



# 2024 Catalog

January 1, 2024 - December 31, 2024

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## Medical Career College of Northern California

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## **WELCOME!**

Medical Career College of Northern California is delighted to welcome you to our campus. We are excited that you are taking the opportunity to make a positive change in your life. Change can be difficult, but our staff is committed to assisting you in this endeavor.

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

Your dedication to your education is crucial to the successful completion of the program. Work hard, study hard, and before you know it, you will have taken that first step toward the beginning of your new life.

I certify that this catalog as presented to you, is true and correct in content and policy, and states the school's progress requirements for graduation.

Diane Morgan,  
President and CEO  
Medical Career College of Northern California  
January 2024

## **APPROVAL AND DISCLOSURE STATEMENT**

Medical Career College of Northern California was granted licensure to operate by the Bureau for Private Postsecondary Education pursuant to the California Education Code Section 94915. The Bureau's licensure means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply endorsement or recommendations by the State or the Bureau. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 147 North Market Blvd, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), Toll Free telephone number (888) 370-7589, or by fax: (916) 263-1897.

## **APPROVALS**

Medical Career College is a private institution who is licensed to operate by the BPPE, Bureau for Private Postsecondary Education, pursuant to California Education Code, Title 3, Division 10, Part 59, Chapter 8. The Bureau's approval means that the institution and its operations comply with the minimum standards established under the law for occupational instruction by private Postsecondary educational institutions and does not imply endorsement or recommendation. (School Code: 41462639).

### **Radiologic Health Branch**

Medical Career College is approved by the California Department of Public Health, Radiologic Health Branch (ID: 1172).

### **Veteran Assistance**

Medical Career College of Northern California is authorized for the training of Veterans and eligible persons as an approved institution. This approval enables Veterans and their eligible dependents/spouses to utilize their GI Bill® benefits/Vocational Rehabilitation benefits to train to become Medical Assistants, and Limited Permit X-ray Technicians.

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.**

## **INSTITUTIONAL ACCREDITATION**

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

## **Sacramento Employment Training Agency (SETA)**

Medical Career College is on the State of California's Eligible Training Provider List (ETPL), as well as Sacramento Employment Training Agencies (SETA) Local Training Provider List (LTPL), for training of eligible candidates through WIOA, EDD, DOR, TRA, and Private Vocational Rehabilitation.

## **MISSION STATEMENT AND EDUCATIONAL OBJECTIVES**

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

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

## **GENERAL INFORMATION**

### **MCCNC Catalog**

18<sup>th</sup> Edition, Published: January 2024

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



## **Medical Career College of Northern California®**

### **Roseville, California**

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## **HISTORY**

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

## **STATEMENT OF OWNERSHIP**

Medical Career College of Northern California is formed as an S Corporation and is solely owned by Diane Morgan, who also serves as the current President/CEO.

MCCNC has not filed for or been involved in any bankruptcy proceedings. MCCNC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding six years or has a petition of bankruptcy filed against it within the preceding six years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Section 1101 et seq.).

## **FACILITIES**

The school's campus is located at 1220 Melody Lane Suite 140, Roseville, CA 95678. The school's facility consists of approximately 4000 square feet of floor space that allows for:

Two lecture classrooms that are designed to accommodate approximately 10-12 students at any given time.

A medical assisting laboratory that includes an EKG machine, a hemoglobin/hematocrit analyzer, a urine analyzer, a hemoglobin A1c analyzer, microscopes, pulse oximeters, glucometers, a centrifuge unit, a sterilizer, and various adaptive devices.

An x-ray laboratory that includes a live digital imaging system, automatic film processor, and anatomically correct phantoms.

A computer laboratory designed to accommodate approximately 6 students.

A kitchen and break room that includes a microwave oven, toaster oven, refrigerator, coffee bar and water dispenser.

A student resource center that includes references for all programs offered. Current students may check out reference material anytime during enrollment.

A game room/lounge designed to allow students a time to relax and enjoy shuffleboard and various board games.

Administrative offices for administrators, program directors and instructors.

## **STUDENT RESOURCES**

### **Student Services**

MCCNC offers a large range of services to their students including a student lounge/game room, a breakroom, a kitchen with microwave and a toaster oven, library resources, computer and internet resources, technical support, and free unassigned parking. MCCNC also offers other student support services including career placement services, academic counseling, tutoring, and financial aid assistance. The staff is dedicated to aiding students in successfully completing their career objectives and fulfilling their employment goals.

### **Student Advising**

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

### **Tutoring**

Tutoring is available to all students who need additional help in achieving or maintaining satisfactory progress. Students can make an appointment with their program manager, instructors, or clinical coordinator to assist them with their academic deficiency.

## **Parking and Transportation**

Free parking is available for students who drive to school. MCCNC is located near a major bus route, which makes it easily accessible to those students without automobiles. The telephone number for bus routes and scheduling is available at the front desk at the school. MCCNC cannot guarantee student transportation. Speak to your program manager or instructor if you have concerns regarding transportation. Assistance may be available with public transportation schedules or carpools.

## **Student Housing**

MCCNC does not provide dormitory facilities or student housing. MCCNC does not assist students in finding housing. According to apartments.com for Roseville, California, rentals can be found from \$1800 per month and up. For additional information, please see the administrator.

## **Resource Center**

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

## **Graduate Placement Assistance**

MCCNC assists graduates in obtaining employment in the field in which they are trained. This continuous placement service is available to all MCCNC graduates at no additional cost. MCCNC assists graduates in networking with employers in their field and provides guidance for those graduates seeking self-employment. **MCCNC does not guarantee employment.**

## **ORIENTATION OF NEW STUDENTS**

Orientation is conducted approximately one week prior to the start of class as a means of introducing new students to the Medical Career College of Northern California. During orientation, the instructor and administrators familiarize students with the school's facilities and explain academic policies and procedures. All newly admitted students are required to attend the New Student Orientation. All students who are returning, re-enrolling after 180 days, or changing programs are required to attend the New Student Orientation.

## **Distance Learning**

All students enrolled in a distance education program will be required to have a laptop that they can use during the didactic portion of their program. If a student does not possess a

laptop, the school has computer tablets that can be loaned out to the students free of charge\*. All students using their own laptops will be required to verify that it meets the hardware and software requirements listed below.

Students must have access to a computer with the following:

- A processor of 2 GHz or faster
- 4 GB RAM or greater
- A high-speed internet connection with a connection speed of 1.5 MB/s or better.
- Monitor and video card with 1024x768 or greater resolution
- Keyboard and Mouse is recommended
- Speakers/Headphones and Microphone
- A web camera capable of video web conferencing Software and Applications.

You will need a computer with Microsoft® Windows or Apple® Mac OS and familiarity with the following items:

### Operating System:

|                    | MINIMUM      | RECOMMENDED          |
|--------------------|--------------|----------------------|
| Microsoft® Windows | Windows 7    | Windows 10 or higher |
| Apple® MacOSx      | MacOSx 10.10 | Latest version       |

### Web browser:

| WINDOWS BROWSER   | MINIMUM           | RECOMMENDED    |
|-------------------|-------------------|----------------|
| Google® Chrome    | 48 or higher      | Latest version |
| Mozilla® Firefox  | 45 ESR            | Latest version |
| Internet Explorer | 10 or higher      | Latest version |
| Microsoft®        | Edge 38 or higher | Latest version |
| MAC OSX BROWSER   | MINIMUM           | RECOMMENDED    |
| Google® Chrome    | 48 or higher      | Latest version |
| Mozilla® Firefox  | 45 ESR            |                |

Medical Career College only supports the browsers listed above. Please note that newer browser versions incorporate security fixes and newer technologies, which may often lead to a better user experience. Current browser versions are highly recommended when the option is available.

### Additional Software

- Microsoft® Office 2013
- An up-to-date installation of Adobe® Reader
- An up-to-date installation of the Adobe® Flash plug-in

- Local administrative privileges to operating system may be required to allow for installation of software and/or configure computer settings
- A current security suite application (updated regularly)

### **Computer Skills:**

- Knowledge of Microsoft Office
  - Word
  - Power Point
- Ability to navigate the internet.
- Ability to type and scroll with the mouse.

### **Satisfactory Academic Progress (SAP) for students enrolled in the hybrid program:**

All students enrolled in the hybrid program must always maintain a minimum of a 75% GPA to remain in hybrid status. At any time, the student's grade falls below the 75% benchmark, the student will be required to personally attend classes on campus until they get their grades above the benchmark of 75%.

Re-locating to another state:

The Limited Permit X-ray Technician program is a California approved program. Students enrolled in this program will need to understand that if they choose to relocate to another state, their license may or may not transfer to that state. It is recommended that the student/graduate check with that state prior to relocating or by going to <https://www.asrt.org/main/standards-and-regulations/legislation-regulations-and-advocacy/individual-state-licensure>. This link is also found on the school's website at <http://www.medicalcareercollege.edu>.

\*Tablets are available to loan out to students if the student does not have access to a computer that fits the above requirements. The loan of the tablet is free of charge.

## **ADMISSIONS**

### **HOW TO APPLY FOR ADMISSIONS**

All applicants are required to interview with the School Director or Admissions Representative, successfully pass the entrance examination, and complete all other admissions requirements before being accepted into the training program. During the interview, the School Director or Admissions Representative will discuss the various aspects of training, programs offered, tuition, and entrance requirements. Applicants will receive a copy of the current School Catalog and Schools Performance Fact Sheet and be given the opportunity to review and discuss pre-enrollment documents. Applicants are encouraged to take a tour of the facility and observe classes if they desire.

## REQUIREMENTS FOR ADMISSION

- All applicants must be 18 years of age\* (under 18 years of age have parent or guardian approval).
- Applicants must possess a high school diploma or its equivalent. \*\* Official transcripts must be submitted to the admissions department prior to enrollment.
- A criminal record will jeopardize a graduate's eligibility for employment; therefore, MCCNC does not accept applicants who have been convicted of a felony.
- The courses at MCCNC are taught in English, so prospective students must have at least the equivalent of a 12<sup>th</sup> grade understanding of the English language. This assessment is assessed through the Wonderlic® exam.
- Applicants must take and pass the schools' entrance examination, the Wonderlic®, with a minimum score of 20.
- Applicants must also take and pass a spatial acuity examination, with a minimum of 60%, which assesses students' perceptive abilities.
- Applicants enrolled in the MA-LPXT program who are graduates of an accredited Medical Assisting program (or military equivalent) or have a minimum of two years documented on the job training in a health-related field, may be given credit for the 1<sup>st</sup> quarter of the program. Proper documentation must be submitted in order to receive credit. The School Director will determine if the applicant qualifies.

Applicants who attended high school or secondary education outside of the United States must submit a certified copy of their high school or secondary school transcript or diploma. The document must be officially translated into English and officially certified as the equivalent of high school completion in the United States. Evaluation and certification of foreign transcripts must be completed by a member of the National Association of Credential Evaluation.

Information regarding this organization and their members can be found at

[www.naces.org/members.html](http://www.naces.org/members.html). Applicants must also provide documentation of eligibility to work in the United States.

## RELOCATING TO ANOTHER STATE/ TRANSFER AND AFTER GRADUATION

Please note, students must notify the institution if they plan to relocate out of state. MCCNC is only approved to operate in the state of California. Students enrolled in these programs will need to understand that if they choose to relocate to another state, their license may or may not transfer to that state. It is recommended that the student/graduate check with that state prior to relocating. Information regarding the state specific requirements can be found at: <https://www.asrt.org/main/standards-and-regulations/legislation-regulations-and-advocacy/individual-state-licensure>. The link can also be found on the school's website at [www.medicalcarecollege.edu](http://www.medicalcarecollege.edu) under FAQs; "Does my license and certifications work in other states?" Students must submit the Change of Address Form via the student portal located in POPULI learning management system prior to relocation.

## **ENTRANCE EXAM**

The Wonderlic Exam is a general assessment test that is designed to evaluate the student's level of comprehension and existing knowledge. The applicant is eligible to take the test upon their decision to enroll in the program. The test consists of fifty multiple choice questions testing math and English at the 12<sup>th</sup> grade level and must be completed in 12 minutes. An applicant can take the test twice for each program application. Should the applicant be unsuccessful after the second attempt, the application is considered incomplete for the calendar year. The results are valid for one year.

The Spatial Acuity Test is designed to determine if an applicant can manipulate 2D and 3D objects, visualize movements and change between shapes, and spot patterns between those shapes.

## **SCHOOL PERFORMANCE FACT SHEET**

The school calculates completion, certification and placement rates for all programs, and licensure rates for the Limited Permit X-ray Technician portion of the MA/LPXT program. These rates are calculated annually at the end of December for the prior school year. Students are given the School Performance Fact Sheet with the latest statistical information prior to enrollment. Prospective students are encouraged to review the school's Performance Fact Sheet and catalog prior to signing the enrollment agreement.

## **REGISTRATION FEE**

All new applicants are required to pay a \$225.00 registration fee at the time of enrollment. The applicant has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The registration fee is valid for 1 year.

## **READMISSION**

Students applying for readmission must repeat the full admission process. Credits previously earned at the school will be accepted if the readmission application is within 180 days after withdrawal and will count as both accepted and attempted in calculating cumulative grade point average and pace. Students enrolling after 180 days will be reassessed for knowledge retained and may be required to repeat certain course curriculum. Students readmitted into their previous program will re-enter with the same SAP standing previously attained. Students must be in good financial standing with the school to be considered for readmission. Students who re-enter within 180 days after withdrawal will be charged their original tuition rates.

Students who re-enter more than 180 days after withdrawal will be charged tuition rates current at the time of re-entry. Students terminated for failure to meet the Standard of Satisfactory Academic Progress will only be considered for re-entry if they file a successful appeal to be placed on probation. Appeals should be submitted in writing to the School Director during the readmission process. The results of the appeal will be provided to the student verbally or in writing within three business days. If the student fails to meet the Standard of Satisfactory Progress by the end of one course, the student will be dismissed for failure to meet the Standard of Satisfactory Progress. (See the standards regarding Satisfactory Academic Progress later in this catalog).

## **READMISSION FOR VETERAN STUDENTS**

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

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

## **CREDIT FOR PREVIOUS TRAINING**

Credit for previous applicable education training is accomplished by waiving courses, which are required to satisfactorily complete the program. This includes any transfer of credits from other institutions accredited by an agency recognized by the U.S. Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA), including military training. Applicants will be evaluated prior to enrollment with the following considerations: Applicants provide MCCNC with official transcripts, course syllabi, course outline, or catalog of the year attended with the course descriptions from the previous institution of attendance. Only credits received within the last 3 years will be considered for transfer credits.

The applicant must have received a letter grade of “B” or better in the course.

Credits from another institution accepted by MCCNC shall be counted as both credits attempted and completed for calculation of PACE and maximum time frame. Grades associated with these credits are not included in calculating cumulative grade point average.

Students who transfer in credits must complete a minimum of 75% of the course work required for graduation from MCCNC.



All credits previously attempted at MCCNC for the same program will be counted in both the cumulative grade point average and PACE components.

Credit for military training and experience can only be transferred if it is applicable to the student's program requirements at MCCNC. A reduction in training time and tuition will be proportional to the credits accepted. Any changes will be made known to the students and the Veterans Administration.

Evaluation will be made on a case-by-case basis to ensure that the content of the course(s) and the academic period length are compatible to that of the related MCCNC course.

There is a \$75.00 non-refundable evaluation fee for each course considered for academic transfer to MCCNC. All transfer fees are due at the time of evaluation unless other arrangements are made.

### **ADVANCED PLACEMENT/EXPERIENTIAL LEARNING**

Applicants to the Medical Assisting with Limited Permit X-Ray Technician program who are graduates of a Medical Assisting Program (or military equivalent) may receive credit towards the first quarter of the program if they hold documented proof.

Applicants may also be considered for experiential learning if they have a minimum of two years of documented on the job training in a related health care field. The acceptance of advanced placement will be considered on an individual basis. Credit for experiential learning or life experience will also be considered for acceptance as part of the academic evaluation for veteran students.

### **EMPLOYMENT CLASSIFICATIONS**

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

| Occupational Code | Occupational Classification   |
|-------------------|---|
| 29-2099           | Health Technicians and Technologists<br>(Limited Permit X-Ray Technician) |
| 31-9092           | Medical Assistant, Chiropractic Assistant                                 |
| 25-1071           | Health Specialist Technician: Post-secondary<br>Teacher                   |
| 29-2071           | Medical Records Technician  |
| 43-6013           | Medical Secretaries   |
| 43-1011           | First Line Supervisors of Office and<br>Administrative Support Workers    |
| 25-1194           | Teachers, Vocational Education Post-<br>Secondary                         |

## **TRANSFER OF CREDITS**

**Notice Concerning Transferability of Credits and Credentials Earned at Our Institution.** The transferability of credits earned at MCCNC is at the complete discretion of an institution to which students may seek to transfer. Acceptance of the diploma or certificate earned in a program is also at the complete discretion of the institution to which the students seek to transfer. If the credits or credentials that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all coursework at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MCCNC to determine if your credits or credential will transfer.

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

## **Student Tuition Recovery Fund (STRF)**

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

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd. Suite 225, Sacramento CA 95834 (916) 431-6959 or (888) 370-75989.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within **four (4)** years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than **four (4)** years, from the date of the action or event that made the student eligible, the student must have filed a written application for recovery within the original **four (4)** year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or taxpayer identification number.

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

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

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

### **Student Records**

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

### **Student Rights / FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. An “eligible student” is defined, under FERPA, as a student who is 18 years old, or enters a postsecondary institution at any age, in which case the rights under FERPA transfer from the parents to the student or who attends a postsecondary institution.

These rights include:

**(1)** The right to inspect and review the student's educational records within 45 days after the day MCCNC receives a request for access. A student should submit to the School Director, a written request that identifies the record(s) the student wishes to inspect. The School Director will make arrangements for access and notify the student of the time and place when the records may be inspected.

**(2)** The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should submit in writing to the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**(3)** The right to provide written consent before the school discloses personally identifiable information (PII) from the student's records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official is employed by MCCNC in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel, officials designated by the Department of Education and health staff); or serving on an official committee, such as a disciplinary or grievance committee. A school official also may include an outside contractor who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A school official has legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for MCCNC. Upon request, the school also discloses education records without consent to officials of another school in which the student seeks or intends to enroll. MCCNC will make reasonable attempts to notify each student of these disclosures.

**(4)** The right to file a complaint with the U. S. Department of Education concerning alleged failures by MCCNC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202. MCCNC is legally permitted to disclose directory information without the student's prior written consent. MCCNC designates the following items as directory information: student's name, date of birth, dates of attendance, location of attendance, email address, website address, program of study, participation in officially recognized activities, degree, diplomas, and certificates awarded, enrollment status (i.e., enrolled, active, future enrolled student, reentry, withdrawn, etc.).

Students may request that MCCNC not disclose any or all their directory information. Requests for non-disclosure must be in writing to the School Director.

## **Notification of Change of Status Policy**

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

## **Dress Code Policy**

As a student at Medical Career College of Northern California, you are expected to adhere to appropriate attire representative of the that which is seen and/or worn in the healthcare setting. All students are expected and required to comply with the college dress code when they are attending program classes, labs, exams, and/or conducting business with MCCNC officials that requires them to be on the campus. MCCNC program enrolled students can either wear their program specific scrub uniform, or their program T-shirt (MCCNC provides every program enrolled student with one T-shirt that is embroidered) with civilian pants. Limited Permit X-ray Technician students should wear their black scrub uniform and Medical Assisting students should wear their burgundy scrub uniform.

Footwear should be appropriate to the healthcare work setting, clean and of good quality and no open-toed shoes will be allowed. At no time during your enrollment may you enter the premises wearing bedroom slippers (fuzzy or otherwise); Shorts of any kind, leggings, ripped or torn jeans (regardless of fashion and cost); Strapless, backless, and/or midriffs tops.

## **Student Conduct and Behavior Policy**

Mature, business-like conduct is expected in the classrooms and throughout the school property. Students are expected to treat each other with respect. Be courteous when taking breaks and do not disturb other classes in session. We value honesty and integrity in our facility to provide a positive and safe environment for learning. Students are to keep facilities neat and clean for the benefit of other students. Any display of poor behavior towards other students, faculty, clients, or staff members that causes disruption will not be tolerated. Any activity that

adversely affects another student's ability to learn can be considered a conduct problem. Classroom conduct includes behavior in the hallways, break room, and parking lot. Other inappropriate behavior that may also result in dismissal from MCCNC: Defacing, stealing, or mutilation of school property (computers, furniture, restroom facilities etc.), the inappropriate downloading of material from the internet, use of chat rooms or instant messengers on any school computer, inappropriate use of emails, falsification or misrepresentation of material information in any records, financial aid documents, or attendance sheets, whether inadvertent or deliberate, and activities that create a safety hazard to other persons at MCCNC.

If a student or staff member should observe inappropriate behavior, it should be reported to the Director of Education so the issue can be addressed. Incident forms are in the student portal located in the learning management system, Populi. Forms can be downloaded, filled out and submitted to the Director of Education. Students who are unable to abide by the rules may be subject to dismissal from the school.

## **Disruptive Behavior**

Disruptive and inappropriate behaviors are actions that interfere with the instructional, administrative, or service functions of the institution. This behavior may include speech or action that is not part of the learning process but is perceived to create an atmosphere of hostility, intimidation, ridicule or anxiety among other students, instructors, or staff.

## **Crime, Accident & Incident Forms**

Crime, accident, and/or incident report forms are located at the front desk and in Populi under files on the course home page. Those involved in or witnessing accidents, emergencies, incidents, or crimes should fill out the proper forms. When required, the school will notify appropriate authorities such as 911, fire, police, or medical personnel. The school is not responsible for decisions made by any of these agencies. **Every effort will be made to contact the students nearest relative regarding any emergency.** Students are encouraged to update any emergency information should it arise. Standard precautionary procedures are followed in the event of an accidental stick and/or possible contamination of a student with bio-hazardous materials. Instructors are well versed in the procedures. All visitors, personnel, and students are reminded not to leave personal belongings unattended. MCCNC is not responsible for any loss of property.

## **DRUG AND ALCOHOL POLICY**

MCCNC (Medical Career College of Northern California) is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using, or distributing illicit drugs and alcohol on the school premises or as part of any activity of MCCNC.

MCCNC prohibits the following: "Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and

Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used MCCNC or while participating in any college-sponsored function or field trip. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics: (a) opiates, opium and opium derivatives; (b) mescaline; (c) hallucinogenic substances; (d) peyote; (e) marijuana; (f) stimulants and depressants; (g) cocaine."

## **Educational Guidelines Pertaining to Drug Free Schools & Communities Act**

MCCNC expects all members of its community including students, faculty, and staff to be familiar with and to abide by applicable state, federal and local laws regarding drug and alcohol use on campus. MCCNC forbids the unauthorized use, possession, distribution, or sale of drugs or alcohol by a student anywhere on MCCNC property. Violations of these laws and regulations may subject a student to both criminal prosecution and campus disciplinary action.

Use of illicit drugs and abuse of prescription drugs pose a serious threat to mental and physical health. Alcohol is a drug. Its use in even the smallest amounts may be harmful, and when used in excess, alcohol is harmful to everyone. For this reason, responsible drinking is essential and is expected of those who choose to drink.

## **California Code**

Laws relating to Alcohol and drug possession and consumption in California may be accessed at <https://leginfo.legislature.ca.gov/faces/codes.xhtml>. State laws are subject to change and citizens of California are encouraged to review this site for additional details.

## **Federal**

Federal law penalizes the unlawful manufacturing, distribution, use, sale, and possession of controlled substances. The penalties vary based on many factors, including the type and amount of the drug involved, and whether there is intent to distribute. Federal law sets penalties for first offenses ranging from less than one year to life imprisonment and/or fines up to \$10 million. Penalties may include forfeiture of property, including vehicles used to possess, transport, or conceal a controlled substance; the denial of professional licenses or Federal benefits, such as student loans, grants, and contracts; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm. Federal law holds that any person who possesses with intent to distribute or manufactures a controlled substance on or within one thousand feet of an educational facility is subject to doubling of the applicable maximum punishments and fines. See the Federal Controlled Substances Act at 21 USC800.



## Penalties

Federal and State laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal ramifications include the loss of one's Driver's License, and limitations of career choices. A summary of federal penalties for drug related offenses is available at:

<https://www.justice.gov/dea/druginfo/ftp3.shtml>.

The Federal Controlled Substances Act is available at:

<https://www.dea.gov/drug-information/csa>.

In addition to criminal prosecution, violators are also subject to disciplinary action by MCCNC. Student discipline actions may include the following: warning, reprimand, disciplinary probation, suspension, and/or expulsion.

## Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, loss of friends, poor academic standing, and/or co- and extra-curricular opportunities. A description of various drugs and their effects is available at:

<https://www.dea.gov/factsheets>.

## Resources for Counseling, Treatment and Rehabilitation

The following counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

California Department of Alcohol and Drug Programs

[www.adp.ca.gov](http://www.adp.ca.gov)

(800) 879-2772

Poison Control

[www.poison.org](http://www.poison.org)

(800) 222-1222

Alcoholics Anonymous

[www.aa.org](http://www.aa.org)

(800) 923-8722

Cocaine Anonymous

[www.ca.org](http://www.ca.org)

(310) 559-5833

Narcotics Anonymous

[www.na.org](http://www.na.org)

(800) 863-2962

Suicide Prevention Hotline

[www.placer.ca.gov/5982/County-Mental-Health-Triage-Services](http://www.placer.ca.gov/5982/County-Mental-Health-Triage-Services)

(916) 787-8860 or (888) 886-5401

## **Distribution Policy**

The Admissions Department is responsible for the disclosure and distribution of the MCCNC Drug and Alcohol Prevention Program to the campus community. A copy of the document is posted on the Consumer Information & Student Disclosure section of the college website. This policy is also available in the student portal located in Populi, the learning management system.

## **Disciplinary Action**

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

- Failure to comply with the satisfactory progress policy.
- Failure to comply with the attendance policy.
- Failure to comply with the conduct policy.
- Failure to meet all financial obligations.
- Violation of any conditions as set forth and agreed to in the enrollment agreement or the list of understandings.
- Refusal to follow instructions given by the instructor.

- Sexual harassment.
- Cheating.
- Falsifying records.
- Theft or vandalism.
- Fighting or use of foul language.
- Possession, distribution or use of alcohol or drugs; and/or,
- Possession of any weapon (firearms, explosives, or knives) while on school grounds.

## **GRIEVANCE POLICY**

Medical Career College of Northern California is committed to providing its students, faculty, staff, guests, and visitors an environment free from discrimination, harassment, intimidation, retaliation, exploitation, or violence based on sex, race, age, ancestry, color, disability, genetic history, national origin, marital status, medical condition, religious creed, sexual orientation, gender identity/ expression, pregnancy, parental status, status as a veteran, or the perception that a person has one or more of these characteristics.

MCCNC has a **zero-tolerance** policy for confirmed incidents of discrimination, harassment, retaliation, hazing, or violence. Complaints of discrimination by students should be brought to the Title IX Coordinator at the School. When violations of sexual misconduct, harassment, hazing, and discrimination may have occurred, all MCCNC Employees have a duty to promptly report these claims.

## **GRIEVANCE PROCEDURES**

These procedures are to be followed for investigating and addressing all grievances/complaints to MCCNC from students and employees about any component of their experience at the school, including complaints of discrimination or harassment. These procedures are designed to be flexible to accommodate variances in severity of the grievance or complaint.

### **Confidentiality**

MCCNC wishes to foster an environment in which individuals feel free to discuss concerns and make complaints. The school understands that complainants, witnesses, and others involved in the investigation process may be concerned about the confidentiality of information they are sharing. In some cases, the school may be obligated to act when it becomes aware of information related to a complaint. Confidentiality will be maintained to the extent possible and consistent with the school's obligation in investigating complaints. Once an individual discloses identifying information to the school through the process described above, they will be considered to have filed a complaint with MCCNC. While the confidentiality of information

received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate.

## **Rights of the Complainant**

- To object to behavior that is perceived as hostile, threatening, or intimidating;
- To notify or seek assistance from law enforcement and the Title IX coordinator;
- To be provided information regarding counseling or other services;
- To present relevant witnesses, evidence, and information at any meeting or hearing;
- To have access to any information, to the extent permitted by FERPA, that will be used at any meeting or hearing;
- Not to be personally questioned or cross-examined by the accused;
- To have all reasonable efforts made to protect confidentiality\*\*
- To changes in his/her schedule if such a change is reasonably available;
- To be afforded an impartial factfinder and decision-maker;
- To end the informal process at any time and begin the formal stage of the complaint process;
- To having a reasonable step taken to maintain the complainant's reputation;
- To be protected against retaliation from the accused or from other persons during or after the complaint process; and
- To a prompt and equitable resolution of the complaint.

\*\*If the complainant requests confidentiality or asks that the complaint not be pursued, the school will take all reasonable steps to investigate and respond to the complainant consistent with the request for confidentiality or request not to pursue the investigation. If the complainant insists that their name or other identifiable information not be disclosed to the alleged perpetrator, the school's ability to respond may be limited. In cases where the school is required to report the incident to local law enforcement or other officials, the school may not be able to maintain the complainant's confidentiality.

## **Rights of the Accused**

- To be informed by the complainant, either directly or indirectly through a third party, verbally or in writing, that a particular behavior was objectionable to the complainant;
- To be informed, when any formal investigation begins, of the allegations, and a proposed timeline for resolving the complaint;
- To present relevant witnesses, evidence, and information at any meeting or hearing;

- To have access to any information, to the extent permitted by FERPA, that will be used at any meeting or hearing;
- Not to be personally questioned or cross-examined by the complainant;
- To be afforded an impartial factfinder and decision-maker;
- To having reasonable steps taken to maintain the reputation of the accused; and
- To a prompt and equitable resolution of the complaint.

## **Retaliation**

MCCNC prohibits retaliation against anyone who reports an incident of alleged harassment, discrimination or other unlawful conduct, or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations. Submission of a good faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely affect the complainant's academic or work environment. The school will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists, or participates in a proceeding, investigation or hearing related to such allegations.

## **INFORMAL COMPLAINT PROCESS**

In most cases, students and employees should first attempt to resolve their concerns with the individual(s) most directly connected to the complaint. If the student or employee is uncomfortable discussing the matter with the individual(s) most directly involved, the student should take their informal complaint to their instructor, or Director of Education, and the employee to their supervisor. Unlike the formal procedures, a complainant pursuing informal resolution of their complaint is not required to submit a written complaint to initiate the process. Under these informal procedures, the student or employee may, at any time, elect to make a formal complaint or withdraw the informal complaint altogether. Depending on the nature of the allegations, the school may be obligated to investigate the complaint with or without the complainant's involvement. Mediation may be used as a method for resolving the complaint informally, but not all complaints are appropriate for mediation. Allegations of sexual assault or violence are not appropriate for mediation. Adopting informal procedures for addressing complaints should in no way indicate that MCCNC does not take these complaints seriously. Informal procedures simply provide an alternative method for addressing complaints.

## **FORMAL COMPLAINT PROCESS**

If the informal procedure or direct conversation is not appropriate, or does not yield a successful resolution, the student or employee can file a formal complaint in the following manner:

## **When to File a Complaint**

Complaints should be filed as soon as possible so that they can be addressed. The school will expect that the student or employee come forward within 15 calendar days of becoming aware of the concern or after the last conversation in the informal process.

## **What to File**

A formal complaint must be in writing and include the following:

- The complainant's name, address, email address and phone number
- A complete description of the concern/issue-including date, location, and all individuals involved, wither in the conduct complained of or as witnesses
- A description of what efforts, if any, have been made to resolve the issue informally, including individuals contacted in the resolution attempt
- A statement of the resolution requested

If the student or employee is hesitant or unwilling to put a complaint alleging discrimination, harassment (including sexual misconduct) or other unlawful conduct in writing, they are encouraged to discuss these concerns with the Title IX Coordinator and/or Campus Designee. Similarly, if the student or employee feel that changes to their academic or work situation, or other accommodations are necessary to ensure their safety or well-being because of the circumstances involved in a complaint, they are encouraged to request assistance. Assistance will be provided if reasonably available.

## **Where to File**

The complaint should be filed with the Title IX Coordinator and/or Campus Designee. The written complaint can be submitted electronically, in person, or by mail.

## **Notice of Receipt**

Upon receipt of the formal complaint, the Title IX Coordinator or Designee should provide the complainant with a written notice acknowledging its receipt (via email and/or mail).

## **Investigation**

The Title IX Coordinator or Designee will initiate an investigation. The extent and components of the investigation will vary depending on the allegations and circumstances. For purposes of illustration, an investigation may include the following steps, as appropriate:

- Reviewing the written complaint.
- Gathering additional information or statements from the complainant.
- Gathering information from any witnesses, or other people (faculty, staff, or other students/employees) with relevant information.
- Review relevant documentation and policies.
- Obtaining a response or written statement and other information from the individual(s) who is/are the subject of the complaint.
- Attempting a resolution of the complaint between the complainant and the individual(s), if appropriate.
- Assessing the information gathered and determining findings and proposed resolution for the complainant.

Complaints initiated through the formal process may be withdrawn by the complainant, subject to the confidentiality provisions noted below, and with the understanding that, depending on the nature of the allegations, the school may still be obligated to investigate the complaint with or without the complainant's involvement.

## **Findings and Notification**

Upon completion of the investigation, the Title IX Coordinator will report the findings of the investigation of any proposed resolution to the School Director. The school will then notify the complainant in writing of these results. It is the school's goal to conduct an appropriate investigation and report back to the complainant in a timely manner, usually within 45 calendar days of the receipt of the complaint. The circumstances in particular cases may make a shorter or longer investigation necessary or appropriate.

Within 10 calendar days of the issuance of the final report, the complainant may appeal to the School Director. Appeals must be submitted in writing and must state a basis for the appeal. Bases on which a complainant may appeal are:

- There is new evidence that was unavailable at the time of the original investigation that would affect the outcome of the original decision.
- There were procedural irregularities in the complaint process that affected the outcome.
- The proposed resolution was not reasonable based on the evidence compiled during the investigation.

A copy of the School Director's written decision on the appeal shall be sent to the complainant within 15 calendar days. If the appeal decision requires further action, that action will be described in the appeal decision letter.

## **CLASS AND COURSE DEFINITIONS**

### **Ability-to-Benefit**

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

### **Full-Time Students**

All enrolled students are considered full-time students.

### **Language**

Courses are only taught in English.

### **Non-credit Remedial Courses**

Non-credit remedial courses are not offered at MCCNC.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Graduation Requirements**

Every student must meet the following graduation requirements to receive their certificate of completion:

- Successful completion of all individual courses for the program of study with a minimum grade of 75%; and,
- Successful completion of all laboratory procedures
- Pass all mid-terms and final exams with a minimum grade of 75%
- Successful completion of all clinical hours to include the practice exams with a minimum of 80%
- Meet the attendance requirements
- Meet all financial obligations for the entire cost of the program
- Return all computers and library books on loan throughout the program

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



## **Distance Learning Policy**

Management of time is an important factor to the success of the Distance Learning hybrid program. Each student enrolled in a hybrid program, will be required to log in and participate during their scheduled classroom time, submit required assignments, and take quizzes in any given week. Additionally, students will need to spend a significant amount of time offline reading and studying. Students will also be required to attend classes on campus during the scheduled labs, or as arranged by the instructor.

All students are required to maintain a minimum of 75% GPA to successfully complete the program. Students in the hybrid program must not at any time, let their grades fall below 75% to maintain a hybrid status. If the student's grades drop below 75%, they will be required to attend classes on campus until they bring their grades back up to the 75% benchmark. At that time, the student may return to hybrid status, but if their grade drops below 75% again, the student will be required to return to campus learning until the module is completed. This policy refers to each individual module throughout the program.

Hybrid students must have access to a computer or tablet and internet to effectively participate in courses. If a student needs a computer or tablet to participate in the hybrid program, the school has tablets that can be loaned out to the student for the duration of the program for no additional cost. Cell phone apps may not facilitate all required participation and cannot be relied upon for completing assignments. Students will also attest to have computer experience, including Word and PowerPoint knowledge (see Supplement D for additional details).

All students are given information on the requirements for enrolling in the hybrid program during the admissions interview. The student is given Supplement D which includes these requirements. Students are also required to sign a form attesting to the requirements.

Students who do not sign up for the Distance Learning hybrid program and decide to participate virtually, will only be given credit for one-half of the time that they attend virtually.

Students attending school with the GI Bill will not be allowed to attend as a distance or hybrid learner.

## **Class Attendance / Leave of Absence Policy**

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

In the event of an emergency or an unavoidable absence, students must call the school to inform the administration or instructor of that absence prior to or on the same day of the absence.

Students must attend 90% of the module to maintain compliance. Those who do not comply will be placed on probation.

The school does not offer a leave of absence due to the constraints of our state approval. If a student stops attending school for 2 consecutive weeks, they will be withdrawn from the program.

Students who are registered as in residence and become ill and unable to attend class, may attend classes virtually for up to a 1-week period. If the student is sick beyond the week, they must provide a doctor's note for the absence beyond the 1-week period.

### **Make Up Hours Policy**

Students are allowed to make up their attendance if they fall below the 90% benchmark. Students who are on attendance probation are mandated to provide written documentation to qualify for an excused absence. It is the responsibility of the student to make arrangements for obtaining the missed lectures and skills training. Students are required to make up all missed assignments including classwork, labs, quizzes, and exams. The school does not offer correspondence study or long-distance learning.

### **Pregnancy Policy**

Students enrolled in Medical Career College's Medical Assisting with Limited Permit X-ray Technician program who become pregnant while attending the program are encouraged to notify their instructor or clinical coordinator should they become pregnant.

Students disclosing their pregnancy, will then be given a second dosimetry badge that they will need to wear at their waist in addition to the dosimetry badge that they wear at their collar.

Fetal badges are monitored for a 1-month period, whereas student badges are monitored for a 3-month period.

Should any badge come back with a notable dosage, the Radiation Safety Officer will inform the student. The RSO will meet with them to get any information as to why there is exposure to the badge. If the exposure is legitimate, the RSO will counsel the student and suggest that they need to visit their medical provider to see if there are further recommendations that they need to follow.

Pregnant students are also made aware that at any time they can rescind their notification of pregnancy.

## Grading Policy

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

## Grade Scale

| Grade Average | Point | Equivalent Percentage | Letter Grade | Level Obtained |
|---------------|-------|-----------------------|--------------|----------------|
| 4.0           |       | 92% - 100%            | A            | Excellent      |
| 3.0           |       | 84% - 91%             | B            | Above Average  |
| 2.0           |       | 75% - 83%             | C            | Average        |
| 0.0           |       | Below 75%             | F            | Failing        |
|               |       |                       | I            | Incomplete     |
|               |       |                       | IP           | In Progress    |
|               |       |                       | W            | Withdraw       |

## Outside Hour Policy

Written homework assignments will be assigned on a regular basis. The outside hour policy estimates the number of hours it takes students to perform assignments outside of the scheduled classroom hours. Such activities include but are not limited to quiz assignments, quiz corrections, workbook assignments, examination preparation, oral presentation preparation, and other assignments that will require students to study outside of regularly scheduled classroom hours.

## Credit and Clock Hour Definitions

### Clock Hour

A clock hour is defined as 60 minutes of instruction.

### Semester Credit

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

### Quarter Credit

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

## Credit Conversion Policy

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

### Semester Hours

15 hours classroom instruction/lecture = 1 credit  
30 hours of laboratory studies = 1 credit  
45 hours of externship = 1 credit

### Quarter Hours

10 hours classroom instruction/lecture = 1 credit  
20 hours of laboratory studies = 1 credit  
30 hours of externship = 1 credit

## Academic Calendar

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

## Residential Students

**Medical Assisting w/ Limited permit X-ray Technician classes have two starts, Winter & Fall**

### Winter:

Monday and Wednesday 8:00 AM to 4:00 PM Quarter 1- 2

Monday and Wednesday 8:00 AM to 4:00 PM, Friday 8:00 AM to 12:00 PM Quarter 3-4

### Fall:

Tuesday and Thursday 8:00 AM to 4:00 PM Quarter 1- 2

Tuesday and Thursday 8:00 AM to 4:00 PM, Friday 8:00 AM to 12:00 PM Quarter 3-4

**Medical Assisting classes meet Monday and Tuesday: 8:00 AM to 5:00 PM, Thursday and Friday 8:00 AM to 5:00 PM**

## Hybrid Students

Students will receive scheduled class dates and times that they must attend classes on campus. These schedules will be given out at the beginning of each module.

## Holiday Schedule

**MCCNC will not offer instruction on the following days/holidays:**

- New Year's Day
- Labor Day
- President's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Veteran's Day
- Thanksgiving Day and Day After
- Christmas Week

## **FINANCIAL INFORMATION**

### **Financial Obligations**

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

### **Student Financing**

Currently, the school offers Federal Financial Aid for the Medical Assisting with Limited Permit X-ray Technician and the Medical Assistant programs. MCCNC has agreements with the Veterans Administration, the State's Employment Development, and the Department of Rehabilitation for training purposes.

### **Student Loans**

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest. Should the student withdraw or cancels the program, the student will be responsible to repay all pro-rated student loans plus interest less the amount of any refund received from the school. Any over payment of loans received by the school will be returned to the Department of Education. The student will be responsible to pay any amount of tuition due to the school for classes attended that was not covered by financial aid.

## Estimated and Actual Cost of Attendance

The following information provides average costs of attendance for the educational programs offered by MCCNC for the 2022-2023 and 2023-2024 academic year. Please note that the Cost of Attendance stated below is for one academic year in length. Cost of Attendance is determined by combining the direct and indirect costs such as tuition, fees, books and supplies, room and board, transportation, etc. The average costs are used by the Financial Aid Office to calculate student eligibility for financial aid awards. Individual student costs will vary. For more information on how these costs were derived, please contact the Financial Aid Department.

| Program | Tuition & Fees | Loan Fees | Books/Supplies | Transportation | Living Expenses | Personal Expenses | Total Cost of Attendance |
|---------|----------------|-----------|----------------|----------------|-----------------|-------------------|--------------------------|
| MA/LPXT | \$25,445.00    | \$100.00  | \$1,380.00     | \$4,014.00     | \$13,239.00     | \$2,070.00        | \$46,248.00              |
| MA      | \$15,576.00    | \$100.00  | \$632.00       | \$4,014.00     | \$13,239.00     | \$2,070.00        | \$35,631.00              |

## Estimated and Actual Total Cost of Program

| Program | Registration Fee | Admin Fee | Lab/Supplies | Books/Supplies | Tuition     | Exam Fees | Total Cost  | STRF    | Total w/STRF |
|---------|------------------|-----------|--------------|----------------|-------------|-----------|-------------|---------|--------------|
| MA/LPXT | \$225.00         | \$720.00  | \$240.00     | \$1,140.00     | \$23,850.00 | \$650.00  | \$26,825.00 | \$65.00 | \$26,890.00  |
| MA      | \$225.00         | \$440.00  | \$100.00     | \$532.00       | \$14,761.00 | \$150.00  | \$16,208.00 | \$40.00 | \$16,248.00  |

## In-House Financing

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

## Late Payments

A late payment fee of \$50.00 is assessed to students who do not complete payment of tuition and fees by midnight of the due date, except for extenuating circumstances approved by administration.

## Veterans Benefits

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

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

Applicants to MCCNC who are eligible for GI Bill® benefits must comply with the items included in this section as well as all MCCNC's institutional policies.

### **VA Review of Prior Training for Transfer Credit**

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

### **Registration Fee**

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

### **Books, Supplies and Equipment**

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

### **VA Transfer Credit**

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

### **Receipt of VA Additional Notices**

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

### **Tuition and Other Charges**

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

### **Maximum Timeframe**

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

## **Federal Financial Aid**

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

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

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

## **Financial Arrangements**

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

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

## **TYPES OF FINANCIAL AID**

### **Federal Pell Grant**

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

### **Federal Loans**

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

You must have financial need to receive a Subsidized Direct Loan. The United States Department of Education will subsidize the interest that accrues during certain periods.



Financial need is not a requirement for an Unsubsidized Direct Loan. You are responsible for paying the interest that accrues on Unsubsidized Direct Loans during all periods. Stafford Loans are made from the William D. Ford Direct Loan Program, commonly known as Direct Loans. In the Direct Loan Program, the loan funds are made available by the USDOE and repaid to them. Direct PLUS Loans are available to eligible parents of dependent students.

## **How Eligibility is Determined**

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a home-school setting approved under state law.
2. Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
3. 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.
4. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
5. 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.
6. Maintain satisfactory academic progress (SAP) while you are attending college or a career school.
7. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
8. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

## **In Addition, you must meet one of the following:**

1. Be a U.S. CITIZEN or U.S. NATIONAL

You are a U.S. citizen if you are born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in 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 are Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:

- Refugee
- Asylum Granted
- Cuban-Haitian Entrant (Status Pending)
- Conditional Entrant (Valid only if issued before April 1, 1980)
- Parolee

4. Have BATTERED IMMIGRANT STATUS

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

5. Have a T-VISA

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

## **Satisfactory Academic Progress**

Satisfactory Academic Progress (SAP) standards are published and are applied for measuring whether an otherwise eligible student is making SAP in their Educational Program. To maintain eligibility for financial aid, students must make adequate academic progress toward completion of their program.

## **Same As, Or Stricter Than**

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

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

## **Evaluation Periods**

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

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

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

### **MEDICAL ASSISTING WITH LIMITED PERMIT X-RAY TECHNICIAN**

Academic Year Definition: MA/LPXT 44 credits and 40 weeks (44 Quarter Credits)

|                            |                    |          |
|----------------------------|--------------------|----------|
| 1 <sup>st</sup> Evaluation | 27 Quarter Credits | 30 Weeks |
| 2 <sup>nd</sup> Evaluation | 44 Quarter Credits | 40 Weeks |

### **MEDICAL ASSISTANT**

Academic Year Definition: MA 18 credits and 39 weeks (18 Semester Credits)

|                            |                     |          |
|----------------------------|---------------------|----------|
| 1 <sup>st</sup> Evaluation | 9 Semester Credits  | 19 Weeks |
| 2 <sup>nd</sup> Evaluation | 18 Semester Credits | 39 Weeks |

### **Quantitative Measure**

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

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

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

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

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

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

## Qualitative Measure

The qualitative measure, used to determine SAP, is based on grades. Students must maintain a cumulative grade point average of at least 2.5 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 in the Grading Policy on page 33 of the school catalog. The Grading Policy is based on the end-of-semester evaluations. Students who receive below 75% is equal to an “F” course grade and, will be required to repeat that course module or portion of the module.

## Maximum Time Frame

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

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

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

| <b>Normal Semester Credits</b> | <b>Normal Timeframe</b> | <b>Maximum Semester Credits</b> | <b>Maximum Timeframe</b> |
|--------------------------------|-------------------------|---------------------------------|--------------------------|
| MA 30                          | 39 weeks                | 45                              | 58.5 weeks               |
| <b>Normal Quarter Credits</b>  | <b>Normal Timeframe</b> | <b>Maximum Quarter Credits</b>  | <b>Maximum Timeframe</b> |
| MA/LPXT 83                     | 60 Weeks                | 124                             | 90 weeks                 |

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

Cumulative credits completed / Cumulative credits attempted.

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

## Financial Aid Probation

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

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

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

The student will be placed on an academic plan which will require more than one payment period to Satisfactory Academic Progress standards; the student must either be meeting the cumulative attendance and grade standards as published by the school or follow 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 follow SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for Title IV aid.

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

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

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

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

## **Appeal Process**

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

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

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

## **Re-instatement of Title IV, HEA Aid**

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

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

## **Verification**

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

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

## **Withdrawal from the Program**

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

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

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

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

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

## **Official Voluntary Withdrawal**

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

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

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

In the event a student decides to rescind their official notification to withdraw, the student must provide a signed and dated written statement indicating they are continuing their program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned.

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

## **Unofficial Withdrawal**

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

## **Post Withdraw**

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

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

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



## **REFUND, CANCELLATION AND WITHDRAWAL POLICY**

Students who enter a program for which they have enrolled may withdraw at any time after beginning classes. Students are required to cancel their enrollment by written request at any time before or during their training. The students last day of attendance shall be the dismissal date.

Student refunds will be calculated according to their scheduled hours of attendance, not their actual hours of attendance.

Student refund calculations do not include make up hours.

## **STUDENT'S RIGHT TO CANCEL**

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

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

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

## **Termination or Withdrawal after the commencement of classes:**

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

## RETURN OF TITLE IV FUNDS POLICY

|                              |  |
|------------------------------|--|
| <b>PURPOSE:</b>              | To inform students of the refund policy for the return of Title IV Funds, HEA (R2T4) funds if a student cancels an enrollment agreement.                                 |
|                              | To inform students of the refund policy for the return of Title IV funds, HEA (R2T4) funds, if the student withdraws or is terminated after the commencement of classes. |
| <b>SUPPORTING DOCUMENTS:</b> | School Catalog   |
|                              | Application/Enrollment Agreement   |
|                              | Website  |

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

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

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received. Because the requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs. Title IV, HEA funds are awarded to the student under the assumption that they will attend school for the entire period for which the aid is awarded. When a student withdraws, they may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

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

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

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student that if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed period or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

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

### **The Calculation Formula:**

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

Calculate the percentage of Title IV HEA funds earned:

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

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

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

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

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

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

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

100 % minus percent earned = UNEARNED PERCENT.

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

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

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

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

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

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

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

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

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

## **EARNED AID**

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

## **OVERPAYMENT OF TITLE IV**

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

## **WITHDRAW BEFORE 60%**

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

## **WITHDRAW AFTER 60%**

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

## **POST WITHDRAW**

If a student does not receive all the funds that they have earned, they may be due a post-withdraw disbursement. The school may use a portion or all the student's post-withdraw disbursement for tuition and fees (as contracted with the school). For all other school charges, the school needs the student's permission to use the post-withdraw disbursement. If the student does not give permission, the student will be offered the funds.

However, it may be in the student's best interest to allow the school to keep the funds to reduce your debt at the school. You must have the student's permission to disburse a loan as a post-withdrawal disbursement.

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

## **REFUND VS. RETURN**

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

## **STUDENT TUITION RECOVERY FUND**

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

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

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

- (1) The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach out plan approved by the Bureau or did not complete a chosen teach out plan approved by the Bureau.
- (2) You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or the location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
- (3) You were enrolled at an institution or a location of the institution more than a 120 day before the closure of the institution or the location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than a 120 day before closure.

- (4) The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- (5) The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution more than tuition and other costs.
- (6) You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- (7) You sought legal counsel that resulted in the cancelation of one or more of your student loans and have an invoice for services rendered and evidence of the cancelation of the student loan or loans. To qualify for STRF reimbursement the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or taxpayer identification number.

It is important that students keep copies of their enrollment agreement, financial papers, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 (916)431-6959 or (888)370-7589.

## **Return to Title IV Questions?**

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

## **Questions About this Catalog?**

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

Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone: 888-370-7589  
Fax: 916-263-1897

## PROGRAMS OFFERED

### Medical Assisting with Limited Permit X-ray Technician

Certificate Program

#### Career Opportunities

The program provides the background that enables a student to assume a responsible entry-level position as a Limited Permit X-ray Technician in the scope of Chest, Torso-Skeletal, and Extremities. Upon successful completion of this course of study, including the clinical rotation, the graduate is eligible to take the California State Examination for Limited Permit X-ray Technician in the scope of Chest, Torso-Skeletal, and Extremities. Once the graduate passes the examination, she or he may assume a position as a responsible member of a team in an urgent care facility, physician's office, imaging center or outpatient clinic. In addition to being qualified to provide x-ray services, the graduate is also qualified to do some medical assisting back-office patient care procedures. This program meets the requirements for the State of California's Limited Permit X-ray Technician licensure exam.

#### Program Objective

Provide training in the basic knowledge and skills for a back office medical assisting professionals and/or those working in a related field, who are interested in an entry level position in imaging as a Limited Permit X-ray Technician. A certificate will be awarded to students who successfully complete the requirements of this program.

**Hours of Instruction:** 1340 hours  
**Outside Hours:** 313 hours  
**Quarter Credits:** 88.3  
**Course Length:** 60 Weeks  
**Scheduled Days:** Monday, Wednesday & Friday **or** Tuesday, Thursday & Friday

## **Program Delivery**

Classes are offered in Residence or as a Hybrid option. Students interested in the Hybrid classes must meet the requirements of passing the entrance exam with a score of 23 or better. In addition, students must live 70 miles or greater from the campus. Students enrolled in the Hybrid program will be required to complete all laboratory procedures in residence. All students are required to complete numerous classroom quizzes, laboratory procedures, hands on positioning, and homework assignments. Additionally, students will be required to take and pass the mid-term and final exams and show proficiency in positioning and medical assisting back office clinical skills.

## **Graduation Requirements**

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

## **Externship**

The Clinical Rotation I externship begins in the 3<sup>rd</sup> (third) quarter upon successful completion of the second quarter and midway into the 3<sup>rd</sup> quarter. Clinical Rotation II and Clinical Rotation III of the externship will occur successively based on the required x-rays for the program and hours completed. The required number of exams are as follows: 50 chest x-rays, 50 Upper Extremity and 50 Lower Extremities and 200 Torso – Skeletal exams.

The externship will be completed at a radiology facility under the supervision of a Supervising Licentiate that is affiliated with the school and approved by the California Department of Public Health, Radiologic Health Branch (CDPH/RHB).

Students receiving VA benefits will be certified when externship begins.

## **California State Limited Permit X-ray Technician Licensure Requirements**

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

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



## **Courses in the Program:**

### **GE101 – Medical Terminology with Anatomy & Physiology:**

A study of the Anatomy and Physiology of the human body is taught with emphasis on conditions affecting health and disease or trauma. Additionally, medical terminology introduces the learner to basic medical words structures – prefixes, suffixes, and root terms which allows the learner to gain the knowledge needed for the foundational basis of medical language.

### **MACB102: Medical Assisting Clinical Back Office Skills:**

Students will be taught communication and triage skills with patients; proper body mechanics, patient vital sign taking; standard universal precautions; bloodborne pathogen training; fundamentals of patient injections, fundamentals of specimen collection, wound care, venipuncture, urinalysis, and other medical office CLIA waived testing.

### **RT102: Medical Terminology and Bone I.D with Focus on Radiology**

Introduces the learner to the medical terminology applicable to the allied health professional and the career of radiology along with identification of the bone anatomy.

### **RT103: Radiographic Patient Care**

Introduces the learner to the procedures, processes, and interactions with patient care applicable to the profession of radiology.

### **RT104: Medical Law and Ethics in Radiology**

Introduces the learner to the origins and history of ethics, ethical dilemmas, the basis for laws, types of consent, and standards of professional ethics.

### **RT201: Radiographic Procedures I**

Introduces the learner to the radiographic procedures, positions, and general considerations and/or special considerations when taking radiographs.

### **RT202: Radiographic Procedures I Lab**

Allows the learner to have hands-on practice in radiographic procedures and positions, taking into account general considerations and/or special considerations when taking radiographs.

### **RT203: Radiation Physics**

Introduces the learner to a working knowledge of radiologic physics.

### **RT204: Radiation Protection and Biology**

Introduces the learner to radiological safety practices and radiologic biology for the imaging professional.

**RT301: Radiographic Procedures II**

Introduces the learner to the radiographic procedures, positions, and general considerations and/or special considerations when taking radiographs.

**RT302: Radiographic Procedures Lab II**

Allows the learner to practice radiographic procedures and positions when taking radiographs.

**RT303: Radiographic Pathology**

Introduces the learner to the diseases and complications affecting the body that may be encountered by the radiology professional.

**RT304: Digital Imaging and Equipment**

Introduces the learner to radiological equipment and imaging management.

**RCC221: Clinical Rotation 1**

Provides 160 hours of supervised clinical instruction and experience in an approved x-ray facility or clinic focusing on chest, torso skeletal and extremities. Back office medical skills are included in this externship. Additionally, the course allows the learner to take the didactic material mastered along with the radiologic clinical labs practiced and utilize their combined knowledge, skills and practical applications in this supervised setting.

**RCC331: Clinical Rotation II**

Provides 220 hours of supervised clinical instruction and experience in an approved x-ray facility or clinic focusing on chest, torso skeletal and extremities. Back office medical skills are included in this externship. Additionally, the course allows the learner to take the didactic material mastered along with the radiologic clinical labs practiced and utilize their combined knowledge, skills and practical applications in this supervised setting.

**RCC441: Clinical Rotation III**

Provides 220 hours of supervised clinical instruction and experience in an approved x-ray facility or clinic focusing on chest, torso skeletal and extremities. Back office medical skills are included in this externship. Additionally, the course allows the learner to take the didactic material mastered along with the radiologic clinical labs practiced and utilize their combined knowledge, skills and practical applications in this supervised setting.

**RT404 Radiology Review – ONLINE**

Students will use RAD TECH BOOT CAMP to demonstrate mastery of their radiologic taught material prior to registry for the ARRT LPXT licensing exam. Students must successfully complete 95% of the online content to be considered for completion of this course with a passing.

# **MEDICAL ASSISTANT**

## Certificate Program

### **Career Opportunities**

Medical assisting is a multi-skilled allied health profession in which practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform administrative duties and clinical procedures. Graduates are encouraged to take the national certifying exam. Passing this exam entitles the candidate to the credential CCMA (Certified Clinical Medical Assistant) offered by NHA (National Health Career Association); or RMA (Registered Medical Assistant) offered by AMT (American Medical Technologists). This program is accredited by ABHES (Accrediting Bureau of Health Education Schools) website: <https://www.abhes.org>

### **Program Objective**

Provide training on the basic knowledge and skills for students interested in careers in the health care field working in an entry level position as a Medical Assisting. A certificate will be awarded to students who successfully complete the requirements of this program. Students who are enrolled in Medical Assisting are admitted with the goal of obtaining a medical assisting certification.

**Hours of Instruction Provided: 628**

**Outside Preparation Hours: 198.75**

**Weeks of Instruction: 39**

**Semester Credits: 30**

### **Program Delivery**

Classes are offered in Residence and Distance Learning/Hybrid format. All students are required to complete numerous classroom quizzes, laboratory procedures, and homework assignments. Additionally, students will be required to take and pass the mid-term and final exams and show proficiency in medical assisting administrative and clinical skills. Students will be required to attend residentially for the medical assisting laboratory/clinical portion of the program.

## **Graduation Requirements**

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

## **Externship**

The externship for Medical Assisting begins after the completion of the second medical assisting module. The medical assisting externship requires 160 hours of documented competency in a number of medical assisting front-office skills such as; greeting patients, patient registration and/or discharge, EMR/EHR documentation, answering telephones, communicating with internal/external medical office partners, and appointment setting; the medical assisting clinical skills includes but is not limited to infection control, taking patient vitals, injections, venipuncture, specimen collection and testing, dressings changes, Autoclaving, handling prescription refills, EKG’s, and assisting the physician(s) with patient examinations.

## **Medical Assisting Certification**

Students graduating from the Medical Assisting program are eligible for national certification as a CCMA (Certified Clinical Medical Assistant) offered by NHA (National Healthcareer Association); or RMA (Registered Medical Assistant) offered by AMT (American Medical Technologists).

Students receiving VA benefits will be certified when externship begins.

## **Licensure, Certification & Registry Disclaimer**

California does not require that medical assistants be certified, but such a certificate may increase hiring chances. A medical assisting credentialing exam is taken during the program upon completing didactic coursework. While it is not required for students to pass an exam to work as a medical Assistant, students who pass the exam and meet graduation requirements will be eligible to work as credentialed medical assistants.

Medical Career College of Northern California has not determined if any of the programs fulfill the educational requirements for specific professional licensure or certification required for employment in the field outside California unless identified by the program.

below. It is recommended that students located in or planning to relocate to a state apart from where the program's physical campus is located research any certification or employment requirements for their intended state.

## **COURSES**

### **MA101: Anatomy and Physiology of the Human Body in Health and Disease, Medical Terminology, Medical Law & Ethics, and CPR.**

**Classroom Hours: 198**

**Semester Credits: 13**

**MA Schedule: Monday, Tuesday**

The first module of the Medical Assisting Program focuses on the basic knowledge that will form the foundation for success in the medical assisting program. Students will analyze the fundamentals of medical terminology by body systems with emphasis on spelling, pronunciation, and definitions of medical terms. A comprehensive study of Anatomy and Physiology is taught with emphasis on conditions affecting health and disease or trauma. Introductory medical law and ethics will be explored that focuses on the legal, ethical, and bioethical aspects of medical practice. Included are licensing, professional liability, quality assurance, and risk management.

Prerequisites: None

### **MA102: Medical Assisting Administrative and Clinical Skills**

**Classroom Hours: 270**

**Semester Credits: 13.5**

**MA Schedule: Monday, Tuesday**

The second module of Medical Assisting includes teaching the hands-on aspect of the administrative and clinical skills required of a medical assistant. Students will be taught Appointment Setting, Communication and Telephone Etiquette, Practice Management & Daily Medical Office Operations, Safety, Medical Reimbursement, Patient Charting, Billing and Coding Foundations, Infection Control, Body Mechanics, Injections, Specimen Collection, Wound Care, Venipuncture, Urinalysis, CLIA Waived Test (Strep, Mono, Cholesterol, PT INR, HCT, HGB), Spirometry, Sterilization Processing, Centrifugation, Microscopic Analyses and Usage, and use of a simulation Electronic Health Record.

Prerequisites: MA101 preferred but not necessary

## **MA103: Medical Assisting Externship**

**Classroom Hours: 160**

**Semester Credits: 3.5**

**MA Schedule: A minimum of 3 days a week at a school approved externship site**

In the third module, students will complete 160 hours of a Medical Assisting Externship at an approved affiliated facility. Prior to starting externship, students will write a resume and participate in a panel for practicing interview skills. Professionalism will be taught throughout both the MA101 and MA102 course and put into practice during their externship. Completion of the externship with a passing grade will allow the student to register for and take a medical assisting certification with either the NHA (National Health Career Association) or the AMT (American Medical Technologist).

Prerequisites: MA101 and MA 102