic media, including email, fax, social media, and file uploads/downloads. Special emphasis will be given to the use of digital communications in various business applications, including marketing, promotion, fundraising, and other processes. The legal, ethical, privacy, and security implications associated with all forms of electronic communication will also be highlighted.

TRD100 Core Curriculum: Trade Skills**4.0 quarter credit hours***Prerequisites: None*

Construction Mathematics introduces the students to mathematical operations used in construction, and explains how the metric system and geometry are used in the trade. Construction Drawings most commonly found in the trade are introduced. In Trade Mathematics; the students learn how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature. The students will be introduced to the *NEC*® requirements and procedures for proper Grounding and Bonding.

VET109 Veterinary Anatomy & Physiology**3.0 quarter credit hours***Prerequisite: GEN129 / VET114*

This course provides an understanding of the basics of anatomy and physiology of small and large animals in regard to the Skeletal, Muscular, Cardiac, Blood, Lymphatic and Nervous systems. Students participate in a lab to gain further understanding of anatomical structures.

VET111 Husbandry & Disease, Small Animals**4.0 quarter credit hours***Prerequisites: GEN129 / VET109 / VET113 / VET114 / VET127 / VET131*

This course covers the basics of husbandry, disease, and immunology in common small animal species. Emphasis is placed on disease mechanisms, treatment, and prevention.

VET113 Veterinary Anatomy Systems & Functions**3.0 quarter credit hours***Prerequisite: GEN129 / VET114*

This course provides an understanding of the basics of anatomy and physiology of small and large animals in regard to the Endocrine, Sensory, Respiratory, Gastrointestinal, Urinary and Reproductive systems. Students participate in a lab to gain further understanding of anatomical structures.

VET114 Veterinary Medical Terminology**3.0 quarter credit hours***Prerequisites: None*

This course is designed to help the student gain a working mastery, both verbal and written, of the language of veterinary medicine. The course emphasizes the structure of medical words and word meanings based on the prefixes, root words, and suffixes found in combination. Emphasis is also placed on directional and descriptive terms.

VET115 Husbandry & Disease, Large Animals**4.0 quarter credit hours***Prerequisites: GEN129 / VET109 / VET113 / VET114 / VET127 / VET131*

This course covers the basics of husbandry, disease, and immunology in common large animals. Emphasis is placed on disease mechanisms, treatment and prevention. Students will also learn the relationship of animal disease with man and the aspects of disease prevention.

VET127 Large Animal Medical Techniques**4.0 quarter credit hours***Prerequisite: GEN129 / VET114*

This course is a lecture and laboratory involving common procedures with large animals. Emphasis is placed on restraint, administration of medication, and physical examination. Students will also have opportunities to visit large animal operations.

VET131 Veterinary Office Management**3.0 quarter credit hours***Prerequisite: GEN129 / VET114*

This course instructs the students in proper record keeping, client communication skills, OSHA regulations and guidelines, inventory, career opportunities, employment skills and assisting with client bereavement.

VET135 Intro to Veterinary Medical Nursing**4.0 quarter credit hours***Prerequisites: GEN129 / VET109 / VET113 / VET114 / VET127 / VET131*

This course provides the basics of physical exams, restraint methods, admission and discharge processes. Students learn proper veterinary form completion as it pertains to the medical charting, USDA protocols, and physicals of patients. Emphasis is placed on breed identification as it relates to veterinary care.

VET140 Microbiology **4.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET113 / VET114 / VET127 / VET131

This course instructs students in the classification, physiology, and morphology of disease-causing microorganisms. The student learns proper laboratory techniques and performs diagnostic testing of pathogens.

VET150 Pharmacology **4.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET113 / VET114 / VET127 / VET131

This course is an instruction of therapeutic agents utilized in a veterinary practice. Students learn medication classifications and indications. Emphasis is placed on proper calculations, understanding of side effects, dosages, withdrawal times, and potential problems associated with prescription medications.

VET201 Laboratory & Exotic Animal Medicine **2.5 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET113 / VET114 / VET127 / VET131

This course is an instruction in the knowledge of the regulations concerning the exotic medicine and the care and use of laboratory animals.

VET211 Animal Clinical Procedures **5.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201

This course is a lecture and laboratory involving common procedures with small and large animals. Emphasis is placed on restraint, administration of medication by multiple routes, proper techniques for blood draws, specialized testing, wound care, neonatal, dermatology, alternative therapy and physical examination with emphasis on individual systems. Students will also have opportunities to visit large animal operations.

VET221 Clinical Pathology I **4.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201

This course instructs the students in laboratory management, proper methods of laboratory equipment care and maintenance and training in the areas of sample collection, parasitology, urinalysis, fecal analysis and cytology.

VET226 Clinical Pathology II **4.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201 / VET211 / VET221 / VET240

This course instructs the students in proper methods of laboratory equipment care and maintenance and training in the areas of hematology, chemistries, and blood parasites.

VET231 Advanced Animal Clinical Procedures **4.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201 / VET211 / VET221 / VET240

This course instructs students in dentistry techniques, emergency care, toxicology, and fluid therapy. Students will also learn cardiopulmonary resuscitation.

VET240 Principles of Anesthesia **4.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201

This course is an instruction in pre-, intra-, and post-surgical anesthesia. Students learn OSHA regulations, proper anesthetic administration techniques by various deliveries, diagnostic utilization, thorough patient monitoring and management of anesthesia in emergency situations.

VET246 Radiology **3.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201 / VET211 / VET221 / VET240

The course is an instruction in the technical aspects of x-ray diagnostics, radiation safety, patient restraint and safety.

VET255 Principles of Surgery**4.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201 / VET211 / VET221 / VET226 / VET231 / VET240 / VET246

This course is an instruction in pre-, intra-, and post-surgical care. Emphasis is placed on proper aseptic techniques, instrument identification, handling and care. Common procedures and techniques used in veterinary medicine will be discussed.

VET262 Applied Veterinary Surgery & Anesthesia**4.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201 / VET211 / VET221 / VET226 / VET231 / VET240 / VET246

This course is an application of the student's knowledge of surgery and anesthesia principles. Students will practice anesthesia and surgical assisting.

VET292 VT Externship**9.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201 / VET211 / VET221 / VET226 / VET231 / VET240 / VET246 / VET255 / VET262

The externship course gives the student a practical experience in a veterinary office or clinic that is completed after all other veterinary classes have been completed.

WLD100 Essentials of Welding**4.5 quarter credit hours**

Prerequisites: TRD100 / COR100

In Welding Safety the course will focus on fundamentals of basic safety. Students will learn to identify and explain lines, material fill, sketch or draw Reading Detail Drawings. In Weld Quality, the students will learn the importance of quality workmanship and identify codes governing welding. Students will describe the Air Carbon Arc Cutting equipment, methods for cutting and cleaning defective metals, gouging and preparing base metals. In Physical Characteristics and Mechanical Properties of Metals students will learn the composition, and classification of common ferrous and nonferrous metals. In Gas Metal Arc Welding (GMAW) Equipment and Filler Metals the students will overview the equipment, safety practice, welding power sources, wire feed, guns and filler metals that are required for GMAW.

WLD101 Thermal Cutting and Metal Preparation**3.5 quarter credit hours**

Prerequisites: TRD100 / COR100

This course demonstrates the Oxyfuel, Plasma and Carbon Arc Cutting processes which will show how to cut and shape metals using various thermal cutting techniques. It also explains Base Metal Preparation techniques.

WLD102 SMAW Beads and Fillets (6010)**3.0 quarter credit hours**

Prerequisites: TRD100 / COR100

This course will focus on Shielded Metal Arc Welding (SMAW) Equipment and Setup, maintenance, and minor repair. It also explains the various SMAW E6010 Electrodes used by industry then requires the student to strike an arc. In SMAW Beads and Fillet Welds the student will learn how to make a stringer, weave, overlapping beads and making fillet welds in multiple position with E6010 electrodes.

WLD103 SMAW Breads and Fillets (7018)**3.0 quarter credit hours**

Prerequisites: TRD100 / COR100

This course will focus on Shielded Metal Arc Welding (SMAW) Equipment and Setup, maintenance, and minor repair. It also explains the various SMAW E7018 Electrodes used by industry then requires the student to strike an arc. In SMAW Beads and Fillet Welds the student will learn how to make a stringer, weave, overlapping beads and making fillet welds in multiple position with E7018 electrodes.

WLD104 SMAW Plate Certification**3.0 quarter credit hours**

Prerequisites: TRD100 / COR100

This course will focus on advanced fundamentals of the Shielded Metal Arc Welding (SMAW) process, specifically preparing students to pass AWS D1.1 code plate welding using backing strips. Course content describes how to make multiple pass Groove Welds with Backing on carbon steel plate in various positions using E7018 electrodes.

WLD105 SMAW Open V-Groove Welds**3.0 quarter credit hours***Prerequisites: TRD100 / COR100*

This course will focus on advanced fundamentals of the Shielded Metal Arc Welding (SMAW) process, specifically preparing students to pass AWS D1.1 code plate welding using open root joints. Course content describes how to make multiple pass groove welds with Open V-Groove Welds on carbon steel plate in various positions using E7018 electrodes.

WLD106 GMAW Plate**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103 / WLD104 / WLD105*

This course explains the basic fundamentals of the MIG Welding (GMAW) process. Course content starts with wire-feed welding procedures, then identifies GMAW equipment, and explains the filler metals and shielding gases used to perform GMAW. It also describes how to make multiple pass fillet and V-groove welds on carbon steel plate in various positions.

WLD107 FCAW Plate**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103 / WLD104 / WLD105*

This course will focus on basic fundamentals of the Flux Cored Arc Welding (FCAW) process. Course content starts with wire-feed welding procedures, then identifies FCAW equipment, and explains the filler metals and shielding gases used to perform FCAW. It also describes how to make multiple pass fillet and V-groove welds on carbon steel plate in various positions.

WLD108 GTAW Plates (Fillet)**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103 / WLD104 / WLD105*

This course will focus on fundamentals of the Gas Tungsten Arc Welding (GTAW) process. Students will be introduced to GTAW equipment, maintenance, and the use of common filler metals. Course content describes how to TIG weld beads and GTAW Fillet Welds

WLD109 GTAW Plate (Groove) and Metallurgy**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103 / WLD104 / WLD105*

In this module the student will learn how to inter-pass temperature control, Pre-heating and Post-heating procedures that are performed to preserve weldment strength and weld quality. Student will be able to check for proper joint fit-up and alignment using gauges and measuring devices. This course will focus on the Gas Tungsten Arc Welding (GTAW) process. Students will be introduced to GTAW equipment, maintenance and the use of common filler and V-Grooves welds.

WLD110 SMAW 2-G, 5-G Pipe Welds**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103 / WLD104 / WLD105*

Explains how to set up SMAW equipment for Open-Root Pipe Welds, and explains how to prepare for and make Open-Root Pipe Welds on carbon steel. Provides procedures for making open-root V-groove welds with SMAW equipment on pipe in the 2G and 5G position.

WLD111 GMAW 2-G, 5-G Pipe Welds**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103 / WLD104 / WLD105*

This course provides explanations on how to set up GMAW equipment for Open-Root V-groove welds, and explains how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with GMAW equipment on pipe in the 2G, and 5G position.

Appendix A

Emergency Guidebook

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Introduction

This guidebook was designed to give members of the Rockford Career College community a ready-reference on how to respond in case of an emergency situation on or near the campus.

Campus safety is a responsibility we all share. All of us play a critical role in keeping students, faculty, and staff safe on campus. Here is how you can do your part:

- **Plan Ahead.** The time to think about what you would do in an emergency is now. Please take a few minutes to read through these procedures and consider how you would respond.
- **If you see something, say something.** Report crimes, suspicious behavior, and safety concerns to a staff or faculty member.
- **Remember – if calling 911 from a campus phone there is no need to dial 9 to get an outside line; dial 911 directly.**

Active Shooter

Quickly determine the best way to protect your life.

Evacuate if possible

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

Hide out

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors.
- Silence mobile phones.

Take action

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter, if possible. Discharge the fire extinguisher, aiming at the shooter's eyes and nose.

CALL 911 AND USE THE INTERNAL EMERGENCY NOTIFICATION SYSTEM AS SOON AS IT IS SAFE TO DO SO.

Lockdown

An imminent threat of violence may be cause for a lockdown on all or part of campus. Some exterior doors will be locked. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering the building.

If a lockdown is ordered:

- Stay inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room, if possible.
- Avoid being seen from the outside, if possible.
- Monitor text and email alerts for updates and further instructions. A description of the threat will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to the receptionist.
- Use discretion in admitting anyone into a secured building. Require all backpacks and other bags be left outside at least 30 feet from the building. Require all persons seeking shelter to open all outer garments for visual inspection before allowing entry.
- Do not leave a secure location until receiving an "all clear" from a police officer, security officer, or a Rockford Career College email or text notification.

Fire

In the event of a fire on campus:

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, take your personal items with you.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- Close doors behind you as you leave.
- If trapped, keep the doors closed and place cloth under them to keep out smoke.
- Once outside, stay a minimum of 300 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or Rockford Career College officials deem it safe to reenter.

Bomb Threat

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller:

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb? If not you, then who?
- Why did you place the bomb?
- How many bombs are there?
- What is your name and address?
- Call 911 and your Campus President immediately. Describe the caller's voice, any background noises you heard, and the exact wording of the message.
- Do not touch suspicious packages. Inform the police of any suspicious packages, items, or people in the area.
- Follow instructions from first responders in regards to evacuation.

Suspicious Package

- Do not open any suspicious items. If you have already opened it, remain calm.
- Call 911 and your Campus President immediately.
- Do not move the letter or package or examine it further.
- Get all people out of the area. Close the area off, if possible.
- Limit the use of two-way radios and mobile phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with it, keep your hands away from any part of your face. Do not touch others and do not let others touch you.
- Wash your hands and arms from the elbows down in hot soapy water.
- Do not attempt to clean or cover anything that might have spilled from the package.
- Follow all instructions from emergency responders

Emergency Notification

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors at Rockford Career College:

- Rockford Career College website: www.rockfordcareercollege.edu.
- Rockford Career College social media pages – Facebook and Twitter.
- Student and faculty portals
- Broadcast emails
- Broadcast text messages
- Internal Emergency Notification System

STAY INFORMED AND UP-TO-DATE: <http://www.noaa.gov/>

Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized Rockford Career College official.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit in a safe and orderly manner. Take personal belongings with you.
- Once outside, stay a minimum of 300 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or Rockford Career College officials deem it safe to reenter.

Evacuating the Disabled

Pre-Planning is Important. If you may need assistance evacuating in an emergency, advise your Campus President.

- Evaluate your need to identify yourself as someone who requires assistance. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on just one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all evacuation options and prioritize them. Consider the pros and cons of being carried, for example. You have a chance of getting out but you and/or your helpers may be injured. If you use an Area of Refuge where you can wait for help (fire stairs), be sure someone knows you are there.

Medical Emergencies

- Do not move a seriously injured person unless there is a life-threatening situation.
- Dial 911 and give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- Do not hang up until directed to do so by the emergency operator.
- Return to the victim; administer first aid (if you know how); keep the victim as calm and comfortable as possible.
- Remain with the victim.
- Notify the receptionist and Campus President.

Reporting Crime

All crimes should be reported to the Campus President. Rockford Career College personnel will respond and will call local police for assistance when necessary.

If you witness a crime in progress, dial 911. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until police arrive on scene, unless it is not safe to do so.

Shelter-in-Place

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a Shelter-in-Place is ordered:

- Seek shelter in an interior room with few windows.
- Close and lock all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by using several rooms, if necessary.
- Monitor Rockford Career College notification systems (email blasts, text blasts, student/faculty portals, and social media).
- Report any emergency or unusual conditions to the receptionist and Campus President.
- Do not leave the building until receiving the “all clear” from police, emergency responders, or a Rockford Career College authorized official.

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

Hazardous Materials and Radiation

Rockford Career College does not store and/or utilize any hazardous material/solutions in any laboratory classroom. All practice pharmacology or Intravenous Therapy supplies are Demo-Doses and/or bacteriostatic water.

Radiographic equipment is located in the veterinary technology and dental assisting program areas. Equipment is inspected on a bi-annual basis by the Ohio Department of Health, Radiologic Technology Section. Only trained faculty and staff are permitted to operate radiographic equipment, and trained students under supervision. If required, dosimeter badges must be worn in an appropriate manner. No one under the age of 18 years or pregnant is allowed in designated x-ray areas.

Blood-borne Pathogens

Should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, the following procedure should be followed:

- Notify the Clinical Instructor, follow agency/institution protocol, contact the infection control nurse, and contact your Program Chair/Lead Instructor.
- Payment for patient testing is covered by the agency/institution.
- Payment for initial student testing is covered by the school.
- Any required medical treatment such as prophylactic drug therapy should be ordered by the agency/institution infection control medical practitioner and follow acceptable CDC guidelines.
- The individual student is responsible for drug therapy costs and subsequent follow-up testing.

Infectious Diseases

Students in clinical rotations or externships may be asked to care for patients with communicable infectious illnesses. A student may not refuse this assignment unless a physician's note specifically excluding this type of care is written and received by the Instructor and Program Chair/Lead Instructor. Appropriate personal protective equipment (PPE) should be used in any situation, regardless if the presence of an infectious disease is known or not.

Student in Distress

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, contact the Campus President immediately.

Quick Reference for helping Students having difficulties:

Recognize Symptoms

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

Respond to the Student

- Speak privately with the student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

Refer the student to a Mental Health Professional

- Be caring, firm, and straight-forward in your referral.

Tornado/Severe Weather

- A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.
- A **tornado warning** is issued by the National Weather Service when a tornado has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations and weather websites for severe weather updates.
- Be prepared to take shelter if a tornado warning is issued.
- **DO NOT PULL THE FIRE ALARM TO ALERT OTHERS, USE THE INTERNAL EMERGENCY NOTIFICATION SYSTEM.**
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter
- Wait for an all-clear notification prior to returning to your work area or classroom
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or there is no time to get indoors.

Media Calls

The Chief Operations Officer (COO) serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the Chief Operations Officer at the Corporate Office. The COO speaks on behalf of Rockford Career College and has the most accurate and up-to-date information. In addition, the COO works closely with emergency responders to coordinate what information can or should be released to the general public.

When receiving any calls from media representatives, please take the following steps:

- Direct all media inquiries to the Campus President.
- To assist the COO in responding as quickly as possible, obtain the following information and forward to the COO:
 - The reporter's name and phone number.
 - The media organization he/she represents.

- The type of information he/she is seeking.
 - The reporter's deadline.
- Regardless of the situation or what the media questions might be, never say "No Comment." A better response is "Thanks for calling. Allow me to refer you to our COO who handles media questions and he will be able to assist you."
- Never talk "off the record" with the media. Always assume that they will use any and all information they obtain in their report.

Elevator Failure

If you become trapped in an elevator, the following actions should be taken:

- DO NOT PANIC. Use the elevator phone to call for assistance.
- Press the ALARM or HELP button to notify others who may be nearby.
- DO NOT attempt to force open or attempt to climb out of the elevator car. The elevator could restart without warning.
- Your best course of action is to relax, get comfortable, and wait for professional assistance. Even if the air temperature feels warm, there is plenty of air circulating in the elevator and throughout the shaft.
- Provide the following information to the emergency service responding to the elevator phone:
 - Your name
 - Total number of people in the elevator
 - Report any injuries, medical conditions, or disabilities

Hostage Situation

IF YOU HEAR OR SEE A HOSTAGE SITUATION:

Immediately remove yourself from any danger and call 911. Provide them with the following information:

- Location and room number of the incident.
- Number of possible hostages and hostage takers.
- Physical description and name of hostage takers, if known.
- Any weapons the hostage takers may have.
- Your name, location, and phone number.

IF YOU ARE TAKEN HOSTAGE:

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

IN A RESCUE SITUATION:

- DO NOT run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stay still. Make no sudden moves that a responder may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer is not sure whether you are a terrorist or a hostage.

- If you are handcuffed and searched DO NOT resist. You will be taken to a safe area where proper identification and status will be determined.

Sexual Assault

SEXUAL ASSULT DEFINED. Sexual assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated.

Attempted or Actual Penetrations: Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, or causing the other to touch the harasser’s private parts.

All Other Forms of Non-Consensual Sexual Contact: Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include, but is not limited to, kissing or touching the private parts of another, or causing the other to touch the harasser’s private parts.

Consent: Consent is often a critical issue in sexual assault cases. Each participant in a sexual encounter is expected to obtain and give consent to engage in all forms of sexual activity:

- Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision.
- Consent is informed, voluntary, and actively given.
- Consent exists when all parties exchange mutually affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity.
- Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone.
- A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- An individual who is physically incapacitated from alcohol or drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent.
- Being intoxicated or impaired by alcohol or drugs is never an excuse for sexual assault, sexual harassment, or other sexual misconduct and does not diminish one’s responsibility to obtain consent.
- Just because someone has consented to sex in the past does not mean that they are consenting now.

What to do in the event of a sexual assault:

- Call 911 to report the assault.
- Do not change your clothing.
- Do not shower, wash, douche, or use the toilet prior to a medical exam.
- Do not apply medications to injuries unless absolutely necessary.
- Do not disturb anything in the area where the assault occurred.
- Do not drink or chew gum.
- Do not store your clothing in anything other than a new, clean plastic bag.
- Get medical attention as soon as possible.

Emergency Contacts & Resources

Police/Fire/Medical (emergency)	911
Police (non-emergency).....	815-966-2900
Campus President (Michael O’Herron)	815-965-8616
ComEd (emergency).....	877-426-6331

