



Infinity College

Student Catalog

2018-2019

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www.infinitycollege.edu

“Licensed by the Louisiana Board of Regents, and adheres to the rules and regulations of the Proprietary Schools, Advisory Commission”.

Infinity College is Accredited by the Commission of the Council on Occupational Education

Infinity College is Accredited by ASHP

Infinity College is Initially Accredited by LSBPNE

College Jurisdiction

Infinity College reserves the right to modify the offering of courses, programs of study, tuition, hours of classes, the calendar, and any other material listed in this catalog or herein attached or inserted. Changing conditions and requirements may dictate such changes at any time.

*Students will graduate under the catalog/enrollment agreement in which they initially enrollment under. If Infinity College decides to increase or decrease clock hours, the student will need to be in agreement and will also be required to sign a new enrollment agreement.

NOTE: Practical Nursing student's policies and procedures may differ from other programs offered at Infinity College. Please see the Practical Nursing student catalog for more specific program information.

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CAMPUS INFORMATION

Mission Statement

Infinity College is committed to serve the unique academic and social needs of our students in a learning environment that instills intellectual freedom enabling them to acquire skills that lead to career advancement in our ever-changing society.

Vision Statement

Infinity College provides an atmosphere of academic excellence where students and employees can achieve their full potential. Infinity College's education network instills the necessary skills so that graduates and employees can be responsive to socioeconomic, technological, and environmental challenges in a complex and shifting society.

Institutional Philosophy

Infinity College seeks to enhance and stimulate intellectual growth while concentrating on personal development and potential for career advancement. Infinity College offers the skills to help graduates succeed in Allied Health careers that will aid them in communicating effectively, thinking analytically, and advancing professionally and personally.

Core Values

The members of the Infinity College community maintain a culture that:

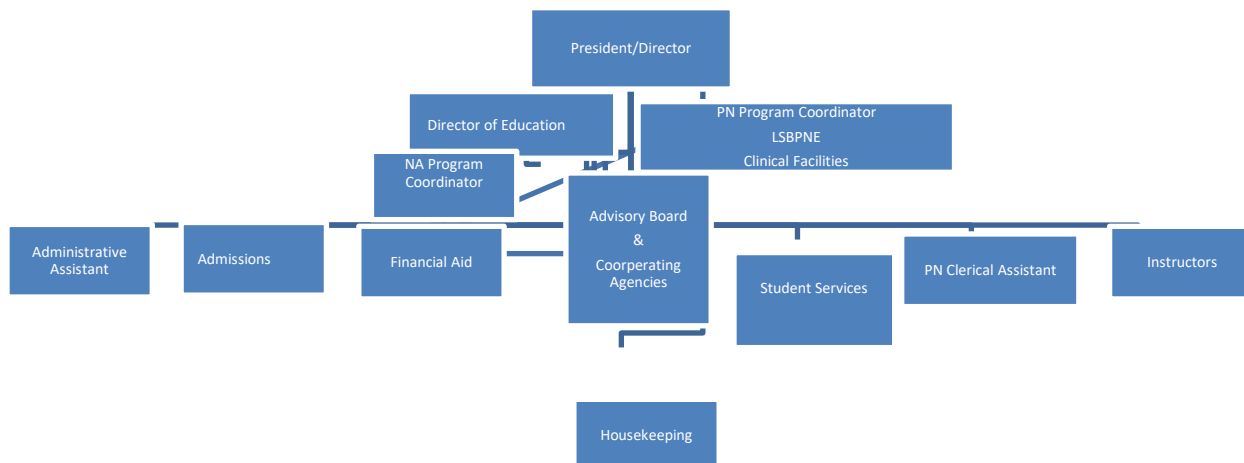
- Adheres to personal academic and intellectual integrity
- Embraces the diversity of cultural backgrounds, personal characteristics, and life situations represented in this community
- Values an environment for the free expression of ideas, opinions, thoughts, and differences in people
- Respects the rights, dignity and property of all
- Trustworthiness
- Fulfilling Our Potential
- Valuing Ourselves
- Community Involvement
- Leadership
- Integrity
- Learning
- Collaborative Partnerships

Goals

Infinity College has identified goals that guide planning and resource allocation throughout the college. These goals are intended to be aspirations in that they are assumed to inspire, to guide, and to be on-going. Each goal should result in a number of long-term and annual initiatives that support progress toward accomplishing the broader aspiration. The goals are:

- To offer high quality programs
- To build and maintain a student-centered college
- To promote and celebrate diversity
- To foster a strong college community
- To enhance and support regional development and outreach

Organization Structure



Chain of Command Policy

While a student at Infinity College, it is hoped that all students are comfortable with the environment that they are in. However, from time to time individuals may experience situations and circumstances which give rise to unhappiness or discomfort. Infinity College desires to assist students in resolving any such issue.

All students are expected to show proper respect to and promptly obey the Chain of Command at all times. Respect for the supervisors is essential for both discipline and operational efficiency. All students are required to be familiar with the Chain of Command and to work within its parameters.

No student shall initiate contact with Governing Agencies such as but not limited to the Board of Regents etc. collectively or individually, or with any other federal, state, regional, or local officials with regard to any business or a situation regarding Infinity College unless they have advised the President and/or Director through the chain of command and have secured his/her consent in writing. After the President/Director is advised of the situation, he/she will attempt to resolve the matter on an administrative level at the campus. If the matter is unable to be resolved at the administrative level, then it will be referred to the Corporate Board. Constructive criticism of the school is welcomed whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the school to do their tasks more effectively.

Infinity College have confidence in the professional staff and students and desire to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint.

Proper use of the Chain of Command is vital to the overall effectiveness of Infinity College. Effective communication between Instructors and the administration within the Chain of Command is crucial to the proper functioning of Infinity College. Therefore, all students will use the chain of command when communicating issues and problems concerning matters at the campus.

Infinity College advises that the proper channeling of and most effective way to resolve complaints involving instruction, discipline, or learning materials etc.

Matters referred to Infinity College must be in writing, must include address, name, date, contact phone numbers, signature of the complainant, and should be specific in terms of the action desired. After reading such complaints, and if more information which might challenge or question the good name or character of an individual is needed, Infinity College shall consider this in Executive Session. At the end of the meeting the Director and/or President and should ideally provide an immediate decision and any appropriate action required. However, in exceptional circumstances the final decision may be deferred. The outcome of the meeting will be confirmed in writing to all parties involved. Every student has the right to voice concerns about policies, conditions, or personnel at the institution which creates an adverse effect on the education being pursued.

Campus Facility

Infinity College is located at 117 West Pinhook Rd., Lafayette, LA 70501. Infinity College currently offers the following programs: Medical Assistant, Phlebotomy Technician, Pharmacy Technician, Medical Insurance Billing & Coding Specialist, Nursing Assistant, and Practical Nursing.

The campus facility is a single-story building containing approximately 6200 square feet. The building is centrally heated and air conditioned. The campus facility is equipped with several classrooms, break room area, offices, multi-purpose room, and a reception area. Students will learn by utilizing various types of medical and office equipment and computers. The class ratio is 1 Instructor per 20 students.

Affiliations

Louisiana Board of Regents
LSPBNE
National Center for Competency Testing
National ACT Testing site –**Test Center Code: 237500**
Louisiana Department of Health & Hospitals
GI Bill Acceptance-VA
COE

National Healthcare Association
National Technical Honor Society
Certiport Testing Center
Louisiana Board of Pharmacy
GED Skills Training (in house)
ASHP
PTCB

Staff and Faculty

Administration	
Name	Title
Sherica Davis, MBA, PhD	President/ Campus Director
Shauniki Davis, MPA	Director of Education
Nona Leday, APRN	Program Coordinator- Nursing Assistant
Ethel Ambrose, RN, MSN	Program Coordinator-Practical Nursing
Florence Rogers, A.S.	Administrative Assistant
Carolyn Nelson	Admissions
Schuyler Bernard	Financial Aid Officer
Rachel Leopaul	Student Services Coordinator
Kendra Davis	PN Administrative Assistant

Faculty				
<i>Name</i>	<i>FT or PT</i>	<i>Degree Conferred</i>	<i>Conferring Institution</i>	<i>Program</i>
Katina Arvie	Part-time	Diploma	Remington College	Phlebotomy Technician
Brown Jr., Paul	Part-time	High School/CPht	Acadiana High School	Pharmacy Technician Training
Nona Leday	Part-time	MSN	McNeese State University	Nursing Assistant
Janeen Harmon	Full-time	LPN	Louisiana Technical College	Nursing Assistant
Rachel W. Leopaul	Part-time	CIBCS/ CMAA	Infinity College	Medical Insurance Billing & Coding Specialist
Abby Zenon	Part-time	LPN	LTC	Nursing Assistant
Ta'Ronce Williams	Part-time	High School	Remington College	Medical Assistant
Ethel Ambrose	Full-time	MSN	McNeese State University University of Phoenix	Practical Nursing
Latalia Landry	Part-time	RN	ASN	Practical Nursing
Margaret Daire	Part-time	RN	ASN	Practical Nursing
Betty Boudreau	Part-time	RN	Our Lady of the Lake	Practical Nursing
Kathy Cline	Full-time	RN	MSN	Practical Nursing
Berlyn Glaude	Part-time	RN	University of Louisiana	Practical Nursing

School Calendar

Holiday	2018	2019	2020
New Year's Day	January 1	January 1	
MLK Jr.	January 18	January 21	
Mardi Gras	February 13	March 5	
Easter	March 30	April 19	
Memorial Day	May 28	May 27	
Independence Day	July 4	July 4	
Labor Day	September 3	September 2	
Thanksgiving	November 22*	November 28	
Winter Break	December 22- Jan.1*	December 21- Jan.1*	
Classes Resume	Jan. 2, 2019	Jan. 2, 2020	

** Subject to Change**

Non- Discriminatory Policy

Infinity College is an equal opportunity education institution. It does not discriminate on the basis of race, color, religion, age, sex, physical handicap, marital status, sexual preference or national origin in administration of its admissions policies, administrative policies and other school-administered programs.

Students with Disabilities

In accordance with the Americans with Disabilities Act, Infinity College makes provisions to accommodate students with qualified physical, learning, and/or psychological disabilities. Students are asked to please inform staff upon enrollment of any disabilities so that accommodations can be made.

GENERAL INFORMATION

Hours of Operation

Please feel free to visit our campus at any time during office hours.
Monday – Friday, 8:00am-5:00pm.

Enrollment and Start Dates

New Students may enroll at any time. Classes start at frequent intervals; therefore, prospective students should consult an Admissions Representative for the dates of the next starting class.

Admissions

Students who are seeking admission or readmission to Infinity College must file appropriate documents with the Admissions Office. Regardless of the intended program of study, all applications are processed in the admissions office. High school transcripts are evaluated, along with other required admissions-related documents. All applicants will be considered for admission on a nondiscriminatory basis.

Admissions Requirements

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Infinity College as a regular student. Infinity College must adhere to the U.S. Department of Education, Accrediting Agency, and LSPBNE guidelines.

Applicants must file a standard application for admissions. Applicants interested in enrolling in one of our programs of study should contact the school and schedule an appointment for an admissions evaluation and take an entrance exam. Applicants should be at least 17 years of age, possess a high school diploma or GED and must successfully pass the entrance exam prior to admission, submit all required documents and satisfy tuition. Pharmacy Technician students and Practical Nursing students should be at least 18 years of age to enroll into the program.

- There is a \$20 testing fee for the Entrance Exam.
- Interview with an admission representative.
- Please provide a copy of your high school transcript/diploma, GED Certificate or sign a release allowing Infinity College to request it from your high school or GED testing center. ***Note:** The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.

Home School Students: must have a recognized equivalent of a high school diploma such as a home-schooled certificate by the state where the student resided during home school. The student must have completed homeschooling at the secondary level as defined by state law. Due to the passage of Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV, HEA funds) by passing an "ability-to-benefit" test.

- If the applicant does not pass the entrance exam on the first attempt, he/she will have the opportunity to re-take the test for no additional fee. The exam may be attempted only two (2) times in one (1) day. The exam can be attempted three (3) times in a six (6) month period.
- If the applicant does not possess a high school diploma or GED, then the applicant must also pass the entrance exam and is only eligible to enroll in the Nursing Assistant program.
- Once the applicant has completed all admissions requirements including satisfying tuition payment standards, the applicant will be granted a scheduled start date to begin their program of studies.

- Nursing Assistant Students must submit to a state background check and not have committed crimes listed in the program requirements section.
- Pharmacy Technician Training and Medical Assistant students must possess a high school diploma or GED and does not have any felony convictions on their background. Pharmacy Technician Training students must adhere to have their background check completed with the Louisiana State Police and following the regulations of the Louisiana Board of Pharmacy.
- All students will be required to attend an orientation session prior to starting class. The purpose of the orientation is to acquaint the student with the goals of the school, its rules, regulations and the objectives of their course of study.
- Have math proficiency sufficient to fulfill the requirements of pharmacy technician job responsibilities
- Students may be required to submit a copy of their immunization records to the school and a copy of their background check if required. Canto speak, read, and write fluently in English (all classes are taught in English)
- A Skills and Achievement Commencement Credential for Students with Severe Disabilities is replacing the Individual Education Program (IEP) diploma effective July 1, 2013. Neither the IEP diploma not the Skills and Achievement Commencement Credential is acceptable for entrance into the program requiring high school graduation or a GED.
- Student's enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under Title IV [34 C.F.R. 668.43(a) (9)]

Provide proof of Selective Service Status: In accordance with the requirements of Louisiana Law R.S. 17:3151 and the Federal Selective Service Act, male applicants who are between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's Selective Service Registration card or a printout from the Selective Service website indicating the applicant's status.

- Students that are enrolled in programs that require externship must submit a negative TB result prior to attending clinical.

Applicants must pass the Wonderlic entrance exam with the following scores based on the program of study:

Program	Passing Score
Medical Assistant	15
Phlebotomy Technician	15
Pharmacy Technician Training	15
Medical Insurance Billing & Coding Specialist	15
Nursing Assistant	10
Practical Nursing	12 on TABE Test

Financial Assistance

A plan tailored to meet your needs while attending school can be arranged at the time of registration. This payment plan cannot be changed. In case of an emergency situation, you can provide a written request to the school to change your payment plans. The school may at the discretion of the Director, change this plan for you at an additional cost of \$25 each time. Financial Assistance may be available through local vendors if funds are available and if contracted with the school. Interest rates for alternative loans vary according to the applicant's credit worthiness. Infinity College requires that all students who enroll in classes complete, sign, and return the Tuition Contract. The Tuition Contract provides a financial planning option that allows the student to pay tuition and fees in equal installments. The Infinity College Tuition Contract serve both as the application and the promissory note for all tuition and fee payments due to the school and is valid until all charges due are paid in full.

To receive Federal Student Aid, you will need to:

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

Men exempted from the requirement to register include;

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

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

In addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD
You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD
You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant (Status Pending)
 - Conditional Entrant (valid only if issued before April 1, 1980)
 - Parolee
4. Have BATTERED IMMIGRANT STATUS

You are designated as a “**battered immigrant-qualified alien**” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.

5. Have a T-VISA

You are eligible if you have a T-visa or a parent with a T-1 visa.

Veterans Benefits/Other Funding Sources

Selected programs of study at Infinity College are approved by the Veterans Affairs for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for VA funds is made directly through the department of Veterans Affairs. Additional funding may be obtained for eligible candidates through many different programs including; Louisiana Department of Workforce Services, Louisiana Rehabilitative Services (LRS). The determinations for these funds are made through the respective organizations.

Incarcerated Applicants

A student is incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school’s physical location; therefore, incarcerated students are not eligible for admissions.

Conviction for possession or sale of illegal drugs (Drug Program Information)

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. The School is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.

- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit form and additional required paperwork.

Federal Financial Aid

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

Verification

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Financial Aid) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc.

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

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

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

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on the School's website can be found in the student catalog. Paper copies are available upon request.

(501)

Office Hours

9:00 a.m. - 4:30 p.m.

NSF Checks

Any check that is received by the school from the student for any type of payment and is returned to the school due to insufficient funds, there will be a non-refundable fee of \$36 assessed to the student account. Infinity College will notify the student to collect payment and will place the NSF check and documentation of fees in the students file. All grades, transcripts, certificates, diplomas, and services will be withheld until the student account is satisfied.

Housing

The school does not maintain dormitory facilities.

Library

The library and library resources are available to students and faculty for research and reference. Computers, periodicals, tests, newspapers, Internet, and other reference materials are available in the library and computer lab. Infinity College uses the Book Source library management system so inventory books that students may need to check out. In addition, Infinity College's students have access to "The Free Library by Farlex" which is an online library. (www.thefreelibrary.com)

Bookstore

Infinity College maintains a bookstore area where students may pick up books and supplies. Additional items are available for purchase.

Personal Property

Infinity College assumes no responsibility for the loss or damage to personal property.

Designated Parking

Students are required to park in designated parking areas only. Students will be required to purchase a parking permit for a fee of \$10. Students that are in violation of parking regulations will be towed at their own expense.

Inclement Weather

Infinity College is closed if the COMMUNITY COLLEGE AND UNIVERSITY SCHOOL SYSTEM is closed due to inclement weather ONLY. (University of Louisiana at Lafayette and South Louisiana Community College). **There will be times when Infinity College will be open**

when the Lafayette Parish Public Schools, ULL and SLCC are closed at the discretion of the Director. All management staff and Instructors must have current telephone numbers on all students and staff members. The Director will inform staff when the school will be closed so that all instructors can contact their students and management staff can inform all employees. Students can staff may also be notified via the Learning Management System via email, text and posted on the dashboard. There will be a voice recording on the school telephone system notifying callers that the school is closed. Furthermore, local media will also be notified when the school is closed due to inclement weather. Employees will rotate working when the school is closed due to inclement weather- (*Weather conditions permitted*)

Career Services Assistance

Our career services department provides assistance to all graduates of programs at no charge. However, while career service assistance may be provided, it is understood that the school cannot promise nor guarantee employment to any student or its graduates.

The career services assistance may include but not be limited to:

1. Employment orientation prior to graduation. This orientation will provide the essential information relating to interviews, resumes and appointments, with emphasis on dress, appearance and applications.
2. Assistance with applications and employment forms.
3. Efforts to provide interviews with prospective employers.
4. Contacts with employers to identify job openings.
5. Student participates in job readiness
6. Information concerning employment opportunities with local, state, and federal agencies.
7. Communication with career centers to seek employment assistance in areas of Louisiana.

The success or failure of the placement efforts of the school will be influenced by the attendance, academic records, and personal appearance of the graduate. Students are required to submit an electronic resume to Infinity College prior to completion of their program of study.

Externship/Internship

Externship students are placed in an actual job in the business community for part of his or her school day in his or her last quarter of training. The students are exposed to the many components of his or her chosen occupational field and have the opportunity for "hands-on" experience. Externship is considered a service to the student as well as curriculum requirement. Because of Externship training, the student receives valuable experience and the opportunity to relate in an actual job situation. Often, Externship training is the beginning of many permanent jobs and job networking.

Externship training is under the direction and supervision of Infinity College, the Instructor, Site Supervisor, and Program Coordinator (if applicable). All externship sites must be approved by the school and a contract must be signed by both the school and the externship site prior to the student attending training. Students are not permitted to work independently while in externship or internship. All training must be supervised. Externship training is a requirement to complete a program of study (if applicable); therefore, students are not compensated during this phase of

training. Internship training is under the direction and supervision of Infinity College and the program Instructor. Externship sites may be located up to a 60-mile radius from the campus. All externships must begin within one month of the end of the in-school classes. *Additional program requirements may apply.

After Hours in Clinical

Due to safety, students are not allowed to represent themselves as a "Student in Clinical" after school hours unless for specific purposes such as: assigned evening clinical hours as a student or obtaining patient assignment per faculty instructions.

Student Conduct

Infinity College reserves the right to dismiss a student whose conduct is detrimental to the school or other students. Students are expected to maintain the standards of conduct that would be applicable to any work situation. Attendance, participation, challenging work, and honesty are expected always.

In instances of student misconduct, it can be expected that the school will assert authority through the practice of progressive discipline. A student may receive a warning, be placed on disciplinary probation, or even be suspended from the school. Procedural fair play and due process will be provided in every instance. The School Administration reserves the right to discipline each student as an individual and not one of the masses or based upon past similarities. Institutional obligations include, but are not limited to, upholding the law and maintenance of regulations regarding cheating, prejudicial behavior, physical abuse or harassment, impropriety of sexual behavior or illicit use of drugs or intoxicants, especially as these relate to this institution's educational goals. Infinity College does not allow the use of alcohol or illegal drugs on school property or at school sponsored functions. A student who is in possession of or under the influence of alcohol or illegal drugs is subject to loss of financial aid and immediate dismissal from the school.

U.S. Constitution Day

In recognition of the United States Constitution Day, Infinity College staff and students recite the preamble to the U.S. Constitution and engage in a brief discussion of the Constitution.

Emergency Calls and Calls to the Students

Students and staff are permitted to use the business telephone; however, it is recommended that all personal calls be kept to a minimum. In the event of an emergency call, students will be notified immediately by staff. Students and staff are not permitted to communicate via personal devices which include but are not limited to personal cellular telephones, home telephones, personal email or social media. All student and staff interaction should be done on the company email and company business telephone

Designated Break Areas

Students are not permitted to loiter in employee's offices or in hallways. It is recommended that students utilize the break room or other areas designated for break time.

Guidance and Counseling

Infinity College offers guidance and counseling sessions with students so that they can gain assistance with personnel. School activities which can be arranged with the Director, Director of Education, and/or Instructor during non-class hours.

Grievance Policy

While enrolled at Infinity College, it is hoped that all students are comfortable with the environment that they are in. However, from time to time individuals may experience situations and circumstances which give rise to unhappiness or discomfort. Infinity College desires to assist students in resolving any such issue.

It is the policy of Infinity College not to discriminate against any individual based on race, color, religion, national origin, sex, sexual orientation, marital status, age, or disability etc. If a student believes that he or she has been discriminated against, he or she has the right to file a grievance.

It is recommended but not required that the student speak first about the concerns to his or her Instructor. Anyone wishing to file a formal grievance may do so in writing (including, if possible, witnesses, dates and details of all incidents) and submit the grievance to the Director. Anyone who makes a grievance will not be retaliated against for doing so. After the grievance is reviewed and researched by the School Director; if required, a meeting will be scheduled with all parties involved which will allow each party to outline his or her concerns.

At the end of the meeting the Director should ideally provide a decision and any appropriate action required. However, in exceptional circumstances the final decision may be deferred. The outcome of the meeting will be confirmed in writing to all parties involved. The Council on Occupational Education may also be utilized if a grievance is not settled at the institution level. Complaints shall be addressed to: Council on Occupational Education, 7840 Roswell Rd, Building 300, Suite 325, Atlanta, GA 30350, Phone 1-800-917-2081 and the web address is www.council.org.

Complaint Procedure

The student shall have the right to appeal any sanction of probation or suspension, dismissal, or expulsion regardless of whether this sanction is imposed by the decision of the Director. The appeal must be made in writing within seven (7) days of the date of the decision. If the student wishes to appeal the decision of Infinity College, the student may appeal in writing their student complaints related to actions of school officials. All correspondence shall be addressed to the Louisiana Board of Regents, Division of Planning, Research, and Performance, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, LA. 70821, phone 225-342-7084. This step should only be taken after the student has unsuccessfully resolved the matter with the school and having first filed a written and signed complaint with the School Director. The Council on Occupational Education may also be utilized if a grievance is not settled at the institution level. Complaints shall be addressed to: Council on Occupational Education, 7840 Roswell Rd, Building 300, Suite 325, Atlanta, GA 30350, Phone 1-800-917-2081 and the web address is www.council.org.

ACADEMIC INFORMATION

Academic Freedom and Responsibility

Infinity College is firmly committed to the principle of freedom of thought, inquiry, and expression. No member of the college community may, in the exercise of academic freedom, deny the corresponding right of any other member of the college, or interfere with the legal and proper functions of the college.

ACADEMIC INTEGRITY

Statement of Policy

Ethical conduct is a foundation upon which a successful academic career at Infinity College rests. The students, faculty, and staff must commit themselves to the highest standards of honesty, trust, fairness, respect, and responsibility. Therefore, any deviation of these standards is a breach of the ethics that are the basis of Infinity College 's academic programs and thus a violation of the college's Academic Integrity policy.

A violation of the Academic Integrity Policy includes, but is not limited to:

- Cheating: using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit.
- Plagiarism: taking the work of another and offering it as one 's own without proper acknowledgement of the true source, whether that material is paraphrased or copied in verbatim or near-verbatim form.
- Unauthorized collaboration on a project, homework, or other assignment unless otherwise allowed by course instructor.
- Sharing, selling, or buying information related to graded learning activities.
- Using professor feedback for another student as the basis for an essay response.
- Resubmitting a paper that has already been submitted for another course.
- Falsifying information
- Accessing or using unauthorized materials (electronic or print) and/or websites.
- Use of an alternate, stand-in, or proxy during an examination.

Sanctions

Infinity College regards violations to the Academic Integrity Policy as a very serious matter. Students who are found to be in violation of the Academic Integrity Policy are subject to sanctions, which range based on incident and severity from a letter of reprimand up to and including dismissal from school and diploma revocation.

Statute of Limitations

There shall be no statute of limitations 'that precludes faculty from acting on the discovery of alleged violations, either during the time in which the course in question is being offered or after the course has ended (and after the student has graduated).

Educational Records

Educational records are all files, records, or documents maintained by the school that contain information directly related to the student. Each student has two separate files, an Education and Financial Aid file. The records are maintained by each individual department (Education and Financial Aid). When the student completes or withdraws, the two (2) files are combined and stored on the campus. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

Infinity College recognizes and respects the student's right to privacy. As such, the release of student records is prohibited without written authorization and permission from the student in accordance with Public Law 93-389.

Records of Students include:

- Application/Enrollment Form
- Cumulative Health Record
- References
- Testing Results (ACT)
- High School/G ED/College Transcripts
- Physical, Immunization Records
- Other forms as required by Infinity College
- Competency checklist
- Copy of graduate certificate
- Copy of transcript with seal

The institution will annually distribute to all enrolled student's information about:

- The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education.
- Procedures for reviewing education records and requesting amendment of the records.
- Information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

What is FERPA?

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students.

There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

What is considered Directory Information?

In compliance with **FERPA**, the following statement reflects the school's policy:

The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. The school reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.

However, the Act states that each student has the right to inform the School that any or all the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that Infinity College is notified in writing by the student to permit release of "directory information".

Health and Safety Exemption Requirement

Infinity College adheres to all requirements pertaining to the protection of student information. Information about Student Records and confidentiality.

However, there are limited exceptions to FERPA regulations under which ACHS is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent.

The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

Review of Records

It is the policy of the school to monitor educational records to ensure that they do not contain information that is inaccurate, misleading, or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the student's circumstances.

Access to Student Records without Consent

The school may release student information without written consent of the student to:

- Other school officials who have legitimate interests.
- Other schools where students have applied for admission. In this case, students must be advised that the records are being sent so that they may receive a copy and have an opportunity to review and challenge the records.

- Authorized representative of the Department of Education and the Comptroller General of the United States.
- State and local authorities, where required.
- Accrediting agencies.
- Parents of a student who is their dependent as defined in the Internal Revenue Code of 1954. However, the school is not required to release such records.
- To comply with a court order or subpoena, provided that the student is notified prior to compliance.
- In the event of a health or safety emergency, where such release without consent is necessary under the circumstance

Study Time

The school believes that a student's main objective should be to further his or her education. To successfully complete the class requirements, a student must consider his or her obligation to studies and allow the necessary required amount of study time.

Tutorial Assistance

Tutorial services are available on an individual basis. Any student interested in attending a tutoring session should contact the Director of Education to make the necessary arrangements. Tutoring is provided at no additional cost to all students who need assistance with his or her studies to achieve the desired results.

1. Friday of each week is set aside for assistance in any area of difficulty that the student may be experiencing (classroom, personal, etc.).
2. A notebook will be available in the classroom to sign up for assistance from instructor(s).
3. Each student must sign up by 3:30 p.m. the day before Selective Study.
4. The faculty recommends individual or small group sessions.
5. This time will not be used as review for upcoming tests. Test reviews will be given to entire class during class time.
6. Students will complete form to document areas of weakness and strategies to improve weakness prior to meeting with instructor. Instructor will discuss with student at meeting.
7. This is counted as class time; therefore, attendance is required.

Remediation

Students are expected to take full responsibility for his/her learning while in the program. It is the student's responsibility to discuss with the faculty any difficulties he/she may be having in subject matter, review each test, and identify new strategies for improvement.

An intervention process will be implemented when a student's academic performance in classroom, attendance, clinical, and behavior have declined. The purpose is to improve opportunities for student success in the program.

Class Hours

Day classes are in session from 8:00 a.m. to 1:00 p.m.; 8:30 a.m. to 2:30 p.m.- Monday through Thursday; Monday - Friday from 8a-5p. Typically, evening classes are held on Monday, Wednesday, and Thursday's from 5:30p-9:30p or 5p-8:30p. Some classes are offered Monday – Friday from 5p-9p. Friday's are offered to students from 9:00 a.m. to 12:00 p.m. for makeup tests, individual and group tutoring, skill building drills, and additional lab time on equipment.

*Practical Nursing classes are scheduled Monday - Thursday from 8:30am - 3:35pm. *Clinical time will be approximately 7-12 hours per day, from 2-4 days per week. Days and times will vary according to the clinical facility availability.*

Incomplete

Grades of "Incomplete" can be assigned the letter grade of "I". Incompletes are only assigned under certain circumstances such as illness or hospitalization. It is up to the instructor to decide if an "I" will be assigned. The student is then given one week to complete all work missed so that the instructor may assign a grade. If for some reason, the student fails to make up the work within five scheduled class days after that, the "I" will turn to an "F".

Attendance Policy

Students are expected to be in class for the prescribed number of hours for which they have enrolled. All students must be present for at least 80% of offered hours to remain in school. Continuous absences hinder educational objectives and result in unsatisfactory achievement which may lead to termination of the student's enrollment. Absences for acceptable personal or medical reasons will not lead to a student's termination, although the student's projected date of graduation may have to be revised. Students obtaining 14 consecutive absences will be dropped from their program of study. Excessive tardiness and leaving early will be counted as absences. Keeping good attendance in school will benefit you both in your training and in employment. Furthermore, if a student is absent from school, although the student submits an excuse for their absence; the student is required to make up all work and clock hours missed.

If a student accumulates five or more absences in a month, the student will be placed on attendance probation at the time of their monthly progress report. While on attendance probation a student must not accumulate a total of five or more absences or they may be terminated from the school.

Additionally, if a student is placed on attendance probation for a total of three times throughout their program of study, the student may also be terminated. In each case, when the student is in a situation where they may be terminated, the student must contact the Director and/or Director of Education of the campus in writing to appeal the decision to be terminated. After consulting with the student and the instructor, the Director and/or Director of Education will decide (also in writing) to accept or deny the written appeal.

If a student is approved to re-enroll in their program, the student must complete a re-entry application and a \$50.00 readmission fee is applicable. There will be a 7-day waiting period before a student is permitted to re-enter.

*Additional policies may be required in various programs.

Absentee Policy-VA Students

All absences, regardless of reason, are recorded and will be reported to the U.S. Department of Veterans Affairs. Class cuts are not permitted, and a veteran or other eligible person who cut class are charged with the length of the class absence. If a veteran or other eligible person is absent more than ten percent of the scheduled hours of attendance in the course pursued, he/she

shall be terminated. He/She may be reenrolled in the same course after specific approval of the director of the school.

The effective date of interruption will be the end of the month in which the excess occurred provided he/she attends to the end of the month; otherwise, interruption will be as of the last day of attendance. If progress were unsatisfactory the time of interruption will be as of the last day of attendance. If progress were unsatisfactory the time of interruption, the VA will be advised. Under those conditions, approval by a VA Counselor is necessary before other benefits can be authorized.

Should it be necessary for a veteran or dependent to be out of school for several consecutive days, the VA will be notified to terminate his/her benefits. (VA Form 22-1999b), and a reenrollment form (22-1999) will be submitted when he/she returns. The days which his/her benefits are discounted will not count as days of absences.

Make- Up Work

Classroom work and clock hours missed because of an absence can be made up through arrangements with the Director of Education. Make-up work, however, does not remove an absence and does not grant credit for clock hours missed. Absences of instructional hours must be made up and supervised and documented by faculty, in order for the student to receive credit. Otherwise, his or her graduation date will be extended by the number of hours missed. Attendance at make-up sessions will be permanently recorded in an attendance register maintained by the instructor. Make-up work must be completed within 1 week of the assignment given.

Students will be granted a three (3) day grace period to make up any assignments or examinations missed due to an excused absence to earn a grade. Until the assignment is “made up” the student will receive a zero (0) for all work missed. Examples for excused absences are: (i.e. jury duty, military assignment, sickness with a verified doctor’s excuse, hospitalization, death of an immediate family member). Students needing to make-up time will be charged a fee of \$25 per make up class and \$25 per make up day of clinical *Additional policies may be required in various programs.

Late Assignments/Tests

Late assignments and/or tests will only be considered for a maximum of 75% of the total points.

Early Dismissal

Any student desiring early dismissal from class must have a valid reason and make his or her request in writing to the Director and/or Instructor. Early dismissal from class is granted at the sole discretion of the school’s management staff.

Tardiness

Tardiness disrupts the learning process, is unfair to the instructor, to students who arrive on time, and will not be tolerated. Tardiness is defined as ten (10) minutes late arrival or early departure from the class. Four or more consecutive tardiness events will result in one-hour deduction. Students demonstrating such a pattern will be asked to discuss this situation with the Director of

Education to remedy the situation. Continued violations may result in the student's probation or suspension.

Standards of Satisfactory Academic Progress (SAP)

A student must meet the following minimum standards of academic achievement and successful course completion while enrolled at Infinity College. Infinity College requires that all courses be successfully completed to graduate from the program.

Maximum Program Length: A student must complete the entire program in no more than one and one-half the normal time frame or a diploma cannot be awarded. If the student exceeds the maximum program length, a certificate of completion will be awarded.

Student not meeting standards will be placed on probation. A student who successfully completes only the minimum percentage of courses attempted at each evaluation point as described above will have to continue beyond the standard length of the program.

Institutional Procedures: If at any point, it is clear the student is not meeting SAP Standards, they will be placed on academic probation or suspension. A student will be placed on probation if they fail to meet minimum SAP Standards at any of the checkpoints and will remain on probation until the end of the next grading period. At this point their standards will be checked and if a student has progressed since being placed on probation they will be returned to active status.

SAP measured in accordance with the criteria below, which affect a student's academic standing. Although there are four criteria listed below, the most measurable factor is that of the GPA. The student must complete a specified percentage of clock hours attempted and maintain the minimum required GPA at each progress evaluation.

Program Length	Maximum Length (150%)	Pmt Period 1	Pmt Period 2	Pmt Period 3	Pmt Period 4
600 clock hours	900 clock hours	0-300 clock hours	301-600 clock hours		
1596 clock hours	2392.50 clock hours	0-450 clock hours	451-900 clock hours	347.50 clock hours	347.50 clock hours

EVALUATION POINTS AND STANDARDS		
PROGRAM EVALUATION POINTS	GPA	COMPLETION
25	1.5	25%
50	1.7	50%
75	1.9	75%
100	2.0	100%

Students should receive a progress report at the end of every month. Nursing Assistant students will be informed if their grades daily. Should a student fail to maintain a cumulative grade point average of 2.0 or above, that student is placed on probation for

thirty (30) days. During this probationary period, the student shall raise his/her status to the acceptable standards of 2.0 or above. If a student fails to meet SAP during the probationary period, the student will be reevaluated during the next period. *After two (2) consecutive probationary terms, the student shall be dismissed from their program of study.

Standard of Satisfactory Academic Progress for Financial Aid and Requirements

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

All students must meet Infinity College's minimum standards of academic achievement and course completion progress requirements while enrolled at Infinity College. Infinity College's satisfactory academic progress standards ("SAP") have two primary components: one is qualitative and the other is quantitative. The qualitative component requires certain minimum cumulative grade point averages be achieved as of certain measuring points and the quantitative component requires completing courses at a certain pace in order to complete an educational program within the allowed maximum timeframe.

Minimum Measurement Points occur at the end of each Financial Aid Payment Period and in addition thereto, at the applicable Minimum Measuring Point as a percent of Program Length, Minimum Measuring Point in courses, and Minimum Measuring Point in Clock Hours Attempted.

The qualitative and quantitative components of SAP are evaluated as of each Minimum Measurement Point based upon grades, credit or clock hours attempted and credit or clock hours completed as indicated on a student's transcript as of the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached.

Infinity College's satisfactory academic progress standards are the same whether or not a student receives financial aid.

A student that fails to satisfy the SAP requirements at any Minimum Measuring Point and is not placed on either Financial Aid Warning or Financial Aid Probation status shall no longer be eligible to receive assistance under the Title IV programs.

Because financial aid warnings would delay a rigorous review of students' academic performance, Infinity College decides not to use warnings. Instead, it requires students to submit an appeal when they are not meeting SAP standards and the student can no longer receive financial aid.

PROCESS OVERVIEW

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to properly monitor and document SAP. These standards are applicable to all students enrolled in our Educational Programs and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first-class session and is consistently applied to all applicable students

New SAP definitions went into effect on July 1, 2011. Policies were developed to determine the academic standards that students must meet. A schedule of measuring the achievement of Quantitative (Pace), Qualitative standards as well as the maximum time allowance to achieve SAP.

SAP standards are established by the faculty in consultation with the Director of Education Programming. Students must maintain SAP according to the set standards in order to continue enrollment. SAP is measured at the end of each payment period and will be checked prior to disbursement of aid.

SAME AS, OR STRICTER THAN

The SAP policy for Title IV, HEA students is identical to the school standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education Programming notifies the Financial Aid Office if the school changes academic policies.

EVALUATION PERIODS

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

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

Formal evaluations for SAP must coincide with the end of a payment period. The formal evaluations must be placed in each student's file. Evaluations determine if students have met the minimum requirements for SAP.

Formal evaluations for SAP are conducted at the following actual clocked hours:

300 Clock Hours (mid-semester)		0-300 clock hours	301-600 clock hours
1500 Clock Hours		450 clock hours	After first payment period
	900 clock hours	End of Second Payment Period	
	1200 clock hours	3 rd evaluation	
	1500 clock hours	4 th and final evaluation	

Evaluations determine if students have met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and SAP requirements by the end of each of the payment periods in the course.

ACADEMIC YEAR DEFINITION

900 CLOCK HOURS AND 26 WEEKS

QUANTITATIVE MEASURE

To be considered making SAP, Students are required to attend a minimum of 67% of his/her educational program in no longer than 100% of the published length of the program as measured in clock hours as determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period.

Pace is calculated by dividing the total hours accrued (successfully completed) by the total number of hours scheduled. At the end of each evaluation period, the school determines if students have maintained at least 67% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Remedial coursework may be included at the school's option.

Full-time students are scheduled to attend (30) clock hours weekly and part-time students are scheduled to attend (12) clock hours weekly.

MAXIMUM TIME FRAME

A school may use a graduated standard instead of the fixed standard above. This would mean that the student could attend less than 67% in the first payment period but would have to eventually "catch up" to complete the program in the required 150% of the time.

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

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

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

Normal Clock Hours	Normal Timeframe	Maximum Clock Hours	Maximum Timeframe
900	26 weeks	1350	39 weeks

****Example:** If an undergraduate academic program is 27 weeks and $1.5 \times 27 = 40.5$ the time cannot be rounded. If, at any time the student cannot complete the program within the maximum time frame, then the student must successfully appeal for an extension to the maximum time frame to continue receiving title IV aid.

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

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

$$\frac{\text{Cumulative hours completed}}{\text{Cumulative hours attempted}}$$

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

If a student is meeting satisfactory academic progress before the beginning of a payment period but will exceed the maximum time frame before the end of the payment period, the student must submit a successful appeal to extend the maximum time frame to at least the end of the payment period.

QUALITATIVE MEASURE

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

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

Students receive a letter grade as indicated on the chart below and is based on the end-of-semester evaluations. Students who receive an “F” course grade will be required to repeat that course.

Grade	Points	Description
A	4.00	Superior: Mastery of subject matter
A-	3.70	
B+	3.30	Good: Above average of mastery of subject matter
B	3.00	
B-	2.70	
C+	2.30	Satisfactory: Acceptable mastery of subject matter
C	2.00	
C-	1.70	
D+	1.30	Low pass: Limited mastery of subject matter
D	1.00	
F	0.00	Failure: Deficiency in subject matter

Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. If there is no improvement by the end of the next payment period, students could be placed on Financial Aid Probation. Students have the option to appeal the decision. The Financial Aid Administrator and the Director of Education Programming monitors qualitative progress.

A student, who has not improved his standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning period, will be ineligible for future aid disbursement. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility.

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

If either one of these puts the student in a non-satisfactory status, we will notify the student in writing either by mail or email and notate in the student file.

CHECKING SAP:

Student's SAP evaluations, whether after each payment period, annually or less often than each payment period, MUST OCCUR AT THE END of a payment period. Official evaluation cannot be less than a payment period.

Frequency of evaluation determines options

- School must evaluate SAP at the end of each payment period for a program that is one academic year or less in length.
- For programs, longer than one academic year:
 - School may evaluate at least annually to correspond to the end of a payment period
 - School may evaluate at the end of each payment period.
- Each evaluation must include qualitative, quantitative and maximum timeframe standards.

At the time of review, any student who is not in compliance with SAP standards is no longer eligible to receive any title IV assistance. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

Each student will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

AWARDING OF TITLE IV FUNDS

A. Financial Need To determine your eligibility for financial aid, financial need must be calculated. Financial Need is determined by subtracting the Expected Family Contribution (EFC) from the Cost of Attendance (COA):

$[\text{Cost}] - [\text{Expected Family Contribution}] = \text{Financial Need}$

(If your expected family contribution is less than the cost of attendance, you have *demonstrated financial need* and may be eligible to receive financial aid.)

Cost refers to the total cost of attending the College for one academic year (two terms), which includes tuition and fees, books and supplies, room and board, transportation, clothing, and a modest allowance for personal/miscellaneous expenses.

Expected Family Contribution is derived from a federal needs assessment formula developed by the U.S. Congress, known as Federal Methodology, which includes two parts:

- a. *the parental contribution* (for dependent students)
- b. *the student contribution* (for dependent and independent students)

Parent contribution and student contribution equal the Expected Family Contribution. Since you are the primary beneficiary of the college education, you are expected to contribute toward meeting your college costs.

B. Circumstances That May Change Your Financial Need or Cost of Attendance

- Change in Family Circumstances - If you or your family's situation changes because of a separation, divorce or death, request a Special Circumstance Form. You must submit the completed form and any required documentation to the Financial Aid Office. Any adjustment in aid resulting from this request is contingent upon your eligibility, according to program regulations and the availability of funds to the college at the time of review.
- Change in Financial Circumstances - If you or your family's situation changes because of a loss of employment, loss of untaxed income or has a family member who is a dislocated worker, request a Special Circumstances form from the Financial Aid Office. Return the form and required documentation to the Financial Aid Office. Any adjustment in aid resulting from this request is contingent upon your eligibility, according to program regulations and the availability of funds to the college at the time of review.
- Other Extenuating Circumstances that may be considered
- Tuition expenses at an elementary or secondary school,
- Unusual medical or dental expenses, out-of-pocket costs not covered by insurance, or
- Other unusual circumstances that might affect your eligibility for student financial aid.

AWARDING - The financial aid offer is based on information you submitted; our estimates of available funds, and the anticipated number of applicants seeking financial assistance. Your financial aid will be credited directly to your student account for automatic payment of on-campus charges. If you are eligible for grants in excess of tuition and fees, and you wish to make

other charges (e.g. books, supplies, etc.) using your financial aid funds, you must authorize South Central College to pay these charges. You may rescind this authorization at any time prior to incurring any such charges; and you may not cancel it once any such charges have been made. This authorization is valid for funds in excess of tuition and fees, based on your financial aid eligibility and enrollment status. **IF AUTHORIZATION IS NOT GIVEN, YOU WILL BE RESPONSIBLE FOR PAYMENT OF THESE CHARGES AT THE TIME EXPENSES ARE INCURRED.**

PACKAGING PHILOSOPHY - It is our responsibility to coordinate all sources of financial aid for students. If you start in the fall, we will send an email communicating your award availability through your e-services account. Revised award notices will be sent when applicable. We will attempt to package aid for all applicants that will meet direct educational costs of tuition and fees.

Most outside resources such as Military Federal Tuition Assistance, Workforce Investment Act (WIA), Rehabilitation Services (RS), Employment Training (MET), Dislocated Worker Funding, private scholarships, and any other outside resources of financial assistance will be counted toward meeting student need.

Federal Direct Loans will be the last resource of aid. This packaging philosophy is subject to change as necessary due to the number of qualified aid applicants, school policies, federal or state law, and the dollar amount of aid available in each program.

ELIGIBILITY REQUIREMENTS

The award listed on your original award represents an offer based on full-time registration for each term of the academic year. Disbursed funds will reflect actual enrollment as of the census date of the term.

ELIGIBLE PROGRAMS: A vocational program leading to a certificate, diploma, or degree, no less than 16 semester hours in length in an occupational field.

ELIGIBLE STUDENTS: A student who is enrolled in an eligible program for the purpose of obtaining a certificate, diploma, or degree program. A student must be a high school graduate, have a GED or home school document to be eligible for student aid.

REGISTRATION REQUIREMENTS

Federal Financial Aid is based upon the following enrollment status:

- Full-Time
- Three-Fourths Time
- One-Half Time
- Less than Half Time

Your award will be adjusted if you register for less than full-time status.

- Financial aid is adjusted after the census date. Enrollment status will be determined after the last date to add and/or drop a class for the term. Withdrawal from the college on or prior to the deadline to add a class will cancel all financial aid.
- Financial aid is not adjusted for credits added after the census date.
- Financial aid for qualified applicants is prorated to actual enrollment, based upon full, three-quarter, half, or less than half-time. Students must be enrolled in a program of study leading to a certificate in an occupational field and be making satisfactory academic progress.
- Other financial aid, specifically loan aid is limited depending upon grade level.

****Note:** Infinity College does not participate in FWS Community Service or FSEOG selection programs.*

Rights and Responsibilities of Student Receiving Financial Assistance

MONEY MANAGEMENT - Paying for college is more than paying your tuition and fees. It means managing your money and stretching your dollars to meet your financial obligations. The Financial Aid Staff can assist students with their budgets, advise on loan indebtedness and other money management topics through educational programming and advising services.

You have a right to:

- Accept, reject or seek adjustment to your financial aid award without prejudice.
- Know how much aid you will receive by term and how it will be disbursed or applied to your account.
- Know the terms of any employment program award offered.
- Know the interest rate, amount and repayment starting date of loans offered to you.
- Meet with a financial aid professional to review any decisions you feel warrant consideration due to an emergency or circumstances beyond your control.
- Receive answers to any questions you have about financial aid.

You have a responsibility to:

- Apply each year you want to receive financial aid.
- Provide complete and accurate information, and documentation if requested.
- Notify our office of change of enrollment, number of credits, financial status, and outside awards.
- Complete an entrance and exit counseling and repay all loans according to the terms of your disclosure statement and Master Promissory Note.
- Use funds awarded solely for educational expenses incurred while attending SCC.
- Know and comply with the policies for financial aid "Satisfactory Academic Progress".
- Accept responsibility for all agreements signed.
- Report any changes in your financial situation from which you reported on your FAFSA.

DRUG FREE REQUIREMENT - In compliance with federal law (The Drug Free Schools and Communities Act Amendment of 1989), Infinity College has adopted and implemented a drug

free prevention program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program includes:

- Providing all students and employees with information concerning the health risks associated with the use of illicit drugs and the abuse of alcohol.
- Informing students and employees of drug and alcohol counseling, treatment, or rehabilitation programs available.
- Providing all students and employees with a description of applicable legal sanctions under law for unlawful possession, use, or distribution of illicit drugs and alcohol.

REPORTING OF FALSE INFORMATION - South Central College is required to refer for investigation to the Office of the Inspector General any instance in which the review of Federal Title IV aid shows reason to suspect that an applicant may have engaged in fraud or other criminal misconduct in connection with the application or documentation that was submitted in response to the application. This includes, but is not limited to, the following situations:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures or certifications
- False statements of income
- False statements of household data

Contacts for Information on financial assistance and institutional issues

- Institutional Financial Aid Representative- 337.261.9009
- General Information and Telephone Inquiries- 337.261.9009
- Federal FAFSA Processor: 319.337.5665
- Federal Programs/Application: 800.4-FED-AID
- IRS (Tax return copy request): 800-TAX-1040

[NSLDS](#) - Institutions that enter into an agreement with a potential student or parent of a student regarding a Title IV loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System(NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Consumer Loan Disclosure Notice - In compliance with federal regulations under HEOA Sec. 489 amended Sec. 485B (d) (4) (20 U.S.C. 1092b) the College is required to notify you that approved loans will be submitted to the National Student Loan Data System (NSLDS) by the U. S. Department of Education and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system as determined by the U. S. Department of Education.

FINANCIAL AID PROGRAMS

FEDERAL PELL GRANT PROGRAM - The Pell Grant Program was established by the Federal Government to provide the foundation upon which a complete package of financial aid may be constructed. If you apply and are determined eligible, you will receive an award. Before your Pell Grant can be disbursed, we must have a valid FAFSA record in our office by the last day of the term for which you were enrolled. The Federal Pell Grant is not available to students with a prior bachelor's degree or higher. Eligibility is limited to the equivalent of six full-time years of receiving Pell Grant funds.

FEDERAL DIRECT SUBSIDIZED AND UNSUBSIDIZED LOANS

- The Federal Direct Subsidized Loan Program is a need-based, federal student loan program administered by the college, the Department of Education, and a loan servicer. You must be enrolled at least half-time (6 credits) to be eligible. The Federal Government subsidizes the interest while the student is enrolled at least half-time.
- The Federal Direct Unsubsidized Loan Program is a non-need based, federal student loan program administered by the college, the Department of Education, and a loan servicer. You must be enrolled at least half-time (6 credits) to be eligible.

Loan Limits - The loan amount may not exceed the cost of attendance less any other financial aid. More information on annual and aggregate Federal Direct Loan limits can be found [here](#). A borrower may receive both a Subsidized and an Unsubsidized Federal Direct Loan up to the annual loan limit based on grade classification.

Pre-Requirements -

- Direct Loan Entrance Counseling provides information on your rights and responsibilities as a borrower as well as financial management.
- Master Promissory Note is your contract with the Department of Education that you agree to abide by the repayment terms of your Federal student loans.

Exit Counseling - Exit counseling must be completed when you graduate, withdraw, or drop below half-time. The process provides information on the average amount borrowers owe, repayment options, consolidation of loans, and budget information.

Loan Proration - Students who are graduating after fall semester or enrolled in a program that is shorter than a full academic year will have their Direct Loan(s) prorated based on the number of credits needed to complete the program on record. Therefore, the amount listed on your award letter may be higher than your actual remaining eligibility. The amount will be revised at the time the college certifies your loan.

FEDERAL DIRECT PARENT PLUS LOANS

Federal Parent PLUS loans enable parents to borrow up to the cost of attendance minus other financial aid for each child who is enrolled at least half-time and is a dependent student. Federal PLUS borrowers do not have to demonstrate financial need, although they will have to undergo a credit analysis. If a parent is denied a PLUS Loan, the student may be eligible for additional Unsubsidized Direct Loan funding.

CANCELLATION - Borrowers have the right to cancel all or a portion of the loan if request is submitted to South Central College within 14 days of disbursement.

Note: If you completely withdraw during a term, future loan disbursements will be cancelled.

OFFICE OF THE OMBUDSMAN - Students who experience problems with their student loan during the course of repayment may seek assistance through the Department of Education Office of the Ombudsman. Borrowers can contact them at <https://studentaid.ed.gov/repay-loans/disputes/prepare/contact-ombudsmanor> 877-557-2575.

PROFESSIONAL JUDGEMENTS AND DEPENDENCY OVERRIDES

The law governing the FSA programs is based on the premise that the family is the first source of the student's support, and the law provides several criteria that decide if the student is considered independent of his/her parents for aid eligibility.

Note that a student reaching the age of 18 or 21 or living apart from her parents does not affect her dependency status. If a student is considered a dependent of his parents, their income and assets must be included on the FAFSA. The CPS will calculate a parent contribution and add it to the student's contribution to derive an EFC. In unusual cases an aid administrator can determine that a student who doesn't meet any of the independence criteria should still be treated as an independent student.

PROFESSIONAL JUDGMENT

IN GENERAL—Nothing in this part shall be interpreted as limiting the authority of the financial aid administrator, on the basis of adequate documentation, to make adjustments on a case-by-case basis to the cost of attendance or the values of the data items required to calculate the expected student or parent contribution (or both) to allow for treatment of an individual eligible applicant with special circumstances. However, this authority shall not be construed to permit aid administrators to deviate from the contributions expected in the absence of special circumstances. Special circumstances may include tuition expenses at an elementary or secondary school, medical, dental, or nursing home expenses not covered by insurance, unusually high child care or dependent care costs, recent unemployment of a family member or an independent student, a student or family member who is a dislocated worker (as defined in section 101 of the Workforce Investment Act of 1998), the number of parents enrolled at least

half time in a degree, certificate, or other program leading to a recognized educational credential at an institution with a program participation agreement under section 487, a change in housing status that results in an individual being homeless (as defined in section 103 of the McKinney-Vento Homeless Assistance Act), or other changes in a family's income, a family's assets or a student's status. Special circumstances shall be conditions that differentiate an individual student from a class of students rather than conditions that exist across a class of students. Adequate documentation for such adjustments shall substantiate such special circumstances of individual students. In addition, nothing in this title shall be interpreted as limiting the authority of the student financial aid administrator in such cases (1) to request and use supplementary information about the financial status or personal circumstances of eligible applicants in selecting recipients and determining the amount of awards under this title, or (2) to offer a dependent student financial assistance under section 428H or a Federal Direct Unsubsidized Stafford Loan without requiring the parents of such student to file the financial aid form prescribed under section 483 if the student financial aid administrator verifies that the parent or parents of such student have ended financial support of such student and refuse to file such form. No student or parent shall be charged a fee for collecting, processing, or delivering such supplementary information.

Students Without Parental Support

Students whose parents refuse to support them are not eligible for a dependency override, but they may be able to receive unsubsidized Stafford loans only. For a student to be eligible for this provision (the text of which is in the "Professional judgment" margin note on page 114), you must get documentation (1) that his parents refuse to complete his FAFSA and (2) that they do not and will not provide any financial support to him. Include the date support ended. If the parents refuse to sign and date a statement to this effect, you must get documentation from a third party (the student himself is not sufficient), such as a teacher, counselor, cleric, or court. As noted in the next section, this situation does not justify a dependency override. But as with overrides, resolving the situation is at your discretion. If you decide that a student falls into this category, you must document your decision and ensure that the student submits a FAFSA and passes all the eligibility matches. The result will be a rejected application with no EFC. You can then award the student unsubsidized Stafford loans up to the maximum the student would normally be eligible for depending on his grade level (but not the amount a student can get when his parent is unable to get a PLUS loan).

DEPENDENCY OVERRIDES

A financial aid administrator (FAA) may do dependency overrides on a case-by-case basis for students with unusual circumstances. If the FAA determines that an override is appropriate, she must write a statement detailing the determination and must include the statement and supporting documentation in the student's file. However, none of the conditions listed below, singly or in combination, qualify as unusual circumstances meriting a dependency override:

1. Parents refuse to contribute to the student's education.
2. Parents are unwilling to provide information on the FAFSA or for verification.
3. Parents do not claim the student as a dependent for income tax purposes.
4. Student demonstrates total self-sufficiency.

Unusual Circumstances

Unusual Circumstances do include (and may cause any of the above conditions) abandonment by parents, an abusive family environment that threatens the student's health or safety, or the student being unable to locate his parents. In such cases a dependency override might be warranted. The presence of these conditions would not disqualify a student from being an unaccompanied youth who is homeless or self-supporting and at risk of being homeless. Such a student who is too old (i.e., is 22 or 23) to be a "youth" would merit a dependency override. An FAA may, without gathering documentation, use an override that another school granted in the same award year. However, overrides do not carry over from one year to the next; the FAA must reaffirm each year that the unusual circumstances persist, and an override is still justified.

A third party that knows the student's situation—such as a teacher, counselor, medical authority, member of the clergy, prison administrator, government agency, or court—should establish the unusual circumstances. Evidence can be a signed letter or an official document, such as a court order. If third party documentation is truly not available, the school may—though it is not required to—accept a signed and dated statement from the student or a family member detailing the unusual circumstances. Such a statement should be a last resort.

Unable to Provide Parental Data

FAFSA on the Web allows students to indicate that they believe they have special circumstances that prevent them from providing parent information. A student who indicates this is thoroughly informed about what warrants a dependency override and what the results will be for his application. If he persists through those screens and does not include parent data, he will get a rejected ISIR that will have the special circumstances flag set. You will have to review the student's situation and determine if he: is an unaccompanied homeless individual, merits a dependency override, must instead provide parent data, or should be permitted to borrow only unsubsidized Stafford loans because he can document that his parents have refused to support him and to provide their information on his FAFSA. In the last case he does not receive a dependency override.

CREDIT BALANCES

The college's policy is to resolve *eligible* credit balances in student accounts as promptly as possible - in compliance with all applicable regulations and by the end of the term in which the credit balance is created - by issuing refunds to the student.

A ***credit balance*** results when the total of the credits posted to a student's account (e.g., payments, loan disbursements, scholarships, etc.) exceeds the total of the charges applied or applicable to the account for a specific term or semester.

A ***credit balance eligible for a refund*** is one where all the applicable charges and credits have been posted to the account and his or her eligibility for such funds has been reviewed and confirmed or adjusted based on current eligibility, enrollment or any other applicable conditions.

Anticipated funds, including anticipated financial aid, are not considered credits to a student's account until the funds have actually been disbursed to the account.

Accounts of students on a Payment Plan are not eligible for a refund unless the Payment Plan has been completed and paid in full, and payments exceed the applicable charges.

Account Balances, Returns and Payments

In some cases, if a refund is issued and subsequently a balance is created in the student's account, it is the student's responsibility to return the funds to the University or pay the balance in accordance with the school's billing and payments policies, including any applicable penalties and late fees

Types of Student Account Credit Balances and Refunds

Credit balances may be related to payments from several sources, including from personal funds; Title IV Federal Student Aid; and non-federal aid funds, such as private loans and grants, and other external awards.

The school's policies and procedures for handling student account credit balances adhere strictly to federal and other regulatory requirements, as applicable, and vary depending on whether a credit balance is related to federal aid funds or not.

Credit balances may also be related to and affected by changes in a student's enrollment status during a term or semester; changes to expected enrollments status prior to a term, including non-enrollment; changes to academic workload (Add/Drop) that affect federal or other aid eligibility; leaves of absence; or withdrawal.

If a student's enrollment status changes as a result of adding or dropping classes, the student's federal aid award may need to be adjusted and this may affect the amount of any refunds.

CREDIT BALANCES AND REFUNDS DUE TO FEDERAL FINANCIAL AID

Depending on the specifics of the situation, for students who have a credit balance and are recipients of Title IV federal aid, the level of aid awarded may need to be recalculated by the school's financial aid office.

The University will credit Title IV federal aid funds to a student's account only against allowable institutional charges

Written Authorization:

Students (or parent borrowers) must provide written authorization before the University can perform any of the following actions with respect to credit balances related to Title IV federal aid funds:

- Hold a credit balance in the student's account across terms within the same award year, or
- Apply funds awarded for the current year to prior year charges, up to \$200, to pay for charges other than for tuition, fees, room and board

*Students may provide this written authorization by **sending us an email request**.*

CREDIT BALANCES AND REFUNDS DUE TO OVERPAYMENT OR OTHER, NON-FEDERAL STUDENT AID FUNDS:

If a student or parent overpays the student's account, related credit balances will be refunded to the student, regardless of the source of the payment.

For students who did not enroll during the term or semester for which a credit balance exists in the student's account, the credit balance will be refunded to the student, unless the payment was made via wire transfer, in which case the payment will be returned to the source.

If a credit balance on a student's account is related to other, non-Title IV Federal Student Aid funds (for example, external awards, such as scholarships, grants, or private loans) the credit balance in the account may be reduced, may be returned to the source, or may be refunded to the student, depending on the specifics of the situation and the conditions of the award.

SPONSORED (THIRD-PARTY) BILLING:

For students who are sponsored by a third party for whom the college is billing the sponsoring organization through its Third-Party Billing program, the refund may be sent to the sponsoring organization, depending on the conditions of sponsorship.

Refund Processes

The college's policy is to monitor credit balances daily as they are created in student accounts; Infinity College also reviews student accounts for accuracy of charges and funds posted, as well as possible pending charges.

Infinity College prioritizes refund processing in the following manner:

PRIORITY OF CREDIT BALANCES AND REFUNDS DUE TO TITLE IV FEDERAL STUDENT AID:

The college will automatically issue refunds for eligible credit balances related to Title IV Federal Student Aid funds.

Credit balances related to Title IV federal aid funds, per federal regulations, must be refunded no later than 14 days after either:

- ***The date the credit balance occurred on the student's account***, if the credit balance occurred after the first day of class of a payment period, ***or***
- ***The first day of classes of the payment period***, if the credit balance occurred on or before the first day of class of that payment period.

Credit balances related to Title IV funds are always prioritized for refund processing, except that, as noted above, the University will hold credit balances in a student's account across terms within the same award year if the student (or parent borrower for Parent Plus Loans recipients) provides prior written authorization

Issuing Refunds

Refunds are issued via paper check.

FINANCIAL AID WARNING

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will automatically be put on Financial Aid Warning for one payment period. This status may only be given to a student who was in compliance with the institution's SAP standards at the previous evaluation. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. It may not be assigned for consecutive payment periods.

The Warning status is applied only to students with a reasonable expectation of improvement in one payment period.

If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

APPEAL PROCESS

Students who do not make SAP and is placed on Financial Aid Suspension will lose their Title IV financial aid eligibility.

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of Title IV aid eligibility. (If a school does not allow an appeal, a student may not be placed on financial aid probation).

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Executive Director, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

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

The Executive Director will provide a decision in writing within ten (10) business days. The school has the final decision. If a student's appeal is accepted the student can get financial aid.

FINANCIAL AID PROBATION

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain satisfactory academic progress status to continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school or be in compliance with any customized written academic plan.

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

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

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

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

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

RETURN OF TITLE IV FUNDS

The return of Title IV funds policy is designed for students who wish to discontinue their enrollment in their educational program or for those students who cease attendance without officially notifying the college. The policy outlines the potential financial ramifications of withdrawing from the College.

Federal regulations require that Title IV financial aid funds to be awarded and disbursed under the assumption that the student will attend the institution for the entire period in which federal assistance was provided. When a student withdraws from all courses for any reason he/she may

no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based on the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A prorated schedule is used to determine the amount of federal aid he/she will have earned at the time of the withdrawal.

Please Note:

- Institutional funds are not subject to the R2T4 policy.
- If a student withdraws from all courses after the 60th percentile of the payment period, the Return of Title IV refund calculation is not required.
- Prior to completing the Return of Title IV Funds calculation, the College will evaluate student eligibility for a post withdrawal disbursement, and if eligible, the post withdrawal disbursement will be made.

This calculation must be completed if a student receives federal funds and:

- completely withdraws prior to the 60th percentile of the payment period, or
- does not complete all modules (courses that are not scheduled for the entire payment period), or stops attending before completing the payment period

Steps involved in the Return of Title IV Funds Calculation

1. Financial Aid Office will determine:

The total amount of Title IV aid disbursed (if any) for the term the student withdrew. (Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student account on or before the date the student withdrew.) The total amount of Title IV aid disbursed, plus the aid that could have disbursed (if any) for the term in which the student withdrew.

2. Percentage of Aid Earned
3. Amount of Aid Earned by Student
4. Amount of Title IV Aid to be Disbursed or Returned

Order of funds returned

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Direct Graduate PLUS Loan
4. Federal Direct Parent PLUS Loan
5. Federal Pell Grant

Loans must be repaid by the loan borrower as outlined in the terms of the borrower's promissory note.

The grace period for loan repayments for Federal Unsubsidized, Subsidized Direct Loans will begin on the day of the withdrawal from the MCCM. The student should contact their loan servicer if he/she has questions regarding the grace period or repayment status.

REINSTATEMENT OF TITLE IV, HEA AID

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A student who failed to make SAP progress may re-establish his/her financial aid eligibility after meeting the following conditions:

Enroll at the student's own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame in order to regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, AND TRANSFER CREDITS

If enrollment is temporarily interrupted for a Leave of Absence, students return to school in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend students' contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation. Requests for an LOA must be specific in writing, be signed and dated. Before a LOA is granted there must be reasonable expectation that the student will return from the leave.

Students who do not return from a Leave of Absence will be unofficially withdrawn from the school within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave.

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal.

Course incompletes, repetitions and non-credit remedial courses do not apply. Therefore, the school does not issue incompletes or offer non-credit remedial courses. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.

Change of Major or Program: If a student changes his/her major or program, the school does not count for SAP purposes, classes taken in the first major or program that do not apply to the second or subsequent major or program.

Due to the unique nature of Infinity College's curriculum, transfer credits are not accepted from other institutions.

Notification

Students will be sent written notification if their status changes as a result of the SAP evaluation.

OFFICIAL WITHDRAWAL FROM SCHOOL

In the event a student must withdraw, she/she must consult with the Executive Director and/or Director of Education Programming and notify in writing of his/her official last day.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

If the school unofficially withdraws a student from the school, the Executive Director and/or Director of Education Programming will record the circumstances and last day in writing and include the information in the student's official file.

COURSE RETAKES:

A full-time student in a term-based program only, may retake (one time only per previously passed course) any previously passed course. "For this purpose, passed means any grade higher than an "F". This retaken class may be counted toward a student's enrollment status based on inclusion of the class.

A student may be repeatedly paid for repeatedly failing the same course (normal SAP policy still applies to such cases) and if a student withdraws before completing the course that he or she is being aid title IV funds for retaking, then that is not counted as his or her one allowed retake for that course. However, if a student passed a class once, then is repaid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

If a student withdraws from all Title IV eligible courses in the payment period or period of enrollment and continues to attend only the course(s) that he or she is completing or repeating for which he or she may not receive Title IV eligible program only if he or she is attending one or more courses in that program for which the student is receiving Title IV HEA program funds.

NET PRICE CALCULATOR

What is the Net Price Calculator?

- The Net Price Calculator is a tool for students and parents to use to get an estimate of what it may cost to attend *Infinity College*.
- The information you receive from the calculator is an estimate of costs and financial aid.
- The estimate assumes that you will be a degree seeking undergraduate student enrolled full-time (12 or more credits) in fall and spring semesters.

How does the calculator work?

- The calculator uses information on the typical cost of attending *Infinity College*, including tuition, fees, books, supplies, room and board, transportation and personal expenses.
- Your actual costs will vary depending on your major, the courses you select and your living arrangements.
- Using family financial information that you enter; the calculator will estimate the amount of grant and scholarship financial aid that similar students received in the previous year.

Getting Started

- Using the calculator should take less than ten minutes of your time, assuming you have family financial information available.
- You will be asked some basic questions about you and your family's financial situation, so it might be helpful to have recent tax forms or pay stubs on hand.

Privacy

- Information you enter into the tool is not retained, transmitted or used by *Infinity College* or any third party.
- You will be asked basic information about you and your family's income and plans for college in order to calculate your expected costs and financial aid.
- You will not, however, be asked to enter your name, date of birth, address, social security number or any other personally identifiable information.

Things to Keep in Mind

- The Net Price Calculator can only provide an ESTIMATE of costs and financial aid. It is not a final determination or actual award of financial assistance or a final net price.
- Financial aid award packages are determined after a student has submitted a Free Application for Federal Student Aid (FAFSA) indicating the ***Infinity College* FAFSA school code**.
- For more information on applying for Federal student aid, go to <http://www.fafsa.ed.gov>.
- Estimated costs are based on the costs for students based on previous academic year's enrollment.
- Financial aid is estimated based on the median grant and scholarship aid received by first-time, full-time degree seeking students enrolled in based on previous academic year.
- The financial aid estimates do not include any loans or work-study assistance.
- Education costs and available financial aid programs will vary each academic year.

Academic Counseling

Academic counseling is a continuing experience between the student and teacher, and students are counseled relating to Academic Probation. The Director of Education counsels with students often to help with school and personal problems. Infinity College has a sincere interest in the

personal welfare of each student and promotes an open-door policy of communication to provide assistance when needed.

Grade and Grade Points

Students must maintain satisfactory academic progress at all times. Students are encouraged to consult with their instructors regarding their grades and academic progress. Students will receive a progress report at the end of each month.

Your final course grade reflects the grades earned on quizzes, case studies, discussion responses, assignments, internship/externship and the final exam. A letter grade will be assigned upon conclusion of the course. Successful completion of a course requires an overall score of 70% or better.

The following scale will be used to determine your course grade:

A	Excellent	93-100%	4.0
B	Good	92-85%	3.0
C	Satisfactory	84-77%	2.0
D	Poor	70-76%	1.0
F	Failure	69 below	0.0
W	Withdrawn		0.0
I	Incomplete		0.0
Students should maintain a minimum of 70% or 2.0 GPA			

A student's cumulative grade-point average (GPA) is computed by dividing the total number of points earned by the total number of hours completed. A failing grade becomes part of the student's permanent record. Upon successful completion of the course, the previous grade is not computed in the student's GPA, but the prior grade remains on the transcript.

Practical Nursing Grading Scale			
A	Excellent	93-100%	4.0
B	Good	92-85%	3.0
C	Satisfactory	84-80%	2.0
D	Poor	70-79%	1.0
F	Failure	69 below	0.0
W	Withdrawn		0.0
I	Incomplete		0.0
Students should maintain a minimum of 80% or 2.0 GPA (PN Students)			

Withdrawals

Students withdrawing from a class should consult with the class instructor and then the Director of Education. Students withdrawing from school should complete a withdrawal form. The school requests that a notice of cancellation or withdrawal be made in writing. The date of withdrawal shall be the last date of recorded attendance. If a student withdraws prior to completing 50% of the course, the student will receive a "W" for that course; however, if the student withdraws after completing 50% of the course, the student shall receive the letter grade earned for that particular course. Students who receive a "W" have not met the minimum objectives and must repeat the course in order to receive official credit. Students are required to obtain the signature the Director, Director of Education, Program Coordinator and/or Financial Aid Representative in order to drop or add courses. Dropped courses will appear on your transcript and could impact academic standing.

Unofficial Withdrawals

If and/or when a student "unofficially" withdraws from school, the date of determination will be established as no later than 14 days after the last date of attendance.

Determining Withdrawal Date

If the student fails to attend classes prior to the end of the payment period or period of enrollment, a student's withdrawal date is:

For students who provide notification to the institution of his or her intent to withdraw, the withdrawal date is the date that notification is received by the institution in writing or orally.

For students who do not provide notification to the institution of his or her intent to withdraw, the withdrawal date is the date that the institution becomes aware that the student has failed to attend. The institution will determine the withdrawal date as follows:

- The last date of recorded attendance.
- Any earlier or later date that the institution documents as the last date of academically related activity by the student.
- Another date, as determined by the institution, related to an accident, illness, grievous personal loss, or other circumstances beyond the student's control that prevented the student from withdrawing officially.
- For a student who does not return from an approved leave of absence, the withdrawal date is the earlier of the date of the end of the leave of absence or the date the student provides official notification to the institution that he or she will not be returning to the institution.

Financial Implications of a Course Drop or Withdrawal

A student who drops a course or withdraws from all courses may be entitled to a refund or partial refund of tuition and fees.

A student who drops or withdraws from a course after the semester disbursement of financial aid may be subject to the cancellation of a portion or all of the financial aid the student received.

The student may be obligated to return financial aid overages disbursed to them and may be required to pay the tuition and fee charges that were previously covered by the student's aid award.

Academic Implications of a Course Drop or Withdrawal

Subpart A. A student who drops or withdraws from a class, or who has been administratively dropped or withdrawn from a class, is no longer eligible to participate in that class.

A dropped course is no longer considered enrolled credits, effective first day of the term. A withdrawn class is no longer considered enrolled credits, effective from the date of withdrawal.

Withdrawn credits are considered attempted but not earned for the calculation of percent completion when assessing satisfactory academic progress.

Dismissal from a Course

Students must maintain appropriate behavior, full attendance, and achieve at the top level of their ability to remain in a course. Upon recommendation of the Instructor, Director and/or Director of Education any student can be removed from a course for the remainder of a class period, or permanently removed if the joint judgment of the Director, Director of Education, and/or Instructor and merits this conclusion. If permanent removal is the resolution of the situation created by the student, the school Director must make the final ruling. Academics, behavior, attire, or attendance can singularly or in combination be the criteria used for class dismissal or removal from a course.

Refunds/Cancellations for Programs over 300 Clock Hours

Louisiana Board of Regents Refund Policy

Cancellation within three business days: If for any reason a student is unable to begin classes, all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

Cancellation after three-business days: Tuition or fees are collected in advance of entrance and if the student does not begin classes, the institution shall retain not more than \$100. Refunds for a student who does not begin classes shall be made within 30 days of the start of a quarter, term, or semester.

1. During the first week of classes, the institution shall refund at least 90% of tuition, less the registration fee, thereafter;
2. During the next three weeks of classes, the institution shall refund at least 75% of the tuition, less the registration fee, thereafter;
3. During the first 25% of the course, the institution shall refund at least 55% of the tuition, less the registration fee, thereafter;
4. During the second 25% of the course, the institution shall refund at least 30% of the tuition, less the registration fee, thereafter;
5. During the third and fourth 25% of the course, the institution shall retain 100% of the stated course price. Percentages of course completion are to be computed on the basis of clock hours. For programs, longer than one year (12 calendar months) in length, 100% of stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 30 days of the planned start date.

Refunds when due, shall be made within thirty (30) days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminated the student or determines withdrawal by the student.

Refunds when due are made with and without requiring request. All refunds shall be made within thirty (30) days of the student's last day of attendance.

Refunds/Cancellations for Programs under 300 Clock Hours

****Louisiana Board of Regents Refund Policy****

Cancellation within three business days: I understand that if for any reason, I am unable to enter; all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

Cancellation after three business days but before commencement of classes by the student: Tuition or fees collected in advance of entrance and if the student does not begin classes, not more than \$100.00 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 30 days of the start of a quarter, term, or semester.

1. After a student, has completed less than 15% of the course, the institution shall refund at least 80% of tuition, less the registration fee, thereafter;
2. After a student, has completed less than one fourth of the course, the institution shall refund at least 70% of the tuition, less the registration fee, thereafter;
3. After a student, has completed one fourth but less than one half of the course, the institution shall refund at least 45% of the tuition, less the registration fee, thereafter;
4. After a student, has completed one half or more of the course, the institution may retain 100% of the stated course price.

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 30 days of the planned start date.

Refunds when due, shall be made within thirty 30 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminated the student or determines withdrawal by the student. Refunds when due are made with and without requiring request. All refunds shall be made within thirty (30) days of the student's last day of attendance.

COE-Refund Policy

Refunds when due are made with and without requiring request.

1. Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

2. Refunds for Students Who Withdraw on or Before the First Day of Class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

3. Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction

Institutions engaging in programs which are short-term **must** have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

5. Refunds for Withdrawal After Class Commences

(a) Public Institutions

The refund policy for students attending public institutions shall be consistent with the policy established by the institution's governing board.

(b) Non-Public Institutions

(1) Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

- (i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- (ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
- (iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

(2) Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months

Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (b)(1) Non-Public Institutions above. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall

be based on section (b)(1) Non-Public Institutions above. Policies and Rules of the Commission - 67 Deviations from the requirements of this policy as stated above are permitted if (1) mandated by a nonpublic institution's licensing agency or a public institution's governing board and (2) accepted by the commission

Reinstatement/Re-Entry

A student who successfully appeals will be reinstated for one grading period, during which time, he or she will be on probation and subject to the same requirements as any other student on academic probation. The student is reminded that the graduation requirements still apply.

A student who has withdrawn from the school and desire's re-entry must sign a new enrollment agreement for the hours remaining to complete the program. Any tuition due to the school will be determined and payment must be arranged before re-entry. Students will be charged at the hourly rate only for the hours that they need to complete the program. Students will be permitted to re-enter at the discretion of the School Director and after a review of their academic records.

After Voluntary Interruption: Any student who desires to be readmitted must submit an appeal in writing to the Director or Director of Education at least ten (10) business days prior to the time the student desires to re-enroll. All student records will be reviewed with the student to determine whether the student can be re-admitted into their program of study.

After Academic Dismissal: A student who has been dismissed for academic reasons and who desires to be readmitted must notify the Director and/or Director of Education, in writing, ten (10) business days prior to the time the student desires to re-enroll. All records established at the school shall be reviewed. No readmission will be considered after a third dismissal. There will be a \$50.00 readmission fee.

After Disciplinary Dismissal: A student who has been dismissed for disciplinary reasons and who desires to be readmitted must notify the Director and/or Director of Education, in writing, two weeks prior to the time the student desires to re-enroll. All records established at the school shall be reviewed. The accomplishments of the student while out of school shall be considered carefully. No readmission will be reconsidered after a second dismissal. There will be a \$50.00 readmission fee.

*Any student who withdraws and subsequently re-enters are subject to policies in effect at the time of re-entry

Program Transfer within location and from other Institutions

- In case a student wants to transfer into a different program, he must meet with his Director of Education and explain his reason for the request.
- The Director of Education sits with the student and identifies the student's concerns and refers the matter to the Director.

- The student then has to go through a second session of counseling with the Director who tries to make sure that the change of program is going to benefit the student.
- The Director contacts the accounting department and makes sure that all the financial obligations have been met by the student.
- The student must fill out and sign the “Transfer Request Form” for Program Transfer and submit to the Director of Education. Upon receipt of this form from the student, depending on the schedule availability the student is authorized for the new program of choice.
- The Director of Education makes sure that the student completes a new enrollment agreement. If the student has received the books for the previous program, the student must pay for the books of the original program.
- Any student entering one of the educational programs at Infinity College is not guaranteed to receive academic and financial credit for courses taken at other institutions upon receipt of an official transcript from the other accredited institution and approval of those courses by the Director. Students must follow the transfer policy to request transfer of credits. Due to the nature of Infinity College's curriculum, it is not guaranteed that transfer credits will be accepted from other institutions.
- Student must take at least 100% of their program at Infinity College and receive at least a 2.0 in the program. Requests for transfer of credits shall occur during the first week of attendance.
- Students must complete a transfer of credit form and submit official transcripts. The Director and/or Director of Education will evaluate all previous official transcripts and determine which courses, if any, will be accepted by the school. In addition, students must be in good standing at the previous school.
- However, if the prospective student had previously attended Infinity College and did not complete his/her program of interest, then the student will be given credit for all clock hours and class work earned while attending Infinity College.
- If at any time a student decides to change programs, the student must write a letter requesting to drop from the current program and transfer to another program and/or complete a change of program form. If the new program contains some of the same information as the previous program the student will be given credit for all clock hours and class work earned while attending Infinity College.
- Refunds will be calculated, if applicable, according to the refund policy as stated in the enrollment agreement and this catalog. All students requesting to transfer programs within Infinity College will be charged a fee of \$25.

Transfer Credit

Due to the nature of Infinity College's curriculum, it is not guaranteed that transfer credits will be accepted from other institutions. Student's wishing to transfer credits to Infinity College must submit an official transcript from the other institution and complete a transfer of credits request form for review by the Education department. Upon completion of the review, the student will receive a written response regarding the request. Students wishing to transfer credits earned at Infinity College to another institution should check with that institution to understand their transfer of credit policy and all requests must be made before the student begins class. Please note that it is not guaranteed that credit hours or clock hours earned at another institution will be accepted at Infinity College.

In addition, students must be in good standing at the previous school. However, if the prospective student had previously attended Infinity College and did not complete his/her course of interest, then the student will be given credit for all clock hours and class work earned while attending Infinity College. If at any time a student decides to change programs, the student must complete a withdrawal form requesting to drop from the current program and transfer to another program and/or complete a change of program form. If the new program contains some of the same information as the previous program, such as CPR or Microsoft, the student will be given credit for all clock hours and class work earned in these courses while attending Infinity College. Refunds will be calculated, if applicable, according to the refund policy as stated in the enrollment agreement and this catalog.

Academic Honesty

All members of Infinity College are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the college. A college community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates. It is in the best interest of the entire college community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Students are expected to adhere to high standards of academic honesty. In classes where a faculty member has determined that a student is guilty of academic dishonesty, the faculty member shall make certain that there is a prompt, firm and fair response by developing an anecdotal record of the incidence. The penalty for academic dishonesty can include a zero (0) grade for that paper, test, or assignment. A failing grade for the class can be assigned for flagrant academic dishonesty.

Plagiarism Statement

Plagiarism means using the exact words, opinions, or factual information from another person without giving that person credit. Writers give credit through accepted documentation styles, such as parenthetical citation, footnotes, or endnotes; a simple listing of books and articles is not sufficient. Plagiarism is the equivalent of intellectual robbery and cannot be tolerated in an academic setting. Student writers are often confused as to what should be cited. Some think that only direct quotations need to be credited. While direct quotations do need citations, so do paraphrases and summaries of opinions or factual information formerly unknown to the writers

or which the writers did not discover themselves. Exceptions for this include factual information which can be obtained from a variety of sources, the writers' own insights or findings from their own field research, and what has been termed common knowledge. What constitutes common knowledge can sometimes be precarious; what is common knowledge for one audience may not be so for another. In such situations, it is helpful, to keep the reader in mind and to think of citations as being "reader friendly." In other words, writers provide a citation for any piece of information that they think their readers might want to investigate further. Not only is this attitude considerate of readers, it will almost certainly ensure that writers will never be guilty of plagiarism.

Honor Roll

Students can earn an Honor Roll status each month by maintaining a minimum 3.5 cumulative GPA. The grades for each month are compared with the grades from the previous month to determine if the student is eligible for Honor Roll. If a student earns the status of Honor Roll, the student's name will be displayed within the school.

Academic Probation Policy

Any student, who is absent more than 20% of the total number of instructional hours offered during the first half of the program, excluding approved leaves of absences, may be given a second chance by being placed on probation for one grading period.

A student who does not make satisfactory progress toward meeting graduation requirements will be placed on Academic Probation if his/her cumulative GPA falls below satisfactory progress (2.0). Student's progress will be evaluated daily and a formal review will be granted to the student at the end of each month. Students may not be placed on academic probation more than 3 times or greater than two (2) consecutive times. If a student fails to meet the required satisfactory standards after the second time, the student will be suspended from their program of study and will be given the option to re-enter after thirty (30) days. In order to be eligible for re-entry, students must make their request in writing and the Director and/or Director of Education will determine if the student is eligible to re-enter and continue in their program of study and complete within the necessary timeframe.

Academic Suspension

A student who fails to maintain satisfactory progress while on Academic Probation (after two (2) consecutive times or three (3) times in the program) will be dismissed from school. If a student is suspended due to academics, all courses that are in progress will be assigned a "W" which means withdrawal. A student who has been readmitted after academic suspension may be dismissed if he/she fails to fulfill the conditions of readmission.

Leave of Absence

In some cases, a student may arrange to leave school temporarily, with the intention of returning at a later date. A student may obtain a Leave of Absence (LOA) form from the Education Department. The Director and/or Director of Education must approve all requests for LOA. Leave of absence will be granted based upon the student's individual situation. Maternity, surgery, severe illness, death in the family, and family emergencies are all just causes for leaves of absence. The Director and/or Director of Education counsel's students at the time written

request is submitted and informs students that taking a Leave of Absence will extend the student's program length. The School will not charge the student for the leave time; however, the allowed time for a Leave of Absence cannot exceed one hundred eighty (180) days per year. The time on a leave of absence does not count into the 150% maximum timeframe a student has to complete the program. The year begins on the first date of student's granted leave, which is also the student's last date of school attendance. Weekends and holidays are included in the calculation of the leave period. If the student fails to return from the leave of absence as specified by the Education Department, the student will be dropped from school. The withdrawal determination date that the school will use in calculating the withdrawal settlement will be the date the student was scheduled to return from the leave of absence. The student's charges will be based on the actual time in school excluding the leave time. If any refund is due, the refund will be given thirty (30) days after the withdrawal date.

Voter Registration

The school encourages its students to register to vote. The National Mail Voter Registration Form is available from the U.S. Election assistance commission (EAC) website.

U.S. citizens who are students and of voting age, can find information specific to their states of residence from: www.eac.gov/voterresources or call the Election Assistance Office at (866) 747-1471.

How Do I Register to Vote?

You may register to vote by completing and submitting the National Mail Voter Registration Form. This form may be used to report a name or address change to the voter registration office or to register with a political party. You may obtain this form in person from the following public facilities.

- State or local election offices
- The Department of Motor Vehicles
- Public Assistance Agencies
- State funded programs that serve people with disabilities
- Any public facility a state has designed as a voter registration agency (such as public libraries, public schools, city or clerk's offices).

Am I eligible to Vote?

You must be 18 years of age and a U.S. citizen to be eligible to vote. States may have their own requirements, which are outlined in the "State Instructions" section of the National Mail Voter Registration Form.

Student Termination

The School reserves the right to terminate a student's enrollment for any one of the following reasons including but not limited to:

- 1) Nonpayment of tuition
- 2) Unsatisfactory academic progress
- 3) Unsatisfactory attendance-- including tardiness
- 4) Failure to submit course work as scheduled
- 5) Nonconformity with policies, regulations, or Code of Conduct.
- 6) Conduct damaging to any facility

- 7) Disruptive behavior or unprofessional conduct.
- 8) Plagiarism (cheating)
- 9) Violating drug-free workplace requirements.
- 10) Theft
- 11) Not abiding to policies and procedures

Appeal Process

A student whose training is interrupted by the school for unsatisfactory progress may file a written appeal for reinstatement with the Director. The written appeal process must be initiated by the student and be received by a school official within three (3) business days of the termination. All appeals received within these guidelines will be acted upon within ten (10) business school days of receipt by the school. For these purposes, a business school day is considered a weekday when the school is in session.

The Director may waive interim satisfactory academic progress standards provided the student can demonstrate that mitigating circumstances had an adverse impact on the student's progress.

**Absolutely no waivers will be provided for graduation requirements.*

Transcripts

Students requesting an additional copy of the transcript or graduation certificate must do so in writing. The second copy of the transcript or graduation certificate can be sent for a fee of \$10.00. Please send a self-addressed, stamped envelope with the request for a transcript. The school reserves the right to withhold a transcript if the student's financial account is in arrears.

Exams

External Industry Exam/Certification fees are not considered to be a part of the tuition fee unless explicitly mentioned. There will be an administrative fee charge per individual for all external certification exams that the student wishes to take at Infinity College. Students enrolled in programs at Infinity College certification exam fees are not included in the cost of tuition. (Effective, January 1, 2014) Students are responsible to register themselves for the exam.

Student Organizations

Infinity College recognizes student organizations that respond to a broad variety of interests, providing learning opportunities in the areas of scholarship, recreation, leadership, and service. Infinity College has a charter with the National Technical Honor Society (NTHS) in which students will be able to be a part of a national organization that honors the student in regards of academics and workforce employment. *Individual student organizations are available based on the study program of study.

Student Body Diversity

Gender			
	Women Enrolled	85% of the student population	
	Men Enrolled	15% of the student population	
Ethnicity			
	5%	Hispanic or Latino	
	0%	American Indian or Alaska Native	
	5%	Asian	

	0%	Native American or Pacific Islander	
	55%	Black or African American	
	30%	White	
	5%	Multiracial	
Federal Pell Grant Recipients	80%		

STUDY SKILLS AND TECHNIQUES

Introduction

Good study skills and strategies help facilitate successful completion of courses. Research suggests that there is no right or wrong way to study. What follows are some useful study tips. Use those that work best for you.

Motivation

1. **Take Some Small Steps toward Your Goal Now!** Get a sense of satisfaction from achieving small goals each day. Break a study task into small pieces.
2. **Be an Optimist.** Fill your mind with positive thoughts and outcomes. If you falter in your studies, do not listen to the self-defeating voice inside you. A failure is just another opportunity to succeed.
3. **Be a One-Minute Course Manager.** Take at least one minute each day and write down what you must do in your course to achieve your goal. Chart a course. The time you spend in mapping out a study strategy will enable you to move more quickly.
4. **Pay Attention to Your Thoughts.** Thought always precedes an action. When we limit our thinking, we limit our motivation to act. Use positive thoughts to put your goals into action. Every day list some of your most creative and exciting thoughts. From time to time during the day pause and think about your goal, picture it and talk about it in your mind.
5. **Analyze Your Study Plan.** Is there a way it could be better organized? Is it organized to utilize your dominant learning techniques? Does your study place foster creativity and sharpen your focus?
6. **Read Aloud for Your Next Reading Assignment.** Chances are you will retain more for a longer period of time when you read aloud. Put key information from your reading on a tape recorder or MP3 player. This will enable you to study while you drive, exercise, etc.

Time/Self-Management

1. **Set up a Time Management System that Works for You.** If you learn best in the morning, read and study before work. When your things-to-study list gets boring try recreation. Use planners and time organizers that are colorful and imaginative. Make a time/study plan and follow it. Have a study area where you can concentrate. Establish a study priority list for the day and week. Keep your stacks of work/study material out in your study area.
2. **Make Use of Integrating Time.** The strategy is combining different tasks at the same time, so all are accomplished. As you look at a number of daily or weekly tasks, ask yourself whether you could accomplish two or more at the same time.

3. Make Use of Several Study/Time Management Techniques. Divide a big assignment into small pieces that can be done one at a time. Start with an easy and enjoyable part of your study task. Have a study area where you can concentrate. Examine your procrastination patterns and break them. Make a commitment to someone about your study plan for the week. Get a tutor if you need extended assistance.

Reading Textbook Assignments

The reader of a college textbook must decide what is important to learn and read with the goal to understand and comprehend information for long-term recall.

One of the keys to successful reading is concentration; accordingly, you should find a quiet place to study that is free of distractions. There are several reading models around to put into practice.

One such model is “**The Action Reading Plan**” consisting of three steps: **Get an overview, read actively, and Recall the Material.**

Get an Overview

Why? Getting the big picture regarding a topic, chapter, or section will better enable you to comprehend and retain the details you will read later. Most of us learn details better when we can relate them to a meaningful whole. How? Quickly skim over your textbook to gain a sense of how it is organized and what it concerns. You should review the author’s background, index, table of contents, preface, glossary, headings, sub-headings, and summaries. Skim through the sections or chapters before reading them in detail.

Try to answer these questions:

1. How is the text organized?
2. What is the general thrust of each chapter?
3. What do I already know about the subject matter?

Read Actively

Why? This process will involve you in the material, facilitate comprehension, and increase your retention. How? The following suggestions will assist you in this process.

1. Pre-plan how much you intend to read at one sitting.
2. Work on sections of the chapter rather than trying to read the whole chapter non-stop.
3. Ask questions before each section or paragraph. Comprehension and retention improve when you read for a purpose. A suggested question is: What in the paragraph, section, or chapter do I need to know? Questions you formulate may later appear on exams.
4. Actively read a paragraph or one short section at a time. Read with a pencil or marker underlining key (but only key) concepts, ideas, or words. After you finish a full paragraph or a headed section, jot in the margin, cues and small notes you find helpful.

Recall the Material

Research on retention of acquired knowledge indicates that immediate recall and practice is important. How?

1. After you have read a paragraph or section, answer your questions in a summary, using your own words. If you have difficulty with this step you may want to review the paragraph or section again.
2. Look at marginal or mapped notes you have made which serve as cues and try to recall the material they represent.
3. After you have read several paragraphs or sections, try to tie main ideas, concepts, and facts together into a whole that is meaningful to you.
4. Link the main ideas to something you already know.

Organization and Preparation for Writing

Writing papers can be an enjoyable experience when you take the time to plan and organize. The key is to have a format or —blueprint for your paper design. For example, if you intend to prepare a paper on how technology has changed marketing strategies, the following suggestions will assist you in this process.

1. List several focus ideas you have for the paper you intend to write and rank them in logical sequence.
2. After you have decided on the direction your paper will take, begin to collect the data and documentation, and sources from which you will draw in preparing your paper.
3. Jot down thoughts regarding your course of study during the week at various times.
4. Begin —free writing; just write as it comes. Refrain from judging what you ‘re writing or from trying to choose correct words. You can edit later. Use clustering as —free writing. Put your subject in the center of a piece of paper and write as rapidly as possible all the thoughts that —pop into your brain.
5. From the —free writing form a rough thesis sentence—what the paper is about.
6. From this sentence make an outline and begin writing by filling in your outline.
7. Try this form to structure your outline:

Introduction- your opening statement or quotation, questions you will attempt to answer and terms you may need to define if it is to be a technical paper.

Body - The first aspect you choose to introduce is based on what you are trying to emphasize. The second aspect should flow from the first aspect. The third, fourth, and other aspects are tied in to each other and continue to make the body of the paper.

Conclusion- this section of the paper summarizes your findings and answers the questions you presented in the introduction.

8. Hints to keep you on track with your paper.

- ☐ Maintain an idea folder for the introduction, body, and conclusion section. As ideas occur, write yourself a note and put it in your folder.
- ☐ Divide the paper into sections and start writing the one you can do now. No need to start with the introduction first.
- ☐ If you are working on one section and ideas about another one occurs, simply write some notes and insert them in the proper section.
- ☐ Do take breaks while writing; particularly if you start thinking self-defeating thoughts such as, —I ‘m sick of writing this paper. † Leave it for a while and do something that you enjoy.
- ☐ Work on small parts of the paper you can do now rather than trying to tackle the whole project.

Memory Improvement

Improving your memory requires knowledge of various techniques. Select from these methods appearing below, those that work best for you and practice. Just because you have read and understood your textbook assignment does not mean you have retained this material. Most of what you have read in the last 10 minutes is in your short-term memory. More than likely you won’t be able to recall this material tomorrow unless you use methods to move it to the long-term memory. Review the following long-term memory techniques.

1. **Get the “Big Picture” of a subject area before you attempt to learn the specifics.** Skim your whole textbook, section, and/or chapter before you read page by page. The concept is that we remember better when we can relate the parts to the whole.
2. **Space your learning over a period of time.** Try to take large and small breaks between study times. For example, you are likely to be more successful in retaining material in three two-hour sessions than one six-hour session. Even in the two-hour session you should pause occasionally and reflect on something other than what you are reading.
3. **Create meaningful associations.** When you have to remember a number of details, group them together in a common association that has meaning to you. For example, you may want to create a chart that groups common terms and definitions by color. You could make a form of diagram that groups common theories or concepts.
4. **Practice the principle of recitation.** Simply recite aloud to yourself the key ideas you have just read from your textbooks or notes. For many people, this is the best memory technique of all.
5. **Visualize relationships.** Create a picture of the information you are trying to learn. Draw the main topic in the center of the page. Arrange subtopics about the main topic around the center. Use words, numbers, symbols, and colors and pictures to organize your information.
6. **Use mnemonic methods for aiding memory.** Mnemonics techniques require that the items to be remembered being organized in personally meaningful and concrete ways. For example, the acronym MASH is encoded as Mobile Army Surgical Hospital.

Exam Preparation

Following are additional methods associated with increased success on tests.

1. **Plan an overall study strategy for the exam.** Survey what you need to know for the exam. How do your notes, the text, or any assignments relate? Decide how much of the material you already know and what you do not know. Write down any information that you need to know. Review flashcards, outlines and any summaries you have made during the term.

2. **Know what was emphasized and what you are expected to know.** Review your course study guide and text.

3. **Study and Review actively.** Read actively by reviewing chapter sub-headings and topic sentences recalling the important points. Recite them, write them, say them, hear them, and picture them.

4. **Read the test questions and directions very carefully.** Be alert to read the questions as they are, not as you would like them to be. Make sure you understand the kinds of answers expected.

5. **Answer easy questions first.** Working on questions that you are prepared to answer is one method to reduce test anxiety.

6. **Be aware that in objective and multiple-choice tests the question may have a best answer and not necessarily a correct answer.** If this is the case, work toward selecting the best answer from those available.

7. **Pay particular attention to the wording of questions.** Watch for qualifiers such as all, most, some, great, much, little, and no. The test maker is interested in knowing when and under what circumstances something is or is not true. Examine all questions containing negative wording such as *not* or the prefix *un*. Read these questions very carefully to assure full understanding.

8. **Handling excessive test anxiety.** Some amount of test anxiety is beneficial. It can facilitate test performance by increasing alertness and motivation. However, excessive anxiety can result in poor concentration, carelessness, and poor test performance. If you find the prospect of sitting for your exam particularly unsettling, follow these suggestions:

Avoid stressful situations just before exams.

Think calm and relaxing thoughts about yourself and talk to friends who make you feel good about yourself.

Arrive at your exam room only a few minutes early, and review what you know about the subject.

REGULATIONS

General and Textbook Information

- Textbooks are distributed in the class.
- Textbooks that are accepted and received by the student become the property of the student.
- Syllabus, course schedules and lesson plans are distributed in the class.
- Tests are given in class and are graded by the Instructor.
- Additional certification examinations may be scheduled in front office.

The HEOA is a federal mandate that, inter alia, requires institutions of higher education to display textbook information at the time enrollment opens. The Act specifies that the institution display the textbook title, price, and ISBN identifier. This means that in the new academic year, textbook information must be available to students prior to the start of class.

Infinity College accepts textbook information from faculty or administrative staff via the web, fax, email, campus mail, or walk-in. Regardless, the institution/bookstore will continue to accept textbook information until classes open in any term.

In order to comply with the HEOA, each textbook must be accompanied by price and ISBN identifier. *Please see the textbook list for your program of study via the course syllabi or textbook listing.

Orientation

An orientation class will be given to all new students. The purpose of the orientation is to acquaint the student with the goals of the school, the rules and regulations, along with the objectives of their course of study. Orientation is designed to enable the student to make an easy adjustment to the school environment and to acquaint the student with Infinity College. All students will be given a school catalog in which job-related health, safety and fire prevention are discussed. Questions related to individual financing options are discussed in private with the financial aid officer.

Identification Badges

Students will be required to purchase an identification badge for a fee of \$10. Students are expected to wear the badge at all times while on the Infinity College campus. Identification badges must be unaltered and free of any other material, i.e., pin, stickers, etc. If badge is damaged, lost, stolen or student changes course of study or name, the student will be required to purchase a new identification badge for an additional fee of \$10.

Procedure to secure a replacement badge:

- Proceed to the Director to pay the \$10.00 identification badge fee. Receipt will be provided to certify payment.
- Proceed to the Receptionist with a copy of paid receipt and a new identification badge will be issued.

Any student who does not choose to comply with the above-mentioned policy will be subject to Infinity College disciplinary procedures.

Quick Schools LMS

Students can check their progress such as grades, attendance, view report cards, tuition balances, blog with students and faculty and view transcripts by logging into <https://infinitycollege.quickschools.com>. In order to set up a User ID and Password, students must submit a valid email address to Infinity College. Once the student enrolls and submits a valid email address, the student will receive an invitation to log into Quick schools and set up a password to begin using system.

Technical Competencies, Information Technology and Equipment

Students will use basic laboratory equipment in the classroom and utilize the equipment provided as approved by clinical site personnel. Students should have basic computer skills, the ability to read and write in the English language. Technical Competencies may be administered within your program of study via the Internet through national certification testing agencies, practice test preparation which may be administered on a laptop, desktop or tablet computer. Students may need basic calculators for some courses. Students are financially responsible for the tools they borrow and the equipment they work on. *Program specific equipment and/or supplies may be needed. Students should speak with their individual Instructor for specific details.

Infinity College has computers and Internet available for student use. Library resources are available for student use. Allied Health Laboratories contain examination areas and equipment reflecting relevant and current medical technologies. Students are financially responsible for the tools they borrow and the equipment they work on.

Establishing and Maintaining an Information Security Program

All customer information is safeguarded. This requirement applies to all nonpublic personal information in the school's possession (from students, parents, or other individuals with whom the school has a customer relationship). It also pertains to the customers of other financial institutions that have provided such information to the school.

The school establishes and maintains an information security program. This program must include the administrative, technical, or physical safeguards the school uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle customer information. The safeguards achieve the following objectives:

- Insures the security and confidentiality of customer information
- Protects against any anticipated threats or hazards to the security or integrity of such information, and
- Protects against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer
- Overseeing service providers. The school takes reasonable steps to select and retain service providers that are capable of maintaining appropriate safeguards for the customer information at issue and requires the service providers by contract to implement and maintain such safeguards.

Misrepresentation

Infinity College is prohibited under federal regulations from making any false, erroneous, or misleading statement directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency, or to the Department of Education. Misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This includes student testimonials given under duress or because such testimonial was required to participate in a program.

Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates
- Relationship with the Department of Education

A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs. Any violation of this directive will be taken seriously, and the college will ensure that it is not repeated.

Availability of Employees for Information Dissemination Purposes

The institution is required to designate an employee or group of employees to assist enrolled or prospective students in obtaining all of the information specified below. If the institution has designated one person for an area of responsibility, that person shall be available, upon reasonable notice, to any enrolled or prospective student throughout the normal administrative working hours listed. If more than one person, often an entire office, is designated, the combined work schedules have been arranged so that at least one of them is available, upon reasonable notice, throughout the normal administrative working hours listed.

- Institutional and federal financial aid information – (337) 261-9009 Student Financial
- Services
- Employee Information – Human Resources

- Accreditation, Approval and Licensure of Institution and Programs – (337) 261-9009
- Student Financial Services
- Students with Disability – (337) 261-9009- Office of Student Affairs
- Gainful Employment Information – (337) 261-9009-Student Financial Services/ Education/Director
- Campus Crime and Safety – (337) 261-9009-Campus Security/Director
- Campus Safety and Security Information – (337) 261-9009-Campus Security/ Director
- Admissions/Readmissions – (337) 261-9009-Admissions
- Graduation/Retention Rates – (337) 261-9009-Education / Director's Office
- Health Record Requirements – Education Department – (337) 261-9009
- International Students – (337) 261-9009-Education/ Admissions

Dress Code

Infinity College has set forth the following guidelines concerning mandatory dress code and appearance. The guidelines seek to foster an environment, which promotes respect for authority, increased safety for students and staff and preparation for students into the workforce.

Because the public gains many of its impressions of our school from its contact with our students, it is important that the students contribute to the public image of nursing through proper appearance and personal grooming. Neatness and proper taste in one's dress and manner also contribute to the impression made on fellow classmates, peers, staff, etc. Professional personal appearance assures poise, self-confidence and professionalism. The following policies have been established for both the clinical and classroom setting.

The Director and/or Director of Education will make the final decision as to the appropriateness of attire and appearance. Any student who violates the dress code will be subject to disciplinary action.

- All students enrolled in a medical program are required to wear an appropriate scrub suit.
- Students are required to wear nametags at ALL times.
- Students enrolled in non-medical programs are required to wear business casual attire.
- Jewelry is allowed; however, during clinical, students are only allowed to wear wedding bands and stud earrings.
- Students attending clinical should have their fingernails trimmed at all times.
- Students must wear the appropriate uniform and nametag when attending a field trip.
- All clothing must fit and be worn appropriately.
- Dress; personal appearance; and grooming must be clean and comply with appropriate health, safety, and sanitation standards. Daily personal hygiene in both classroom/clinical – includes daily bath, use of effective deodorant, clean and cut fingernails, and good oral hygiene.
- Student's dress, personal appearance, and grooming must not materially disrupt or detract from the educational process or constitute a threat to the health or safety of the student or others.

- Hair must be clean, simply styled and off the collar while in uniform. Beards and mustaches must be neatly groomed. Barrettes, bows, clips, hairnets, feathers, tinsel, ribbons, and other hair accessories or trends such as bright colored streaks are not allowed while in the clinical setting.
- Makeup must be conservative (colorless or pastel white/pink nail polish may be worn if in good repair; in certain clinical areas nail polish is not allowed (Obstetrics and Newborn Nursery).
- Nails cannot extend beyond the tips of the fingers. In compliance with facility policy, no false nails, nail fill or nail jewelry will be allowed when providing “hands-on” patient care, administration of medications, preparation of food or preparation of products for patients or the laboratory setting.
- When in the clinical and professional settings, body jewelry* shall be limited to a watch, wedding ring and/or an engagement ring (provided deemed safe) and one pair of tiny post earrings (ears only). In certain clinical areas, no jewelry is allowed (Obstetrics and Newborn Nursery) *All other body jewelry is prohibited.
- Pins, promotional buttons, stethoscope decorative, etc., may not be worn while in clinical.

Prohibited

- Pants cannot be worn lower than the top of the hipbone.
- Baggy pants, (when undergarments are exposed) distressed jeans, biker pants and leggings are prohibited.
- See through, tight fitting, or that which exposes the mid-section which includes halter tops, tank tops, crop tops, sundresses, spaghetti straps, and mesh tops.
- Flip-flops, slippers, and beach shoes
- Hats, caps, wave caps, hoods, bandannas and scarves
- Sunglasses
- Tattoos should not be visible
- Hair should be cleaned, and well-groomed and finger nails should not be long
- Facial hair should be neatly groomed
- Spiked choke collars, chains on pants, occult type jewelry, or anything distracting to the educational process is prohibited.
- Earrings are only allowed on ears. Body piercings should not be visible.
- Any article of clothing that displays alcohol or drug slogans, which symbolize anti-social group members.

Students should dress in a manner that would be acceptable in the job field for which they are training. Failure to comply with the guidelines for dress, appearance, or uniforms will result in disciplinary action.

Illness of students

If a student cannot attend class due to illness, the student shall contact the school immediately (if possible). However, if absences persist the student academics can be severely affected, and the student may have to withdraw from their program of study and re-enter at a later date.

In the event of an illness at school, students must report directly to the Director or Academic Supervisor on duty the nature of the illness. In turn, Infinity College will determine the most appropriate action to take in regard to treatment and contact the emergency contact listed if needed.

Incident Reports

If a student is involved in an incident while at school, the student shall report the incident immediately to management staff and the Instructor so that a record can be made of the incident. Infinity College will then determine appropriate action to be taken. Failure to report the incident immediately results in no action taken by Infinity College.

Campus Security

Infinity College is committed to providing a safe and secure environment. All visitors must check in at the front desk before going anywhere on the grounds. Security on campus is handled by Student Services. The personnel of this department are empowered to enforce Infinity College regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police precinct for arrest processing. When necessary, Infinity College will press charges against the criminal violators.

The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during posted hours. School facilities are secured during times the school is not open. The school has no residence halls. Maintenance Staff have keys for the school, offices and classrooms. Criminal background checks are done on them.

Personal Safety

While the school attempts to provide a safe and secure environment, students, faculty, staff and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activity to Student Services immediately
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively.

- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Carry your keys with you at all times and don't lend them to anyone.
- Lock your car doors and close the windows when leaving your car.
- Never leave valuables in your car especially if they are easily noticeable.
- Inventory your personal property and make records of the serial numbers of all items of value.
- Never admit anyone without a valid ID badge on campus/school premises.

As the school becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, such information may be obtained on-campus with the Director of Compliance.

There are no campus housing facilities, so a missing student notification policy is not mandated.

Reporting a Crime

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school sponsored or recognized event off-campus during the hours that the school is open, the crime should be reported as soon as possible to the Student Services' Office. The Student Service's Office is located on the second-floor academic office area. Other emergencies should also be reported to the Student Services Office. If the crime has been committed when the school is closed, it should be reported to the Student Services Office as soon as possible after school is open. In addition to reporting the crime to the Student Services Office, the crime should be reported to local law enforcement authorities. The local Police Department may be reached by dialing 911.

School Personnel have authority to determine whether individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure that school policies, such as break time and building access, are followed. The school works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters.

The Campus Director will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the Student Services 'Office are included in the annual campus crime statistics. In addition, the school requests from the local Police Department crime information not reported to the Student Services Office that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed related to a reported crime.

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are included in the annual crime statistics for the school.

The school does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. The school will impose strict disciplinary

actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school- sponsored events. This includes acts of violence against women.

Pastoral counselors and professional counselors must inform persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

As part of Orientation, the school will provide a description of programs designed to inform students and employees about the prevention of crime.

The school has a zero-tolerance policy regarding alcohol on campus and will strictly enforce this policy. Anyone violating this policy will be removed from school properly and disciplinary action will be taken.

There is a separate drug policy which must be reviewed by the school each year and given to each student and each employee each year.

In addition to any criminal sanctions, the school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The school Campus Director's Office should be contacted should one wish to file a complaint. Also, note that, in cases of sexual assault complaints:

- both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing and
- both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault.

The school will work with the victim, should it be requested, in making such changes as can reasonably be accommodated relative to the student's academic and living situations.

Sexual Assault and Related Crimes

In the event of a sexual assault or domestic violence, please be aware of the following:

- * preserve any evidence of the assault (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender)
- * go to a place where it is safe from further attack and notify the police
- * obtain immediate medical attention
- * seek professional counseling

If requested by the student who is the victim of a sexual assault, the school will assist the student in notifying law enforcement. In addition, the school Campus Director's Office will provide information on off-campus agencies that provide services to victims of a sex offense.

The school encourages students and employees to take advantage of the materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through the school and/or local community agencies. Information about such materials and programs is available at the school.

Registered Sex Offenders

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: www.nsopr.gov. Further, to the extent the State notifies an educational institution of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information.

Emergency Response and Evacuation Procedures

The school maintains an Emergency Response Operations Plan. The school may also test emergency response and evacuation procedures periodically through drills or exercises. Please contact the Campus Director's Office for more information. Please see separate handout.

Timely Warning & Emergency Notification Statement

Under the Clery Act (20 U.S.C. state § 1092) and its implementing regulations, the institution, through designated personnel, is responsible for issuing a "timely warning" if a crime has been reported and the institution determines there is a serious or continuing threat to the campus community. In addition, the institution is required to send an "emergency notification" if there is an immediate threat to the health or safety of students or employees occurring on campus.

The decision to issue a "timely warning" or an "emergency notification" will be decided on a case-by-case basis in compliance with the Clery Act and after consideration of available fact. The issuance of a timely warning may depend on the nature of the crime, the continuing danger to the campus community, and possible risk of compromising law enforcement efforts. Similarly, the issuance of an emergency notification depends upon the particular health or safety threat. The institution will, without delay, take into account the safety of the community, determine the content of the notification and initiate the emergency notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

If a "timely warning" or "emergency notification" is deemed necessary, it will be issued by the management staff, through any or all of the following notification methods: (1) e-mail system; (2) Emergency Alert, text-based messaging system; (3) Everbridge/reverse 911; (4) Social Media; and (5) Television/Radio. The warning, or a link to the warning, may also be posted on the institution home page, the Police Department home page, or other web resources, as well as local media sites. Please pay careful attention to both types of warnings as they are designed to provide information that will enable you to take action to protect yourself. In the event of an emergency notification, a follow up message(s) will also be provided via the methods previously described to keep the campus community reasonably informed of the status of the event.

Disciplinary Proceedings

The school will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

The school does not have a campus police department or security office and therefore does not keep a daily crime log. However, the Campus Director keeps an updated list of any criminal activity.

The Handbook for Campus Safety and Security Reporting is available on line from the Department of Education: This comprehensive publication was used in developing our policies. The Annual report is distributed to all students and employees each year and is available in the Student Services Office to be viewed at any time.

Computer and Electronic Communications Policy

Infinity College maintains a business telephone system, computer equipment, provides e-mail capability, facsimile equipment, and Internet access. These systems, as well as all equipment and supplies, are provided exclusively to assist employees in their jobs and students in their educational activities. The use of any of these systems for personal use is prohibited.

By using the school's computer equipment and communications devices, all employees and students knowingly and voluntarily consent to their use of these systems being monitored and acknowledge the school's right to conduct such monitoring. The media and equipment are intended to be used for business and educational purposes only, and any other use by student or employees may result in disciplinary action, up to and including termination.

Purpose

Infinity College endeavors to promote an environment for students, employees, and visitors that is conducive to personal development and self-improvement. Certain behavior can contradict these goals and is counterproductive to personal advancement. One such behavior is inappropriate use of Internet access.

Infinity College reserves the right to protect its computers from malicious and unsolicited network traffic by whatever means necessary within the law. To protect these computers from virus attacks and unauthorized access, and to promote a positive environment, Infinity College chooses to adopt a policy which restricts access of the Internet service available from the computers for personal use.

Acceptable Use

Infinity College Internet Use policy states that students and employees are only permitted to use the World Wide Web Internet access when approved to do so by management staff or the Instructor for research purposes only.

Unacceptable Use

The following types of computer access and use of the Internet service are **STRICLTLY PROHIBITED** in at **ALL TIMES**:

- Downloading or installing:
 - Video / Audio media
 - Pictures
 - Software Programs
 - Pornography Websites
 - All Social Media Sites (i.e. Facebook, twitter, Instagram)
- Downloading, viewing or printing any form of obscene material
- Viewing and printing web pages unrelated to academic activity
- Sending or receiving personal web-based email
- Sending or receiving Instant Messages
- Participating in or observing chat room sessions
- Playing or observing online games
- Engaging in any form of illegal activity
- Engaging in any activity that is contrary to the Diversity in the Workplace Policy

Downloading, distributing, or sending pornographic or obscene materials are prohibited. This includes viewing or book-marking any such web sites or opening or forwarding such email or fax. Any communication by the employees or residents via email or fax that may constitute verbal abuse, slander, or defamation or may be considered offensive, harassing, vulgar, obscene, or threatening is prohibited. Offensive content included, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of his or her age, race, sex, color, religion, national origin, handicap, disability, or veteran's status. Any individual with a complaint should contact the Director.

Evaluation

To help enforce this policy, all computers will be monitored.

Infinity College takes issues relating to privacy very seriously, which is why all information relating to web-sites visited and downloaded activity that are recorded electronically, will be stored in an encrypted format, and will only be available to the following persons:

- Director and/or Director of Education

Anyone that is found to be in breach of, or with reasonable suspicion found to be in breach of the Internet Use Policy, may be considered to have put the security of the company at risk and appropriate disciplinary or legal action may then be applied.

Drug Policy and Program Information

The single most egregious problem a student can bring upon him or herself is that of the abuse of substances which alter the chemistry of the body whether they are prescription drugs taken in improper amounts or illegal drugs carried, sold, used, or in any manner supported as normal behavior. If you use, carry, or sell drugs while a student at Infinity College, you will be terminated from the school and not be readmitted. Infinity College does not permit anyone to consume or possess alcohol in or on the campus which includes the parking lot.

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require all federal grant recipients to certify a drug-free environment. Infinity College has a vital interest in maintaining a safe and healthy learning environment for the benefit of all its students and employees, and to ensure its successful operation as an educational institution. In compliance with the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989, Infinity College has established the following policy which reinforces the Institute's commitment toward promoting a drug-free learning environment. As a condition of receiving an education at Infinity College, each student is required by federal law to comply with the terms of the below mentioned statement.

IT IS THE POLICY OF INFINITY COLLEGE THAT THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSION, POSSESSION, OR USE OF ILLICIT DRUGS AND ALCOHOL IS PROHIBITED ON THE CAMPUS PROPERTY AND AS PART OF ITS ACTIVITIES.

Each student/employee so engaged in the performance of any federal grant is required by federal law to comply with the terms of this statement. The Institute must be notified of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Institute is required to notify the granting agency within ten (10) days after receiving notice of a conviction of a student/employee under any criminal drug statute. Any student or employee who is found to have violated the policy will be subject to sanctions by the Institute, which may include suspension, expulsion/termination, mandated participation in a drug abuse assistance or rehabilitation program, or referral for prosecution.

Infinity College acknowledges a legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the schools fulfill the requirements of the Federal Regulations.

The following school offices will have representatives on the Biennial Review Committee: President's Office, Director of Education, Human Resources, and Counseling.

The Materials to be reviewed are:

- The Higher Education Amendments of 1998 (P.L. 105-244) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226)
- Previous Biennial Review Reports
- Alcohol and other Drug Policy documents distributed to all faculty, students, and staff.

- State laws regarding drug and alcohol abuse.
- Summary of alcohol and other drug-free programming/events sponsored by the school.

This statement will be distributed annually. Every two (2) years the statement will be evaluated for its effectiveness. As part of this biennial review, schools must determine:

- The number of drug and alcohol-related violations and fatalities that occur on a school's campus, or as part of any of the school's activities and are reported to campus officials.
- The number and type of sanctions that are imposed by the school as a result of drug and alcohol-related violations and fatalities on the school's campus or as part of any of the school's activities.
- Determine the effectiveness of the policy and implement changes to the program, if needed.
- Ensure that the sanctions developed are enforced consistently.

**For Detailed information about the Drug Policy and Prevention, please view the policy in the Financial Aid, Education or Director's Office. You can also refer to the Drug and Substance Prevention Program Information.*

Smoking Policy

Smoking is prohibited inside and near Infinity College. (i.e. classrooms, laboratories, offices, lounges, restrooms, hallways, stairways, and common areas, meeting rooms) and in all areas where "No Smoking" signs are posted.

With the newly adopted Louisiana Smoke Free Air Act 815, persons choosing to smoke outside the Infinity College campus shall avoid all main entrance and exit areas to prevent subjecting others to secondhand smoke. Designated smoking areas have been established in an effort to reduce litter, address health problems, and alleviate physical reactions by those susceptible to second-hand smoke.

Additionally, any smoking shall occur at a reasonable distance outside any area where smoking is prohibited to ensure that the smoke does not enter a facility through entrances, windows, and ventilation systems or by any other means. Any student who does not choose to comply with the above-mentioned policy will be subject to Infinity College disciplinary procedures.

Vaccination Policy

Infinity College is aware that vaccination policy varies by State. In the State of Louisiana, a student must provide documentation to the school that all necessary shots and vaccinations are up-to-date. In August 2003, the State of Louisiana passed a law requiring all students attending college to (1) receive the Meningitis vaccine, (2) provide prior proof of vaccination of (3) sign a waiver to decline the meningitis vaccine.

Voter Registration Policy

The school encourages its students to register to vote. The National Mail Voter Registration Form is available from the U.S. Election assistance commission (EAC) website.

U.S. citizens who are students and of voting age, can find information specific to their states of residence from: www.eac.gov/voterresources or call the Election Assistance Office at (866) 747-1471.

How Do I Register to Vote?

You may register to vote by completing and submitting the National Mail Voter Registration Form. This form may be used to report a name or address change to the voter registration office or to register with a political party. You may obtain this form in person from the following public facilities.

- State or local election offices
- The Department of Motor Vehicles
- Public Assistance Agencies
- State funded programs that serve people with disabilities
- Any public facility a state has designed as a voter registration agency (such as public libraries, public schools, city or clerk's offices).

Am I eligible to Vote?

You must be 18 years of age and a U.S. citizen to be eligible to vote. States may have their own requirements, which are outlined in the "State Instructions" section of the National Mail Voter Registration Form.

Copyright Policy

Reproduction of Copyrighted Works

The making of an electronic or paper copy of a copyrighted work by any means (photocopying, electronic reproduction, scanning, digitizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments.

The reproduction or copying of a work subject to copyright protection typically requires the permission of the copyright owner. However, the copyright law recognizes that in certain situations, copyrighted work may be reproduced without the copyright owner's consent. One such situation is where the doctrine of "fair use" applies.

The following four factors must be considered for determining "fair use"

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work
- The effect of the use upon the potential market for or value of the copyrighted work.

The school distributes materials informing the community about the appropriate use of copyrighted materials. This information is included in the student catalog, codes of conduct, in addition to e-mail and/or paper disclosures.

Any unauthorized distribution of copyrighted materials will be handled by the Dean of the school and a disciplinary hearing may be called.

The school presently has installed on its computer server “Watchdog Software”, which monitors the traffic of computer usage. The software also restricts access to only those websites which are on a “safe list”. In addition, it prohibits the users from downloading restricted information without the consent of the administrators in charge of the program.

The Academic committee reviews the effectiveness of the plan to combat the unauthorized distribution of copyrighted materials on an outcome basis. A check of a “before and after” comparison of bandwidth or relapsing into previous problem situations is a way to check on outcomes.

The institution provides an annual notice on a one-to-one basis through a direct notice to each enrolled student. Any student involved in a copyright situation will be referred to the Dean and the proper authorities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details see title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

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

Consumer Information

Consumer information such as financial aid information, general information about the school, disability, price of attendance, refund policy, return of title IV funds, withdrawals, academic programs, instructional facilities, faculty, transfer credit, copyright infringement, school program approval accreditation and licensure, NCES, IPEDS, and Students right to know, drug and alcohol abuse prevention, vaccination policy, student diversity, voter registration, completion and graduation rates, and campus crime reports are found in one or more of the following areas: student catalog, school website, and other publications within the school.

Emergency Evacuation

I. Fire Alarm

- To activate a fire alarm box, pull down the handle.
- This is the preferred method because the alarm alerts others in the facility and alerts the local emergency response team.

II. Emergency Phone Number (911)

Give your name, location and a description of the problem. Speak slowly and clearly. Wait to answer any questions or receive instructions the dispatcher may have. Stay on the line until the dispatcher hangs up.

III. Personnel with delayed evacuation permission

This policy is to evacuate immediately when an alarm is sounded. Infinity College does not have personnel whom may delay evacuation.

IV. Responsibility for communicating emergencies

All staff has the responsibility of communicating the initial alarm.

V. Staff must account for all students

In the event, all residents are not accounted for, staff shall communicate this information to local authorities.

A. General Procedure in the Event of Fire

1. When an alarm sounds:

- Do not stop for valuables or to get a coat.
- If possible to complete safety as you leave:
 - Shut off electrical appliances.
 - Leave lights on
 - Close doors and windows
- If you lock your door, take your keys with you.
- Alert others around you.

- Assist any special needs people in evacuating.
- When evacuating *WALK*, never run, and keep to the right of the hallways.
- Leave the building, even if the alarm stops while you are on your way out.
- Once outside, move away from the building to allow room for the firefighters and their equipment.
- Look for others who work with you to insure everyone has evacuated.
- Give any information about the fire or about persons who might still be in the building to the Fire Department and Police Department.
- Do not re-enter the building for any reason until told to do so by the Fire Department or Police Department.

2. If you cannot leave because all exits are obstructed:

- Crawl or stay low to the floor where there is cleaner and cooler air.
- Get to a phone, dial 911 and let someone know where you are.
- Keep calm. A fire may be hot, noisy, and generally overwhelming, but your best weapon is a composed and logical approach.
- Assume there is a fire when the alarm sounds. Take it seriously.
- Do not call the Police Department or Fire Department to ascertain if there is a real fire.
- Do not use the elevator. Elevators may also act like giant pistons, pushing smoke and fire to other portions of the building. Use the nearest exit stairway or passageways to an adjacent building. (if applicable)
- Do not run if your clothes catch fire. Running will only fan the fire, causing it to intensify. Drop to the floor and roll back and forth to smother the flames. Call for help. Rescuers can smother the flames by quickly wrapping a blanket, coat, sheet or rug over the victim.
- Leave the building. This includes lobby areas. Not doing so is considered interference with firefighting operations.

3. Other Considerations:

Horizontal evacuation generally means to move on the same floor to another section in the same building or an adjacent building instead of exiting vertically via the stairs or elevator. The advantage to horizontal evacuation is that one may remain inside, protected from the weather and avoid descending over stairs. Hence, this method is of primary importance for people with disabilities. For horizontal evacuation to be effective, one must pass through smoke barriers and/or fire barriers. Usually this means smoke or fire doors or perhaps a fire wall. The terms fire doors and smoke doors are really synonymous except a fire door can withstand a fire and prevent its passage more effectively because of heavier construction materials and a heavier frame. Smoke doors and their frames are comparatively more lightly constructed and cannot withstand a rigorous fire for as long a period as a fire door. Both, however, will keep deadly smoke and fire confined long enough to make an escape or rescue possible provided they are kept closed. Doors blocked open with wedges, broken or improperly working doors, a fire hose or other object holding the door even a little is enough to render the designed safety effect of preventing the spread of smoke and fire useless.

It is important to note when evacuating horizontally that it is not enough merely to exit into an adjoining building. It is necessary to go beyond an operating fire or smoke barrier.

A. Evacuation of persons with disabilities

We will use horizontal evacuation whenever possible. Refer to floor plans for possible routes. If horizontal evacuation is not possible, staff will assist disabled individuals to the nearest enclosed stairway that is free from smoke and tell the person to remain there until help arrives.

B. Evacuation in the event of a bomb threat

Evacuation procedures are the same as fire evacuation procedures except it is permissible to use elevators to evacuate. The elevators, however, should be reserved primarily for those who are disabled, elderly, pregnant, have heart or respiratory conditions, or other medical problems. Others should exit via the stairwells (if possible) to expedite evacuation. Please follow the directions of supervisory personnel during this situation.

NOTE:

The handling of explosives is a job strictly for professionals. Should you notice something you suspect may be a bomb because it is an unusual item in an area you are very familiar with, do NOT touch it! Report it to the Police Department or Fire Department personnel. Be prepared to describe the item and its location.

C. Evacuation in the event of an explosion

In the event that an explosion occurs, use the Fire Evacuation Procedure.

Fire Safety

The regulation on Fire Safety relates only to schools that have living facilities on campus. Since Infinity College does not have dormitories, this regulation does not apply.

The institution will use their emergency response system to inform students of fires either on campus or in neighboring building. At first notice of a blaze, it should be reported to the nearest employee who will call the Fire Department immediately. A student may also use his/her cell phone to contact the Fire Department.

Reporting Criminal Activities and Emergencies

If any student or staff member is aware of a crime or suspicious behavior of a person or incident, or is a victim of a crime, that person must report the crime or incident immediately to management staff. The management staff will assess the nature of the incident to determine the best course of action and if necessary will contact the local police.

If the incident is an emergency, one should call 911 immediately and then report the incident to management staff in order to assess the nature of the incident and the best course of action. In the event that the school determines that there is an ongoing threat, a campus wide warning will be issued. The warning will be issued to students and staff through announcement from management staff. All incidents will be documented by management staff and kept on file.

Crime Statistics

The institution prepares crime statistics under the guidelines established by 20 United States Code, section 1092(f), known as the “Jeanne Clery, Disclosure of Campus Security Policy and Campus Crime Statistics Act,” and the Code of Federal Regulations. The information represents a general description of Infinity College’s security/safety policies and programs, and the crime statistics for the most recent calendar year and the two preceding calendar years; however, the information is not intended to serve as a contractual agreement between the college and the recipient.

Infinity College enjoys good relations with its neighbors and maintains a highly visible Public Safety Department that provides for the safety of the campus community. However, no community can be totally risk free in today’s society. To lessen the chances of crimes occurring within the campus community, everyone’s cooperation and vigilance is needed. All members of the campus community are encouraged to immediately report all suspected crimes, unusual or suspicious activities, and emergencies to the Public Safety Department and management staff.

The importance of reporting all crime:

The importance of reporting crime, suspected crime and unusual or suspicious activity to the Public Safety Department or a security authority cannot be over emphasized. The reports provide a basis for making timely warnings when a crime may present a threat to other members of the campus community and also assist the college in providing a full disclosure in the annual crime statistics report. In addition, such action by a victim or witness will assist in making the campus environment a safer place for the entire community.

Voluntary confidential reporting:

Infinity College allows a victim or witness to report crime on a voluntary and confidential basis. The Public Safety Department accepts and investigates all reported incidents, whether or not a victim or witness provides a name or other identifying information.

Confidential reporting to a Counselor:

Infinity College does not have a policy or procedure that encourages professional counselors; if and when the counselor deems it appropriate, to inform the person being counseled of any procedures to report crime on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Generally, when counselors do not have the permission of the victim, they can only report the occurrence of a number/statistic to the law enforcement authority.

Daily Crime Log

Calls for service made to the Police Department which required a completed incident report, follow-up investigation, or other formal action are entered into our Department's Daily Crime Log. This log is available for public viewing in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act.)

Daily Crime Log case numbers do not run sequentially. The Police Department assigns a case number for all reportable activities, both criminal and non-criminal. Only case numbers

generated for incidents requiring a full incident report, follow-up investigation, or other formal action are listed in the log.

Note: Incidents that involve information received from other campus Administrators defined by federal law as "campus security authorities." These administrators share with the police department non-identifying information provided by the victim. In these incidents, the victim did not file an official police report and therefore it is not always possible to provide information regarding the date reported, date or time the incident occurred, or location of the incident. Because an official report was not filed there will be no disposition. These incidents are reported to the police department for statistical purposes and are posted to the Daily Crime Log as the information is received by the Police Department.

According to Federal Law, an institution may withhold any of the required fields of entry (i.e., the classification, date, time, location and/or disposition) if any of the following conditions apply:

- The disclosure is prohibited by law
- The disclosure would jeopardize the confidentiality of the victim
- The disclosure would jeopardize an ongoing criminal investigation or the safety of an individual
- The disclosure would cause a suspect to flee or evade detection
- The disclosure would result in the destruction of evidence

Daily Crime Log Disposition Definitions

The following is an explanation of the terminology used to complete the Disposition section of the Daily Crime Log:

Open - This disposition designates a case that is under investigation or has otherwise not been closed or referred to another agency or Department.

Pending - This disposition designates a case that is pending court action or has been referred to another agency or court.

Closed - This disposition designates a case that is no longer under active investigation, has been adjudicated in court, has been referred to another agency, or has reached a point where there is no further action to be taken by the Department, including cases where no further leads are available, or the victim refused to cooperate.

Disciplinary Referral - This disposition designates a case that has been referred to another University Department for action under their own policies and procedures and the University Police Department is no longer the primary acting agency on the case.

Unfounded - This disposition designates a case wherein credible evidence has been discovered which demonstrates the report to be false or baseless. This designation requires positive demonstration of the falseness or lack of base for the report and is not to be utilized in cases where there simply is no evidence to support the crime.

Missing Person Notification

The purpose of this policy is to establish procedures for the University's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual and/or unknown circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, has been with persons who may endanger the student's welfare, or fails to appear where expected for an extended period of time.

Persons Under Age 18

In the event a student who is not emancipated is determined to be missing, pursuant to the procedures set forth below, the institution is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

Infinity College does not have campus housing available at this time.

Student Right to Know Act

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically-related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes.

Infinity College does not have athletically-related student aid and does not participate in athletic events. In addition, the institution does publish graduate's rates of our cohorts of full-time, first-time, degree-seeking undergraduates that show the graduation rates/completion status of students who enrolled for whom 150% of the normal time-to-completion through the required networks such as IPEDS and other mandatory reporting.

Method of Disclosure

Infinity College is committed to providing access to information that will allow students, parents, counselors, and other constituents to make informed decisions about postsecondary education. The webpage as well as hard-copy has consumer information noted in the Higher Education Act of 1965 and amended by the Higher Education Opportunity Act of 2008 (HEOA).

Sexual Assault and Misconduct

Infinity College will not tolerate sexual assault or sexual misconduct in any form, including but not limited to rape, acquaintance or date rape, and/or sexual harassment. In the event of a sexual assault or other criminal act on campus, the Director's office should be notified immediately.

VAWA _ Violence Against Women Act:

On March 7, 2013 President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA), which amended the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by adding a number of new reporting requirements and classifications of crimes. The law was effective March 7, 2014; however, implementation guidance was subject to NPRM and thus not available until October 2014.

If you are a victim of sexual assault at Infinity College, you should get to a place of safety and report the incident to appropriate management staff so that medical treatment can be obtained. All incidents must be reported in a timely manner, preferably the same day of the incident in order that evidence can be collected by local authorities and medical professionals. Filing a police report will ensure that the victim receives the necessary medical treatment and tests, provide the opportunity for the collection of evidence, and give the victim access to free confidential counseling from counselors trained in the area of sexual assault crisis intervention.

In addition to filing a police report, the victim may request the school to conduct an investigation in which the accused will be questioned as well as witnesses. Both parties will be notified of the outcome of the investigation. Any student found guilty of violating the school sexual assault policy could be criminally prosecuted in the courts and suspended and/or expelled from the school.

Sexual Harassment

According to section 703 of Title VII of the Civil Rights Act of 1964, it is illegal to sexually harass any employee. Sexual Harassment description is as follows:

Having conversations that demeans, insults, or implies sexual preference in the presence of that individual. To imply whether, explicitly or implicitly, that one employment is dependent upon favors. The above conduct will not be tolerated, and any infraction will be subject to suspension or dismissal from Infinity College. Any student who feels that he/she have been subjected to sexual harassment is instructed to report the incident to the Director, and/or Director of Education. In addition, victims of sex offenses are reminded of their right to report the matter directly to local law enforcement officials.

Anti-Harassment

Policy Statement – it is the policy of this company to maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships between employees and is free from all forms of harassment of any employee or applicant, by anyone, including supervisors, co-workers, vendors, or customers. Harassment in any manner or form is strictly prohibited and will not be tolerated by the company. All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Where harassment is determined to have occurred, the company

will immediately take appropriate disciplinary action. The company will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of it.

Definitions:

1. The term “harassment” includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to any individual’s race, religion, sex, age, national origin, or disability.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a) Submission to such conduct is an explicit or implicit term or condition of employment
 - b) Employment decisions are based on an employee’s submission to or rejection of such conduct; or
 - c) Such conduct interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment.
3. The term “harassment” may also include conduct of employees, supervisors, vendors and/or customers who engage in verbally or physically harassing behaviors, which has the potential for humiliating or embarrassing an employee or the company.

Examples of prohibited conduct

The management of the company considers the following conduct to represent some of the types of actions, which violate this harassment policy:

1. Physical assaults of a sexual nature
2. Unwanted sexual advances, propositions or other sexual comments, i.e. sexual jokes, vulgar language
3. Sexual or discriminatory displays, photographs, or publications in any location in the workplace, i.e. any sexually suggestive pictures, cartoons, emails, or magazines.

A list of registered sex offenders in Louisiana is available from the Louisiana Department of Public Safety and Corrections at <http://www/lsp.org>.

Job Related Health & Safety

Job Related Health and Safety is reviewed with students during the orientation process and also in the classes. (i.e. OSHA regulations, HIPPA, Blood borne Pathogens, Fire Prevention and Exposure Control)

Certification Exams

Certification exams can be taken through the National Healthcare Association (NHA), National Career Competency Testing Center (NCCT) at Infinity College. Pharmacy Technician Certification exams are offered through PTCB. NCLEX-PN examinations can be taken at approved Prometric sites. However, there are other recognized organizations that may offer national certification exams. Certification exam fees are **not** included in the cost of your tuition.

GRADUATION INFORMATION

Diplomas show the official name of the diploma awarded. The school may contract a 3rd party vendor to print and package a diploma awarded to a student OR the diploma may be printed in house. Upon completion of your program of study, students should allow the school time to process the diploma and transcript; there students can expect to receive their diploma and transcript at least 30 days after they have completed all requirements of their program of study.

While your diploma is a wonderful way to display your accomplishment, it is not the only item provided by the school. Proof of graduation can be displayed via your diploma, and/or an official transcript. Your official transcript not only displays the courses you took, and grades earned at Infinity College, but it also contains the date of commencement and your program information, including your major. In addition, the school will report all required graduates to the National Student Clearinghouse approximately 2 weeks after diplomas are awarded.

Applying for Graduation

Graduation and officially receiving a degree are not automatic. Students must officially notify the Office of Student Services of their intentions to graduate by completing a graduation application form. Do not assume that graduation is an automatic outcome of you having completed the minimum requirements for a degree. The College won't take steps to graduate you until you officially apply for graduation and there are several very good reasons for this.

Graduation.

Diplomas are officially awarded after a student has completed their program of study. It is important not to confuse "graduation" with "commencement." The College awards the diploma when the Education Department has determined that all requirements have been successfully completed at the end of the program and notes that fact on the official college transcript. Only then has the student graduated.

Commencement. All potential diploma candidates are eligible to participate in the Commencement ceremony in the Spring and/or Winter. While diplomas are awarded at the completion of a program of study, the College holds 1 or 2 Commencement ceremonies each year depending on the number participants. However, participation in the Commencement ceremony *does not necessarily constitute graduation*. Commencement is the public celebration of that accomplishment, but it is a ceremony, and not the actual graduation itself.

Students who are unable to finish their requirements at the initial projected completion date may be able to complete them during the following term and graduate with the next cohort and participate in the following ceremony. A nominal commencement fee is charged to all students.

This fee is mandatory and is not contingent on student participation in Commencement ceremonies.

Diplomas. The diploma isn't the only source of legal proof that the student has completed a degree. As soon as final grades have been posted and a final review of the student's records has been completed to ensure that all requirements have been met, the Education Department will place that notation on the official transcript as the real proof of the completion of the diploma.

The diploma will not arrive at the address requested on the Application for Graduation until several weeks after the degree has been posted on the transcript. It is important to remember that a request for an address change on the College records *will not* affect the diploma address. **If the diploma address needs to be changed, the student must request it specifically.** To be awarded their diploma, students must be in good financial standing with the College. If a hold exists on their account, the diploma will be held until the hold has been cleared by the appropriate office. Once cleared, the student must notify the Education Department to release the diploma. The same is true for releasing transcripts. Official transcripts will not be released by the Office of Registration and Records until the student has cleared all holds on their account.

Confirming the Award of the Diploma. Students should check to make certain that their final transcript shows the notation of their diploma award and that their diploma arrives. Occasionally, students walk through the commencement ceremony and then, "forget" about requirements that are still not met. They discover years later that they have not actually been awarded the degree because they did not complete those remaining requirements.

Graduation Requirements

- Complete program requirements
- Maintain a minimum of a cumulative of 2.0 GPA (70%)
- Complete all externship requirements and submit appropriate paperwork to the school
- Fulfill all financial obligations (**All checks must clear the bank before receipt of diploma etc.**)
- Complete an exit interview
- Return all property that belongs to the school.

Graduation with Honors

Students who have successfully completed all course requirements and have a cumulative GPA of 3.5 or higher will be designated as Honors Graduates.

Criteria for Valedictorian Award

Grade point average will be calculated on graduates' actual grades earned (Not including extra points awarded). Highest grade point in each individual class will determine this award. In case of a tie concerning academic achievements, graduates will be given consideration in regard to attendance, attitude, community service, and staff and faculty recommendations. The Director and Director of Education will make the decision.

Attendance Honors

An Attendance Award is presented to all students who have maintained perfect attendance during the program of study.

TUITION AND FEES

Diploma Programs	Tuition Amount	Registration Fee	Administrative Fee	Use of Lab Equipment	Textbooks	Technology Fee	Supplies Fee	Total Cost
Medical Assistant	\$12355	\$100	\$300	\$450	\$495	\$350	\$450	\$14500
Phlebotomy Technician	\$8230	\$100	\$200	\$375	\$295	\$250	\$150	\$9600
Pharmacy Technician Training	\$10125	\$100	\$200	\$425	\$250	\$250	\$150	\$11500
Medical Insurance Billing & Coding Specialist	\$8280	\$100	\$200	\$130	\$690	\$250	\$150	\$9800
Nursing Assistant	\$235	\$100	\$100	\$75	\$65	\$75	\$80	\$730
Practical Nursing	\$17,055	\$100	\$450	\$1395	\$1800	\$1425	\$1675	\$23,900

OUT OF POCKET EXPENSES (not included in tuition)	
Mandatory Fees (that the school requires)	
*ID	\$5
Phlebotomy Supply Kit	\$25
*Parking Permit (<i>no cost if the student does not have an automobile</i>)	\$7
Nursing Assistant Final Certification Exam	\$25

Estimated Mandatory Fees (student will acquire from an outside source)	
Scrub Suit	\$20
Blood Pressure Cuff	\$15
State Background Check	\$55
Wrist Watch	\$5
Stethoscope	\$15
TB Tine Test	\$20
Small Pocket Notepad	\$1
Tennis Shoes (whit preferably)	\$20
ATI	\$475

Optional Fees	
Hepatitis Vaccine (if applicable)	\$50
Certification Exam Practice Book	\$50
Nursing Assistant Make Up Day (if applicable)	\$25 per day
Graduation Fee	\$75
NHA Certification Exam	\$105-\$155
NCCT Certification Exam	\$90
NCCA Certification Exam	\$75 member \$135 non-member
AAPC	\$260 member \$325 non-member
AHIMA	\$199-299 member \$299-399 non-member

Fees incurred prior to enrolling	
Entrance Exam	\$20
Tab	\$40

**Included for Title IV Tuition Students Note: Practical Nursing student's tuition and fees may differ from the above illustrated cost. Please see a Practical Nursing student catalog for specific program details.*

Clock Hour to Credit Hour Calculation

- The credit hour definition and the credit/clock hour conversion rules serve two purposes: to determine program eligibility and to determine the award amount for certain Federal Student Aid programs.
- A credit hour is defined as a unit of measure that gives value to the level of instruction, time requirements for a course taken at an educational institution, and the academic rigor. It can also be defined as a measure of a quantity of student learning.
- Since we offer an undergraduate clock hour educational program in credit hours that is considered a Gainful Employment (GE) program, we must use the following conversion formula
- The formula will determine, if after the conversion, the minimum number of credit hours to qualify as an eligible program for Federal Student Aid (FSA) purposes.
- For determining the number of credit hours in an educational program -a semester hour must include at least 37.5 clock hours of instruction
- To determine if the program meets the FSA standard for the minimum number of credit hours for that type of program, the following formula will be used:

$$\frac{\text{For a semester hour program,}}{\text{Number of clock hours in the credit-hour program (is divided by)}} \\ 37.5$$

This formula will be used to convert the credit hours to determine the amount of Federal Student Aid (FSA) a student is eligible to receive.

**Note: Infinity College measures its programs in terms of clock hours.*

PROGRAMS OF STUDY

Diploma Programs

A diploma is awarded for successful completion of the following programs:

Program	Clock Hours	Length of Completion	Length @ 150%	Schedule
Medical Assistant	900	9 months-day 12.5 months-evening	13.5 months-day 18.75 months - evening	M-Th-8:30a-2:30p M, W, Th- 5:30p-9:30p
Phlebotomy Technician	600	6 months	9 months	M-Th-8:30a-2:30p
Pharmacy Technician Training	600	6 months-day 12.5 months-evening	9 months-day 18.75 months-evening	M-Th-8:30a-2:30p M, W, Th- 5:30p-9:30p
Medical Insurance Billing & Coding Specialist	600	6 months	9 months	M-Th-8:30a-2:30p
Nursing Assistant	80	2 weeks-day 4 weeks-evening		M-F-8a-5p *Clinical times may vary
Practical Nursing	1596	15 months	22.5 months	M-Th-8:30a-2:30p

Medical Assistant Program Outline

	Course Title	Classroom/Lecture	Laboratory	Work-Based Activities	Total Hours
		Clock	Clock	Clock	Clock
MA 101	Introduction to Medical Assisting and Health Professions	20	04		24
MT 103	Medical Terminology and Abbreviations	44	23		67
AP 101	Anatomy and Physiology	20	20		40
ME 101	Medical Ethics	15	05		20
COM 101	Communication	05	05		10
MA 102	Therapeutic Approach	14	10		24
MA 103	Responsible Medical Practice	20	04		24
MA 104	Integrated Administrative Procedures	20	20		40
MA 105	Clinical Procedures	20	20		40
MA 106	Examinations and Procedures	25	30		55
MA 107	Laboratory Procedures	25	30		55
MA 108	Office Management	30	15		45
EHR 101	Electronic Health Records	20	20		40
EKG 101	Introduction to Electrophysiology	15	20		35
EKG 102	Concepts in Electrophysiology	15	20		35
EKG 103	Lead EKG and Interpretation	08	08		16
CPR 101	Healthcare Provider CPR	03	02		05
NA 101	Communication and Interpersonal Skills	03	03		06
NA 102	Infection Control	02	00		02
NA 103	Safety and Emergency Procedures	04	03		07
NA 104	Resident's Rights and Promoting Resident's Rights	03	02		05
NA 105	Mental Health and Social Service Needs	02	02		04
NA 106	Basic Nursing Skills	04	02		06
NA 107	The Body Systems	03	02		05
NA 108	Externship			40	40
CD 101	Career Development	10	10		20
CR 101	Certification Review	10	10		20
COS 102	Microsoft Word	20	25		45
COS 103	Microsoft Excel	20	25		45
MA 109	Externship			120	
	Totals	400	340	160	900

Medical Assistant Program Description

MA 101 Introduction to Medical Assisting and Health Professions

(20 Clock Hours Lecture/ 04 Clock Hours Lab)

This course teaches the student about the history of medicine and an introduction to the professional of Medical Assisting.

MT 103 Medical Terminology and Abbreviations

(44 Clock Hours Lecture/ 23 Clock Hours Lab)

This course is designed to acquaint the student with medical terminology. Students learn to construct words using medical roots, prefixes, and suffixes, as well as learn to pronounce and spell medical terminology.

AP 101 Anatomy and Physiology

(20 Clock Hours Lecture/20 Clock Hours Lab)

This course will identify the essential anatomical and physiological features of the body systems with an emphasis on the blood and cardiovascular, renal, digestive, and endocrine systems.

ME 101 Medical Ethics

(15 Clock Hours Lecture/05 Clock Hours Lab)

This course teaches ethics in healthcare, governing bodies, types of law and violations of the law, regulation at the state and federal level.

COM 101 Communication

(05 Clock Hours Lecture/05 Clock Hours Lab)

This course teaches written, verbal, and nonverbal communications.

MA 102 Therapeutic Approach

(14 Clock Hours Lecture/10 Clock Hours Lab)

This course teaches therapeutic communication skills, coping skills for the medical assistant, and the therapeutic approach to the patient with a life-threatening illness.

MA 103 Responsible Medical Practice

(20 Clock Hours Lecture/04 Clock Hours Lab)

This course teaches legal and ethical considerations, HIPPA, and emergency procedures and first aid.

MA 104 Integrated Administrative Procedures

(20 Clock Hours Lecture/20 Clock Hours Lab)

This course teaches creating the family environment, the ambulatory care setting, telecommunications, patient scheduling, medical records management, written communications and medical documents.

MA 105 Clinical Procedures

(20 Clock Hours Lecture/20 Clock Hours Lab)

This course teaches infection control and medical asepsis, the patient history and documentation, vital signs and measurements, and the physical examination

MA 106 Examinations and Procedures

(25 Clock Hours Lecture/30 Clock Hours Lab)

This course teaches specialty procedures in obstetrics and gynecology, pediatrics, male reproductive system, gerontology, and examinations and procedures of body systems. This course teaches assisting with office/ambulatory surgery, rehabilitation and therapeutic modalities, nutrition in health and disease, basic pharmacology, calculation of medication dosage and medication administration.

MA 107 Laboratory Procedures

(25 Clock Hours Lecture/30 Clock Hours Lab)

This course teaches safety and regulatory guidelines in the medical laboratory, introduction to the medical laboratory, phlebotomy: venipuncture and capillary puncture, hematology, urinalysis, basic microbiology, and specialty laboratory tests.

MA 108 Office Management

(30 Clock Hours Lecture/15 Clock Hours Lab)

This course teaches the medical assistant as an office manager.

EHR 101 Electronic Health Records

(20 clock hours lecture/ 20 clock hours lab)

This course teaches the execution of workflows, retrieving and storing patient information, and administrative tasks.

EKG 101 Introduction to Electrophysiology

(15 clock hours lecture/20 clock hours lab)

This course teaches about electrophysiology, lead morphology and placement, aspects of the EKG, and calculating heart rate.

EKG 102 Concepts in Electrophysiology

(15 clock hours lecture/20 clock hours lab)

This course teaches about interpreting a rhythm strip, rhythms originating in the sinus node, atria, AV Junction and ventricles.

EKG 103 Lead EKG and Interpretation

(08 clock hours lecture/08 clock hours lab)

This course teaches how to interpret a 12-Lead EKG, myocardial infarction, electrical therapy, and critical thinking skills.

CPR 101 Healthcare Provider CPR

(03 Clock Hours Lecture/02 Clock Hours Lab)

Students will learn adult and child CPR.

NA 101 Communication and Interpersonal Skills

(03 Clock Hours Lecture/03 Clock Hours Lab)

This section teaches about the nursing assistant in long-term care, communication skills, and communication challenges.

NA 102 Infection Control

(02 Clock Hours Lecture/00 Clock Hours Lab)

This section teaches the immune and lymphatic systems.

NA 103 Safety and Emergency Procedures

(04 Clock Hours Lecture/03 Clock Hours Lab)

This section teaches cardiopulmonary resuscitation, safety and body mechanics, emergency care, first aid and disasters, position, moving and lifting.

NA 104 Resident's Rights and Promoting Resident's Rights

(03 Clock Hours Lecture/ 02 Clock Hours Lab)

This section teaches ethical and legal issues and the integumentary system.

NA 105 Mental Health and Social Service Needs

(02 Clock Hours Lecture/ 02 Clock Hours Lab)

This section teaches diversity and human needs and development, the respiratory system, rehabilitation and restorative care, and end of life care.

NA 106 Basic Nursing Skills

(04 Clock Hours Lecture/ 02 Clock Hours Lab)

This section teaches bed making and unit care, personal care, vital signs, nutrition and fluid balance, and the circulatory or cardiovascular system.

NA 107 The Body Systems

(03 Clock Hours Lecture/ 02 Clock Hours Lab)

This section teaches the gastrointestinal system, urinary system, musculoskeletal system, nervous system, and endocrine system.

NA 108 Externship

(00Clock Hours Lecture/ 00Clock Hours Lab/ 40 clock hours clinical)

Students will perform clinical hours under the direct supervision of the program Coordinator.

CD 101 Career Development

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course introduces students to professional environments, job search and personal requirements for career success. Students will prepare resumes, learn interview and job search techniques.

CR 101 Certification Review

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course assists students with preparation to take their national and/or state certification exam.

COS 102 Microsoft Word

(20 Clock Hours Lecture/25 Clock Hours Lab)

This course teaches how to create documents in Word, format and organize text, working with graphics, tabs, and tables, and applying special text, paragraph and documents.

COS 103 Microsoft Excel

(20 clock hours lecture/25 clock hours lab)

This course teaches how to create workbooks with Excel, create charts, manage multiple worksheets, and uses Excel functions and tables.

MA 109 Externship

(00 Clock Hours Lecture/00 Clock Hours Lab/120 Clock Hours Clinical)

Students are placed in a medical facility where there is an opportunity to observe, assist, learn and perform services in a medical setting. The externship is an essential component of the program where theoretical and practical skills are integrated. Specific objectives, including cognitive, affective, and psychomotor behaviors shall be met while completing this course.

**Medical Assistant
Curriculum**

Objective: To provide the student with information about various aspects of the medical assisting profession, both administrative and clinical. Graduates will be available to work in hospital and private practice medical settings.

Text: Delmar's Comprehensive Medical Assisting, Administrative and Clinical Competencies, 4th edition, by Wilburta Lindh, Marilyn Pooler, Carol Tamparo, and Barbara Dahl.

Text: Workbook for Delmar's Comprehensive Medical Assisting, Administrative and Clinical Competencies, 4th edition, by Wilburta Lindh, Marilyn Pooler, Carol Tamparo, and Barbara Dahl.

MA 101 Introduction to Medical Assisting and Health Professions

(20 Clock Hours Lecture/ 04 Clock Hours Lab)

Lesson 1: The Medical Assisting Profession

Lesson 2: Health Care Settings and the Health Care Team

Lesson 3: History of Medicine

MT 103 Medical Terminology and Abbreviations

(44 Clock Hours Lecture/ 23 Clock Hours Lab)

Lesson 1: Define and analyze medical terminology

Lesson 2: Identify word parts and combining form

Lesson 3: Read and interpret medical terminology

Lesson 4: Word Parts and Meanings

Lesson 5: Common Medical Terms, Abbreviations, and Symbol

AP 101 Anatomy and Physiology

(20 Clock Hours Lecture/20 Clock Hours Lab)

Lesson 1: Understanding basic structures of tissues and cells

Lesson 2: Organs which comprise the major body systems

Lesson 3: Functions of the organs which comprise the major body systems with an emphasis on the urinary system

Lesson 4: Understand the common disease processes related to major body systems and their related organs

ME 101 Medical Ethics

(15 Clock Hours Lecture/05 Clock Hours Lab)

Lesson 1: Ethics

Lesson 2: Governing Bodies

Lesson 3: Regulation at the State and Federal Level

COM 101 Communication

(05 Clock Hours Lecture/05 Clock Hours Lab)

Lesson 1: Communication process

Lesson 2: Verbal, written, and nonverbal communication

Lesson 3: Communication with others and methods of communication

Lesson 4: Types of customers and professionalism

Lesson 5: Barriers to communication and negative communication

Lesson 6: Defense mechanisms

Lesson 7: Dealing with conflict and eliminating barriers to communication

MA 102 Therapeutic Approach

(14 Clock Hours Lecture/ 10 Clock Hours Lab)

Lesson 1: Therapeutic Communication Skills

Lesson 2: Coping Skills for the Medical Assistant

Lesson 3: The Therapeutic to the Patient with a Life-Threatening Illness

MA 103 Responsible Medical Practice

(20 Clock Hours Lecture/ 04 Clock Hours Lab)

Lesson 1: Legal Considerations

Lesson 2: Ethical Considerations

Lesson 3: Emergency Procedures and First Aid

MA 104 Integrated Administrative Procedures

(20 Clock Hours Lecture/20 Clock Hours Lab)

Lesson 1: Creating the Facility Environment

Lesson 2: The Ambulatory Care Setting

Lesson 3: Telecommunication

Lesson 4: Patient Scheduling

Lesson 5: Medical Records Management

Lesson 6: Written Communications

Lesson 7: Medical Documents

MA 105 Clinical Procedures

(20 Clock Hours Lecture/ 20 Clock Hours Lab)

Lesson 1: Infection Control and Medical Asepsis

Lesson 2: The Patient History and Documentation

Lesson 3: Vital Signs and Measurements

Lesson 4: The Physical Examination

MA 106 Examinations and Procedures

(25 Clock Hours Lecture/ 30 Clock Hours Lab)

Lesson 1: Obstetrics and Gynecology

Lesson 2: Pediatrics

Lesson 3: Male Reproductive System

Lesson 4: Gerontology

Lesson 5: Examinations and Procedures of Body Systems

Lesson 6: Assisting with Office/Ambulatory Surgery

Lesson 7: Rehabilitation and Therapeutic Modalities

Lesson 8: Nutrition in Health and Disease

Lesson 9: Basic Pharmacology

Lesson 10: Calculation of Medication Dosage and Medication Administration

Lesson 11: Electrocardiography

MA 107 Laboratory Procedures

(25 Clock Hours Lecture/ 30 Clock Hours Lab)

Lesson 1: Safety and Regulatory Guidelines in the Medical Laboratory

Lesson 2: Introduction to the Medical Laboratory

Lesson 3: Phlebotomy: Venipuncture and Capillary Puncture

Lesson 4: Hematology

Lesson 5: Urinalysis

Lesson 6: Basic Microbiology

Lesson 7: Specialty Laboratory Tests

MA 108 Office Management

(30 Clock Hours Lecture/ 15 Clock Hours Lab)

Lesson 1: The Medical Assistant as Office Manager

Lesson 2: Daily Practice

EHR 101 Electronic Health Records

(20 clock hours lecture/20 clock hours lab)

Lesson 1: Execute EHR workflows

Lesson 2: Retrieve and store patient information

Lesson 3: Perform routine EHR administrative tasks

Lesson 4: Inventory and management of patient data

EKG 101 Introduction to Electrophysiology

(15 clock hours lecture/20 clock hours lab)

Chapter 2 Electrophysiology

Chapter 3 Lead Morphology and Placement

Chapter 5 Aspects of the EKG

Chapter 4 Calculating Heart Rate

EKG 102 Concepts in Electrophysiology

(15 clock hours lecture/20 clock hours lab)

Chapter 6 Interpreting a Rhythm Strip

Chapter 7 Rhythms Originating in the Sinus Node

Chapter 8 Rhythms Originating in the Atria

Chapter 9 Rhythms Originating in AV Junction

- Chapter 10 Rhythms Originating in the Ventricles
- Chapter 11 AV Blocks
- Chapter 12 Rhythm Practice Strips

EKG 103 Lead EKG and Interpretation

(08 clock hours lecture/08 clock hours lab)

- Chapter 13 How to Interpret a 12-Lead EKG
- Chapter 14 Myocardial Infarction
- Chapter 15 12-Lead EKG Practice
- Chapter 16 Medications and Electrical Therapy
- Chapter 17 Diagnostic Electrocardiography
- Chapter 18 Critical Thinking Scenarios

Text: BLS for Healthcare Providers Student Manual

CPR 101 Healthcare Provider CPR

(03 Clock Hours Lecture/ 02 Clock Hours Lab)

- Part 1 General Concepts
- Part 2 CPR for Adults
- Part 3 CPR for Children
- Part 4 Adult and Child Bag Mask Technique and Rescue Breathing
- Part 5 2-Rescuer CPR for Adults and Children
- Part 6 Automated External Defibrillator
- Part 7 CPR for Infants
- Part 8 Relief of Choking
- Part 9 Special Considerations
- Part 10 The Big Picture

Text: Successful Nursing Assistant Care, 3rd Edition by Diana L. Dugan, RN-Hartman Publishing, Inc.

NA 101 Communication and Interpersonal Skills

(03 Clock Hours Lecture/03 Clock Hours Lab)

- Unit 1: The Nursing Assistant in Long –Term Care – Chapter 1
- Unit 2: Communication Skills – Chapter 3
- Unit 3: Communication Challenges – Chapter 4

NA 102 Infection Control

(02 Clock Hours Lecture/00 Clock Hours Lab)

- Unit 1: Infection Control – Chapter 6
- Unit 2: The Immune and Lymphatic Systems – Chapter 24

NA 103 Safety and Emergency Procedures

(04 Clock Hours Lecture/03 Clock Hours Lab)

- Unit 1: Cardiopulmonary Resuscitation
- Unit 2: Safety and Body Mechanics – Chapter 7
- Unit 3: Emergency Care, First Aid and Disasters –Chapter8
- Unit 4: Positioning, Moving and Lifting – Chapter 11

NA 104 Resident's Rights and Promoting Resident's Rights

(03 Clock Hours Lecture/ 02 Clock Hours Lab)

Unit 1: Ethical and Legal Issues – Chapter 2

Unit 2: The Integumentary System – Chapter 18

NA 105 Mental Health and Social Service Needs

(02 Clock Hours Lecture/ 02 Clock Hours Lab)

Unit 1: Diversity and Human Needs and Development – Chapter 5

Unit 2: The Respiratory System – Chapter 20

Unit 3: Rehabilitation and Restorative Care – Chapter 25

Unit 4: End of Life Care – Chapter 27

NA 106 Basic Nursing Skills

(04 Clock Hours Lecture/ 02 Clock Hours Lab)

Unit 1: Bed making and Unit Care – Chapter 10

Unit 2: Personal Care – Chapter 12

Unit 3: Vital Signs – Chapter 13

Unit 4: Nutrition and Fluid Balance – Chapter 14

Unit 5: The Circulatory or Cardiovascular System-Chapter 19

NA 107 The Body Systems

(03 Clock Hours Lecture/ 02 Clock Hours Lab)

Unit 1: The Gastrointestinal System – Chapter 15

Unit 2: The Urinary System – Chapter 16

Unit 3: The Musculoskeletal System – Chapter 21

Unit 4: The Nervous System – Chapter 22

Unit 5: The Endocrine System – Chapter 23

NA 108 Externship

(00Clock Hours Lecture/ 00Clock Hours Lab/ 40 clock hours clinical)

Students will perform clinical/externship hours under the direction of the program Coordinator.

CD 101 Career Development

(10 Clock Hours Lecture/ 10 Clock Hours Lab)

Lesson 1: Employment Strategies

CR 101 Certification Review

(10Clock Hours Lecture/10Clock Hours Lab)

Lesson 1: Reviewing materials to prepare to take the certification exam

COS 102 Microsoft Word

(20 clock hours lecture/25 clock hours lab)

Chapter 1 Create Documents with Word

Chapter 2 Format and Organize Text

Chapter 3 Work with Graphics, Tabs, and Tables

Chapter 4 Apply Special Text, Paragraph and Documents Formats

COS 103 Microsoft Excel

(20 clock hours lecture/25 clock hours lab)

- Chapter 1 Create Workbooks with Excel
 Chapter 2 Create Charts
 Chapter 3 Manage Multiple Worksheets
 Chapter 4 Use Excel Functions and Tables

MA 109 Externship

(00 Clock Hours Lecture/00 Clock Hours Lab/120 clinical hours)

Unit 1: Externship

**Phlebotomy Technician
Program Outline**

	Course Title	Classroom/Lecture	Laboratory	Work-Based Activities	Total Hours
		Clock	Clock	Clock	Clock
PT 101	Introduction to Phlebotomy	05	05		10
PT 102	Infection Control and Safety	10	10		20
MT 101	Medical Terminology and Abbreviations	20	20		40
PT 103	Vital Signs	10	10		20
AP 101	Anatomy and Physiology	20	20		40
AP 102	Anatomy and Physiology	20	20		40
PT 104	Laboratory Tests	10	10		20
PT 105	Patient & Specimen Requirements	20	10		30
PT 106	Phlebotomy Equipment	15	05		20
PT 107	Phlebotomy Technique	20	20		40
PT 108	Specimen Preparation and Handling	16	16		32
COM 101	Communication	05	05		10
ME 101	Medical Ethics	15	05		20
CD 101	Career Development	10	10		20
CR 101	Certification Exam Review	10	10		20
CPR 101	Healthcare Provider CPR	03	02		05
EKG 101	Introduction to Electrophysiology	15	20		35
EKG 102	Concepts in Electrophysiology	15	20		35
EKG 103	Lead EKG and Interpretation	08	08		16
PT 109	Internship/Externship			52	52
COS 102	Microsoft Word	20	25		45
COS 106	Office Administrative Skills	15	15		30
	Total	282	266	52	600

Phlebotomy Technician Program Description

PT 101 Introduction to Phlebotomy

(05 Clock Hours Lecture/05 Clock Hours Lab)

This course teaches the history of phlebotomy, the phlebotomist's role in health care, areas of the health care setting, ethical considerations, the patient care partnership, professional attitude, advance directives, standards used in the laboratory, and quality assurance in phlebotomy.

PT 102 Infection Control and Safety

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course teaches infection control and isolation techniques, medical asepsis hand washing, removing contaminated gloves, blood collection in an isolation room, occupational safety and health administration standards, disposal of used materials, importance of following safety guidelines, and the response to accidental biohazard exposure.

MT 101 Medical Terminology

(20 Clock Hours Lecture/20 Clock Hours Lab)

This course teaches the basic roots, prefixes, and suffixes involved in medical terms and the basic terms that help to define the anatomy and physiology in the human body.

PT 103 Vital Signs

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course teaches temperature, pulse, and blood pressure.

AP 101 Anatomy and Physiology

(20 Clock Hours Lecture/20 Clock Hours Lab)

This course teaches the introduction to the human body, body functions, body organization, and each of the systems of the body.

AP 102 Anatomy and Physiology

(20 Clock Hours Lecture/20 Clock Hours Lab)

This course teaches about the circulatory system, anatomy and physiology of the circulatory system, and veins and arteries of the circulatory system. This course teaches the heart and circulation, blood vessels, and the composition of blood.

PT 104 Laboratory Tests

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course teaches about the collection of non-blood specimens, blood smear, glucose testing, urine and culture testing.

PT 105 Patient & Specimen Requirements

(20 Clock Hours Lecture/10 Clock Hours Lab)

This course teaches communication in healthcare, patient and specimen identification, and the phlebotomist role in the process.

PT 106 Phlebotomy Equipment

(15 Clock Hours Lecture/05 Clock Hours Lab)

This course teaches about the metric system, syringes and needles, evacuated system, reuse of evacuated system holder, splattering of blood, evacuation collection tubes, butterfly collection system, coagulation, anticoagulants, tourniquets, micro collection equipment, collecting a unopette blood sample, order of draw and specimen collection trays.

PT 107 Phlebotomy Technique

(20 Clock Hours Lecture/20 Clock Hours Lab)

This course teaches about the blood collection technique, skills used in approaching the patient, patient identification, test request form, specimen labeling and identification, accession order, selecting the appropriate venipuncture site, performing a safe venipuncture, syringe versus evacuated tube specimen collection, venipuncture by syringe, venipuncture by evacuated tube method, butterfly needle collection system, the failed venipuncture, intravenous and indwelling lines, prioritizing specimen collection, and arterial punctures.

PT 108 Specimen Preparation and Handling

(16 Clock Hours Lecture/16 Clock Hours Lab)

This course teaches about the pre-analytical variables, specimen transport and handling, criteria for re-collection or rejection of a specimen.

COM 101 Communication

(05 Clock Hours Lecture/05 Clock Hours Lab)

This course teaches written, verbal, and nonverbal communications.

ME 101 Ethics in Healthcare

(15 Clock Hours Lecture/05 Clock Hours Lab)

This course teaches patient rights and responsibilities, ethical issues in patient care, and privacy standards governing healthcare practice.

CD 101 Career Development

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course teaches professionalism and workplace conduct, resume writing, and interview techniques.

CR 101 Certification Exam Review

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course assists the student with preparation for the certification examination.

CPR 101 Healthcare Provider CPR

(03 Clock Hours Lecture/02 Clock Hours Lab)

This course teaches CPR for adults, infants and children.

EKG 101 Introduction to Electrophysiology

(15 clock hours lecture/20 clock hours lab)

This course teaches about electrophysiology, lead morphology and placement, aspects of the EKG, and calculating heart rate.

EKG 102 Concepts in Electrophysiology

(15 clock hours lecture/20 clock hours lab)

This course interpreting a rhythm strip, rhythms originating in the sinus node, atria, AV Junction and ventricles.

EKG 103 Lead EKG and Interpretation

(08 clock hours lecture/08 clock hours lab)

This course teaches how to interpret a 12-Lead EKG, myocardial infarction, electrical therapy, and critical thinking skills.

PT 109 Internship/Externship

(00 Clock Hours Lecture/00Clock Hours Lab/52 clock hours clinical)

Students will perform clinical hours on the campus and at a clinical site under the direct supervision of the program Instructor.

COS 102 Microsoft Word

(20 clock hours lecture/25 clock hours lab)

This course teaches how to create documents in Word, format and organize text, working with graphics, tabs, and tables, and applying special text, paragraph and documents.

COS 106 Office Administrative Skills

(15 clock hours lecture/15 clock hours lab)

This course teaches the basic office skills such as telephone procedures, scheduling, filing, written and verbal communications, and organization skills.

**Phlebotomy Technician
Curriculum**

Objective: To provide information on how to become a Phlebotomy Technician by using a unique emphasis on medical terminology that is specific to the phlebotomy profession. The program consists of an overview of anatomy and physiology and point-of-care testing that separate enhanced skills such as taking a patient's vital signs, temperature, pulse, respirations, and blood pressures from specialized testing such as hematocrits, hemoglobin's, blood pressure, coagulation studies, pregnancy testing and other point-of-care tests for more thorough coverage while emphasizing customer service. Students will be able to work as Phlebotomy Technicians in hospitals, laboratories, home health agencies and physicians' offices.

Text: Phlebotomy: A Competency-Based Approach by Kathryn A. Booth and Lillian Mundt, By McGraw Hill

PT 101 Introduction to Phlebotomy

(05 Clock Hours Lecture/05 Clock Hours Lab)

Lesson 1: Phlebotomy's Role in Health Care

Lesson 2: Standards used the medical lab

Lesson 3: Regulatory Agencies

Lesson 4: Quality Assurance in Phlebotomy

PT 102 Infection Control and Safety

(10 Clock Hours Lecture/10 Clock Hours Lab)

Lesson 1: Infection Control and Isolation Techniques

Lesson 2: Patient and Personal Safety

Lesson 3: Blood Collection in an Isolation Room

Lesson 4: Occupational Safety and Health Administration Standards

Lesson 5: Disposal of Used Materials

Lesson 6: Importance of Following Safety Guidelines

MT 101 Medical Terminology

(20 Clock Hours Lecture/20 Clock Hours Lab)

Lesson 1: Define and analyze medical terminology

Lesson 2: Identify word parts and combining form

Lesson 3: Read and interpret medical terminology

PT 103 Vital Signs

(10 Clock Hours Lecture/10 Clock Hours Lab)

Lesson 1: Temperature

Lesson 2: Pulse

Lesson 3: Blood Pressure

AP 101 Anatomy and Physiology

(20 Clock Hours Lecture/20 Clock Hours Lab)

Unit 1: The Human Body

Unit 2: Body Positions & Systems

Unit 3: Cell Structure & Tissues

Unit 4: Tissues

Unit 5: Integumentary System

Unit 6: Skeletal System

Unit 7: Muscular System

Unit 8: Nervous System

Unit 9: Respiratory System

Unit 10: Urinary System

Unit 11: Digestive System

Unit 12: Endocrine System

Unit 13: Reproductive System

Unit 14: Lymphatic System

AP 102 Anatomy and Physiology

(20 Clock Hours Lecture/20 Clock Hours Lab)

Unit 1: Circulatory System

Unit 2: Anatomy and Physiology of the Circulatory System

Unit 3: Veins and Arteries of the Circulatory System

Unit 4: Understanding the Cardiovascular System

Unit 5: The Heart and Circulation

Unit 6: Blood Vessels

Unit 7: Composition of Blood

PT 104 Laboratory Tests

(10 Clock Hours Lecture/10 Clock Hours Lab)

Lesson 1: Collecting non-blood specimens

Lesson 2: Levels of laboratory testing

Lesson 3: Waived testing

Lesson 4: Making a Blood Smear

Lesson 5: Glucose Testing

Lesson 6: Urine and Culture Collection

PT 105 Patient & Specimen Requirements

(20 Clock Hours Lecture/10 Clock Hours Lab)

Lesson 1: Communication in Healthcare

Lesson 2: Patient Identification

Lesson 3: Specimen Identification

Lesson 4: Specimen requirements and the Phlebotomist's role

PT 106 Phlebotomy Equipment

(15 Clock Hours Lecture/05Clock Hours Lab)

Lesson 1: Common Equipment

Lesson 2: Venipuncture equipment

Lesson 3: Micro collection equipment

Lesson 4: Order of Draw

Lesson 5: Additives and Color-coding

PT 107 Phlebotomy Technique

(20 Clock Hours Lecture/20 Clock Hours Lab)

Lesson 1: Patient Identification

Lesson 2: Test Request Form

Lesson 3: Positioning the Patient

Lesson 4: Steps in Blood Collection Technique

Lesson 5: Skills Used in Approaching the Patient

Lesson 6: Venipunctures

Lesson 7: The Dermal/Capillary puncture

Lesson 8: Complication in phlebotomy

Lesson 9 Syringe versus Evacuated Tube Specimen Collection

Lesson 10: Butterfly Needle Collection

PT 108 Specimen Preparation and Handling

(16 Clock Hours Lecture/16 Clock Hours Lab)

Lesson 1: Specimen Preparation and Transportation

Lesson 2: Specimen handling

Lesson 3: Criteria for Re-Collection or Rejection of a Specimen

COM 101 Communication

(05 Clock Hours Lecture/05 Clock Hours Lab)

Lesson 1: Communication process

Lesson 2: Verbal, written, and nonverbal communication

Lesson 3: Communication with others and methods of communication

Lesson 4: Types of customers and professionalism

Lesson 5: Barriers to communication and negative communication

Lesson 6: Defense mechanisms

Lesson 7: Dealing with conflict and eliminating barriers to communication

ME 101 Ethics in Healthcare

(15 Clock Hours Lecture/05 Clock Hours Lab)

Lesson 1: Patients' rights and responsibilities

Lesson 2: Ethical and legal issues in patient care

Lesson 3: Privacy standards governing healthcare practice

CD 101 Career Development

(10 Clock Hours Lecture/10 Clock Hours Lab)

Lesson 1: Continuing education requirements

Lesson 2: Professionalism and workplace conduct

Lesson 3: Interviewing techniques and resume writing

CR 101 Certification Exam Review

(10 Clock Hours Lecture/10 Clock Hours Lab)

Lesson 1: Review for student certification examination

Text: BLS for Healthcare Providers Student Manual

CPR 101 Healthcare Provider CPR

(03 Clock Hours Lecture/02 Clock Hours Lab)

Part 1 General Concepts

Part 2 CPR for Adults

Part 3 CPR for Children

Part 4 Adult and Child Bag Mask Technique and Rescue Breathing

Part 5 2-Rescuer CPR for Adults and Children

Part 6 Automated External Defibrillator

Part 7 CPR for Infants

Part 8 Relief of Choking

Part 9 Special Considerations

Part 10 The Big Picture

EKG 101 Introduction to Electrophysiology

(15 clock hours lecture/20 clock hours lab)

- Chapter 2 Electrophysiology
- Chapter 3 Lead Morphology and Placement
- Chapter 5 Aspects of the EKG
- Chapter 4 Calculating Heart Rate

EKG 102 Concepts in Electrophysiology

(15 clock hours lecture/20 clock hours lab)

- Chapter 6 Interpreting a Rhythm Strip
- Chapter 7 Rhythms Originating in the Sinus Node
- Chapter 8 Rhythms Originating in the Atria
- Chapter 9 Rhythms Originating in AV Junction
- Chapter 10 Rhythms Originating in the Ventricles
- Chapter 11 AV Blocks
- Chapter 12 Rhythm Practice Strips

EKG 103 Lead EKG and Interpretation

(08 clock hours lecture/08 clock hours lab)

- Chapter 13 How to Interpret a 12-Lead EKG
- Chapter 14 Myocardial Infarction
- Chapter 15 12-Lead EKG Practice
- Chapter 16 Medications and Electrical Therapy
- Chapter 17 Diagnostic Electrocardiography
- Chapter 18 Critical Thinking Scenarios

PT 109 Internship/Externship

(00 Clock Hours Lecture/00Clock Hours Lab/52 clock hours clinical)

Students will perform clinical/internship hours on the campus under the direction of the program Instructor.

COS 102 Microsoft Word

(20 clock hours lecture/25 clock hours lab)

- Chapter 1 Create Documents with Word
- Chapter 2 Format and Organize Text
- Chapter 3 Work with Graphics, Tabs, and Tables
- Chapter 4 Apply Special Text, Paragraph and Documents Formats

Text: Professionalism: Real Skills for Workplace Success by Lydia Anderson and Sandra Bolt, published by Pearson

COS 106 Office Administrative Skills

(15 clock hours lecture/15 clock hours lab)

Lesson 1 Telephone Procedures and Scheduling

Lesson 2 Filing

Lesson 3 Written and Verbal Communications

Lesson 4 Organization Skills -Simulation 1

Total Program Hours:

600

Upon completion of the program, students will be eligible to sit for the National Phlebotomy Technician certification examination*Pharmacy Technician Training
Program Outline**

	Course Title	Classroom/Lecture	Laboratory	Work-Based Activities	Total Hours
PHT 101	A History of Pharmacy and Technology	05	05		10
PHT 102	The Foundation of Pharmaceutical Care	03	02		05
ME 102	Medical Ethics for Pharmacy Technicians	15	05		20
MT 104	Medical Terminology and Abbreviations	10	10		20
PHT 103	Dosage Forms and Routes of Administration	10	10		20
PHT 104	Immunology and Microbiology	10	10		20
PHT 105	Patient and Medication Safety	10	10		20
PHT 106	Food and Drug Interactions	10	10		20
PHT 107	Medication and Medication Orders	05	05		10
AP 104	Anatomy and Physiology	10	10		20
PHT 108	Mathematics and Calculations	15	25		40
PHT 109	Pharmaceutical Practice Settings for Technicians	20	20		40
PHT 110	Extemporaneous Prescription, Sterile and Non-Sterile Compounding	20	20		40
PHT 111	Administration in the Pharmacy-Billing & Receiving	10	15		25
PHT 112	Inventory Control and Management	05	15		20
COM 101	Communication	05	05		10
CPR 101	Healthcare Provider CPR	03	02		05
COS 100	Keyboarding	10	10		20

CD 103	Career Development	05	10		15
CR 101	Certification Review	10	10		20
PHT 113	Externship			200	200
	Total	191	209	200	600

Pharmacy Technician Training Program Description

PHT 101 A History of Pharmacy and Technology

(05 Clock Hours Lecture/05 Clock Hours Lab)

This course teaches the patient care era and biotechnology and genetics, the new horizon.

PHT 102 The Foundation of Pharmaceutical Care

(03 Clock Hours Lecture/02 Clock Hours Lab)

This course teaches the profession of pharmacy, educational requirements, the role of the pharmacy, and code of ethics.

ME 102 Medical Ethics for Pharmacy Technicians

(15 Clock Hours Lecture/05 Clock Hours Lab)

This course teaches law and ethics in pharmacy, governing bodies, types of law and violations of the law, pharmacy law and regulation at the state and federal level, drug recall and standards, and the ethical foundation of pharmacy.

MT 104 Medical Terminology and Abbreviations

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course teaches word parts, rules for forming and spelling medical terms, abbreviations, drug names and apothecary symbols.

PHT 103 Dosage Forms and Routes of Administration

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course teaches drug names and sources, dosage forms of drugs, and principles of drug administration.

PHT 104 Immunology and Microbiology

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course teaches about infection, diseases of the various body systems, and about the various types of body systems.

PHT 105 Patient and Medication Safety

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course teaches occupational safety and health administration standards, regulations within the pharmacy, and universal precaution and employee responsibilities.

PHT 106 Food and Drug Interactions

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course teaches pharmacokinetics and pharmacodynamics, mechanism and causes of drug interaction, patient variables that affect drug interaction, and reducing the risk of drug interaction.

PHT 107 Medication and Medication Orders

(05 Clock Hours Lecture/05 Clock Hours Lab)

This course teaches the occurrence of medication errors, prescribing, dispensing, and administration errors, the patient's role in medication errors and risk factors, dangerous abbreviations and numerical terms, avoiding medication errors and medication error reporting, and minimizing liability and negligence and malpractice penalties.

AP 104 Anatomy and Physiology

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course teaches the integumentary, musculoskeletal, nervous, endocrine, cardiovascular, lymphatic, respiratory, urinary, and digestive systems.

PHT 108 Mathematics and Calculations

(15 Clock Hours Lecture/25 Clock Hours Lab)

This course teaches about Arabic and roman numerals, fractions, decimals, and ratios, the measurement system, household measurements, and apothecary system, avoirdupois weight and units of measure used for medications and converting within and between systems, reading medication labels, methods of calculation, calculation of oral and parenteral medications, standardized units of drug dosages, intravenous solutions, equipment, and calculations, and pediatric dosage calculations.

PHT 109 Pharmaceutical Practice Settings for Technicians

(20 Clock Hours Lecture/20 Clock Hours Lab)

This course teaches organization of the hospital pharmacy, medication orders and medication of dispensing systems, sterile products, inventory control, automation, roles and duties of a pharmacy technician, and the policies and procedures manual and regulatory agencies. The course also teaches the prescription, organization of the retail pharmacy, and the professional characteristics of pharmacy technicians. Furthermore, the course teaches long-term care pharmacy services, home health care and home infusion pharmacy, hospice, ambulatory, mail-order, central fill and internet pharmacies

PHT 110 Extemporaneous Prescription, Sterile and Non-Sterile Compounding

(20 Clock Hours Lecture/20 Clock Hours Lab)

This course teaches extemporaneous compounding, compounding of liquid, semisolid, and solid drugs as wells as suppositories and parenteral products. This course also teaches parenteral preparations, types of asepsis, equipment and supplies, laminar airflow hoods, compounding of a parenteral and TPN product, preparing an IV Piggyback, large volume parenterals, preparation of IV admixtures, non-injecting products and compounding records, and policies and procedures for sterile product preparation.

PHT 111 Administration in the Pharmacy-Billing & Receiving

(10 Clock Hours Lecture/15 Hours Lab)

This course teaches management of pharmacy operations, health insurance, documentation, billing and collections.

PHT 112 Inventory Control and Management

(05 Clock Hours Lecture/15 Clock Hours Lab)

This course teaches inventory control and management, ordering, receiving, stocking, expired stock, drug formulary, repackaging, and automated dispensing systems.

COM 101 Communication

(05 Clock Hours Lecture/05 Clock Hours Lab)

This course teaches written, verbal, and nonverbal communications.

CPR 101 Healthcare Provider CPR

(03 Clock Hours Lecture/02 Clock Hours Lab)

This course teaches about Adult and Child CPR

COS 100 Keyboarding

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course teaches introduction to basic keyboarding and typing. This course teaches written, verbal, and nonverbal communications.

CD 103 Career Development

(05 Clock Hours Lecture/10 Clock Hours Lab)

This course introduces students to professional environments, job search and personal requirements for career success. Students will prepare resumes, learn interview and job search techniques.

CR 101 Certification Review

(10 Clock Hours Lecture/10 Clock Hours Lab)

This course assists students with preparation to take their national and/or state certification exam.

PHT 113 Externship

(00Clock Hours Lecture/00Clock Hours Lab/200Clock Hours Clinical)

Students will complete 200 hours of externship training under the direction of a licensed Pharmacist and Infinity College.

Pharmacy Technician Training Curriculum

Objective: This program will prepare you for entry-level pharmacy technician positions by teaching you medical and pharmaceutical terminology, basic anatomy related to the pharmacology of medications, and pharmaceutical calculations. You'll learn what information is necessary to process prescriptions and physician orders and apply that knowledge to fill mock prescriptions and learn the skills you need to become a Pharmacy Technician in a hospital or retail setting. The curriculum also includes the ethics of pharmacy practice and education about prescription medications, patient care and interaction, and charges and reimbursement.

Text: The Pharmacy Technician: A Comprehensive Approach by Jahangir Moini by Cengage Learning

PHT 101 A History of Pharmacy and Technology

(05 Clock Hours Lecture/05 Clock Hours Lab)

Lesson 1: Ancient, Empiric, Industrialization, and Patient Care Era

Lesson 2: Biotechnology and Genetic Engineering-The New Horizon

PHT 102 The Foundation of Pharmaceutical Care

(03 Clock Hours Lecture/02 Clock Hours Lab)

Lesson 1: The Profession of Pharmacy

Lesson 2: Educational Requirements

Lesson 3: The Role of the Pharmacy

Lesson 4: Professional Organizations

Lesson 5: Code of Ethics

Lesson 6: Job Opportunities

ME 102 Medical Ethics for Pharmacy Technicians

(15 Clock Hours Lecture/05 Clock Hours Lab)

Lesson 1: Ethics in Pharmacy

Lesson 2: Governing Bodies

Lesson 3: Drug recall and standards

Lesson 4: Regulation at the State and Federal Level

Lesson 5: Federal Regulatory Agencies, Drug Recalls, and Drug Standards

Lesson 6: The Ethical Foundation of Pharmacy

MT 104 Medical Terminology and Abbreviations

(10 Clock Hours Lecture/10 Clock Hours Lab)

Lesson 1: Word Parts

Lesson 2: Rules for Forming and Spelling Medical Terms

Lesson 3: Medical Vocabulary in Body Systems

Lesson 4: Abbreviations

Lesson 5: Drug Names and Apothecary Symbols

PHT 103 Dosage Forms and Routes of Administration

(10 Clock Hours Lecture/10 Clock Hours Lab)

Lesson 1: Drug Names and Sources

Lesson 2: Dosage Forms of Drugs

Lesson 3: Principles of Drug Administration

PHT 104 Immunology and Microbiology

(10 Clock Hours Lecture/10 Clock Hours Lab)

Lesson 1: Infection and Hygiene

Lesson 2: Physical and Chemical Agents to control microbes

Lesson 3: Immunology and Vaccination

PHT 105 Patient and Medication Safety

(10 Clock Hours Lecture/10 Clock Hours Lab)

Lesson 1: Occupational Safety and Health Administration (OSHA) Standards

Lesson 2: Standards and Regulations within the Pharmacy Profession

Lesson 3: Universal Precautions and Employee Responsibilities

PHT 106 Food and Drug Interactions

(10 Clock Hours Lecture/10 Clock Hours Lab)

Lesson 1: Pharmacokinetics and Pharmacodynamics

Lesson 2: Mechanism and causes of Drug Interaction

Lesson 3: Patient Variables that affect Drug Interaction

Lesson 4: Reducing the Risk of Drug Interaction

PHT 107 Medication and Medication Orders

(05 Clock Hours Lecture/05 Clock Hours Lab)

- Lesson 1: Occurrence of Medication Errors
- Lesson 2: Prescribing, Dispensing, and Administration Errors
- Lesson 3: The Patient's Role in Medication Errors and Risk Factors
- Lesson 4: Dangerous Abbreviations and Numerical Terms
- Lesson 5: Avoiding Medication Errors and Medication Error Reporting
- Lesson 6: Minimizing Liability and Negligence and Malpractice Penalties

AP 104 Anatomy and Physiology

(10 Clock Hours Lecture/10 Clock Hours Lab)

- Lesson 1: Integumentary and Musculoskeletal System
- Lesson 2: Nervous System and Special Senses (eyes and ears)
- Lesson 3: Endocrine and Cardiovascular System
- Lesson 4: Lymphatic and Respiratory System
- Lesson 5: Urinary and Digestive System

PHT 108 Mathematics and Calculations

(15 Clock Hours Lecture/25 Clock Hours Lab)

- Lesson 1: Arabic and Roman Numerals
- Lesson 2: Fractions, Decimals, and Ratios
- Lesson 3: The Measurement System
- Lesson 4: Household Measurements and Apothecary System
- Lesson 5: Avoirdupois Weight and Units of Measure used for Medications
- Lesson 6: Converting within and between systems
- Lesson 7: Reading Medication Labels
- Lesson 8: Methods of Calculation
- Lesson 9: Calculation of Oral and Parenteral Medications
- Lesson 10: Standardized Units of Drug Dosages
- Lesson 11: Intravenous Solutions, Equipment, and Calculations
- Lesson 12: Pediatric Dosage Calculations

PHT 109 Pharmaceutical Practice Settings for Technicians

(20 Clock Hours Lecture/20 Clock Hours Lab)

- Lesson 1: Hospital pharmacy
- Lesson 2: Organization of the hospital pharmacy
- Lesson 3: Medication orders and medication of dispensing systems
- Lesson 4: Sterile products, inventory control, and automation
- Lesson 5: Roles and duties of a Pharmacy Technician
- Lesson 6: The policies and procedures manual and regulatory agencies
- Lesson 7: The Prescription-Community Pharmacy
- Lesson 8: Organization of the Retail Pharmacy
- Lesson 9: The Professional Characteristics of Pharmacy Technicians
- Lesson 10: Long-term care pharmacy services-Advanced Pharmacy
- Lesson 11: Home health care and home infusion pharmacy
- Lesson 12: Hospice, Ambulatory, Mail-order, central fill, nuclear and internet

PHT 110 Extemporaneous Prescription, Sterile and Non-Sterile Compounding

(20 Clock Hours Lecture/20 Clock Hours Lab)

- Lesson 1: Extemporaneous compounding
- Lesson 2: Compounding of liquid drugs
- Lesson 3: Compounding of semisolid drugs and suppositories
- Lesson 4: Compounding of solid drugs and parenteral products
- Lesson 5: Parenteral preparations
- Lesson 6: Types of asepsis and ways to achieve it
- Lesson 7: Equipment and supplies
- Lesson 8: Laminar airflow hoods
- Lesson 9: Compounding of a parenteral and TPN product
- Lesson 10: Preparing an IV Piggyback
- Lesson 11: Large Volume Parenterals
- Lesson 12: Preparation of IV Admixtures
- Lesson 13: Non-injecting products and compounding records
- Lesson 14: Policies and procedures for sterile product preparation

PHT 111 Administration in the Pharmacy-Billing & Receiving

(10 Clock Hours Lecture/15 Clock Hours Lab)

- Lesson 1: Management of Pharmacy Operations
- Lesson 2: Health Insurance
- Lesson 3: Documentation, Billing and Collections

PHT 112 Inventory Control and Management

(05 Clock Hours Lecture/15 Clock Hours Lab)

- Lesson 1: Inventory control and management
- Lesson 2: Ordering, receiving, and stocking
- Lesson 3: Expired stock, drug formulary, repackaging, and automated dispensing systems

COM 101 Communication

(05 Clock Hours Lecture/05 Clock Hours Lab)

- Lesson 1: Communication process
- Lesson 2: Verbal, written, and nonverbal communication
- Lesson 3: Communication with others and methods of communication
- Lesson 4: Types of customers and professionalism
- Lesson 5: Barriers to communication and negative communication
- Lesson 6: Defense mechanisms
- Lesson 7: Dealing with conflict and eliminating barriers to communication

CPR 101 Healthcare Provider CPR

(03 Clock Hours Lecture/02 Clock Hours Lab)

- Part 1 General Concepts
- Part 2 CPR for Adults
- Part 3 CPR for Children
- Part 4 Adult and Child Bag Mask Technique and Rescue Breathing
- Part 5 2-Rescuer CPR for Adults and Children
- Part 6 Automated External Defibrillator
- Part 7 CPR for Infants
- Part 8 Relief of Choking
- Part 9 Special Considerations
- Part 10 The Big Picture

COS 100 Keyboarding

(10 Clock Hours Lecture/ 10 Clock Hours Lab)

Unit 1 : Introduction to Keyboarding

Unit 2: Basic Skills and typing

CD 103 Career Development

(05 Clock Hours Lecture/ 10 Clock Hours Lab)

Lesson 1: Continuing education requirements

Lesson 2: Professionalism and workplace conduct

Lesson 3: Interviewing techniques and resume writing

CR 101 Certification Review

(10 Clock Hours Lecture/ 10 Clock Hours Lab)

Lesson 1: Reviewing materials to prepare to take the certification exam

PHT 113 Externship

(00 Clock Hours Lecture/00 Clock Hours Lab/ 200 Clock Hours Clinical)

Students will complete 200 of externship training under the direction of a licensed Pharmacist and Infinity College.

Students will complete 200 of externship training under the direction of a licensed Pharmacist and Infinity College.

Pharmacy Technician Information and Certification

How Do I Become A Pharmacy Technician?

Qualifications:

- At least 18 years of age
- High school graduate
- Must be of good moral character and non-impaired

Certification Requirements:

- **Experience:** An applicant for a pharmacy technician certificate shall earn at least 600 hours of practical experience in a Louisiana-permitted pharmacy under the supervision of a Louisiana-licensed pharmacist. Neither the pharmacy permit nor the pharmacist license may be on probation during the time when the hours are earned. In order to earn those hours of experience in a pharmacy, the applicant shall first obtain a *Pharmacy Technician Candidate Registration*.
- **Examination:** An applicant for a pharmacy technician certificate shall provide evidence of passing the technician certification examination administered by the **Pharmacy Technician Certification Board (PTCB)**.
- When the applicant has completed the experience and examination requirements, the applicant may submit the **Application for Pharmacy Technician Certificate** with all required attachments and fee. Regardless of the date initially issued, all pharmacy

technician certificates expire on June 30 of every year, and they must be renewed to remain active and valid for practice.

Application Process:

- All candidates must submit an ***Application for Pharmacy Technician Candidate Registration*** and include the required attachments.
- Part of the application process requires the candidate to submit to a State and Federal criminal background check (materials and instructions will be provided by the Board upon receipt of a completed application).
- Once issued, the pharmacy technician candidate registration shall expire in 18 months, and it is not renewable. The candidate must complete the experience and examination requirements for the technician certificate within that 18 month period of time.

Associated Fees:

- Pharmacy Technician Candidate Registration - \$25.00
- Criminal Background Check - \$42.50 (payable to LA State Police)
- Pharmacy Technician Certification (Initial Certificate) - \$100.00
- Pharmacy Technician Certification (Annual Renewal) - \$50.00
- The Louisiana Board of Pharmacy is the agency that regulates the practice of pharmacy in the state of Louisiana.
- It is your responsibility to read and understand all requirements for obtaining – and maintaining – a Louisiana Pharmacy Technician Certificate prior to submitting the candidate application.
- In order to practice as a pharmacy technician in Louisiana, you must have a Louisiana Pharmacy Technician Certificate. A PTCB Certificate (by itself) cannot be used to work as a technician in the state of Louisiana.
- In order to obtain a Louisiana Pharmacy Technician Certificate, a candidate must first earn 600 hours of practical experience hours in a Louisiana-licensed pharmacy and pass a board-approved examination.
- In order to earn the 600 hours of practical experience in a Louisiana-licensed pharmacy, a candidate must first obtain a Pharmacy Technician Candidate Registration.
- Falsification of any information on applications or documents submitted to the board may result in denial of the application and refusal to issue the credential.

Qualifications:

- 1) Registration – all candidates must register with the board.
- 2) Age – must be 18 years or older.
- 3) Character – must be of good moral character and non-impaired.
- 4) Education – must be a graduate from a high school approved by a state department of education, or shall possess an equivalent degree of education (GED or University degree)

- 5) Exceptions – a. A pharmacist or pharmacist intern whose board credential has been denied, suspended, revoked, or restricted for disciplinary reasons by any board of pharmacy shall not be a pharmacy technician candidate or pharmacy technician.
- b. A pharmacist or pharmacist intern whose board credential is lapsed shall not be a pharmacy technician candidate or pharmacy technician until such lapsed credential is recalled through non-disciplinary board action.

Application Procedure:

- In order to receive a pharmacy candidate registration, the following items must be submitted to the Board:
- 1) Application for Pharmacy Technician Candidate Registration.
- 2) A check or money order drawn on any bank located within the USA in the amount of US\$25, payable to the Louisiana Board of Pharmacy.
- 3) Legible copy of birth certificate, passport, or naturalization papers.
- 4) Legible copy of Social Security card.
- 5) Legible copy of high school diploma, GED certificate, university degree or high school/university transcript.
 - a. High school transcript must be marked as “Official” and must contain the applicant’s name, school’s name, and date of graduation.
 - b. University transcript must be marked as “Official” and must contain the applicant’s name, school’s name, degree earned, and date degree conferred.

Criminal Background Check (CBC):

- La R.S. 37:1216 requires the Board to conduct a criminal history check on applicants as a condition for eligibility for registration
- Upon receipt of your properly completed application, you will be provided with the materials needed to conduct a criminal record search with the Louisiana Department of Public Safety and the Federal Bureau of Investigation (FBI).
- Criminal history reports generated for or by another agency cannot be accepted to satisfy this requirement.
- We are not permitted to issue your registration until the results of this record search have been received and reviewed.

Pharmacy Technician Candidate Registration:

Candidate registration will expire 18 months after the date issued.

- Registrations cannot be renewed.
 - A candidate cannot apply for another registration if they fail to complete all the requirements for certification in a timely manner.
 - The board reserves the right to refuse to issue, recall, or discipline a registration for cause.
 - Candidate shall wear appropriate attire and be properly identified as to name and candidate status while on duty in the prescription department.
 - A candidate shall notify the board, in writing, no later than 10 days following any change of mailing address or any change of pharmacy employment.
-
- **Earning Hours of Practical Experience:**
 - A candidate shall possess a registration prior to earning any practical experience in a pharmacy.
 - A candidate shall not work in a permitted site that is on probation with the board or with a pharmacist who is on probation with the board.
 - A candidate may receive board credit for a maximum of 50 hours per week.
 - All practical experience hours earned must be recorded on a Pharmacist's Affidavit and submitted to the board for approval.
 - A separate Pharmacist's Affidavit must be completed for each pharmacy.
 - Hours will expire one year after the expiration date of the registration.

Examination Administered by the Pharmacy Technician Certification Board (PTCB):

- The Louisiana Board of Pharmacy does not test candidates for certification.
- Candidates are required to pass the examination administered by the Pharmacy Technician Certification Board (PTCB), a private company located in Washington, D.C.
- PTCB is not affiliated with the Louisiana Board of Pharmacy.
- It is in your best interest to contact PTCB as soon as possible for exam information. You can contact that company at 800.363.8012 or www.ptcb.org.

Application for Pharmacy Technician Certificate:

- In order to qualify for a Pharmacy Technician Certificate, a candidate must provide the following items to the board:
 - 1) Application for Pharmacy Technician Certificate
 - 2) \$100.00 application fee payable to Louisiana Board of Pharmacy
 - 3) One or more Pharmacist Affidavits documenting completion of at least 600 hours of practical experience.
 - 4) Legible copy of your PTCB certificate documenting successful completion of their examination.

Pharmacy Technician Certificate:

- All certificates, regardless of the date originally issued, will expire on June 30th every year, and they must be renewed for continuing authority to assist in the practice of pharmacy.
Pharmacy technicians must earn a minimum of 10 hours of ACPE-accredited technician-specific continuing education every 12 months as a prerequisite to renew their certificate. (*See Louisiana Board of Pharmacy Website)

PTCB

Certification

Application & Exam Fee **\$129**

Recertification

Application Fee **\$40**

Reprocessing Fee* **\$10**

Reinstatement

Application Fee **\$80**

Reprocessing Fee* **\$10**

Other

Administrative Fee** **\$25**

Optional Certificate Printed on Fine Paper and Wallet Card*** **\$25**

*See www.ptcb.org

PTCB Testing Centers

Pearson Professional Centers are located in the following cities: Baton Rouge, LA, Shreveport, LA, and Metairie, LA. *Testing Centers are located in other states as well. For a complete listing of testing centers view www3.pearsonvue.com.

*Certification exam fees are not included in the tuition cost.

Pharmacy Technician Program Outcomes

1. Demonstrate career readiness, including effective communication with other health professionals and patients, proper telephone etiquette, protocol, required identification, and professional attire.
2. Demonstrate knowledge of pharmacy laws and regulations as they pertain to pharmacy technician responsibilities, including application of procedures of the Drug Enforcement Administration (DEA) and state requirements for controlled substances and the role of the Louisiana Board of Pharmacy and the regulations that pertain to pharmacy technicians.
3. Demonstrate knowledge of drug nomenclature, an understanding of the classes of drugs, the various dosage forms and issues pertaining to their stability, the various factors that could affect drug activity, and proficiency in the dispensing of drugs.
4. Perform duties of the pharmacy technician including the process of prescriptions and/or medication orders, the maintenance of a patient profile/information system as directed by a pharmacist, proper procedure for materials management including ordering, receiving, and storing drugs, manufacturer drug labels, and inventory control and accountability for drugs.

5. Demonstrate knowledge and skills needed to be successful on the National Pharmacy Technician Certification Examination.

Pharmacy Technician Program- Goals and Objectives

Page Source: <https://www.ashp.org/Professional-Development/ASHP-ACPE-Pharmacy-TechnicianProgram-Accreditation/Accreditation-Standards/Accreditation-Standards-for-Pharmacy-TechnicianEducation-and-Training-Programs>

Infinity College's Pharmacy Technician Program goals are based on the objectives found in the American Society of Health-System Pharmacists (ASHP) Model Curriculum for Pharmacy Technician Education and Training (Rev. 2016), published by the American Society of Health-System Pharmacists. The Model Curriculum for Pharmacy Technician Education and Training is utilized as a framework to provide detail and guidance on the instructional goals and objectives, learning activities, didactic education, laboratory simulation, and experiential training components upon which ASHP/ Accreditation Council for Pharmacy Education (ACPE) Accredited Pharmacy Technician Programs are based.

Personal/Interpersonal Knowledge and Skills

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of pharmacy in appearance and behavior.
3. Communicate clearly when speaking and in writing.
4. Demonstrate a respectful attitude when interacting with diverse patient populations.
5. Apply self-management skills, including time management, stress management, and adapting to change.
6. Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
7. Apply critical thinking skills, creativity, and innovation to solve problems.

Foundational Professional Knowledge and Skills

8. Demonstrate understanding of healthcare occupations and the health care delivery system.
9. Demonstrate understanding of wellness promotion and disease prevention concepts, such as use of health screenings; health practices and environmental factors that impact health; and adverse effects of alcohol, tobacco, and legal and illegal drugs.
10. Demonstrate commitment to excellence in the pharmacy profession and to continuing education and training.
11. Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician's role, including anatomy/physiology and pharmacology.
12. Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
13. Demonstrate understanding of the pharmacy technician's role in the medication-use process.

14. Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the pharmacy profession.
15. Demonstrate understanding of non-traditional roles of pharmacy technicians.
16. Identify and describe emerging therapies.
17. Demonstrate understanding of the preparation and process for sterile and non-sterile compounding.

Processing and Handling of Medications and Medication Orders

18. Assist pharmacists in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.
19. Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
20. Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
21. Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).
22. Distribute medications in a manner that follows specified procedures.
23. Practice effective infection control procedures, including preventing transmission of blood borne and airborne diseases.
24. Assist pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation [(e.g., controlled substances, immunizations, chemotherapy, investigational drugs, drugs with mandated Risk Evaluation and Mitigation Strategies (REMS))].
25. Assist pharmacists in the monitoring of medication therapy.
26. Prepare patient-specific medications for distribution.
27. Maintain pharmacy facilities and equipment, including automated dispensing equipment.
28. Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials.

Sterile and Non-Sterile Compounding

29. Prepare medications requiring compounding of sterile products.
30. Prepare medications requiring compounding of non-sterile products.
31. Prepare medications requiring compounding of chemotherapy/hazardous products.

Procurement, Billing, Reimbursement and Inventory Management

32. Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services.
33. Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.

- 34. Apply accepted procedures in inventory control of medications, equipment, and devices.
- 35. Explain pharmacy reimbursement plans for covering pharmacy services.

Patient and Medication-Safety

- 36. Apply patient- and medication-safety practices in all aspects of the pharmacy technician's roles.
- 37. Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals (e.g., tech-check-tech).
- 38. Explain pharmacists' roles when they are responding to emergency situations and how pharmacy technicians can assist pharmacists by being certified as a Basic Life Support (BLS) Healthcare Provider.
- 39. Demonstrate skills required for effective emergency preparedness.
- 40. Assist pharmacists in medication reconciliation.
- 41. Assist pharmacists in medication therapy management.

Technology and Informatics

- 42. Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing.

Regulatory Issues

- 43. Compare and contrast the roles of pharmacists and pharmacy technicians in ensuring pharmacy department compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
- 44. Maintain confidentiality of patient information.

Quality Assurance

- 45. Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.
- 46. Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.

Clinical Safety

If accidental exposure to blood or body fluid or other potentially infectious material occurs while participating in a scheduled clinical experience the instructor must be notified immediately and subsequently notify the Dean.

The following procedure will be implemented:

1. The student, following the clinical agency's policies and procedures, is to report to the nearest emergency room for treatment, initial testing, and care immediately after the incident. The results will be disseminated to the student according to the clinical site's policy.
2. The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.
3. Although it is highly recommended to seek immediate treatment, the student does have the right to refuse treatment.
4. Incident reports are to be filled out to meet both the clinical site's and the College's requirements.
5. An incidence report is provided to the Campus Director and/or Director of Education.
6. The cost of any medical follow-up care or treatment shall be the responsibility of the student.
7. In the event that a student administers care to a patient who later in their hospitalization, tests positive for communicable disease, it will be the student's responsibility to undergo testing and follow-up as may be recommended by the clinical site.
8. The cost of medical care or treatment shall be the responsibility of the individual receiving the care or treatment.

Pharmacy Technician Certification Board (PTCB) Examination

Upon completion of the Pharmacy Technician program the graduate may be eligible to apply to the PTCB to take the registry examination. The examination is designed to test the knowledge, skills and abilities essential to the safe and effective practice of the Pharmacy Technician at the entry level. Upon successful completion of these examinations, the graduate becomes registered to practice as a Certified Pharmacy Technician.

Class Attendance

Attendance will be recorded daily for each class. Regular and prompt class attendance is regarded as a minimal academic obligation. Documentation is required for any absence or tardiness in excess of one hour. Students are advised that employment potential is negatively impacted by a lack of reliable attendance history.

Clinical Attendance

1. The student is expected to attend ALL clinical experiences.
2. Clinical absence may compromise a student's ability to meet clinical objectives and lead to an unsatisfactory clinical evaluation. Missed clinical time may be re-scheduled at the discretion of the instructor. Alternate learning methods may also be assigned.
3. In the event of an unavoidable clinical absence or delay, the student must:
 - a. Call the clinical instructor before clinical arrival time.
 - b. Call the clinical site supervisor at least 30 minutes before scheduled clinical time.
 - c. Provide appropriate documentation of the unavoidable situation.
 - d. If the student has health problems, or is taking medications for health problems during clinical, he / she must inform the clinical instructor with appropriate documentation.

TESTING AND GRADING POLICY

Theory Evaluation

1. Students must pass all courses each semester with a grade of "C" or better before progressing to the next semester of courses.
2. Methods of evaluation for grade calculation will be explained in each course syllabus.
3. Unannounced quizzes may be given at any time during the course. A student arriving late will not be allowed to take the quiz. A missed quiz will not be made up and is recorded as a zero.
4. Pharmacy Technician courses may have a comprehensive final examination.
5. Desk tops will be cleared of all papers, books, notebooks, carry-bags, food dishes and all electronics. The only acceptable objects on the desk are a writing device, eraser and a sealable beverage. The owner of any other material on the desk top will not be allowed to test, will receive a grade of zero (0), and under such circumstances, will not be allowed to make-up the exam.
6. All quizzes, tests and exams are retained according to established policy.
7. Grades will be calculated up to 2 decimal points with only one permissible rounding to occur (e.g. 76.78% will be rounded to 77%; 76.48% = 76% and will not be rounded to 76.5% and then rounded to 77%).

Posting Grades

Grades for all examinations will be posted to the student's Quick Schools account and/or distributed to the student.

Test Review

Test review will occur within two weeks of the day of the exam. During the review, correct answers will be available, and discussion of test items will be permitted. During the review, notebooks, binders, books, and any other documentation tool cannot be in the students' possession. Students must make an appointment with the instructor in order to review the test items within two weeks of the exam date. No review will be conducted after two weeks.

Professional Behavior

Faculty of Infinity College and the Pharmacy Technician program have an academic, legal and ethical responsibility to protect members of the public and the health care community from unsafe or unprofessional practices. Pharmacy Technician students, while representing Infinity College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by Infinity College and clinical agency policies during each clinical experience. Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the Student Handbook.

Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

Unsafe Clinical / Practicum Practices

The Pharmacy Technician program identifies safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of Progressive Discipline as described below. The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive:

Physical Safety:

Unsafe behaviors include but are not limited to:

- ☐ inappropriate use of equipment
- ☐ lack of proper protection of the patient which potentiates injury
- ☐ failure to correctly identify patient(s) prior to initiating care
- ☐ failure to perform pre-procedure safety checks of equipment or patient status

Biological Safety:

Unsafe behaviors include but are not limited to:

- ☐ performing actions without appropriate supervision
- ☐ failure to seek help when needed
- ☐ attending clinical while ill

Emotional Safety:

Unsafe behaviors include but are not limited to:

- ☐ threatening or making a patient, caregiver, or bystander fearful
- ☐ providing inappropriate or incorrect information
- ☐ performing actions without appropriate supervision
- ☐ failure to seek help when needed
- ☐ evidence of unstable emotional behaviors

Unprofessional Practice:

Unprofessional behaviors include but are not limited to:

- ☐ Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- ☐ Behavior which interferes with or disrupts teaching/learning experiences
- ☐ Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- ☐ Breach of confidentiality in any form
- ☐ Falsifying data in a patient health record
- ☐ Misrepresenting care given, clinical errors, or any action related to the clinical experience
- ☐ Recording, taping, taking pictures in the clinical setting without expressed consent
- ☐ Leaving the clinical area without notification of faculty and clinical staff or supervisor

Clinical Requirements	
Instructions	Items Due
Complete the application for New Louisiana Pharmacy Technician Candidate Registration	
The application can be found at the link below.	
http://www.pharmacy.la.gov/assets/docs/Forms/030_AppNewPTC_2014-1001F.pdf	
Please note you will need to submit the following items with your application:	
<input type="checkbox"/> a notarized passport picture	
<input type="checkbox"/> a copy of your Social Security card	
<input type="checkbox"/> a copy of your birth certificate, passport, or naturalization papers	
<input type="checkbox"/> a check or money order for \$25 payable to the Louisiana Board of Pharmacy	
<input type="checkbox"/> Criminal Background Check: The Louisiana Board of Pharmacy conducts a criminal history check on applicants as a condition for eligibility for registration. Upon receipt of your properly completed application, you will be provided with the materials needed to conduct a criminal record search with the Louisiana Department of Public Safety and the Federal Bureau of Investigation (FBI).	
<input type="checkbox"/> CPR: You must have a current American Heart Association BLS Provider Cardiopulmonary Resuscitation (CPR) card. <input type="checkbox"/> *CPR card must be valid for the duration of the program.	Current American Heart Association Healthcare Provider CPR Card Online courses are not accepted for initial
Health Requirements: The following are required by the agencies we use for clinical rotations. All requirements should be dated within the last year unless otherwise indicated. Immunization: <input type="checkbox"/> Tetanus vaccine (current 10 years) <input type="checkbox"/> Hepatitis B Series or a titer (current 10 years) Lab: <input type="checkbox"/> Complete Blood Count <input type="checkbox"/> HIV test (current 5 years) <input type="checkbox"/> VDRL/RPR <input type="checkbox"/> Varicella Titer <input type="checkbox"/> MMR Titer <input type="checkbox"/> Hepatitis B Series or a titer (current 10 years) <input type="checkbox"/> TB skin test or Chest X-ray	Submit copies of immunization and lab records to the program manager or course instructor
Health History and Physical Examination Forms: Have your primary care provider complete the health and physical forms; if you do not have a health care provider a list of local resources is attached. The providers address and contact information must be written/stamped on the bottom of the health history form.	Completed health and physical forms. ***Completed form must include healthcare provider address and contact information otherwise forms will not be accepted***
Drug Screening: Students are required to complete a 10-panel urine drug screening	
Registration: All documentation must be submitted to the program manager or course instructor before you can register for your classes.	

SERVICE PROVIDERS

Criminal Background Check:

Must be completed at Louisiana State Police Headquarters,
7919 Independence Blvd, Baton Rouge, LA 70806 (225.925.6006)

CPR SERVICES:

AHA Healthcare Provider CPR cards issued by your employer will be accepted. You may use any AHA Health Care Provider.

The following are community providers:

Infinity College
117 W. Pinhook Rd
Lafayette, LA 70501
337-261-9009

CPR Instructors: Mrs. F. Rogers

Dr. S. Davis

***CPR card must be valid for the duration of the program.**

HEALTH SERVICES: All health requirements can be completed by your primary care practitioner (PCP). The tests required are expensive, we have negotiated discount service rates with the providers listed below.

To obtain the contracted rates inform them you are an Infinity College Student.

Drug Screen: Secon
825 Kaliste Saloom Rd, #100
Lafayette, LA 70508
337-235-3712

TB Test: Stafford Clinic
3251 Ambassador Caffery #b
Lafayette, LA 70506
337-983-0208

**You can go to any Occupational Medical, Family Health Center, Workforce Medical or Walk-In Clinical to obtain labs or immunizations.*

Pharmacy Technician Career Information Resources

Salary

The median annual wage for pharmacy technicians was \$30,920 in May 2016.

<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm>

Job Outlook

Employment of pharmacy technicians is projected to grow 9 percent from 2014 to 2024, faster than the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services. – The U.S. Department of Labor

* More pharmacy technician career information can be found on sites below:

Occupational Outlook Handbook

<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm>

Career One Stop

https://www.careerinfonet.org/occ_rep.asp?nodeid=2&optstatus=000110111&next=occ_rep&jobfam=29&socode=292052&stfips=&level=&id=1&ES=Y&EST=pharmacy+technician+

O*Net Online

<https://www.onetonline.org/link/summary/29-2052.00>

American Society of Health- System Pharmacists

<https://www.ashp.org/>

Louisiana Board of Pharmacists

<http://www.pharmacy.la.gov/>

**Medical Insurance Billing and Coding Specialist
Program Outline**

	Course Title	Classroom/Lecture	Laboratory	Work- Based Activities	Total Hours
		Clock	Clock	Clock	Clock
MIBC 101	Introduction to Medical Coding	15	05		20
MT 101	Medical Terminology and Abbreviations	20	20		40
AP 101	Anatomy and Physiology	20	20		40
AP 102	Anatomy and Physiology	20	20		40
MIBC 102	International Classification of Diseases	35	35		70
MIBC 103	Health Care Procedure Coding System	35	15		50
MIBC 104	Current Procedural Terminology Coding System	30	30		60
EHR 101	Electronic Health Records	20	20		40
MIBC 105	Insurance Principles and Reimbursement	25	25		50
ME 101	Medical Ethics	15	05		20
MIBC 106	Medical Records, Filing, and Charting	20	20		40
COM 101	Communication	05	05		10
CD 101	Career Development	10	10		20
CR 101	Certification Review	10	10		20
COS 102	Microsoft Word	20	25		45
COS 106	Office Administrative Skills	15	15		30
CPR 101	Healthcare Provider CPR	03	02		05
	Totals	318	282		600

Medical Insurance Billing and Coding Specialist Program Description

Objective: This program is designed to provide the student with a basic understanding of the field of medical insurance billing and coding, medical terminology, and coding and classification systems. Upon completion of the program students will be eligible to work in hospitals, physician's office, health care agencies, and private billing companies.

MIBC 101 Introduction to Medical Coding

(15 clock hours lecture/ 05 clock hours lab)

This course teaches the career as a coder and documentation as a basis for coding.

MT 101 Medical Terminology and Abbreviations

(20 clock hours lecture/ 20 clock hours lab)

This course teaches the student a basic understanding of medical terminology of the body systems, diseases, diagnostic procedures, laboratory tests, and abbreviations.

AP 101 Anatomy and Physiology

(20 clock hours lecture/ 20 clock hours lab)

This course teaches the introduction to the human body, body functions, body organization, and each of the systems of the body.

AP 102 Anatomy and Physiology

(20 Clock Hours Lecture/20 Clock Hours Lab)

This course teaches about the circulatory system, anatomy and physiology of the circulatory system, and veins and arteries of the circulatory system. This course teaches the heart and circulation, blood vessels, and the composition of blood.

MIBC 102 International Classification of Diseases

(35 clock hours lecture/35 clock hours lab)

This course teaches the introduction to ICD-9-CM and ICD-10-CM coding, coding conventions, coding guidelines, hospital inpatient coding, and outpatient and physician office coding.

MIBC 103 Health Care Procedure Coding System

(35 clock hours lecture/15 clock hours lab)

This course teaches HCPCS Level II National Coding System.

MIBC 104 Current Procedural Terminology Coding System

(30 clock hours lecture/30 clock hours lab)

This course teaches introduction to CPT Coding, CPT Evaluation and Management, and CPT in various departments.

EHR 101 Electronic Health Records

(20 clock hours lecture/ 20 clock hours lab)

This course teaches the execution of workflows, retrieving and storing patient information, and administrative tasks.

MIBC 105 Insurance Principles and Reimbursement

(25 clock hours lecture/25 clock hours lab)

This course teaches basic insurance and reimbursement principles, third-party payers, affordable care act 2010, and healthcare reform.

ME 101 Medical Ethics

(15 clock hours lecture/ 05 clock hours lab)

This course teaches patient rights and responsibilities, ethical issues in patient care, and privacy standards governing healthcare practice.

MIBC 106 Medical Records, Filing, and Charting

(20 clock hours lecture/ 20 clock hours lab)

This course teaches documentation, filing, charting, and file maintenance procedures

COM 101 Communication

(05 Clock Hours Lecture/05 Clock Hours Lab)

This course teaches written, verbal, and nonverbal communications.

CD 101 Career Development

(10 clock hours lecture/ 10 clock hours lab)

This course teaches professionalism and workplace conduct, resume writing, and interview techniques.

CR 101 Certification Review

(10 clock hours lecture/ 10 clock hours lab)

This course assists the student with preparation for the certification examination.

COS 102 Microsoft Word

(20 clock hours lecture/25 clock hours lab)

This course teaches how to create documents in Word, format and organize text, working with graphics, tabs, and tables, and applying special text, paragraph and documents.

COS 106 Office Administrative Skills

(15 clock hours lecture/15 clock hours lab)

This course teaches the basic office skills such as telephone procedures, scheduling, filing, written and verbal communications, and organization skills.

CPR 101 Healthcare Provider CPR

(03 clock hours lecture/02 clock hours lab)

This course teaches CPR for adults and children.

Medical Insurance Billing and Coding Specialist Curriculum

Objective: This program is designed to provide the student with a basic understanding of the field of medical insurance billing and coding, medical terminology, and coding and classification systems. Upon completion of the program students will be eligible to work in hospitals, physician's office, health care agencies, and private billing companies.

Text: 3-2-1 Code It! By Michelle A. Green, published by Cengage Learning.

MIBC 101 Introduction to Coding

(15 clock hours lecture/05 clock hours lab)

Lesson 1: Overview of Coding

MT 101 Medical Terminology & Abbreviations

(20 clock hours lecture/20 clock hours lab)

Lesson 1: Introduction to Medical Terminology

Lesson 2: Word Parts and Meanings

Lesson 3: Common Medical Terms, Abbreviations, and Symbols

Lesson 4: Organization of the Human Body and Systems

AP 101 Anatomy and Physiology

(20 clock hours lecture/20 clock hours lab)

Lesson 1: Understanding basic structures of tissues and cells

Lesson 2: Organs which comprise the major body systems

Lesson 3: Functions of the organs which comprise the major body systems with an emphasis on the urinary system

Lesson 4: Understand the common disease processes related to major body systems and their related organs

AP 102 Anatomy and Physiology

(20 Clock Hours Lecture/20 Clock Hours Lab)

Unit 1: Circulatory System

Unit 2: Anatomy and Physiology of the Circulatory System

Unit 3: Veins and Arteries of the Circulatory System

Unit 4: Understanding the Cardiovascular System

Unit 5: The Heart and Circulation

Unit 6: Blood Vessels

Unit 7: Composition of Blood

MIBC 102 International Classification of Diseases

(35 clock hours lecture/35 clock hours lab)

Lesson 1: Introduction to ICD-9-CM Coding

Lesson 2: ICD-9-CM and ICD-10-CM Coding Conventions

Lesson 3: ICD-9-CM and ICD-10-CM Coding Guidelines

Lesson 4: ICD-9-CM and ICD-10-CM Hospital Inpatient Coding

Lesson 5: ICD-9-CM and ICD-10-CM Outpatient and Physician Office Coding

MIBC 103 Health Care Procedure Coding System

(35 clock hours lecture/15 clock hours lab)

Lesson 1: HCPCS Level II National Coding System

MIBC 104 Current Procedural Terminology Coding System

(30 clock hours lecture/30 clock hours lab)

Lesson 1: Introduction to CPT Coding

Lesson 2: CPT Evaluation and Management

Lesson 3: CPT Anesthesia

Lesson 4: CPT Surgery II, III, IV, and V

Lesson 5: CPT Radiology

Lesson 6: CPT Pathology and Laboratory

Lesson 7: CPT Medicine

EHR 101 Electronic Health Records

(20 clock hours lecture/20 clock hours lab)

Lesson 1: Execute EHR workflows

Lesson 2: Retrieve and store patient information

Lesson 3: Perform routine EHR administrative tasks

Lesson 4: Inventory and management of patient data

MIBC 105 Insurance Principles and Reimbursement

(25 clock hours lecture/25 clock hours lab)

Lesson 1: Insurance and Reimbursement

Lesson 2: Third Party Payers

Lesson 3: Affordable Care Act 2010

Lesson 4: Healthcare Reform

Lesson 5: HIPPA compliance

ME 101 Medical Ethics

(15 clock hours lecture/05 clock hours lab)

Lesson 1: Patients' rights and responsibilities

Lesson 2: Ethical and legal issues in patient care

Lesson 3: Privacy standards governing healthcare practice

MIBC 106 Medical Records, Filing, and Charting

(20 clock hours lecture/20 clock hours lab)

Lesson 1: Documentation

Lesson 2: Categorizing patient health information

Lesson 3: Filing and charting

Lesson 4: File maintenance procedures

COM 101 Communication

(05 Clock Hours Lecture/05 Clock Hours Lab)

Lesson 1: Communication process

Lesson 2: Verbal, written, and nonverbal communication

Lesson 3: Communication with others and methods of communication

Lesson 4: Types of customers and professionalism

Lesson 5: Barriers to communication and negative communication

Lesson 6: Defense mechanisms

Lesson 7: Dealing with conflict and eliminating barriers to communication

CD 101 Career Development

(10 clock hours lecture/ 10 clock hours lab)

Lesson 1: Continuing education requirements

Lesson 2: Professionalism and workplace conduct

Lesson 3: Interviewing techniques and resume writing

CR 101 Certification Review

(10 clock hours lecture/10 clock hours lab)

Lesson 1: Review for student certification examination

COS 102 Microsoft Word

(20 Clock Hours Lecture/25 Clock Hours Lab)

Chapter 1 Create Documents with Word

Chapter 2 Format and Organize Text

Chapter 3 Work with Graphics, Tabs, and Tables

Chapter 4 Apply Special Text, Paragraph and Documents Formats

Text: Professionalism: Real Skills for Workplace Success by Lydia Anderson and Sandra Bolt, published by Pearson

COS 106 Office Administrative Skills

(15 Clock Hours Lecture/ 15 Clock Hours Lab)

Lesson 1 Telephone Procedures and Scheduling

Lesson 2 Filing

Lesson 3 Written and Verbal Communications

Lesson 4 Organization Skills- Simulation 1

Text: BLS for Healthcare Providers Student Manual

CPR 101 Healthcare Provider CPR

(03 Clock Hours Lecture/02 Clock Hours Lab)

Part 1 General Concepts

Part 2 CPR for Adults

Part 3 CPR for Children

Part 4 Adult and Child Bag Mask Technique and Rescue Breathing

Part 5 2-Rescuer CPR for Adults and Children

Part 6 Automated External Defibrillator

Part 7 CPR for Infants

Part 8 Relief of Choking

Part 9 Special Considerations

Part 10 The Big Picture

Nursing Assistant Program Outline

	Course Title	Classroom/Lecture	Laboratory	Work-Based Activities	Total Hours
		Clock	Clock	Clock	Clock
NA 101	Communication and Interpersonal Skills	03	03		06
NA 102	Infection Control	02	00		02
NA 103	Safety and Emergency Procedures	04	03		07
NA 104	Resident's Rights and Promoting Resident's Rights	03	02		05
NA 105	Mental Health and Social Service Needs	02	02		04
NA 106	Personal Care	04	02		06
NA 107	Basic Nursing Services	03	02		05
CPR 101	Healthcare Provider	03	02		05
NA 108	Externship			40	40
	Total	24	16	40	80

Nursing Assistant Program Description

NA 101 Communication and Interpersonal Skills

(03 Clock Hours Lecture/03 Clock Hours Lab)

This section teaches about the expectations of CNA's, communication and documentation principles and procedures.

NA 102 Infection Control

(02 Clock Hours Lecture/00 Clock Hours Lab)

This section teaches the prevention and control of infection, the aging process and disease management.

NA 103 Safety and Emergency Procedures

(04 Clock Hours Lecture/03 Clock Hours Lab)

This section teaches cardiopulmonary resuscitation, safety and body mechanics, emergency care, first aid and disasters, position, moving and lifting.

NA 104 Resident's Rights and Promoting Resident's Rights

(03 Clock Hours Lecture/ 02 Clock Hours Lab)

This section teaches how to understand people and identify the needs of the resident, understanding people's rights and the nursing assistant's role in ensuring the quality of life.

NA 105 Mental Health and Social Service Needs

(02 Clock Hours Lecture/ 02 Clock Hours Lab)

This section teaches diversity and human needs and development in the role of the family, work environments and resident populations and end of life.

NA 106 Personal Care

(04 Clock Hours Lecture/ 02 Clock Hours Lab)

This section teaches bed making and unit care, personal care, vital signs, personal injury prevention and protection, pain management, sleep and comfort and restorative activities.

NA 107 Basic Nursing Services

(03 Clock Hours Lecture/ 02 Clock Hours Lab)

This section teaches the about basic nursing services, gathering information, creating a home, assisting with nutrition and elimination and maintaining and improving skin integrity.

CPR 101 Healthcare Provide CPR

(03 Clock Hours Lecture/02 Clock Hours Lab)

This course teaches about Adult and Child CPR.

NA 108 Externship

(00Clock Hours Lecture/ 00Clock Hours Lab/ 40 clock hours clinical)

Students will perform clinical hours under the direct supervision of the program Coordinator.

**Nursing Assistant
Curriculum**

Objective: To train students on the skills needed for the Nursing Assistant career. Upon completion of the program and the nursing assistant certification examination graduates will be eligible to work in nursing homes, hospitals, home health agencies, physician's offices, and rehabilitation facilities.

Text: Successful Nursing Assistant Care, 4th Edition by Diana L. Dugan, RN-Hartman Publishing, Inc.

NA 101 Communication and Interpersonal Skills

(03 Clock Hours Lecture/03 Clock Hours Lab)

Unit 1: Expectations of Certified Nurse Aides (CNAs)

Unit 2: Communication

Unit 3: Documentation Principles and Procedures

NA 102 Infection Control

(02 Clock Hours Lecture/00 Clock Hours Lab)

Unit 1: Prevention and Control of Infection

Unit 2: The Aging Process and Disease Management

NA 103 Safety and Emergency Procedures

(04 Clock Hours Lecture/03 Clock Hours Lab)

Unit 1: Cardiopulmonary Resuscitation Training

Unit 2: Learning to Position and Move Correctly

Unit 3: Emergency Care

NA 104 Resident's Rights and Promoting Resident's Rights

(03 Clock Hours Lecture/ 02 Clock Hours Lab)

Unit 1: Understanding People and Identifying the Needs of the Resident(s)

Unit 2: Understanding People's Rights

Unit 3- Your Role in Ensuring Quality of Life

NA 105 Mental Health and Social Service Needs

(02 Clock Hours Lecture/ 02 Clock Hours Lab)

Unit 1: The Role of the Family

Unit 2: Work Environments and Resident Populations

Unit 3: End of Life

NA 106 Personal Care

(04 Clock Hours Lecture/ 02 Clock Hours Lab)

Unit 1: Personal Injury Prevention and Protection

Unit 2: Pain Management, Sleep and Comfort

Unit 3: Restorative Activities

NA 107 Basic Nursing Services

(03 Clock Hours Lecture/ 02 Clock Hours Lab)

Unit 1: Gathering Information

Unit 2: The Importance of Creating a Home

Unit 3: Assisting with Nutrition

Unit 4: Assisting with Elimination

Unit 5: Maintaining and Improving Skin Integrity

Text: BLS for Healthcare Providers Student Manual

CPR 101 Healthcare Provider CPR

(03 Clock Hours Lecture/02 Clock Hours Lab)

Part 1 General Concepts

Part 2 CPR for Adults

Part 3 CPR for Children

- Part 4 Adult and Child Bag Mask Technique and Rescue Breathing
- Part 5 2-Rescuer CPR for Adults and Children
- Part 6 Automated External Defibrillator
- Part 7 CPR for Infants
- Part 8 Relief of Choking
- Part 9 Special Considerations
- Part 10 The Big Picture

NA 108 Externship

(00Clock Hours Lecture/ 00Clock Hours Lab/ 40 clock hours clinical)

Students will perform clinical/externship hours under the direction of the program Coordinator.

**Practical Nursing
Program Outline**

	Course Title	Classroom/Lecture	Laboratory	Work-Based Activities	Total Hours
		Clock	Clock	Clock	Clock
PN 111	Nursing Fundamentals I	44	12		56
PN 112	Nursing Fundamental Clinical			95	95
MT 102	Medical Terminology and Abbreviations	50	06		56
AP 102	Anatomy and Physiology	48	08		56
PN 113	Geriatrics	33	12		45
PN 114	Geriatric Clinical I			24	24
AP 103	Anatomy and Physiology	38	04		42
CPR 102	Healthcare Provider CPR & First Aid	07	04		11
MT 103	Medical Terminology and Abbreviations	24	02		26
PN 121	Introduction to Microbiology	24	02		26
PN 122	Nutrition and Diet Therapy	39	05		44
PN 123	Pharmacology I	35	05		40
PN 124	Nursing Fundamentals II	44	05		49
PN 125	Nursing Fundamentals Clinical II			140	140
PN 126	Geriatric Clinical II			66	66
PN 131	Mental Health	47	00		47
PN 132	Mental Health Clinical			45	45
PN 133	Pharmacology II	31	05		36
PN 134	IV Therapy	25	12		37
PN 135	Med-Surgical Nursing I	62	05		67
PN 136	Med-Surgical Nursing Clinical I			145	145
PN 141	Med-Surgical Nursing II	67	24		91
PN 142	Med-Surgical Nursing Clinical II			115	115
PN 143	Maternal and Pediatric Nursing	24	02		26
PN 144	Maternal Nursing Clinical			65	65
PN 145	Pediatric Clinical			50	50
CD 102	Career Development	35	00		35
PN 146	NCLEX-PN Review	26	00		26
	Totals	703	93	800	1596

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Practical Nursing Program Description

The practical nursing is designed for students to acquire skills, knowledge, attitudes and judgment to be able to provide safe and effective nursing care and eligibility to take the NCLEX-PN.

PN 111 Nursing Fundamentals I

(44 Clock Hours Lecture/ 12 Clock Hours Lab)

This course provides the development of personal qualities and characteristics needed for a safe and effective practice including problem solving and critical thinking abilities which include the history, trends and evolution of practical nursing, practical nursing organizations and an introduction to the laws and rules that govern practical nursing practice. This course provides instruction on the basic nursing skills which include infection control techniques, and lab and work place safety. The nursing process, patient assessment, documentation, vital signs, wound care, and mobility concepts are taught.

PN 112 Nursing Fundamentals I Clinical

(00 Clock Hours Lecture/ 00 Clock Hours Lab/ 95 Clock Hours Clinical)

This course builds upon the nursing care theories and skills discussed in PN 111. Students apply basic and beginning knowledge obtained from nursing theory and interactive laboratory experiences to provide basic care to clients and families using the nursing process, students perform basic clinical nursing skills in appropriate health facilities under the supervision of the instructor. The student begins to use the nursing process to plan and implement safe nursing care. Produce accurate documentation of their nursing assessment and nursing care provided. The student learns to develop a plan of care based on current nursing research and demonstrate an understanding of basic pathophysiology.

MT 102 Medical Terminology and Abbreviations

(50 Clock Hours Lecture/ 06 Clock Hours Lab)

This course teaches the basic roots, prefixes, and suffixes involved in medical terms and the basic terms that help to define the anatomy and physiology in the human body.

AP 102 Anatomy and Physiology

(48 Clock Hours Lecture/ 08 Clock Hours Lab)

This course covers the structure and function of the body, the basic chemistry makeup of the body, the integumentary system, tissues and membranes, skeletal and muscular system, respiratory system, digestive system, urinary system, and water, electrolyte and acid-base balance of the body. This course is designed to provide information necessary to gain a basic knowledge of the anatomical structure and the normal function of the human body. The course provides a foundation upon which students may build knowledge and skills in order to render patient care.

PN 113 Geriatrics

(33 Clock Hours Lecture/ 12 Clock Hours Lab)

This course will expand the student's knowledge of nursing care in the geriatric population. It will address geriatric nursing care in a variety of life settings and prepare the student for work in elder care.

PN 114 Geriatric Clinical I

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 24 Clock Hours Clinical)

In this course students apply basic and beginning knowledge obtained from PN 111, PN 113. Students apply nursing theory and interactive laboratory experiences to provide basic care to Geriatric population in varied care settings under the supervision of a clinical instructor. Students apply knowledge acquired from nursing and theory courses to provide basic care that is safe, follows the principles of practical nursing, views the client needs holistically, while addressing the client needs utilizing the nursing process. Focusing on elder are theories and nursing research. . Client needs are stressed and integrated processes of clinical problem solving, caring, communication, documentation and teaching/learning are introduced. Clinical experience shall include basic and advanced nursing skills, geriatrics, general health and physical assessment, patient education, health screening, promotion, restoration and maintenance, supervision and management, safety and infection control, communication and documentation, and working as a member of an interdisciplinary health care team.

AP 103 Anatomy and Physiology

(38 Clock Hours Lecture/04 Clock Hours Lab)

This course teaches the introduction to the human body, body functions, body organization, and each of the systems of the body. This course covers the structure and function of the body, the basic chemistry makeup of the body, the nervous system, tissues and membranes, autonomic and sensory systems, endocrine, lymphatic and immune system, blood and covers the anatomy of the heart.

CPR 102 Healthcare Provider CPR & First Aid

(07 Clock Hours Lecture/04 Clock Hours Lab)

Students will learn adult, child, and infant CPR and First Aid.

MT 103 Medical Terminology and Abbreviations

(24 Clock Hours Lecture/ 02 Clock Hours Lab)

This course is designed to acquaint the nursing student with medical terminology. Students learn to construct words using medical roots, prefixes, and suffixes, as well as learn to pronounce and spell medical terminology.

PN 121 Introduction to Microbiology

(24 Clock Hours Lecture/ 02 Clock Hours Lab)

This course emphasizes the role of microbes in health and illness, transmission, reproduction, methods of control/destruction, with a focus on concepts essential for nursing care and prevention of illness and/or transfer of disease to others.

PN 122 Nutrition and Diet Therapy

(39 Clock Hours Lecture/05 Clock Hours Lab)

This course provides information concerning the relationships between health, food and nutrients. This course also provides information on basic nutrition, life cycle, community and clinical nutrition. This course provides an integrated overview of the physiological requirements and functions of protein, energy, and the major vitamins and minerals that are determinants of health and diseases in human populations. The student will be able to identify the nutritional requirements for a healthy diet, analyze labels and create a healthy meal plan.

PN 123 Pharmacology I

(35 Clock Hours Lecture/ 05 Clock Hours Lab)

This course contains nursing theory and skills related to the general principles of medication administration. The pharmacology course provides instruction on the fundamentals of medication therapy and medication administration to include terminology, abbreviations, and knowledge of medications required to interpret physician orders are emphasized. It begins with the calculation of medication dosages, preparation and administration of medications via oral, topical, and parenteral routes are practiced and demonstrated. Skills lab is required in preparation for clinical participation

PN 124 Nursing Fundamentals II

(44 Clock Hours Lecture/ 05 Clock Hours Lab)

This course builds upon knowledge presented in Nursing Fundamentals I. This course provides an overview of Maslow's Hierarchy of Needs and sets the stage for decisions concerning patient care and nursing strategies, awareness of variations in cultural, religious, spiritual, educational, and socio-economic histories and experiences, and how these variations impact health and illness. This course provides the development of personal qualities and characteristics needed for a safe and effective practice including problem solving and critical thinking abilities which include the history, trends and evolution of practical nursing, practical nursing organizations. The nursing process, patient assessment, documentation, vital signs, medication administration, wound care and mobility concepts are emphasized

Concepts of communication and interviewing will prepare the student for health data collection in the levels to follow. Cultural and ethical considerations of nursing is incorporated, and an overview of infection control practices is reinforced.

PN 125 Nursing Fundamentals Clinical II

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 140 Clock Hours Clinical)

This course allows the student to apply knowledge gained from PN 111 and PN 121. Students apply, nursing theory and knowledge gained from interactive laboratory experiences and theory to provide basic and intermediate care to clients and families. Students apply basic knowledge gained to provide basic care that is safe, follows the principles of practical nursing, views the client needs holistically, while addressing the client needs utilizing the nursing process. Client needs are stressed and integrated processes of clinical problem solving, caring, communication, documentation and teaching/learning are introduced. In this phase of clinical, students care for clients in multiple settings under the supervision of a clinical instructor Clinical experience shall include basic and advanced nursing skills, mental health, general health and physical assessment, patient education, health screening, promotion, restoration and maintenance, supervision and management, safety and infection control, communication and documentation, IV Therapy, and working as a member of an interdisciplinary health care team.

PN 126 Geriatric Clinical II

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 66 Clock Hours Clinical)

In this course students apply basic and beginning knowledge obtained from PN 111, PN 113. Students apply nursing theory and interactive laboratory experiences to provide basic care to Geriatric population in varied care settings under the supervision of a clinical instructor. Students apply knowledge acquired from nursing and theory courses to provide basic care that is safe, follows the principles of practical nursing, views the client needs holistically, while addressing the client needs utilizing the nursing process Focusing on elder are theories and nursing research. Client needs are stressed and integrated processes of clinical problem solving, caring, communication, documentation and teaching/learning are introduced. Clinical experience shall include basic and advanced nursing skills, geriatrics, general health and physical assessment, patient education, health screening, promotion, restoration and maintenance, supervision and management, safety and infection control, communication and documentation, and working as a member of an interdisciplinary health care team.

PN 131 Mental Health

(47 Clock Hours Lecture/ 00 Clock Hours Lab)

This course presents concepts in mental health and psychiatric nursing, abuse and neglect, stress management, crisis intervention and mental disorders. Presents studies along with treatment and trends in psychiatric nursing as well as introduces the standards of practice of psychiatric and mental health nursing. This course introduces mental health care; past and present; mental health problems throughout the lifecycle; caregivers' therapeutic skills; and clients with psychological and psychosocial problems.

PN 132 Mental Health Clinical

(00 Clock Hours Lecture/ 00 Clock Hours Lab/ 45 Clock Hours Clinical)

This course allows students to apply nursing theory, skills and knowledge gained from interactive laboratory experiences to provide basic and intermediate care to clients in the mental health arena. Care will be provided in outpatient and inpatient settings introducing the students to a holistic approach to mental health care. Students follow the principles of practical nursing, view the client needs holistically, while addressing the client needs utilizing the nursing process. Client needs are stressed and integrated processes of clinical problem solving, caring, communication, documentation and teaching/learning are introduced. Clinical experience shall include basic and advanced nursing skills, mental health, general health and physical assessment, patient education, health screening, promotion, restoration and maintenance, supervision and management, safety and infection control, communication and documentation, and working as a member of an interdisciplinary health care team.

PN 133 Pharmacology II

(31 Clock Hours Lecture/ 05 Clock Hours Lab)

This course emphasizes the basic scientific principles of pharmacology, its effects on various body systems and their application in person-centered care, health, and disease. The pharmacology course expands knowledge of content critical for safe administration of medications in all clinical settings, provides an integrated overview of the nursing responsibilities required for in each clinical setting the nurse is employed. Provides instruction on the fundamentals of medication therapy and medication administration to include dosage calculation, and classification categories of drugs. Proper administration of IV push, IV piggy back, blood, and blood products will be covered. Components of the nursing process most important to the function of administering medications are emphasized and drug actions explained as well as techniques of administration are covered. Laboratory instruction is provided for mastery of the related skills.

PN 134 IV Therapy

(25 Clock Hours Lecture/12 Clock Hours Lab)

This course will identify the Scope of practice involving administration of IV therapy and the LPN and provide students with the factors that are essential to body fluid, electrolytes, balance, imbalance, IV, Piggy, Push, Blood, and Blood Products while providing knowledge necessary to avoid complications and demonstrate understanding of correcting problems as they occur. Practical Nursing students will demonstrate proficiency in starting an IV.

PN 135 Med-Surgical Nursing I

(62 Clock Hours Lecture/05 Clock Hours Lab)

Students apply knowledge gained from Fundamental, and previous courses. This course focuses on patient care concepts, acute care, multiple disorders and long-term care. Students utilizes nursing theory and interactive laboratory experiences to provide basic and intermediate care to clients and families experiencing alterations in the respiratory, cardiovascular, endocrine, gastrointestinal, neurologic, and urologic systems. Pain management and pharmacological interventions and /or commonly used medications for each body system addressed are discussed at length. Care related to disease specific conditions will be addressed in multiple care settings under the supervision of a clinical instructor.

Utilizing a nursing process approach student will perform applicable practical nursing clinical skills to multiple clients in approved health care facilities under the supervision and discretion of Clinical nursing faculty. Critical thinking skills are encouraged while the student learns to make interdependent practical nursing decisions.

PN 136 Med-Surgical Nursing Clinical I

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 145 Clock Hours Clinical)

Students apply knowledge gained from Fundamentals and Medical-surgical theory and previous courses. Students utilizes nursing theory and interactive laboratory experiences to provide basic and intermediate care to clients and families in the medical surgical nursing environment in multiple care settings under the supervision of a clinical instructor. Students apply knowledge gained to provide care that is safe, follows the principles of practical nursing, views the client needs holistically, while addressing the client needs utilizing the nursing process. Client needs are stressed and integrated processes of clinical problem solving, caring, communication, documentation and teaching/learning are introduced. Students focus care for clients in multiple settings Clinical experience shall include basic and advanced nursing skills, mental health, geriatrics, general health and physical assessment, patient education, health screening, promotion, restoration and maintenance, supervision and management, safety and infection control, communication and documentation, IV Therapy, and working as a member of an interdisciplinary health care team.

PN 141 Med-Surgical Nursing II

(67 Clock Hours Lecture/ 04 Clock Hours Lab)

This course provides information on the concepts providing basic principles of nursing care and correlated experiences in medical-surgical nursing, geriatric, maternal and pediatric nursing, and mental health nursing. This course focuses on care throughout the lifespan to include newborn to older adults with advanced medical/surgical health problems. Application of pathophysiology, nutrition, and pharmacology are applied to complex diseases within each concept. Nursing responsibilities for care of patients with disorders of sensory organs, integumentary system, musculoskeletal system, gastrointestinal system, renal system and cardiovascular/circulatory system are explored. This plan identifies risk factors, nutritional assesses and patient teaching.

PN 142 Med-Surgical Nursing Clinical II

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 170 Clock Hours Clinical)

Students apply knowledge gained from PN 124, PN131, PN 134, and PN141. Students apply theory and knowledge gained from interactive laboratory experiences to provide basic, intermediate and advanced practical nursing care to clients, families, and groups in the medical surgical environment under the supervision of their clinical instructor. Students are expected to synthesize information learned from previous experiences along with the new learning gained to care for larger numbers of clients and for those clients with advanced complex needs. Clinical experience shall include basic and advanced nursing

skills, general health and physical assessment, patient education, maternal and pediatric, mental health, geriatrics, health screening, promotion, restoration and maintenance, supervision and management, safety and infection control, communication and documentation, IV Therapy, and working as a member of an interdisciplinary health care team.

PN 143 Maternal and Pediatric Nursing

(24 Clock Hours Lecture/ 02 Clock Hours Lab)

This course utilizes the nursing process and Maslow's Hierarchy of Human Needs to prioritize care to the expectant mother and family during pregnancy, labor, birth and puerperium. In addition, maternity nursing includes the care of the fetus and the neonate. Critical thinking skills, therapeutic communication and cultural competence are integral components in providing and delivering safe and competent care to the pregnant mother and family. Pediatric nursing is designed to give students an understanding of basic physiological process and nursing care involved in pregnancy, labor and delivery and the post-partum period as well as understanding the growth and development, normal vital signs for patients' age.

PN 144 Maternal Nursing Clinical

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 65 Clock Hours Clinical)

Students apply knowledge gained from PN 134, PN 141, and PN 143. Students utilize the nursing process and Maslow's Hierarchy of Human Needs to prioritize care to the expectant mother and family during pregnancy, labor, birth and puerperium. In addition, maternity nursing includes the care of the fetus and the neonate. . Students are expected to synthesize information learned from previous experiences along with the new learning gained to care for larger numbers of clients and for those clients with more complex needs. Clinical experience will take place in various inpatient and outpatient settings. Shall include basic and advanced nursing skills, general health and physical assessment, patient education, health screening, promotion, restoration and maintenance, supervision and management, safety and infection control, communication and documentation, IV Therapy, and working as a member of an interdisciplinary health care team.

PN 145 Pediatric Nursing Clinical

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 50 Clock Hours Clinical)

Students apply knowledge gained from PN134, PN 141 and PN 143. Students demonstrates understanding of the average growth and development, normal vital signs for patient's age and Erikson's Psychosocial Development factors. Students provide basic, intermediate and advanced practical nursing care to pediatric clients. Students are expected to synthesize information learned from previous experiences along with the new learning gained to care for larger numbers of clients and for those clients with more complex needs. Clinical experience shall include basic and advanced nursing skills, general health and physical assessment, patient education, health screening, promotion, restoration and maintenance, supervision and management, safety and infection control, communication and documentation, and working as a member of an interdisciplinary health care team.

CD 102 Career Development

(35 Clock Hours Lecture/ 00 Clock Hours Lab)

Students will explore the role of the practical nurse, the clinical decision-making process, the health care team concept, problem-solving and critical thinking. Role transition, leadership and management in practical nursing and responsibilities of the practical nurse graduate.

PN 147 NCLEX-PN Review

(26 Clock Hours Lecture/ 00 Clock Hours Lab)

This course is designed for the practical nursing student preparing to take the NCLEX-PN. The focus is on reviewing nursing knowledge. Content includes a review of the following: body systems in health and disease; health promotion and maintenance from infancy through adulthood, pharmacology, strategies which promote a safe and effective nursing care environment and maintaining psychosocial integrity.

Practical Nursing Curriculum

Objective: The practical nursing is designed for students to acquire skills, knowledge, attitudes and judgment to be able to provide safe and effective nursing care and eligibility to take the NCLEX-PN.

Text:

- Introduction to Medical-Surgical Nursing 6th Ed by Elsevier
- Fundamentals Concepts and Skills for Nursing, 4th ed by Elsevier
- The Human Body in Health and Disease, 6th ed by Elsevier
- Mosby's Comprehensive Review of Practical Nursing for the NCLEX-PN Examination, 17th ed by Elsevier
- Introduction to Maternity and Pediatric Nursing, 7th ed by Elsevier
- Basic Nutrition and Diet Therapy, 14th ed by Elsevier
- Introduction to Clinical Pharmacology, 8th ed by Elsevier
- Basic Geriatric Nursing, 6th ed by Elsevier
- Foundations of Mental Health Care, 5th ed by Elsevier

**See Textbook Listing for a full list of books*

PN 111 Nursing Fundamentals I

(44 Clock Hours Lecture/ 12 Clock Hours Lab)

Lesson 1: Introduction to Nursing and Participation in Healthcare

Lesson 2: The Nursing Process

Lesson 3: Student awareness to client's rights and involvement in decision making

Lesson 4: Appropriate use of health resources – local, state and national

Lesson 5: Aspects of cultural awareness-cultural, religion, spiritual beliefs, educational, socio-economic histories and experiences

PN 112 Nursing Fundamentals Clinical I

(00 Clock Hours Lecture/ 00 Clock Hours Lab/ 95 Clock Hours Clinical)

Lesson 1: Physical Assessment, patient skills, geriatrics, documentation, vital signs, medication administration and preparation, wound care, mobility, problem solving, critical thinking, cultural, religious, spiritual, educational and socio-economic experiences.

MT 102 Medical Terminology and Abbreviations

(50 Clock Hours Lecture/ 06 Clock Hours Lab)

Lesson 1: Introduction to Medical Terminology

Lesson 2: Word Parts and Meanings

Lesson 3: Common Medical Terms, Abbreviations, and Symbols

AP 102 Anatomy and Physiology

(48 Clock Hours Lecture/ 08 Clock Hours Lab)

Lesson 1: Structure and function of the body

Lesson 2: Organ Systems of the Body

Lesson 3: Integumentary System and Body Membranes

Lesson 4: Skeletal and Muscular System

Lesson 5: Nervous System and Senses

Lesson 6: Endocrine System

Lesson 7: Blood

PN 113 Geriatrics

(33 Clock Hours Lecture/ 12 Clock Hours Lab)

Lesson 1: Aging Overview

Lesson 2: Basic Skills for Gerontologic Nursing

Lesson 3: Psychosocial Care of Older Adults

Lesson 4: Physical care of Older Adults

PN 114 Geriatric Clinical I

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 24 Clock Hours Clinical)

Lesson 1: Physical Assessment, patient skills, geriatrics, documentation, vital signs, medication administration, wound care, mobility, problem solving, critical thinking, cultural, religious, spiritual, educational and socio-economic experiences.

AP 103 Anatomy and Physiology

(38 Clock Hours Lecture/04 Clock Hours Lab)

Lesson 1: The Heart and Circulation of the Blood

Lesson 2: Lymphatic System and Immunity

Lesson 3: Respiratory System

Lesson 4: Digestive System

Lesson 5: Urinary System

Lesson 6: Fluid and Electrolyte Balance

Lesson 7: Reproductive System

Lesson 8: Growth and Development

CPR 102 Healthcare Provider CPR & First Aid

(07 Clock Hours Lecture/04 Clock Hours Lab)

Lesson 1: General Concepts

Lesson 2: CPR for Adults

Lesson 3: CPR for Children

Lesson 4: Automated External Defibrillator

Lesson 5: CPR for Infants

Lesson 6: Relief of Choking

Lesson 7: First Aid

MT 103 Medical Terminology and Abbreviations

(24 Clock Hours Lecture/ 23 Clock Hours Lab)

Lesson 1: Word Parts and Meanings

Lesson 2: Common Medical Terms, Abbreviations, and Symbols

PN 121 Introduction to Microbiology

(24 Clock Hours Lecture/ 02 Clock Hours Lab)

- Lesson 1: Introduction to the Human Body
- Lesson 2: Role of microbes in Health and Illness
- Lesson 3: Modes of Transmission
- Lesson 4: Reproduction and Methods of Control or destruction
- Lesson 5: Basic Chemistry
- Lesson 6: Cells and Cell Metabolism
- Lesson 7: Microbiology Basics

PN 122 Nutrition and Diet Therapy

(39 Clock Hours Lecture/ 05 Clock Hours Lab)

- Lesson 1: Basic Nutrition
- Lesson 2: Life Cycle and Nutrition
- Lesson 3: Community Nutrition
- Lesson 4: Clinical Nutrition
- Lesson 5: Diet modifications for therapeutic purposes

PN 123 Pharmacology I

(35 Clock Hours Lecture/ 05 Clock Hours Lab)

- Lesson 1: General Principles of Pharmacology
- Lesson 2: Medication Preparation
- Lesson 3: Medical Administration
- Lesson 4: Documentation and safe storage
- Lesson 5: Drug Groups
- Lesson 6: IV, Piggy, Push, Blood and Blood Products

PN 124 Nursing Fundamentals II

(44 Clock Hours Lecture/ 05 Clock Hours Lab)

- Lesson 1: Communication in Nursing
- Lesson 2: Developmental, Psychosocial, and Cultural Considerations
- Lesson 3: Basic Nursing Skills
- Lesson 4: Student awareness to client's rights and involvement in decision making
- Lesson 5: Appropriate use of health resources – local, state and national
- Lesson 6: Aspects of cultural awareness-cultural, religion, spiritual beliefs, educational, socio-economic histories and experiences

PN 125 Nursing Fundamentals Clinical II

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 140 Clock Hours Clinical)

- Lesson 1: Physical Assessment, patient skills, geriatrics, documentation, vital signs, medication administration and preparation, wound care, mobility, problem solving, critical thinking, cultural, religious, spiritual, educational and socio-economic experiences.

PN 126 Geriatric Clinical II

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 66 Clock Hours Clinical)

- Lesson 1: Physical Assessment, patient skills, geriatrics, documentation, vital signs, medication administration, wound care, mobility, problem solving, critical thinking, cultural, religious, spiritual, educational and socio-economic experiences.

PN 131 Mental Health

(42 Clock Hours Lecture/ 00 Clock Hours Lab)

Lesson 1: History of Mental Health care

Lesson 2: Therapeutic Skills

Lesson 3: Mental Health Life Cycle

Lesson 4: Psychological Problems

Lesson 5: Psychosocial Problems

PN 132 Mental Health Clinical

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 45 Clock Hours Clinical)

Lesson 1: Client's needs, documentation, vital signs, problem solving and critical thinking, advanced nursing skills, mental health clinical, general health, physical assessment, patient education, health screening, supervision and management, safety and infection control, communication, provide basic nursing care while following the principles of practical nursing using a holistic view.

PN 133 Pharmacology II

(31 Clock Hours Lecture/ 05 Clock Hours Lab)

Lesson 1: Medication Preparation and Administration

Lesson 2: Documentation and Safe Storage

Lesson 3: Drugs Groups

Lesson 4: Medication Precautions

PN 134 IV Therapy

(25 Clock Hours Lecture/ 12 Clock Hours Lab)

Lesson 1: Body fluid and electrolytes

Lesson 2: Balance and Imbalance

Lesson 3: Starting an IV, Piggy, Push, Blood and Blood Products

PN 135 Med-Surgical Nursing I

(62 Clock Hours Lecture/ 05 Clock Hours Lab)

Lesson 1: Patient Care Concepts

Lesson 2: Physiologic Responses to Illness

Lesson 3: Acute Care and IV Therapy

Lesson 4: Long-term care and Home Health care

Lesson 5: Cancer

Lesson 6: Neurologic and Respiratory Disorders

Lesson 7: Hematologic and Immunologic Disorders

Lesson 8: Cardiovascular, Digestive, and Urologic Disorders

PN 136 Med-Surgical Nursing Clinical I

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 145 Clock Hours Clinical)

Lesson 1: Provide basic, intermediate, and advanced care, communication, documentation, geriatrics, mental health, general health, physical assessment, safety and infection control, IV Therapy, medical administration, long term and acute care.

PN 141 Med-Surgical Nursing II

(67 Clock Hours Lecture/24 Clock Hours Lab)

Lesson 1: Musculoskeletal and Endocrine Disorders
Lesson 2: Reproductive and Integumentary Disorders
Lesson 3: Disorders of the eyes and ears
Lesson 4: Psychiatric Disorders

PN 142 Med-Surgical Nursing Clinical II

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 115 Clock Hours Clinical)

Lesson 1: Provide basic, intermediate, and advanced patient care, general health, physical assessment, documentation, communication, maternal and pediatrics, mental health, geriatrics, health screen, safety and infection control, medication administration.

PN 143 Maternal and Pediatric Nursing

(24 Clock Hours Lecture/ 02 Clock Hours Lab)

Lesson 1: Introduction to Maternity and Pediatric Nursing
Lesson 2: Basic Maternal Nursing and Women's Health
Lesson 3: The Growing Child and Family
Lesson 4: Adapting Care to the Pediatric Patient

PN 144 Maternal Nursing Clinical

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 65 Clock Hours Clinical)

Lesson 1: Provide basic, intermediate, and advanced patient care, general health, physical assessment, documentation, communication, maternal and pediatrics, mental health, geriatrics, health screen, safety and infection control, medication administration.

PN 145 Pediatric Nursing Clinical

(00 Clock Hours Lecture/ 00Clock Hours Lab/ 50 Clock Hours Clinical)

Lesson 1: Provide basic, intermediate, and advanced patient care, general health, physical assessment, documentation, communication, maternal and pediatrics, mental health, geriatrics, health screen, safety and infection control, medication administration.

CD 102 Career Development

(35 Clock Hours Lecture/ 00 Clock Hours Lab)

Lesson 1: Role of the practical nurse
Lesson 2: Securing employment
Lesson 4: Interview skills and techniques
Lesson 5: Resume and cover letters
Lesson 6: Job Seeking
Lesson 7: Professionalism and Conflict Management
Lesson 8: Review Law and Ethics

PN 146 NCLEX-PN Review

(26 Clock Hours Lecture/ 00 Clock Hours Lab)

Lesson 1: Review for NCLEX-PN

ESSENTIAL INFORMATION

Description of the Logo

- **Olive Branch** – peace
- **Lamp of Knowledge** – guiding light into an atmosphere of intellectual freedom
- **Torch** (“I w/ flame”) – light of hope, freedom
- **Key** – the door is open, and no one can close it
- **Shield** – protection, faith, and love
- **Banner** – Victory
- **Book** –advancement
- **Globe** – endless possibilities
- **I** – Infinity – eternity, unity, and without limits
- **Red** – sacrifice, courage, boldness
- **Green** – Prosperity, growth, and new life
- **Gray**–Prominent
- **Lines** - order



Acknowledgement

I acknowledge that I have attended and participated in the orientation session and I understand that I have access to Infinity College's catalog via the website and hardcopy upon request. I understand the rules and regulations set forth in this student catalog and understand the financial obligations related to my perspective program of study. By signing this acknowledgement form, I agree to read or have read its contents and I am responsible for understanding the information and adhering to all the guidelines set forth.

Student Name (Printed)

Date

Student Signature

Program Enrolled: _____

Career Services Assistance

Our career services department provides assistance to all graduates of our programs at no charge. However, while career service assistance may be provided, it is understood that the school cannot promise nor guarantee employment to any student or its graduates.

The career services assistance may include but not be limited to:

1. Employment orientation prior to graduation. This orientation will provide the essential information relating to interviews, resumes and appointments, with emphasis on dress, appearance and applications.
2. Assistance with applications and employment forms.
3. Efforts to provide interviews with prospective employers.
4. Contacts with employers to identify job openings.
5. Student participates in job readiness
6. Information concerning employment opportunities with local, state, and federal agencies.
7. Communication with career centers to seek employment assistance in areas of Louisiana.

The success or failure of the placement efforts of the school will be influenced to a great extent by the attendance, academic records, and personal appearance of the graduate. Students are required to submit an electronic resume to Infinity College prior to completion of their program of study.

Student Name

Date