

Table of Contents

General Information	
Welcome Letter	5
Terms Used In This School Catalog, Student Handbook	5
Notice Regarding This School Catalog, Student Handbook	5
Diploma Program	6
Approvals, Accreditations, and Memberships	6
Statement of Compliance	7
Mission and Objectives	7
Our Philosophy	7
Statement of Ownership	8
College History	8
Institutional Facilities	8
School Contact Information	9
Administration, Staff, and Faculty	9
Administration and Staff	9
Faculty	10
Advisory Board Members	11
School Calendar	12
Office Hours	12
Instructor-to-Students Ratio	12
Class Hours	12
Admission Procedures	
Admission Policy	13
General Educational Development (GED)	13
Application Process	13
Personal Interview	13
Enrollment Process	14
Admission Requirements Checklist	14
Additional Admission Requirements	14
Orientation Sessions	15
Credit Granting Policy	16
Challenge Credit	16
Articulation Agreements	16
School Policies	
Attendance Policy	17
Attendance Sheets	17
Excused Absence	17
Unexcused Absence	18
Tardiness	18
Penalties for Absences and Leaving Class Early	18
Make-Up	19
Leave of Absence	19
Pregnancy	19
Nondiscrimination Policy	20
Sexual Harassment Policy	20
Sex Offense Policy	21
Drug and Alcohol Policy	22
Penalties for Drug Violations	23
Drug Abuse Prevention Program	23
Safety Awareness Program	24
Campus Safety, Emergency, and Evacuation Procedures	24
Conduct Policy	28
Testing Policy	29
Guidelines for Student and Proctors During Tests	29
Testing and Other Instructional Materials	29
Review of Quizzes and Unit Tests	29

Table of Contents

Electronic Devices	30
School Uniform	30
Student Identification Cards	31
Student Records	32
Notice of Privacy	33
Background Check and Drug Screening Consent and Release	33
Confidentiality and Disclosure of Patient Information	33
Publication of Information, Photographs, and Electronic Files	34
Copyright and Fair Use Guidelines	35
Peer-to-Peer File Sharing	38
Student Services	39
Career Counseling	39
Grading, Satisfactory Progress, Course Completion	
Grading System	40
Satisfactory Academic Progress (SAP)	40
Satisfactory Academic Progress Measurement	40
Academic Standards	41
Course Repeats	43
Academic Probation	43
Suspension	44
Probation and Suspension Procedures	44
Termination and Dismissal Policy	44
Student Grievance Policy	45
Appeal Procedures	46
Reentry	46
Graduation Policy	47
Graduation Requirements	47
Graduation Ceremonies	47
Review Class Policy	48
State and National Board Examination	48
Transferability of Credits Earned	48
Placement Services	48
Transcript of Records and Diploma Requests	49
Tuition Payment, Refund Calculation, Financial Aid	
Tuition Payment	50
Past-Due Accounts	50
Tuition and Fees	50
Textbook Information	51
Student Tuition Recovery Fund (STRF)	52
Purpose and Operation of the Student Tuition Recovery Fund (STRF)	52
Tuition Payment Options	53
Cancellation and Refund Policies	54
Determination of Withdrawal from School	54
Charging for Make-Up Classes, Repeats, and Absences	54
Treatment of Title IV Funds if the Student Withdraws from School	55
Return of Title IV Funds Policy (R2T4)	55
Post Withdrawal Disbursement of Title IV Funds	56
Student Eligibility for Financial Aid	56
Satisfactory Academic Progress and Financial Aid	57
Procedures and Forms for Financial Aid Application	58
Cost of Attendance	58
Expected Family Contribution	59
Financial Need	59
Rights and Responsibilities of Students on Financial Aid	59
Financial Aid Office Calendar of Activities	59
Fraud	60

Table of Contents

Program of Study

Vocational Nursing	61
Additional Requirements for Clinical Sessions	66
Curriculum Review and Improvements	66

Appendices

Organizational Chart	
Class Calendar(s)	
Notice of Student Rights	
Notice of Cancellation	
Campus Security Act Disclosure Statement	
Information Sheet on Licensed Vocational Nurse Jobs	
School Performance Fact Sheet (State Required Disclosures)	
Federal Disclosure Requirements (Students' Right-to-Know)	
Gainful Employment Program Disclosure	

General Information

Welcome Letter

We acknowledge that the role of education is to prepare students for a rewarding future. It is our mission to provide educational programs that meet the constantly changing needs of students.

The program offered at Marian College, Marian Health Careers Center, is concentrated and require dedication and studious efforts on your part for successful completion. If you need additional assistance, please ask; it will be gladly given.

We know that you are here to pursue your interest in the health sciences and to acquire knowledge and training to improve your occupational endeavors. Our faculty, administration, and staff members will do everything possible to ensure that you are satisfied. Your progress as a student will be carefully monitored. Please feel free at anytime to request special counseling or advice on your status.

This School Catalog, Student Handbook has been prepared and designed to provide you with information, procedures, policies, rules, and regulation. You are encouraged to review this School Catalog, Student Handbook, the Institutional Performance Fact Sheet, and other disclosures in the School Website, www.mariancollege.edu. These documents will assist the you to make a more educated decision on the program offered by the Institution. When necessary, this School Catalog, Student Handbook will be updated, and the latest edition will be posted in the School Website.

This School Catalog, Student Handbook is a part of your Enrollment Agreement with the School.

Congratulations in your selection of Marian College, Marian Health Careers Center.

Jo Anne R. Mutia, BSN, RN
President
Marian Health Careers Center, Inc.

Terms Used in This School Catalog, Student Handbook

The following terms used in this School Catalog, Student Handbook refer to Marian College, Marian Health Careers Center, Inc., its main campus and non-main campus (branch):

College, The College, Company, The Company, Institution, The Institution, School, The School

Notice Regarding This School Catalog, Student Handbook

Any question a student may have regarding this School Catalog, Student Handbook that have not been satisfactorily answered by the Institution may be directed to the Bureau for Private Postsecondary Education at the State of California Department of Consumer Affairs, Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, Website: www.bppe.ca.gov Email: bppe@dca.ca.gov, Phone: (916) 431-6959, Main Fx: (916)263-1897.

As a prospective student, you are encouraged to review this School Catalog, Student Handbook prior to signing an Enrollment Agreement. You are also encouraged to review to School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.

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

General Information

Diploma Program

Marian College, Marian Health Careers Center offers the following program in both campuses.

Program Name: Vocational Nursing Program
CIP Code: 51.3901
Total Program Length: 1,534 clock hours
Weekday Schedule ≈ 55 weeks (28 hours per week) ≈ 14 months
Weekend Schedule ≈ 70 weeks (22 hours per week) ≈ 18 months
Academic Year: 900 hours = 24 weeks
Completion Award: Diploma

No diploma will be issued until the required total number of clock hours is completed by the student.

The Vocational Nursing Program is a non-traditional program and all subjects are conducted on-campus only. Marian College, Marian Health Careers Center does not offer distance-learning or on-line courses.

Marian College, Marian Health Careers Center does not have a Comprehensive Transition and Postsecondary (CTP) Program as defined in the Higher Education Opportunity Act, Pub. L. 110-315.

Approvals, Accreditations, and Memberships

Marian College, Marian Health Careers Center is a private institution that voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject specialists in occupational education and private postsecondary institution administration. The College's two campuses hold the following accreditations, approvals, and memberships:

- Approved to Operate by the Bureau for Private Postsecondary Education (BPPE)
California Department of Consumer Affairs, Private Postsecondary Education
P.O. Box 980818, West Sacramento, CA 95798-0818
Institutional and Programmatic Approval
- Accredited by the Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 N, Falls Church, Virginia 22043 Tel (703) 917-9503
Institutional Accreditation
- Accredited by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
2535 Capitol Oaks Drive, Suite 205, Sacramento, California 95833, Tel (916) 263-7800
Programmatic Accreditation
- Approved to Participate in the United States Department of Education, Student Financial Aid (Title IV) Programs

Evidence of these accreditations, memberships, and approvals are displayed in the admission lobbies of the main campus and the non-main campus.

General Information

Statement of Compliance

Marian College, Marian Health Careers Center (or hereinafter Marian College, the College, the Institution, or the School) complies with all applicable State and federal laws.

Every effort has been made to assure the accuracy of the information in this School Catalog, Student Handbook. Students and others who use this School Catalog, Student Handbook should familiarize themselves with all College information, procedures, policies, rules, and regulations. The Administration, through appropriate action, reserves the right to change any provision or requirement at any time within the students' term of training. The provisions of this publication do, however, supersede any previously stated provisions either written or oral.

The College has adopted the following rules in regard to loss or damage of property of students, and personal injury, including death, sustained by students while enrolled in the College:

1. The College is not an insurer of the safety of persons or property. Nevertheless, the College carries third-party liability insurance to protect it and the students from claims arising from negligence.
2. Students assume the risk for their own personal safety, and for all theft, loss or vandalism of their property while inside the College facility and clinical sites where instruction occurs.
3. The College will not be responsible for personal injury to students, including death, theft, and loss or damage to property of students occurring inside or outside the College facility and clinical sites where instruction occurs.
4. Students assume the risk for their own personal safety in traveling to and from the College facility and clinical sites.

By acceptance of status as a student, the student at the College facility and/or clinical training sites, releases the College from any liability for any accidents, occurrences, claims, or responsibility.

Mission and Objectives

Marian College, Marian Health Careers Center believes that education is a lifelong continuing process which enhances the quality of life of the individual. Marian College is committed to contribute to this process through its nursing and allied health courses.

The College has the following objectives:

1. To offer courses in nursing and allied health that meet industry demands
2. To provide an educational environment which develops the students' knowledge, skills, attitudes, and habits
3. To provide support services which contribute to student success
4. To prepare graduates for employment within the industry for which they are trained

Our Philosophy

Every person is a whole being with physical, psychosocial, and intellectual attributes having individual needs and values. A person has the ability to adapt to internal and external changes.

Society is composed of individuals with different values and needs. An individual makes decisions and choices based on what is most beneficial to him or her.

Education should be self-directed, a lifetime continual learning process that benefits both the individual and society.

At Marian College, education is fostered in an environment of mutual respect. And education is best achieved when the learner participates actively and the employer and employee practice participatory management.

General Information

Statement of Ownership

Marian College, Marian Health Careers Center is owned and operated by Marian Health Careers Center, Inc., a privately owned California Corporation. Marian Health Careers Center, Inc. operates the Marian College main campus in Los Angeles, California, and its non-main campus in Van Nuys, California.

The officers of the Corporation are: Jo Anne R. Mutia, RN, President; Alvin M. Mutia, RN, Vice-President; Alma M. Parco, RN, Director; and Judy J. Ibarra, BSC, Director.

College History

Marian College, Marian Health Careers Center first offered the Certified Nursing Assistant in February 1992 in a 280-square-foot classroom and office facility. Since then, the College has been working on providing excellent service and commitment and because of this, its student population has grown enormously.

In 1997, the College started its first vocational nursing program. This program offered a broader avenue for students who wanted to get into the health care field.

In 2003, the College opened its Van Nuys Campus. Now with two campuses to serve its growing population, the College continues to provide the same excellent service and commitment that it has been known for.

Institutional Facilities

The main campus of Marian College, Marian Health Careers Center is located at 3325 Wilshire Boulevard, 10th Floor, Los Angeles, California 90010. The College is conveniently located within a modern and secured building in the mid-Wilshire area of Los Angeles. It is accessible by car and public transportation. A variety of restaurants, retail stores, hotels, and apartments are within walking distance.

The main campus occupies about 13,000 square feet for classrooms, a library, a computer laboratory, skills laboratories, employee and student lounges with kitchen facilities, administrative offices, and an auditorium for students and faculty seminars, workshops, socials, and graduation ceremonies.

The College has a branch or non-main campus located at 5900 N. Sepulveda Boulevard, Suite 101, Van Nuys, California 91411. Marian College - Van Nuys Campus occupies approximately 5,100 square feet for classrooms, a skills laboratory, a library, and offices. Around the campus are hospitals, restaurants, retail stores, apartments, and commercial buildings. It is accessible by car and public transportation.

The classrooms in both campuses are designed to maintain classes of 15 to 30 students per classroom with sufficient equipment and supplies to meet the needs of the curricula and of the students. The lecture classrooms contain posters depicting program objectives and medical charts.

Both campuses also have reference libraries that contain books, periodicals, and video tapes which supplement course presentations. All students have access to the library during library hours and can borrow books as needed. Computer-based training materials are available for individual self-paced study. The hardware includes personal computers with network/web communication access. The software includes the NCLEX-PN® study/review program that is designed to test knowledge, skills, and abilities essential to the safe and effective practice of nursing at the entry level.

The skills laboratories are equipped with medical beds, equipment, and supplies that are found in a typical patient room in a hospital. Direct patient care items that are necessary for hygiene and for nursing procedures are available. The skills laboratories do not however, replicate the exact hospital setting, and most of the clinical training is conducted in affiliated clinical facilities.

The buildings where the College is located and its affiliated clinical facilities are accessible to disabled students, patients, and visitors. It is the policy of the College to have the total facility comply with the requirements of the State regulatory agencies, local building codes, and Fire Department regulations.

In case of an emergency during school hours, the College will take action to obtain local medical services as needed.

General Information

School Contact Information

Main Campus

Phone Numbers: (213) 388-3566
(213) 388-9979
(213) 381-9532
(213) 381-9533

Fax Number: (213) 388-9606

Email: admin@mariancollege.edu

Website: www.mariancollege.edu

Van Nuys Campus

Phone Numbers: (818) 782-6163
(818) 782-8650
(818) 782-8651
(818) 782-8652

Fax Number: (818) 782-6086

Email: admin@mariancollege.edu

Website: www.mariancollege.edu

Administration, Staff, and Faculty

The administration, staff, and faculty have years of education, experience, and training in the areas of nursing, medical and health care, guidance and counseling, management, as well as school administration and operations. Unless specified otherwise, all administrators and staff serve both the main and non-main campuses.

Administration and Staff

Jo Anne R. Mutia, BSN, RN	- President; Chief Executive Officer; Main Campus Administrator
Alvin M. Mutia, ASN, RN	- Vice-President for Operations; Van Nuys Campus Administrator, Admissions Officer, Grievance Officer
Judy Jane M. Ibarra, BSC	- Director of Finance & Human Resources
Lynette P. Ferro, BSN, RN	- Director of Nursing Programs, Main Campus
Alma M. Parco, BSN, RN	- Director of Placement & Student Services; Director of Nursing Program, Van Nuys Campus
Ramona D. Beltran, MA	- Research & Development Officer; Marketing Specialist; Main Campus Administrator, Grievance Officer
Rosary Jane D. Carag, ABCom	- Admissions Officer & Registrar, Main Campus
Rowena M. Pandaan, BSBA	- Financial Aid Officer
Francis Assi B. Ibarra, BSC	- Accounting & Human Resources Staff, Main Campus
Rosauro Don E. Parco, BSHCA, LVN	- Human Resources Staff, Van Nuys Campus
Maria Vilma Torres	- Admissions Staff & Registrar, Van Nuys Campus
Amashita B. De Leon, BS Mktg Mgmt	- General Office & Nursing Department Staff, Main Campus
Rosa I. Magana, BA	- Main Campus Receptionist & Office Staff
Brian F. Mutia	- Van Nuys Campus Office Staff
Marie Eileen S. Winfrey	- Nursing Department Staff

Faculty

Rosana D. Ala, BSN, MAEd, RN, PHN (part-time, LA & Van Nuys Campuses)

RN and PHN licenses from the California BRN • MA Education from Mindanao State University, Marawi City, Philippines • BSN from Centro Escolar University, Manila, Philippines

Godofredo S. Arquisola, LVN (part-time, LA & Van Nuys Campuses)

LVN license from the California BVNPT • Undergraduate Units leading to BS Biology • VN Diploma from Marian College, Marian Health Careers Center

Rene R. Balbuena, BSME, LVN (full-time, LA & Van Nuys Campuses)

LVN license from the California BVNPT • BS Mech Engineering from University of San Carlos, Cebu City, Philippines • VN Diploma from Marian College, Marian Health Careers Center

General Information

Brian A. Brillantes, BSN, RN (part-time, LA & Van Nuys Campuses)

RN license from the California BRN • BSN from Trinity University of Asia, Quezon City, Philippines

Jessica L. Bringas, BSN, LVN (part-time, LA & Van Nuys Campuses)

LVN license from the California BVNPT • BSN from Butuan Doctors' College, Philippines • Graduate Nurse from Chong Hua School of Nursing, Cebu, Philippines

George L. Chua, MSN, APN, FNP-C, CLS, ASCP, RNC, CSN (part-time, LA & Van Nuys Campuses)

RN license from the California BRN • MSN and Master of Public Health from Grand Canyon University, Phoenix, Arizona • MSN in Family Nurse Practitioner from Charles Drew University of Medicine and Science/UCLA Mervyn M. Dymally School of Nursing, Los Angeles, California • Credential in School Nursing from California State University, Long Beach, California • MD from University of Fatima, Philippines • BSN from Olivarez College of Nursing, Philippines • BS Medical Technology from University of Santo Tomas, Philippines

Eleanor Q. Dacio, BSN, RN (part-time, LA & Van Nuys Campuses)

RN license from the California BRN • BSN from Manila Central University, Philippines

Nancy L. De Guzman, BSN, RN (part-time, LA & Van Nuys Campuses)

RN license from the California BRN • Master of Arts in Nursing from Dr. Gloria D. Lacson Foundation Colleges, Inc, Nueva Ecija, Philippines

Lynette P. Ferro, BSN, RN (Director of Nursing, part-time faculty, LA & Van Nuys Campuses)

RN license from the California BRN • BSN from Central Philippines University, Iloilo City, Philippines

Melba B. Gan, BSPsych, BSN, RN, PHN (part-time, LA & Van Nuys Campuses)

RN and PHN licenses from the California BRN • BS Psychology from San Juan De Letran University, Manila, Philippines • BSN from California State University, Northridge, California

Meridel B. Gumban, BSN, LVN (part-time, LA & Van Nuys Campuses)

LVN license from the California BVNPT • BSN from Capitol Medical Center College, Quezon City, Philippines • Graduate Nurse from Dr. Efrain Montemayor Medical Center School of Nursing, Baguio City, Philippines

Francis Assi B. Ibarra, BSC, LVN (full-time, LA & Van Nuys Campuses)

LVN license from the California BVNPT • BSC from Xavier University, Ateneo De Cagayan, Cagayan De Oro City, Philippines • VN Diploma from Marian College, Marian Health Careers Center

Mary Yenna G. Intepido, BSN, RN (part-time, LA & Van Nuys Campuses)

RN license from the California BRN • BSN from St. Paul College, Iloilo City, Philippines

Mildred D. Jarantilla, BSN, MA-Nursing, RN (full-time, LA & Van Nuys Campuses)

RN license from the California BRN • MA Nursing from Philippine College of Health Sciences, Manila, Philippines • BSN from University of Iloilo, Philippines

Alma R. Lim, MSN, RN (part-time, LA & Van Nuys Campuses)

RN license from the California BRN • BSN and MSN from San Pedro College, Davao City, Philippines

Fidel Jason B. Liwag, BSN, BSPT, MD (part-time, LA & Van Nuys Campuses)

MD from Perpetual Help College of Medicine, Binan, Laguna, Philippines • BS Physical Therapy from Perpetual Help College of Medicine, Binan, Laguna, Philippines • BSN from St. Dominic Savio College, Caloocan City, Philippines

Theodore A. Llenos, BS-Accountancy, BSN, LVN (full-time, LA & Van Nuys Campuses)

LVN license from the California BVNPT • BS Accountancy from University of San Jose Recoletos, Cebu City, Philippines • BSN from _____ - VN Diploma from Marian College, Marian Health Careers Center

Maricel I. Malquisto, BSCE, ASN, RN (part-time, LA & Van Nuys Campuses)

RN license from the California BRN • BS Civil Engineering from Leyte Institute of Technology, Leyte, Philippines • VN Diploma from Marian College, Marian Health Careers Center

General Information

Fe Helen F. Manzo, MD (part-time, LA & Van Nuys Campuses)

MD from Matias H. Aznar Memorial College of Medicine, Cebu City, Philippines • BS Biology from University of San Carlos, Cebu City, Philippines

Alan John M. Matus, BSN, MSN, RN (full-time, LA & Van Nuys Campuses)

RN license from the California BRN • BSN from Colegio De San Agustin, Bacolod City, Philippines • MSN from California State University, Dominguez Hills, California

Alvin M. Mutia, ASN, RN (VP-Operations, Van Nuys Campus Administrator, part-time faculty, LA & Van Nuys Campuses)

RN license from the California BRN • ASN, Excelsior College, Albany, New York • VN Diploma from Pacific Coast College, Encino, California

Jo Anne R. Mutia, BSN, RN (President, CEO, part-time faculty, LA & Van Nuys Campuses)

RN license from the California BRN • BSN from Olivarez College, Paranaque City, Philippines • ASN from Regents College, Albany, New York
VN Diploma from Pacific Coast College, Encino, California

Alma Marie M. Parco, BSN, RN (Director of Placement & Student Services, part-time faculty, LA & Van Nuys Campuses)

RN license from the California BRN • BSN from University of Phoenix, Arizona • ASN from Los Angeles Valley College, North Hollywood, California
• VN Diploma from Concorde Career Institute, North Hollywood, California

Leny J. Ramos, BSN, RN (part-time, LA & Van Nuys Campuses)

RN license from the California BRN • BSN from Riverside College, Bacolod City

Tessie G. Rodriguez, BSN, LVN (part-time, LA & Van Nuys Campuses)

LVN license from the California BVNPT • BSN from University of San Agustin, Iloilo City, Philippines • Graduate Nurse from Martinez Memorial Hospital School of Nursing, Caloocan City, Philippines

Jehan Tubola, RN (part-time, LA & Van Nuys Campuses)

RN license from the California BRN • BSN from University of San Agustin, Iloilo City, Philippines

Emma B. Vaquilar, BSN, LVN (part-time, LA & Van Nuys Campuses)

LVN license from the California BVNPT • BSN from University of Pangasinan, Dagupan City, Philippines

Minviluz C. Virtudazo, BSN, RN (part-time, LA & Van Nuys Campuses)

RN license from the California BRN • BSN from Arellano University, Manila, Philippines • Graduate Nurse from Medina College, Ozamis City, Philippines

Jennifer Yong, ASN, BA-Psych, RN (part-time, LA & Van Nuys Campuses)

RN license from the California BRN • BA Psychology from California State University, Los Angeles, California • AA from East Los Angeles College, California • ASN from Pasadena City College, Pasadena, California • VN Diploma from Marian College, Marian Health Careers Center

Advisory Board Members

Main Campus

Elsie Arca, RN	- Administrator, Prime Nursing Services
Karen Borro, BSN, RN	- Director of Nursing, Country Villa University
Lilibeth Dela Cruz, RN	- Staff RN, Glendale Memorial Hospital
Jeannie Hermio Gordo, RN	- Consultant, Infinity Care of Los Angeles
Robelyn Streegan, RN	- Director of Nursing, Brentwood Rehab Center

Non-Main Campus

Maria Balbuena, RN	- Staff RN, Olive View Medical Center
Erlinda Calapini, RN	- Consultant, Vitas Hospice
Jaime Ferrer, LVN	- Licensed Vocational Nurse, Pine Ridge Care Center
Rico Magsino, RN	- Cardiovascular Unit Staff, Northridge Hospital Medical Center
Stella Maristela-Santa Cruz, LVN	- CFD/Administrator, Quest Home Health Services, Inc.

General Information

School Calendar

School offices are open six days a week, Monday to Saturday, but classes may be ongoing any day of the week, including Sundays. School is closed to honor and observe the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day through the Sunday following
- Christmas through New Year's Day

Additionally, Marian College, Marian Health Careers Center observes the following holidays which are regular class days:

- Foundation Day, February 11
- Constitution and Citizenship Day, September 17 (or the following Monday if the date falls on a weekend)

The College reserves the right to change these holidays for the benefit of the students. Students will be notified of any changes in advance.

Office Hours

Office hours for Marian College, Marian Health Careers Center are shown below:

- 7:30 a.m. to 3:30 p.m. - Monday through Friday
- 7:00 a.m. to 3:00 p.m. - Saturday

Instructor-to-Students Ratio

- Theory - 1 Instructor:30 Students
- Clinical - 1 Instructor:15 Students

Class Hours

- Weekdays - Monday, Tuesday, Wednesday, Thursday
- Weekends - Thursday, Friday, Saturday
- Lecture Hours - 8:00 a.m. to 2:00 p.m.
- Clinical Hours - 8 hours per day usually 7:00 a.m. to 3:00 p.m.

Lecture and Clinical day assignments vary per term.

Admission Procedures

Admission Policy

Admission to all programs at Marian College, Marian Health Careers Center is open to all applicants who meet the entrance requirements regardless of age, sex, religion, and ethnic background.

To qualify for admission, an applicant must, as determined by the entrance examination results and personal interview:

- speak, read, and comprehend the English language;
- communicate effectively;
- utilize intellectual abilities, exercise good judgment and complete tasks within required time limits;
- show integrity, concern and respect for others, interpersonal skills, interest and motivation;
- be 17 years of age or older;
- have either U.S. High School Diploma from an accredited school, or its evaluated foreign equivalent, or passed the General Educational Development (GED[®]) Test ; and
- pass the Entrance Examination and Personal Interview requirement.

Marian College, Marian Health Careers Center does not admit students on an Ability-to-Benefit (ATB) basis.

Marian College, Marian Health Careers Center does not discriminate on the basis of race, color, religion, sex, handicap, financial status, area of origin or residence, in its admissions, staffing, instruction, and/or graduation policies.

General Educational Development

An adult who does not have a high school diploma may take the General Educational Development Test (GED[®]). In the State of California, persons who are 18 years old or beyond, and in some cases 17-year-olds who meet specific criteria for testing, may take the GED[®]. The test covers five subjects: reading, writing, math, science, and social studies. Those who pass the test will receive a California High School Equivalency Certificate.

Marian College does not conduct the GED[®]. A General Equivalency Diploma is acceptable for admission but students must obtain this elsewhere. Testing sites may give the test many times a year. There is a fee to take the test. Information on GED[®] locations may be obtained from <http://www.cde.ca.gov/ta/tg/gd/gedtestcntrs.asp>

Application Process

1. Meet with the Admissions Representative and complete an Enrollment Application.
2. Take the Entrance Examination which tests general intelligence and cognitive ability. Appointments are encouraged but walk-ins are welcome.
3. Tour the campus.
4. Be advised of Entrance Examination results.
5. Applicant must pass the Entrance Examination with at least 16 points .
 - a. Schedule a retest of the Entrance Examination if unable to obtain 16 points, no less than one week from the initial test date.
 - b. Schedule a second retest of the Entrance Examination if still unable to obtain 16 points, no less than six months from the last failed test.
 - c. Any further subsequent retests may be taken one year from the last failed test.
 - d. An applicant who has passed the Entrance Examination more than one year before the date of enrollment must retake the Entrance Examination.
6. Having passed with a score of 16 points, a schedule for interview is provided.

Personal Interview

The College requires a personal interview with each applicant prior to acceptance into any program, both to meet the prospective applicant and to evaluate his or her qualifications and aptitude. The applicant will meet with any or all of the following for personal interviews: the Program Director, the Finance Director, and the Administrator, or their designees. At the end of the personal interview, the applicant is advised that he or she will be informed of the interview results in writing.

Admission Procedures

Enrollment Process

1. After receiving an acceptance letter from the College, the applicant meets with the Admissions Officer to continue with the enrollment process.
2. The applicant submits the documentation and any downpayment required, as specified in the acceptance letter.
3. The applicant signs the enrollment agreement.
4. The applicant is issued a class admission slip and is advised to report to class on the scheduled start date.

Recruitment and classes are conducted in English. However, if you are unable to understand the terms and conditions of the enrollment agreement due to English not being your primary language, you have the right to bring a translator. It is at your discretion to make sure that the translator is qualified.

Admission Requirements Checklist

The following must be submitted to the School during the enrollment process and prior to the first day of class:

- State ID or Driver's License (copy) and Social Security Card (copy)
- 2 pieces of 2"x2" photos
- CNA Certificate (copy) and/or HHA Certificate (copy)
- CPR Card (copy), if applicable
- Statement of General Health
- Recommendation Letter from Attending Physicians and/or Psychiatrists
- U.S. High School or U.S. College Diploma or Transcript or General Equivalency Diploma (copy)
- Evaluation of Foreign High School or College Credentials (original or copy), if applicable
- Credit Granting Form, if applicable

Additional minimum requirements for students applying for federal financial aid:

- Proof of U.S. Citizenship or legal residence (copy)
- Latest Tax Return Transcript from the Internal Revenue Service (IRS) for student and spouse or student and parents, as applicable (copy)

An extended deadline for the submission of the above requirements may be specified to the student in writing.

Additional Admission Requirements

The following additional requirements must be completed before the first day of the clinical rotation:

1. Physical Exam

The program requires that students taking it are healthy and do not carry any contagious or communicable diseases. To determine this, a physical examination is required. Submission of this requirement is mandatory before the first day of the clinical rotation. If the physical examination reveals that a student is not healthy enough to meet the challenges of the program, or that the student has a contagious or communicable disease, the student will be terminated from the program.

The Statement of General Health that must be signed by the student's physician must include results of the following testings, vaccinations or immunizations: TB Test, MMR, Tetanus, Hepatitis B, and Varicella. During the course of the program, the student may be required to undergo another TB testing to keep results current. All costs for initial and subsequent physical exams are the responsibility of the student.

2. Recommendation Letter from Attending Physicians and/or Psychiatrists

In most parts of the clinical training for the Vocational Nursing Program, there is a great deal of standing, walking, pushing, bending, lifting, and stretching for extended periods of time. An applicant must consider his or her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations if they can meet the training demands.

Admission Procedures

Applicants who need special accommodations due to the physical or psychological limitations, apparent or disclosed, are required to submit letters of recommendation from their attending physicians and/or psychiatrists attesting to their ability to meet the challenges and rigors of the program, and that their ailment is not contagious.

3. Drug Test

A current Drug test is required before the student goes to clinical rotation. This test must be administered by a facility approved by the school. Moreover, a random drug test may be required if a student is suspected to be under the influence of either drugs or alcohol. Also, in the course of the student's clinical rotation, if a clinical facility requires a current drug test, as often as that requirement is presented, the student will be required to take the required drug test.

Student background check reports and drug screening results maintained by the School are subject to the Family Educational Rights and Privacy Act (FERPA). FERPA prohibits the release of educational records without a student's written authorization unless there is specific FERPA exception authorizing a release without a student's written authorization.

4. Background Checks

Upon enrollment, students are required to undergo background checks. The School may be unable to place students in clinical rotation if they have a pending criminal or drug-related issue in the background check result. All enrollees are required to sign a consent and release form for background check and drug screens. The background check does not include credit ratings. The School's background checks fall within the definition of a consumer report under the Fair Credit Reporting Act (FCRA), and every student is provided a summary of rights under the FCRA.

Orientation Sessions

Orientation sessions are conducted during the first two weeks prior to the first day of class. During the Orientation sessions, the School Catalog, Student Handbook is thoroughly discussed and applicants would have physically visited the campus premises and signed the Enrollment Agreement. Official enrollment happens when the student has received a copy of the School Catalog, Student Handbook and signed the Enrollment Agreement.

Admission Procedures

Credit Granting Policy

Students who have successfully completed academic courses and/or have relevant knowledge and/or skills required in other accredited institutions may be given advanced standing in the programs offered at the College.

1. Students will be granted credit for related previous education completed in one or more of the following:
 - Accredited vocational and practical nursing courses
 - Accredited registered nursing courses
 - Accredited psychiatric technician courses
 - Armed services nursing courses
 - Certified nursing assistant courses
 - Other courses determined to be equivalent to courses in the program by the US Department of Education and the Higher Education Act or the Council for Higher Education Accreditation
2. The courses for transfer credit must have been taken within the past five years with a minimum grade of "C".
3. At the time of the application, an official transcript of records and/or copies of certificates of completion must be submitted for credit to be granted. Credit will be granted based on the content and hours of the transferring courses and must be equivalent to courses offered in the College.
4. The petition to transfer credit must be filed with and approved by the Program Director prior to admission to the program.

Challenge Credit

1. Credit may be granted for relevant knowledge and/or skills acquired through prior experience, courses in non-accredited institutions, and individual study, which are essentially equivalent to a course for which credit is being requested.
2. Credit will be determined by obtaining a minimum grade of 75% in a comprehensive written examination and/or a "Passed" grade on a practical examination. Objectives for both the written and practical examination are made available to the student prior to the examination.
3. The petition to challenge credit must be filed with the Program Director 2 weeks prior to the start of the course, and all examination fees required paid before the scheduled examination.

Articulation Agreements

Marian College, Marian Health Careers Center does not have any articulation or transfer agreement with any other college or university.

School Policies

Attendance Policy

Attendance is the number of times a student is present at all scheduled classes (theory and clinical). Attendance means giving one's full attention and directing one's thoughts to developing the skills, knowledge and attitude necessary to function and be a member of the health care team.

The College highly recommends that students attend all classes in order to achieve the goals and the objectives of the program. Students must notify the appropriate instructor 30 minutes prior to the start of class or clinical if they are going to be absent. If the student has three consecutive, excused or unexcused absences, she/he must meet with the Program Director for either counseling, probation or termination. This will be determined by the circumstances presented.

A student who is absent due to an extended illness, death in the immediate family, jury duty, annual military training, or other uncontrollable circumstances should contact the Program Director, as soon as is reasonably possible.

All time and objectives missed in the clinical or theory, excused or unexcused, must be made-up. Students falling below 67% attendance during any term, either in the clinical or the theory area, will be counseled, may be placed on probation or terminated.

Attendance Sheets

Your attendance sheet is your legal proof of attendance in a class or clinical session. Students must sign in and out with the actual time of arrival or dismissal from class. Forgery, including signing for another person and signing with a different time or date, among others, is punishable by termination of the concerned student or employee.

Classroom Sessions - Attendance sheets are left in the classroom at 8:00 a.m. and will be collected at 8:15 a.m. Students arriving after 8:15 a.m. must sign in at the front desk.

Attendance sheets will be brought to the classroom at 1:45 p.m. to ensure that students sign out upon dismissal. Failure to sign-in and sign-out will be considered an absence.

Skills Lab Sessions - Attendance sheets are left in the classroom at 7:00 a.m. and will be collected at 7:15 a.m. Students arriving after 7:15 a.m. will not be admitted and marked absent.

Attendance sheets will be brought to the classroom at 2:45 p.m. to ensure that students sign out upon dismissal. Failure to sign-in and sign-out will be considered an absence.

Clinical Sessions - The instructor is solely responsible for the student's signing in and out for the day. Students arriving after 7:15 a.m. will not be admitted and marked absent.

Excused Absence

An absence is considered excused if it falls in any of the following categories:

1. Court hearing and/or jury duty
2. Illness with verifiable doctor's certificate; hospitalization
3. Serious illness or death in the immediate family - children, brothers, sisters, parents
4. Emergencies, i.e., accidents and transportation problems with verifiable documentation
5. Annual military training

Other situations may be considered excused by the Program Director after evaluation of the occurrence. Written proofs may be required.

All tests and quizzes missed for the above-mentioned reasons may be made up as soon as the student returns to school. The make-up test(s) will be different from what was given to the class. The highest score in any make-up test is only 75%.

School Policies

Unexcused Absence

An absence is considered unexcused if it falls in any of the following categories:

1. Non-notification of the instructor
2. Occasions of tardiness equivalent to an absence
3. Failure to "sign-in" for the day

No make-up quiz or test will be given if a student incurs an unexcused absence. Any student signing-in for another student may be terminated from the program along with the absent student.

Tardiness

Tardiness is a disruption of a good learning environment and is discouraged. Excessive tardiness without legitimate reasons may be cause for disciplinary action. The following rules apply to incidences of tardiness:

1. A student arriving 15 minutes late or beyond for a classroom session will be considered tardy.
2. If a quiz or test is in progress, the student will be allowed only the remaining allotted time to complete the quiz or test. No extension will be given.
3. If the student was late because of sudden illness with verifiable doctor's certificate and car and/or transportation problems, the student will be given the missed test AFTER the class on the SAME day. The test will be different from what the class took and the highest possible score is only 75%.
4. Students arriving late for 16 minutes or more in clinical will not be admitted and marked absent.
5. If late for up to 15 minutes at the clinical area, the student will be allowed to stay, but considered late.
6. Three occasions of tardiness will be equivalent to one absence in either the classroom or clinical area.

Penalties for Absences and Leaving Class Early

Leaving class early and absences are strongly discouraged because they disrupt the learning process and delay the completion of the objectives of the program.

For unexcused absences, whether in classroom or clinical sessions, the student's quiz or test score on the day immediately following the absence will be marked up to 75% only.

For excused absences, whether in classroom or clinical sessions, the student's quiz or test score on the day immediately following the absence will be marked without penalty upon submission of written proof or supporting documentation for the absence.

If a student leaves a classroom or clinical session early, the student's quiz or test score on the day immediately following the absence will be marked up to 75% only. If the reason for leaving early is covered under the Excused Absence Policy, the student's quiz or test score on the day immediately following the absence will be marked without penalty upon submission of written proof or supporting documentation.

Quizzes and tests missed when a student incurs an excused absence may be made up but will still be marked up to 75% only, as provided in the Excused Absence policy. No make-up quiz or test will be given if a student incurs an unexcused absence.

School Policies

Make-Up

At the direction of the Instructor or Program Director, all missed time and objectives must be made-up through the following methods:

Theory - Case studies, independent study, written examinations, attendance at seminars or workshops, tutorial, or researched reports.

Clinical - Performance evaluation in the skills laboratory or additional time in the clinical area with clients/patients. Additional research work e.g. case studies will be required.

Clinical Absences:

1. All excused and unexcused absences from clinical classes for the current term must be made up before a student can proceed with the next term or be graduated.
2. All clinical absences in excess of 10 days per term will be billed a penalty fee. The daily penalty fee will be for 8 clinical hours at the current hourly tuition rate.
3. Note that students need to complete a minimum of 1534 clock hours to complete the program.
4. A student needs to present a Clinical Make-up Permit Slip before being allowed to join a clinical make-up class. After the class, the Instructor signs this slip and submits it to the office together with the day's attendance sheet.

Make-Up Tests:

Quizzes or tests, including the ones taken as make-up will be different from those taken by the class as regularly scheduled.

Leave of Absence

A student may apply for a leave of absence (LOA) in situations such as serious illness, pregnancy, family bereavement, military obligation, or other emergencies. The request will be considered on an individual basis and must be approved by the Program Director and the Financial Aid Director or their designees.

1. LOA requests must be made in writing by the student.
2. LOAs may not exceed 180 calendar days.
3. A student may take only one LOA during his or her program of study.
4. A student who fails to return on the scheduled date will be terminated from the program.
5. A student returning to class will be placed at the term level when the LOA was granted.
6. A student who does not report to school and/or clinicals for 14 consecutive calendar days, and does not have a signed leave of absence, will be terminated from the program.

Pregnancy

A student who becomes pregnant during her enrollment may continue her course of study for whatever time she and her physician determines acceptable. A written statement to the Program Director from her physician must be presented. The statement must indicate the approval by the physician for the student to continue the program of study without limitations. Every effort will be made to enable the student to continue safely and still receive the required learning experience. If a student is unable to meet the requirements, she may request a leave of absence, subject to the provisions of the Leave of Absence Policy.

School Policies

Nondiscrimination Policy

Marian College, Marian Health Careers Center is committed to provide equal opportunities for all individuals in all programs which it offers. Therefore, no student of Marian College, Marian Health Careers Center, or applicant for enrollment, or others who might receive the benefits of the College's activities will be excluded from participation in any process, position, program, service, or activity on the basis of race, religion, creed, color, national origin, or sex.

The College complies with the Civil Rights Act of 1964, as amended; Title VII of the Equal Employment Opportunity Commission; Title IX of the Education Amendment Act of 1972 which prohibits discrimination on the basis of sex in any education program or activity; the Family Educational and Privacy Act of 1974; Section 504 of the Rehabilitation Act of 1973 which bars discrimination on the basis of physical disability; the Age Discrimination Act of 1975; and the Americans With Disabilities Act of 1990. Accordingly, equal opportunity for admission will be extended to all persons.

All inquiries or complaints regarding these laws and regulations should be directed to the Campus Administrator who can provide students with procedures available in resolving complaints to alleged unlawful discriminatory actions. Action will be taken to investigate and resolve all such formal complaints in a "prompt and equitable manner."

Sexual Harassment Policy

Marian College, Marian Health Careers Center, Inc. is committed to provide an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by State and federal statutes.

It will be a violation of this policy for anyone who is authorized to recommend, make, or take academic or personal actions affecting a student or an employee, or perform other acts or services on behalf of the College, to engage in sexual harassment.

Within the educational environment, sexual harassment is prohibited between students, between students and employees, and between students and non students. Within the work environment, sexual harassment is prohibited between employees, between employees and students, and between employees and non-employees.

Sexual harassment is defined as . . .

Unwelcome sexual advances, requests for sexual favors, and other physical, written or verbal intimidation of an offensive sexual nature. Some examples that may constitute sexual harassment are: subtle pressure for sexual activity, unnecessary brushes or touches, disparaging remarks about one's gender, physical aggression such as patting, verbal sexual abuse disguised as humor, whistling, and obscene gestures.

Title VII of the Equal Employment Opportunity Commission (EEOC) Guidelines defines sexual harassment when:

- a. Submission to such conduct is made either explicitly or as a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- c. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

An employee who believes he or she has been subjected to sexual harassment on the job should report the matter promptly to any two of the following (on the basis of whom the person feels more comfortable with): his or her immediate supervisor, the Program Director, the Campus Administrator, or any of the Company's Officers.

School Policies

The Student's Responsibilities:

- a. An experience involving sex bias, sex stereotyping, sex discrimination, and/or sexual harassment, can affect all aspects of a student's life. It can threaten a student's emotional well-being, impair academic progress, and even inhibit the attainment of career goals. Therefore, you have a responsibility as a student to be aware of your rights as they pertain to your educational experience at Marian College, Marian Health Careers Center.
- b. Any student who believes that he or she has been discriminated against or treated unfairly because of his or her gender, has the right to bring the incident or incidents to the attention of the people involved or the Campus Administrator. If the student gets no satisfaction, he or she has the right to file a grievance. Prompt reporting of the facts of the incident or incidents should be directed to the Campus Administrator.

Title IX mandates that all such formal complaints be investigated and resolved in a "prompt and equitable manner." Allegations of sexual harassment will be fully investigated and corrective or disciplinary actions, up to and including dismissal from employment or termination from the program of study, will be taken as warranted. Anonymous complaints in writing may be filed and will be investigated to the extent practicable.

Retaliation or intimidation as a result of an employee or student making an allegation of sexual harassment will not be tolerated. Reporting sexual harassment will not in any way influence any decision by the Company regarding the terms or conditions of employment or enrollment of the person making the report.

Sex Offense Policy

The federal Uniform Crime Reporting (UCR) program defines a forcible sex offense as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Non-forcible sexual offenses are defined as acts of unlawful, non-forcible sexual intercourse. These include incest and statutory rape.

Students and employees who are victims of a sexual offense on campus should use the following guidelines to report the offense:

1. Report the crime immediately to the Campus Administrator.
2. Do not shower, douche, or change clothing.
3. Have a medical examination and internal gynecological examination as soon as possible. A delay in time may destroy evidence.
 - a. Semen smears must be taken by a clinician.
 - b. Inform clinician of exact acts committed and have the clinician note any medical evidence of those acts.
 - c. The clinician should note any internal or external bruises or injuries (bleeding, lacerations, etc.).
 - d. Do not disturb the scene of the assault
4. Inform the local police of all details of the attack, however intimate. Remember what the person said and how it was said. It may lead to the arrest of the assailant.
5. The physical examination needs to be done within the first 72 hours following the assault.
6. If you change clothes, place the articles that were worn at the time of the assault in a paper bag (not a plastic bag).

The Campus Administrator will assist victims in contacting family and friends as requested, obtaining health care as appropriate, explaining the options one has of notifying law enforcement agencies, filing criminal charges, and making academic arrangement that are reasonably available. Students and employees may also take advantage of off-campus services a local crisis center at anytime by calling the National Sexual Assault Hotline at:

1-800-HOPE or 1-800-4673

A Sexual Offense Hearing Committee headed by the College President will be composed of the Campus Administrator, and one full-time faculty. The committee will hear the sexual offense. The accused must attend the hearing if he or she desires to present evidence. Both the accused and the accuser have the right to be informed of the final disposition of any disciplinary action as it relates to the guilt or innocence of the accused and the sanction imposed. Students and employees found guilty of rape or other sex offenses in administrative disciplinary proceedings are subject to a range of sanctions including suspension or termination.

For information and protection against possible sex offenders, students and employees are encouraged to check out the following websites:

<http://www.meganslaw.ca.gov/>
<http://www.familywatchdog.us/>

School Policies

Drug and Alcohol Policy

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition for enrollment and/or employment, to abide by this policy.

To the extent allowed by local, State and federal laws, this Institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of enrollment or employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This Institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with the same regulations, employees, as a condition of employment, are required to provide written notice to this Institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drug or alcohol could face local, State and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this Institution through:

1. Out-Patient Drug Abuse Counseling Program, 1010 S. Flower, 5th Floor, Los Angeles, CA 90015 (213) 744-0724
2. LA County Alcohol and Drug Program Administration, 714 W. Olympic Blvd, Ste 1004, Los Angeles, CA 90015 (213) 744-6584
3. Van Nuys Alcohol and Drug Treatment, 15015 Oxnard Street, Van Nuys, CA 91411 (818) 787-4151

Students and employees seeking assistance in overcoming drug or alcohol related problems are encouraged to contact these organizations.

This Institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

School Policies

Penalties for Drug Violations

An employee or student who is a drug or alcohol offender will have disciplinary action imposed by the School. These sanctions include:

1. Mandated attendance at a local treatment center
2. Mandated completion of a drug rehabilitation program
3. Mandated probation period not to exceed one month
4. Discharge from employment or expulsion from school

The School will provide a timely notice to each student who has lost eligibility for federal grant or loan as a result of penalties under 484(r)(1) of the HEA and will advise the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

In general, a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any federal (Title IV) grant or loan during the period beginning on the date of such conviction and ending after the interval specified below:

1. If convicted of an offense involving the possession of a controlled substance:
Ineligibility period (if not already dismissed from School) is:
First Offense - 1 year
Second Offense - 2 years
Third Offense - Indefinite
2. If convicted of an offense involving the sale of a controlled substance:
Ineligibility period (if not already dismissed from School) is:
First Offense - 2 years
Second Offense - Indefinite

A student whose federal financial aid eligibility has been suspended may resume eligibility before the end of the eligibility period if:

1. the student satisfactorily completes a drug rehabilitation program that:
 - a. complies with such criteria as the Secretary of Education shall prescribe for purposes of this paragraph; and
 - b. includes two unannounced drug tests; or
2. the conviction is reversed, set aside, or otherwise rendered nugatory.

Drug Abuse Prevention Program

Drug abuse and excessive alcohol consumption is dangerous and can affect your health and ability to function and think. Heavy drinkers and drug abusers endanger themselves and everyone around them. Listed below are some of the health risks associated with drug and alcohol use:

- Heart disease
- Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers
- Chronic obstructive lung diseases such as emphysema and chronic bronchitis
- Lung damage, respiratory depression, coma, and death
- Damage to vital organs such as the brain and the liver
- Altered motivation and cognition, disorientation, unconsciousness
- Spontaneous abortion, pre-term birth, low birth weights, fetal and infant deaths
- Impaired judgment and coordination, memory loss
- Reduced sperm count and sperm motility, and can affect ovulation cycles
- Hepatitis

This Institution has a Drug Abuse Prevention Program which is conducted in May of each year when the Campus Administrators will present a seminar on drug abuse prevention to all employees and enrolled students. Randomly, the students may also be subjected to drug testing in the course of their enrollment. The Drug Abuse Prevention Program will be documented and reviewed annually by the Campus Administrators and recommendations are presented to the Officers of the Institution for further action.

School Policies

Safety Awareness Program

A Safety Awareness Program is conducted in May of each year when the Campus Administrators will present a seminar on campus safety and emergency and evacuation procedures to all employees and enrolled students. The Safety Awareness Program will be documented and reviewed annually by the Campus Administrators and recommendations are presented to the Officers of the Institution for further action.

Campus Safety, Emergency, & Evacuation Procedures

This Institution strives to promote the safety of all employees, students, and other parties who are on campus at any given time. This document provides a basic contingency guide for all employees and students to plan for campus emergencies. While this guide does not cover every specific situation, it supplies the basic administrative guidelines necessary to cope with most campus emergencies. These written procedures are expected to be followed unless a situation warrants emergency changes or alternative procedures.

Marian College, Marian Health Careers Center employees and students should be aware of potential hazards that are present in our day-to-day routines. These hazards can be categorized as follows:

- Natural Hazards - no human involvement such as earthquakes, volcanic activity, weather
- Social Hazards - result from human involvement such as terrorism, vandalism, bomb threats, or personal assaults
- Technological Hazards - result from human error or involvement such as explosions, fires, power failures, vehicle accidents, or industrial accidents

Emergency situations are difficult to predict and seldom provide adequate warning. The importance of effective planning cannot be stressed strongly enough.

Other than the College President or Designee, no one is authorized to release information regarding any incident including the whereabouts or status of students, staff, or faculty, whether in person or over the phone. All inquiries must be directed to the College President or Designee.

Building or Landlord Procedures

Both campuses of Marian College, Marian Health Careers Center are located in leased spaces of a separately managed building. As tenants, we will abide by all building policies, procedures, and advice during emergencies. The College President or Designee will communicate with the landlord/ building management in these instances.

Emergency Closure and Evacuation Procedures

In the event that emergency campus closure is required for weather, national disaster, or any other causes, the College President or designee will make the final decision for an announcement of closure. Closures may include complete closure, cancellation of classes only, or early release from work.

Emergency Notification

The Institution, through the Campus Administrators or their designees, will use all available methods of communication regarding school closure including phone calls, text messages, emails, or news on the School website, and information will also be relayed to local radio and television stations.

School Policies

Evacuation Procedures

Only the Building management or the College President or Designee may authorize the evacuation of the campus. The evacuation order will specify that employees and students are to exit the building at the most accessible exit and gather at the following locations:

- Main Campus - Southeast corner of Catalina Street and 6th Street
- Van Nuys Campus - Westernmost area of the building's front parking lot

The notice to evacuate will be facilitated by the staff and faculty who will walk through all classrooms and offices to ensure that everyone has heeded the notice. All employees are required to comply with the evacuation order and expected to aid in the orderly evacuation of students in immediate areas.

If the fire alarm sounds, notice of evacuation from the College President is waived, and each employee is to facilitate the orderly evacuation of their area immediately. No one is to re-enter the building until the building is declared safe by the College President or other authority having jurisdiction.

Emergency Situations

Fire

1. Determine what is on fire and the extent of the fire.
Sound the alarm or send someone to sound the alarm.
Attempt to contain a small fire by utilizing available fire extinguishers if you are trained to do so.
2. Call 9-1-1 and report the fire.
Describe the nature of the fire and the exact location of the fire.
3. Notify School employees and assist with orderly evacuation.
Close all doors after making sure no one is left behind.
Follow evacuation procedures.
4. Notify emergency personnel if you suspect that someone may be trapped in the building.

Explosions

Explosions can be the result of accidents, natural disasters, or deliberate acts of terrorism.

1. Pull the fire alarm to prompt evacuation of the building.
2. Call 9-1-1 and report the explosion.
Clearly describe the explosion and your exact location, including any information on injuries.
3. Notify the College President or School Officers.
4. Employees will stay to provide assistance for which they are qualified and assist survivors who can move on their own to evacuate.
5. Keep in mind that there could be a second explosion, and be alert for electrical hazards and gas leaks.

Earthquakes

1. During an earthquake, School Personnel should take charge and advise others to stay calm and practice good sense procedures.
2. Immediately get away from windows and glass doors, take cover in doorways and under sturdy furniture, and do not allow people to run outside.
3. After the earthquake, determine if any injuries have occurred in your area.
Provide First Aid, if you are qualified, or find someone who is.
4. Determine if any damage has occurred in your area; in the event of arcing electrical circuits, gas leaks, flooding, or any other major damage, clear the area of people and report the damage to the School Personnel or landlord/building management.
5. Use the telephone ONLY to report emergencies; do not allow people to use the phone to call home.
6. The College President or Designee will determine whether the building should be evacuated.
7. If the building is evacuated, do not re-enter the building until it is declared safe by the College President or other authority having jurisdiction.
8. Be prepared for aftershocks.

School Policies

Weapons/Firearm Incidents

1. Call 9-1-1 if an unauthorized weapon is suspected to be on site.
Report your location and provide as much detailed information as possible about the person or activity.
2. Do not approach or physically confront the suspect.
3. Take cover behind something that will stop bullet or attack.
4. Keep your mobile phone on vibrate so you do not alert the suspect of your location.
5. Hide or look for a chance to escape; get out if possible; or play dead.
6. If suspect threatens you with a weapon, do not try to disarm them.
Back away with your arms up.
7. If the suspect is outside, do not let them in. Lock in and use furniture to lock the door.
8. Be calm and plan a strategy for survival.
Remain in place and do not respond to any voice command until you can verify with certainty that all is clear and it is now safe.

Bomb Threats

1. When a report is received, the recipient will record complete information and forward them to the School Officers.
2. DO NOT pull the fire alarm to evacuate the building; this could cause the bomb to go off.
3. Call 9-1-1 and report the threat. Always assume the threat is real; a bomb threat is a felony offense.
4. It is important that the person who received the call be made available to the police for a follow-up investigation.
Make sure that this person immediately writes down everything they remember about the call.
5. The President or Designee will initiate evacuation procedures.
6. Employees will lock the doors so a person cannot re-enter the building, and unlock door for emergency personnel only.
7. The police will perform a security check of the building.
No one is allowed to re-enter the building until the building is declared safe by the College President or other authority having jurisdiction.

Power Outages

1. The College President or Designee will attempt to determine the length of the power outage and will decide to cancel classes and/or close the campus.
2. When classes are cancelled or campus is closed, employees and students will be informed by phone, text messages, emails, or news on the School website.

Medical Emergencies

1. Determine the nature of the problem.
If the injury or illness appears serious (potentially life-threatening), and you are qualified to provide First Aid, provide aid and send another person to call 9-1-1 and notify School Officials.
Make sure that the person calling 9-1-1 understands the nature of the emergency and your exact location.
If you are not qualified to provide First Aid, notify School Officials and call 9-1-1.
2. School Personnel will NEVER transport injured or seriously ill persons; leave the transporting of injured or ill persons to emergency personnel.
3. Assigned School Personnel will meet emergency responders at the door of the building and direct them to the scene.
4. First Aid kits and latex gloves are located in the Employee Lounges, Skills Laboratories, and Faculty Rooms.
5. Report the injury or illness to the Campus Administrator and to the College President so a written report can be made.

School Policies

Hazardous Material Conditions

1. In these conditions, a chemical or hazardous gas leak presents a danger or potential threat.
2. Assist evacuation in the location immediately affected by the escape of the hazardous material, and pull the fire alarm at the first opportunity to prompt evacuation of the building.
3. If any injuries have occurred, provide First Aid if you are qualified, or notify School Personnel.
4. Call 9-1-1.
Describe the nature of the emergency, the exact location, and any information regarding injuries.
5. Report the condition to the College President or other School Officials.
6. An assigned School Official will meet emergency personnel at the entrance of the building to direct them to the affected area.
7. School Personnel will never transport an injured person off campus.

Blood-borne Pathogens and Infectious Diseases

For exposure while in School:

1. Immediately report the incident to the Administrator or designee.
2. Immediate antiseptic procedures must be followed after exposure.
3. Wash skin with soap and water.
4. Rinse eyes/nose/mouth with water or saline.
5. Immediately go to the Emergency Room of the nearest hospital.
6. File an Incident Report.
7. Following exposure, the School will offer confidential testing and appropriate counseling to the student.

For employees or students who incur a needle stick, splash, or other body fluid exposure at any affiliated health care setting, while on Clinical Rotation:

1. Immediately report to the assigned clinical instructor.
2. Decontaminate.
3. Wash skin with soap and water.
4. Rinse eyes/nose/mouth with water or saline.
5. Immediately go to the Emergency Room of the nearest hospital.
6. File a Hospital (Facility) Incident Report.
All determinations regarding source of exposure, including contact with source, notification of the source's health provider, testing of the source, and applicable laws/regulations regarding confidentiality will be made by the student's health care provider.
7. Follow the CDC guidelines for occupational exposure: For needle stick, test for HIV to establish seronegativity first, then retest at 6 weeks, 3 months, 6 months, and 1 year.

School Policies

Conduct Policy

Students must conduct themselves in a professional manner at all times by displaying courtesy, respect, and tolerance. Those whose conduct reflects discredit upon themselves or the College will be subject to termination. The student must adhere to conduct that will not interfere with the learning process of any student, the classroom/lecture presentation by the instructor, or the progress of the class in general. To this end, the instructor may take disciplinary measures. However, such sanctions as placing the student on probation, suspension, and/or termination are meted out only by the Campus Administrator.

The administration reserves the right to place a student on probation or suspension, or terminate a student on any of the following grounds:

1. Breach of the School Enrollment Agreement
2. Carrying concealed or potentially dangerous weapon
3. Cheating, plagiarism, dishonesty, including computer crime
4. Conduct that reflects unfavorably upon the College and/or its students
5. Demonstrating poor judgment, or inability to function properly, which could put patient safety in jeopardy
6. Entering classes or clinical sites while under the influence or effect of alcohol, drugs, narcotics, and dangerous substances of any kind
7. Excessive absences or tardiness
8. Failure to abide by the rules and regulations of clinical sites
9. Failure to pay charges when due
10. Falsifying school records or other documentation submitted to the School
11. Forgery, including signing attendance sheets and other school forms for another student or teacher
12. Flagrant violation of dress code
13. Insulting or harassing the faculty, administration, or students
14. Nonconformity with the rules and policies of the College
15. Poor health
16. Prosecution on charges ranging from misdemeanor to third degree felony
17. Unsatisfactory academic progress
18. Use of profanity
19. Vandalism of College property or equipment
20. Unauthorized possession, duplication, or dissemination of School test questionnaires and instructor's lecture notes, outlines, and guides
21. Unapproved use of electronic devices in the classroom

School Policies

Testing Policy

Students are required to take the tests as scheduled. A student who misses a unit and/or a final test may arrange for a make-up without penalty after submitting verification of illness or personal emergency to the instructor. This proof or verification must be kept in the student's file. The student must contact the instructor prior to the student's first day of return to school. The make-up test will be taken on the day the student reports back to class. The make-up test will not be the same exact test as previously scheduled. The highest grade allowed in a make-up test is 75%.

When a student is aware in advance of a scheduled test that he or she will not be able to take at the scheduled time, the student should contact the instructor no less than two school days before the test date. The instructor will make the necessary arrangements for the student to take the test prior to the date on which the test is to be given to the rest of the class. In this case, if the test is taken in advance, the student's score will be marked with full credits.

Guidelines for Students and Proctors During Tests

The administration of tests is an official function of the School. The students, instructors, and proctors are to give the administration of tests the highest level of integrity. Any act of cheating will not be tolerated.

1. All students will begin and end their test at the same time without any exception. Late comers may catch up to take the test for the remaining time only; no extensions will be given. It is important to wear watches. The Proctor will mark the time 5 minutes before the end of each test.
2. The use of the bathroom must be done before the test. A student who leaves the classroom during a test will not be allowed to resume the same test.
3. Only pencils, eraser, test questionnaires, and Scantron answer sheets must be on the student's desk. All other student belongings, including cellular phones, laptops, tape recorders, and other electronic devices are to be put at the front and sides of the room. Scratch paper will be provided when needed.
4. Cell phones, tape recorders and all other electronic devices are to be turned off or put in vibrate mode during the test. Except in Pharmacology, students may use standard calculators with basic functions.
5. The proctor assigns seats to students during the test. No student may sit anywhere without the proctor's approval.
6. No questions are allowed during the test.
7. Erasures on the Scantron answer sheet must be completely done. An answer that is murky because of not erasing a previous answer completely will be marked wrong.
8. Looking at the paper of another, sharing answers with another, talking to another or making eye-contact and other signals to others while taking the test are not allowed. The test paper of any student caught doing any of the foregoing during a test will be confiscated and marked "ZERO."
9. Any student caught using notes of any type during the tests such as written on paper, scribbled on a pen or any other item, hidden on any part of the body, or hidden nearby, will be punished by either suspension or termination. The test paper will be confiscated and marked "ZERO."
10. The proctor is the overall in charge of the administration of any test. All students taking a test are required to comply with all instructions given by the proctor.

Testing and Other Instructional Materials

Test questionnaires, lecture notes, and instructor's outlines and guides are properties of the School. Unauthorized use, possession, duplication, or dissemination of such are punishable by suspension or termination.

Review of Quizzes and Unit Tests

The review of Quizzes and Unit Tests is to be done in the classroom by the instructor currently holding the class for the day. The instructor for the day will handle any questions on the test. If concerns are not resolved then, the instructor for the day will consult the instructor who taught the subject matter covered in the test, for proper resolution of such concerns. If despite consultation between instructors, students' concerns cannot be readily resolved, the instructors involved will consult with the program director and/or the administrator. Final Examinations may not be reviewed.

School Policies

Electronic Devices

1. Only books, other learning materials, notebooks and pens, including valuables are allowed on students' desks.
2. All other things including bags, laptops, PDAs, iPods or similar devices, and cellular phones are to be placed on the sides and back of the room. Moreover, cellular phones are to be either turned off or in vibrate mode. At no instance may a student use the cellular phone to call or answer a call while the class is going on.
3. If you need the laptop to write down notes while the lecture is going on, please note that you will be much better off if you jot down brief notes on your notebook, and then rewrite them on your laptop during breaks or after class. This will serve as your review.
4. Those expecting emergency calls are requested to make arrangement with the front desk and care will be had to ensure that you get the call you're waiting for.
5. Laptops, PDAs, iPods or similar devices, and cellular phones are not allowed in the skills lab and clinical sessions.
6. Laptops, PDAs, iPods or similar devices, cellular phones, and other electronic devices are not allowed during testing and test review sessions.

Those who do not comply with the above rules will have their electronic devices confiscated and these items may be retrieved from the office of the Campus Administrator. A second offense may result in a one-day suspension as well.

School Uniform

Marian College, Marian Health Careers Center is a professional career institution. It is expected that students and employees will groom, attire, and behave in a professional manner. This includes cleanliness in dress and personal hygiene.

All students are required to come to school and to the clinical site in the prescribed complete school uniform as listed below. Further, cleanliness and tidiness in person and in attire must be observed.

1. White pants with white short sleeve scrubs with Marian College imprint; For certain students whose religion prohibits the wearing of pants, an A-line skirt up to 1 inch below the knee is acceptable
2. White closed pair of shoes without any decorative color trim
3. White regular pair of crew socks; Quarter or ankle socks not allowed
4. Dangling jewelry, necklaces, and bracelets are not allowed.
5. Female students may wear one simple pair of studs for earrings. No earrings allowed for men.
6. Wedding bands are allowed for married students. No other rings are allowed. Nobody who is not married may wear rings.
7. Tattoos must be covered by clothing.
8. Undergarments must be either white or of a very light color to maintain the white color of the prescribed uniform.
9. Additional white clothing worn under the prescribed scrubs must not go beyond the scrub sleeves. If long sleeved white shirts are worn under the scrubs during cold days, the prescribed School jacket must be worn over them.
10. Only the School white jacket with Marian College imprint may be worn.
11. No hats or other headgear may be worn with the uniform at any time, except when required by the student's religion.
12. Earpieces, headphones, iPods and other similar devices are not allowed while in School uniform.
13. Hair that reaches beyond the shoulder for both male and female students need to be brushed up or tied at all times while in School uniform.
14. Nails must be properly trimmed at all times. No colored nails allowed.
15. Students are required to wear watches at all times, preferably with the second hand.
16. The identification card or name badge must be properly worn at all times while in uniform.

On certain "free" days, students are allowed to come to a school activity in a decent attire of their choice. Due to insurance regulations, sandals or other types of open shoes are not permitted. Additionally, the following items are not permitted:

1. Revealing outfits (excessive slits in skirts, excessive body exposure including midriff, arms, or legs)
2. Shorts or torn jeans; commercial logos on clothing
3. Tank tops or other sleeveless clothing
4. Undergarments worn in place of outer clothing
5. Tight-fitting outfits (top and bottom); see-through outfits
6. Clothing that is considered unsuitable in the classroom and work place and detracts from the learning process

School Policies

Violations of the Dress Code on Lecture and Test Days:

Any student not in complete uniform as prescribed and listed above will receive a 5% deduction in the test for that day, whether quiz, unit test, finals, or removal exams. No exception will be entertained for whatever reason presented. This deduction will be based on the Attendance Sheet where under Uniform, the instructor and/or proctor marks "INC" for anyone who does not wear the School uniform as prescribed.

The instructor or proctor will not ask a question nor give a reminder. He or she will just mark "INC" opposite any student's name who is not wearing the prescribed uniform. Anybody who has a question regarding the marking is free to see the Administrator or any of the school officers. As a general rule, we do not see any reason for not wearing the prescribed uniform.

Violations of the Dress Code on Clinical and Skills Lab Days:

Any student not in complete uniform will be denied admittance to any skills lab and/or clinical class. The student will be marked "ABSENT" for the day, and like any absence, the student needs to make up for it within the term the absence occurred. No promotion to the next term or graduation will be granted for students with absences not made up for.

The student will not receive any warning nor reminder. The clinical instructor will just mark "INC" for uniform and "ABSENT" opposite the student's name if he or she is not wearing the complete uniform as prescribed in this policy.

Student Identification Cards

The student Identification Card (ID) issued to a student is part of the School uniform. It must be worn by the student at all times when on campus and in the affiliated training facilities. Failure to wear the School ID will result in the student being marked for a dress code violation, subject to the provisions of the School Uniform Policy.

The ID is issued and charged as part of the student's school uniforms and supplies. If a student requests for a replacement ID, a \$15.00 fee and a photo will be collected up front. A temporary ID will then be issued which is valid for one week while the replacement ID is being processed. A replacement ID request is noncancellable.

School Policies

Student Records

Official educational records are maintained for each student from the date of enrollment. Educational records are defined as files, materials, and documents which contain information related to a student and are maintained by the Registrar.

Students are advised that State law requires the College to maintain educational records for five years. Students have the right to review, inspect, and/or challenge the information contained within his or her records. A student who wishes to obtain access to his or her educational records may do so in the presence of the Registrar or a designated representative. Students are not entitled to inspect the financial records of their parents.

Student records are confidentially protected through the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Marian College, Marian Health Careers Centers adheres to the Buckley Amendment whose primary intent is to provide students access to their educational records and to limit dissemination of personally identifiable information without the students' written consent.

The following information, considered "directory information" may be disclosed to the public by any College employee unless the student specifically requested in writing that this information be withheld:

1. Name
2. Local address
3. Local telephone number
4. Date and place of birth
5. Major or program of study
6. Enrollment status
7. Year in school
8. Participation in sports
9. Weight and height of athletes
10. Dates of enrollment
11. Degrees and awards granted
12. Most recent attendance or previous educational institution
13. Anticipated graduation date

A student's consent is required for the disclosure or publication of any non-directory information with the following exceptions:

1. For use by another College employee
2. To representatives of federal and State agencies
3. To accrediting organizations
4. To the U.S. Comptroller General, Attorney General, or Department of Education
5. To an alleged victim of a crime
6. To a parent of a dependent student as defined by the Internal Revenue Service

A written consent from the student must contain following before educational records may be disclosed to third parties:

1. Date of request
2. Student's social security number
3. Student's signature
4. Specific contact name or agency
5. Summary of information which may be released

School Policies

Notice of Privacy

This notice describes how medical information about you may be used and disclosed.

Marian College, Marian Health Careers Center is HIPAA compliant. It collects medical information from the students in so far as is reasonable to ensure that only healthy individuals without any contagious and communicable diseases are enrolled in its program of study. This is done to safeguard the student body, its faculty and staff, and the affiliate hospitals and clinics where it sends its students for clinical practice.

In view of the above, the medical information Marian College, Marian Health Careers Center collects from its students is shared with our affiliate clinical training facilities every time a student does clinical rotation. To safeguard the student's medical information, the School Personnel may access the same information according to the following conditions:

1. They will access your health and medical information only in so far as it is necessary in order for you to do the clinical rotation at a specific clinical site.
2. They are under strict obligation not to divulge, copy, release, sell, loan, review, alter, or destroy any of this confidential information for any other purpose.

This Institution is required by law to abide by this Notice.

By signing the Enrollment Agreement after receipt of the School Catalog, you authorize Marian College, Marian Health Careers Center to use and disclose your medical information solely in order for you to do clinical rotation in its affiliated clinical training facilities.

Background Check and Drug Screening Consent and Release

A background check and drug screening is a required part of the admission process, clinical rotation, and/or a condition of continued enrollment. Some College-affiliated clinical facilities may also require disclosure of a student's background check report and drug screening results prior to permitting the student to participate in the educational program at the facility.

Marian College engages the services of private licensed agencies to conduct background checks and drug screening. A favorable review of this information by Marian College as a condition for admission, clinical rotation, and/or continued enrollment is not binding upon a clinical facility. A clinical facility may refuse to permit a student to participate in the clinical rotation if background check information or drug screen results are not provided, or if upon review of a student's background check or drug screen, it determines the student is disqualified.

As an enrolled student, you authorize Marian College, Marian Health Careers Center to obtain and review your background check reports and drug screens. If requested, you authorize the College to release background check reports and drug screens in its possession to affiliated clinical facilities that you may attend as part of your educational requirements. This information is being released so that the clinical facility may verify your qualifications to participate in the educational program or clinical assignments offered at the facility or for auditing and accreditation purposes.

Furthermore, you grant Marian College permission to access and release certain identifying information, such as your social security number, State ID or driver's license number, and date of birth, for purposes stated in the aforementioned background check and drug screening reports.

Confidentiality and Disclosure of Patient Information

As a student with access to patients' protected health information, medical images, reports, employee information, and financial information from our affiliate hospitals and clinics due to your clinical practice, you will have access to what this agreement refers to as "confidential information." The purpose of this policy is to help you understand and acknowledge both your legal and ethical responsibility regarding confidential information.

Confidential information includes, but is not limited to patients' protected health information, medical images, reports, employee information, and financial information. You may learn of, or have access to, some or all of this confidential information through your clinical practice at our affiliate hospitals and clinics. Confidential information is valuable and sensitive and is protected by law and by strict School and Clinical Training Facility policies. The intent of these laws and policies is to assure that confidential information will remain confidential, that is, that it will be used only as necessary to provide authorized patient care.

School Policies

As a student, you are required to conduct yourself in strict conformance with applicable state and federal laws and School and Clinical Training Facility policies governing confidential information. Your principal obligations in this area are explained below. You are required to read and abide by these duties. Any breach or threatened breach of any of these duties shall be a ground for severe disciplinary action, which may include, but is not limited to, termination from the program you are now taking.

Accordingly, as a condition of, and in consideration of, your access to confidential information, you agree to comply with the following conditions:

1. You will use confidential information only as needed to complete your training as a student. The means, among other things that:
 - a. You will only access information of which you have a need to know.
 - b. You will not in any way divulge, copy, release, sell, loan, review, alter, or destroy any confidential information.
 - c. You will not misuse confidential information or carelessly handle confidential information.
2. You will accept responsibility for all activities you have undertaken regarding confidential information.
3. You understand that your obligation under this agreement will continue after your clinical training in our affiliate sites.
4. You will be responsible for your misuse or wrongful disclosure of confidential information. You understand that your failure to comply with this agreement may result in your termination from the program you are enrolled in, as well as a legal liability for breach of confidentiality.

Compliance with Health Insurance Portability and Accountability Act (HIPAA).

You shall comply with all applicable federal and State laws, rules and regulations, including, without limitation, those laws and regulations governing the maintenance of medical records and confidentiality of patient information as well as with all standards promulgated by any relevant accrediting agency. You agree to comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C., Section 1320d through d-8 ("HIPAA"), and the requirements of any regulation promulgated thereunder including, without limitation, the Federal Privacy Regulations as contained in 45 CFR Part 164 (the "Federal Privacy Regulations") and the Federal Security Standards as contained in 45 CFR Part 142 (the "Federal Security Regulations").

You agree not to use or further disclose any protected health information, as defined in 42 U.S.C., Section 130d (collectively, the "Protected Health Information") concerning a patient other than as permitted by this agreement and the requirements of HIPAA or regulations promulgated under HIPAA including, without limitation, the Federal Privacy Regulations and the Federal Security Regulations.

By signing your Enrollment Agreement after receipt of the School Catalog, Student Handbook you agree to your rights and responsibilities as a student including compliance with School's policy on Confidentiality and Disclosure of Patient Information described in this section.

Publication of Information, Photographs, and Electronic Files

From time-to-time, Marian College, Marian Health Careers Center may wish to publish names, photographs, films, videos, or other electronic representations and/or sound recordings of students and employees in the School Newsletter, the School Website or other social networking sites on an Internet accessible World Wide Web server, flyers, brochures, and newspapers, for marketing and public relations purposes. Students and employees recognize that the information and files published through the World Wide Web is not private and can be reviewed, copied, downloaded, and transmitted by anyone with access to the Internet and that the School has no control over this.

Students enrolled in and all employees of Marian College, Marian Health Careers Center, assign and grant the School the right and permission to use and publish their names, photographs, films, videos, or other electronic representations and/or sound recordings made of themselves. Students and employees waive, release, and forever discharge any and all claims, demands, or causes of action against the School and its faculty, staff, employees, agents, contractors, and any other person, organization, or entity assisting them in connection with the posting and use of such information or files in printed publications or through the Internet, and expressly assume the risk of any injury or damage resulting from said manner of using the files and information.

Students and employees also authorize the reproduction of all aforementioned files without limitation at the discretion of Marian College, Marian Health Careers Center, and specifically waive any right to any compensation they may have for any of the foregoing. Students and employees, who wish, may request in writing that information, photographs, films, videos, or electronic representations and/or sound recordings of themselves not be published.

School Policies

Copyright and Fair Use Guidelines

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.

Marian College, Marian Health Careers Center, using the following sources adopts the following guidelines on the use of copyrighted works:

Copyright protected works include the following categories:

1. literary works
2. musical works, including any accompanying words; dramatic works, including any accompanying music
3. pantomimes and choreographic works
4. pictorial, graphic, and sculptural works
5. motion pictures and other audiovisual works
6. sound recordings
7. and architectural works

Some materials are generally not eligible for federal copyright protection. These include:

1. Works that have not been fixed in a tangible form of expression (for example, choreographic works that have not been notated or recorded, or improvisational speeches or performances that have not been written or recorded)
2. Title, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents
3. Ideas, procedures, methods, systems, processes, concepts, principles, discoveries, or devices, as distinguished from a description, explanation, or illustration
4. Works consisting entirely of information that is common property and containing no original authorship (for example: standard calendars, height and weight charts, tape measures and rulers, and lists or tables taken from public documents or other common sources)

One of the rights of the owner of copyright is the right to reproduce or to authorize others to reproduce their work. This right is subject to certain limitations found in sections 107 through 108 of the copyright law (Title 17, U.S. Code). Section 107 lists four factors to be considered in determining whether or not a particular use is fair:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiability of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work

School Policies

For the Institution's purposes, we have adapted the following common interpretations on copyrighting materials for classroom use.

Classroom Copyright Chart Source: http://halldavidson.net/copyrigh.pdf			
Medium	What You Can Do	According To	The Fine Print
Printed Material			
<ul style="list-style-type: none"> • Poem less than 250 words • Excerpts of 250 words from a poem greater than 250 words • Articles, stories, or essays less than 2,500 words • Excerpt from a longer work (10% of work or 1,000 words, whichever is less - but a minimum of 500 words) • Once chart, picture, diagram, graph, cartoon or picture per book or per periodical issue • Two pages (max) from an illustrated work less than 2,500 words (like children's books) 	Teachers may make multiple copies for classroom use.	United States Copyright Office, Circular 21	<p>No more than 1 copy per student. Usage must be: at the "instance and inspiration of a single teacher" and when the time frame doesn't allow enough time for asking permission. Only for 1 course in the school. No more than 9 instances per class per term (current news publications such as newspapers can be used more often). Don't create anthologies. "Consumables" cannot be copied. Don't do it every term (if time allows, seek permission). Can't be directed by "higher authority." Copying can't be substitute for buying. Copies may be made only from legally acquired originals.</p>
<ul style="list-style-type: none"> • A chapter from a book • An article from a periodical • Short story, short essay, or short poem • Chart, graph, diagram, drawing, cartoon, picture from a book, periodical, or newspaper • Portions of a work • An entire work • A work if "the existing format in which a work is stored has become obsolete" 	<p>Teachers may make a single copy for teacher use for research or lesson preparation.</p> <p>A librarian may make up to 3 copies "solely for the purpose of replacement of a copy... that is damaged, deteriorating, lost or stolen"</p>	<p>United States Copyright Office, Circular 21</p> <p>Section 108, Copyright Act (1976) as amended by the Digital Millennium Copyright Act</p>	<p>Same as above</p> <p>The library must first determine that after "reasonable investigation that copy... cannot be obtained at a fair price" or that the format is obsolete.</p>
Text for Use in Multimedia Projects			
<ul style="list-style-type: none"> • Same rights as "Printed Material" above 	<p>Students may incorporate text in multimedia projects.</p> <p>Teachers may incorporated into multimedia for teaching courses.</p>	Fair Use Guidelines for Educational Multimedia	<p>Teachers may use for 2 years, after that permission is required.</p> <p>Students may keep in portfolio for life.</p>
Video			
<ul style="list-style-type: none"> • Videotapes (purchased) • Videotape (rented) • DVD; Video CDs • Laser Discs 	<p>Teachers may use these materials in the classroom without restrictions of length, percentage, or multiple use</p> <p>May be copied for archival purposes or to replace lost, damaged, or stolen copies</p>	Section 110 of the Copyright Act	<p>The material must be legitimately acquired (a legal copy). It must be used in a classroom or similar place "dedicated to face-to-face instruction." Not for use as entertainment or reward. The use should be instructional. The place should be a non-profit educational institution.</p> <p>If replacements are unavailable at a fair price or are available only in obsolete formats (e.g., Betamax videos)</p>
Videos ("Motion Media") for Use in Multimedia Projects			
<ul style="list-style-type: none"> • Videotapes • DVD, Video CDs • Laser Discs • QuickTime Movies • Encyclopedias (CDROM) 	Students "may use portions of lawfully acquired copyrighted works in their academic multimedia," defined as 10% or 3 minutes (whichever is less) of "motion media"	Fair Use Guidelines for Educational Multimedia	"Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use." Tina Ivany, UC San Diego 12/08/98

School Policies

Classroom Copyright Chart Source: http://halldavidson.net/copyrigh.pdf			
Medium	What You Can Do	According To	The Fine Print
Video for Integration into Video Projects			
<ul style="list-style-type: none"> • Videotapes • DVD, Video CDs • Laser Discs • QuickTime Movies • Encyclopedias (CDROM) 	Students "may use portions of lawfully acquired copyrighted works in their academic multimedia," defined as 10% or 3 minutes	Fair Use Guidelines for Educational Multimedia	The material must be legitimately acquired (a legal copy, not bootleg or home recording)
Illustration and Photographs			
<ul style="list-style-type: none"> • Photograph • Illustration • Collections of photographs • Collections of illustrations 	Single works may be used in their entirety but not more than 5 images by an artist or photographer. If from a collection, not more than 15 images or 10%, whichever is less.	Fair Use Guidelines for Educational Multimedia	Older illustrations may be in the public domain, but the collection may be copyrighted.
Music for Integration into Multimedia/Video Projects			
<ul style="list-style-type: none"> • Music 	Up to 10% of a copyrighted musical composition may be reproduced, performed and displayed as part of a multimedia program produced by an educator or student for educational purposes	Fair Use Guidelines for Educational Multimedia	Some authorities site a maximum length of 30 seconds (www.indiana.edu), some do not mention a maximum (Tina Ivany, UC San Diego 12/08/98)
Computer Software			
<ul style="list-style-type: none"> • Purchased Software • Licensed Software 	Software may be lent by the library. Software may be installed at home and at school. Software may be installed on multiple machines Software may be copied for archival use to replace lost, damaged, or stolen copies. Software can be distributed to users via a network. Librarian may make archival copies	Sections 107 and 108 of Copyright Act and subsequent amendments	Take aggressive action to monitor that copying is not taking place (for retention). Only one machine at a time may use the program. The number of machines being used must never exceed number of licenses. May be copied, if unavailable at a fair price or is an obsolete format. The number of simultaneous users must not exceed the number of licenses. A network license may be required for multiple users.
Internet			
<ul style="list-style-type: none"> • Internet Connections • World Wide Web 	Images may be downloaded for student projects. Sound files may be downloaded for use in projects	Fair Use Guidelines for Educational Multimedia and DMCA	Images may not be re-posted onto the Internet without permission. Sound or music files may not be copied and posted on the Internet without permission.
Television			
<ul style="list-style-type: none"> • Broadcast • ABC • NBC • PBS • Tapes made from Broadcast 	Live "off the air" broadcasts may be used for instruction. Tapes made from broadcasts may be used for instruction	Congress	Things get interesting when you want to retain tapes. Minimum rights allow for 10 school days. Some right holders often allow for much more.

School Policies

Classroom Copyright Chart Source: http://halldavidson.net/copyrigh.pdf			
Medium	What You Can Do	According To	The Fine Print
Cable Television			
<ul style="list-style-type: none"> • CNN • MTV • HBO (etc.) • Tapes made from cable 	May be used without permission. Many programs may be retained for years - depending on the program. Check with Cable in the Classroom. (http://www.ciconline.org/main.cfm)	Cable Systems (and their associations)	The guidelines for television programs were defined by Congress before cable television was a factor. Cable programs are not technically covered by the same guidelines as broadcast television.
Film or Filmstrip			
<ul style="list-style-type: none"> • 16 mm films • filmstrips 	"Teachers may duplicate a single copy of a small portion...for teaching purposes."	Copyright Policy and Guidelines for California's School Districts, California Department of Education	These must be films or filmstrips that you own.

Sources: United States Copyright Office (<http://www.copyright.gov/circs/circ01.pdf>)
<http://www.copyright.gov/fls/fl102.html>
<http://halldavidson.net/copyrigh.pdf>

Peer-to-Peer File Sharing

Peer-to-Peer (P2P) file sharing allows users to download files such as music, movies, and games using a file sharing software that searches for other connected computers called "peers." Similarly, other computers on the network are able to search for files on your computer.

This policy is aimed at limiting the exposure of Marian College, Marian Health Careers Center to security risks and liabilities associated with the irresponsible use of School resources for illegal file sharing activities and comply with the Higher Education Opportunities Act (HEOA).

This policy applies to all computer workstations, laptops, servers, networked appliances, and any other device owned by the School; or any device using School network resources, even if that device is privately owned by an student, employee, or third party. This policy applies to all individuals, regardless of affiliation or status with Marian College, Marian Health Careers Center, at such time that they are using any resource described in this paragraph.

The distribution, downloading, uploading, or sharing of any material, software, data, document, sound, picture, or any other file is strictly prohibited if that material is:

1. Specified as illegal by any federal or state law, statute, proclamation, order, or decree
2. Copyrighted and not authorized for distribution by the copyright owner
3. Considered to be proprietary, privileged, private, or otherwise vital to the operation of the School; including, but not limited to, personnel, student, financial records, or any material governed by federal and state regulations
4. A virus or malicious software for the purpose of deployment or implementation with ill-intent

An example of a prohibited activity is downloading a "cracked" copy of a commercial software title, so that it may be used without the purchase of a valid license. An example of a permitted activity is downloading music files from a musician's website, where the artist has explicitly given permission to download those files.

All individual persons or groups utilizing the School's networks, including but not limited to, employees, students, guests, and other third parties, are financially responsible for events or consequences resulting from their own use of the School's network resources.

A student or employee found to have violated this policy may be subject to suspension or termination. Employees, students, and third parties violating this policy may face legal and civil penalties. Under federal laws, a person infringing on copyright may be obligated to repay significant amounts if it is proven that the copyright infringement was willful. It is a federal crime to infringe copyright when it can be proven that the violation was committed willingly to attempt to profit. An individual convicted of infringing copyright can face imprisonment.

School Policies

Student Services

The College maintains a Student Services Department to assist students by providing them with access to programs outside the classroom. Academic counseling is available to all students at the College. Students are also referred to community professionals for personal, non-academic counseling.

Bus pass, ride-share, and Metrolink information, list(s) of apartment lessors, and names of nearby hospitals, restaurants, and libraries may be secured from the Student Services Department.

Photo identification is provided to each student.

The Director of Student Services coordinates the College's activities including, but not limited to the following:

1. Foundation Day
2. Annual Field Day
3. Capping, Badging, & Candle-Lighting Ceremony
4. Graduation Ceremony
5. Christmas Party
6. Career Day
7. Field Trips

Voter registration information may be obtained from the California Department of State website at: http://www.sos.ca.gov/elections/elections_vr.htm

This Institution does not provide housing to its students, nor does it assist students in finding housing.

Career Counseling

Students are counseled individually as often as necessary. Counseling takes place in the monitoring of student progress as scheduled. Instructors also conduct counseling as part of their daily class activities. Career Days are also conducted and prospective employers are invited to the School to give the students information on the job market.

Grading, Satisfactory Progress, Course Completion

Grading System

Marian College, Marian Health Careers Center utilizes an absolute grading system as follows:

90%	-	100%	=	A	Passed	=	P
80%	-	89%	=	B	Failed	=	F
75%	-	79%	=	C	Incomplete	=	INC
Below 75 %			=	F	Withdrawn	=	W

The quality of a student's clinical work may be measured by: Passed or Failed

Incomplete (INC) grades must be completed no later than 180 days from the date it was incurred. Failing to meet this deadline will result in the assignment of an "F" grade.

Satisfactory Academic Progress

All students must maintain satisfactory academic progress in order to continue in their course of study and to continue to receive financial aid from federal and state aid programs, if qualified.

All students are considered to be making satisfactory progress when they begin school, when doing repeat subjects, and during any probationary period, for purposes of determining financial aid eligibility.

Students with "Incomplete" or "Failed" grades are not considered to be in satisfactory academic progress and must seek advising from the Program Director for reinstatement. Reinstatement may be done by remediation, removal exams or repeat subjects to the extent allowed by the academic standards of the program of study.

Students are allowed to complete and pass all course work for up to 150% of the time enrolled. There is no extra fee for remaining in school beyond 100% up to 150% of the time enrolled.

Satisfactory Academic Progress Measurement

Satisfactory progress must be maintained in order to continue in the nursing program. The following requirements must be met to qualify for satisfactory progress:

1. Attain an academic grade of 75% in each subject to be able to progress to the next subject
2. Attain a "Passed" grade in each clinical subject to progress to the next subject
3. Meet the attendance criteria of obtaining at least 67% attendance during any term
4. Complete course objectives in each subject

To coincide with the measurement points required by federal financial aid programs, the determination points for satisfactory academic progress will be as follows:

End of First Payment Period at the completion of 450 Hours
End of Second Payment Period at the completion of 900 Hours
End of Third Payment Period at the completion of 1,217 Hours
End of Fourth Payment Period at the completion of 1,534 Hours

Grading, Satisfactory Progress, Course Completion

Academic Standards

Progression and Remediation Policy

1. The passing grade in every academic subject is 75%.
2. A subject or a term may be repeated only once. This means that a student who gets a grade below 75% in a repeat subject will be automatically dismissed from the Vocational Nursing Program.
3. Final grades for each subject is computed based on the following:

Average of Quizzes	30%
Average of Unit Tests	45%
Final Exams	25%
Final Subject Grade	100%
4. In clinical rotations, a student needs to receive a "Passed" grade in order to be promoted to the next term.
5. When repeating an academic subject, the corresponding clinical rotations are also repeated.
6. The approval of Program Director based on availability is needed to repeat a subject. A student may only repeat a subject if the same subject is currently being offered by the School. A student may avail of a leave of absence, if eligible, while waiting to repeat a subject. Otherwise, the student will be terminated from the program if the class that needs to be repeated is not currently being offered.
7. Students have the option to request for special classes in writing, in cases when a subject that needs to be repeated is not currently being offered. Special classes are charged separately.

Vocational Nursing - Term I

1. Term I has the following subjects:

VN 101	-	Anatomy & Physiology (54 Hours)
VN 102	-	Nursing Fundamentals: Nursing Process, Growth & Development, Nutrition, Critical Thinking, Communication, Ethics & Unethical Conduct, Culturally Congruent Care (91 Hours)
VN 103	-	Nursing Fundamentals: Skills Laboratory & Clinical Rotation (239 Hours)
2. A student must pass VN 101 with a grade of at least 75% to be able progress to VN 102. A student must pass VN 102 with a grade of at least 75% and must have a "Passed" grade in VN 103 to be able to progress to Term II.
3. A student with a unit test or final exam score between 70% and 74% may take a removal exam. The highest possible grade in a removal exam is only 75%. A student has the option to take a removal exam for unit tests and final examinations only. There is no removal exam option for quizzes.
4. A student with a final subject grade between 70% and 74% may take a comprehensive removal exam for the subject. The highest possible grade in a comprehensive exam is only 75% and will replace the final subject grade. If a student gets a grade below 75% in a comprehensive exam, he or she may repeat the subject only once, subject to the provisions of the Progression and Remediation Policy.
5. Removal exams and comprehensive removal exams are offered for a \$50.00 fee per test. It is administered within 4 days from the initial failed test.
6. There is no removal exam option for grades below 70% in unit tests, final exams, or final subject grades. The student will be subject to the repeat policy described in this School Catalog.
7. A student who repeats VN 102 must also repeat VN 103 concurrently.
8. Term I GPA is the average grade of VN 101 and VN 102.

Grading, Satisfactory Progress, Course Completion

Vocational Nursing - Term II

1. Term II has the following subjects:
 - VN 201 - Pharmacology (54 Hours)
 - VN 202 - Medical-Surgical Nursing 1: Introduction (Geriatrics, Psychology, Patient Education, Nutrition, End of Life Care) (91 Hours)
 - VN 203 - Medical-Surgical Nursing 1: Skills Laboratory & Clinical Rotation (239 Hours)
2. A student must pass VN 201 with a grade of at least 75% to be able progress to VN 202. A student must pass VN 202 with a grade of at least 75% and must have a "Passed" grade in VN 203 to be able to progress to Term III.
3. A student with a unit test or final exam score between 70% and 74% may take a removal exam. The highest possible grade in a removal exam is only 75%. A student has the option to take a removal exam for unit tests and final examinations only. There is no removal exam option for quizzes.
4. A student with a final subject grade between 70% and 74% may take a comprehensive removal exam for the subject. The highest possible grade in a comprehensive exam is only 75% and will replace the final subject grade. If a student gets a grade below 75% in a comprehensive exam, he or she may repeat the subject only once, subject to the provisions of the Progression and Remediation Policy.
5. Removal exams and comprehensive removal exams are offered for a \$50.00 fee per test. It is administered within 4 days from the initial failed test.
6. There is no removal exam option for grades below 70% in unit tests, final exams, or final subject grades. The student will be subject to the repeat policy described in this School Catalog.
7. A student who repeats VN 202 must also repeat VN 203 concurrently.
8. Term II GPA is the average of VN 201 and VN 202.

Vocational Nursing - Term III

1. Term III has the following subjects:
 - VN 301 - Medical-Surgical Nursing 2: Integumentary, Musculoskeletal, Gastrointestinal, Respiratory, Cardiovascular, Immune, and Endocrine Systems (145 Hours)
 - VN 302 - Medical-Surgical Nursing 2: Clinical Rotation (238 Hours)
2. A student must pass VN 301 with a grade of at least 75% and must have a "Passed" grade in VN 302 to be able to progress to Term IV.
3. A student with a unit test or final exam score between 70% and 74% may take a removal exam. The highest possible grade in a removal exam is only 75%. A student has the option to take a removal exam for unit tests and final examinations only. There is no removal exam option for quizzes.
4. A student with a final subject grade between 70% and 74% may take a comprehensive removal exam for the subject. The highest possible grade in a comprehensive exam is only 75% and will replace the final subject grade. If a student gets a grade below 75% in a comprehensive exam, he or she may repeat the subject only once, subject to the provisions of the Progression and Remediation Policy.
5. Removal exams and comprehensive removal exams are offered for a \$50.00 fee per test. It is administered within 4 days from the initial failed test.
6. There is no removal exam option for grades below 70% in unit tests, final exams, or final subject grades. The student will be subject to the repeat policy described in this School Catalog.
7. A student who repeats VN 301 must also repeat VN 302 concurrently.
8. Term III GPA is the final subject grade in VN 301.

Grading, Satisfactory Progress, Course Completion

Vocational Nursing - Term IV

1. Term IV has the following subjects:
 - VN 401 - Medical-Surgical Nursing 3: Reproductive System, Urinary System, Communicable Diseases, Nervous System, Rehabilitation Nursing (73 Hours)
 - VN 402 - Maternity Nursing (30 Hours)
 - VN 403 - Pediatric Nursing (30 Hours)
 - VN 404 - Leadership & Supervision (6 Hours)
 - VN 405 - Career Opportunities (6 Hours)
 - VN 406 - Medical-Surgical Nursing 3: Clinical Rotation (238)
2. A student must pass VN 401, VN 402, and VN 403 with final subject grades of at least 75% and must have a "Passed" grade in VN 404, VN 405, and VN 406 to be able to graduate.
3. A student with a unit test or final exam score between 70% and 74% may take a removal exam. The highest possible grade in a removal exam is only 75%. A student has the option to take a removal exam for unit tests and final examinations only. There is no removal exam option for quizzes.
4. A student with a final subject grade between 70% and 74% may take a comprehensive removal exam for the subject. The highest possible grade in a comprehensive exam is only 75% and will replace the final subject grade. If a student gets a grade below 75% in a comprehensive exam, he or she may repeat the subject only once, subject to the provisions of the Progression and Remediation Policy.
5. Removal exams and comprehensive removal exams are offered for a \$50.00 fee per test. It is administered within 4 days from the initial failed test.
6. There is no removal exam option for grades below 70% in unit tests, final exams, or final subject grades. The student will be subject to the repeat policy described in this School Catalog, Student Handbook.
7. A student who repeats any of VN 401, VN 402, or VN 403 must also repeat VN 406 concurrently.
8. Term IV GPA is the average of VN 401, VN 402, and VN 403.

Course Repeats

Students who cannot attend the remediation program in the failed subject(s), or who fail the removal examination, are allowed to repeat each subject only once. Permission to repeat the subject is obtained from the Program Director. There is no fee to repeat a subject at a regular class schedule. If there is no regular class schedule for the subject to be repeated, a special class may be opened at the discretion of the Program Director. Special classes may require a fee from \$150.00 to \$200.00.

A subject may be repeated only once, and the new grade must be at least 75%. The repeated grade for any subject remains 75%. A student who fails on any repeated subject will be terminated from the program.

A student who fails a theory class must repeat the theory and the clinical component of the same class. A student who fails a clinical class only, will have to repeat the clinical rotation. In either instance, a student can only repeat a subject once.

Attendance in the repeated subject counts toward the maximum allowable hours to complete each program, which is 150% of the normal program length, and is credited toward graduation.

Academic Probation

Probation is a period of time when a student undergoes an evaluation of progress by a faculty member or the Program Director. This time period includes observation of behavior, attitude, responsibility, skills and academic testing.

Students who do not meet the satisfactory progress policy will be placed on probation. Probation status may also be initiated if a student jeopardizes minimum patient care standards or when patterns of behavior or performance interfere with student and class progress.

Probation status will remain in effect for a period not to exceed 4 weeks. Students who do not meet the requirements under the probation provisions will be terminated.

Grading, Satisfactory Progress, Course Completion

Suspension

Suspension is the temporary removal of a student from school and its privileges. Students may be suspended for inappropriate behavior, not following school policies, interfering with the teaching-learning process or violating the policies detailed in this School Catalog, Student Handbook.

Probation and Suspension Procedures

The following procedures will be followed for probation and/or suspension:

1. The student will be promptly informed, verbally and in writing, by the Program Director, or Campus Administrator, about his or her probation or suspension.
2. The student will be counseled as to the terms of the probation or suspension by the Program Director. The terms of probation or suspension will be in writing and will include the time frame and the criteria for removal from probation or suspension status.
3. If the student's performance remains below the minimum acceptable standards of the criteria at the completion of the probation or suspension period, he or she will be terminated.

Termination and Dismissal Policy

A student enrolled in any program may be terminated or dismissed for any or all of the following reasons:

1. The student is unable to conduct himself or herself in a professional manner in the classroom and/or clinical or laboratory setting.
2. The student has violated the Conduct Policy as described in this School Catalog, Student Handbook.
3. The student did not pass the Removal Examination after probation and the repeat class, as described in the academic guidelines.
4. The Program Director and Faculty have concluded that all efforts to remediate the student have been exhausted.

Grading, Satisfactory Progress, Course Completion

Student Grievance Policy

The purpose of the grievance policy is to provide a means of resolving student complaints regarding a decision or action by the College representatives, that adversely affects the student's status, rights or privileges.

It is recommended, by the College, that a complaint be resolved by the following procedures:

1. Discuss the problem with the instructor.
2. If the problem is not resolved to the student's satisfaction, submit a complaint in writing to the Grievance Officer, also requesting an appointment. This must be submitted within seven days of discussion with the instructor. The Grievance Officer will meet with the student within five days of receiving the request.
3. If there is not a resolution, the Grievance Officer will request a joint meeting with the President, the Campus Administrator, the Program Director, two faculty members, and two student representatives. The President will act as moderator. This meeting will be held within five days of receiving the request. Deliberation will be confidential.
4. Written copies of the findings, recommendations, and final decision of the committee will be mailed within five days to all parties involved.
5. This, thereby, closes the grievance proceedings and the decision is final.

If no resolution has been concluded to the satisfaction of the student, he or she, may file a complaint with the following agencies:

1. California Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833 Tel (916) 263-7800
2. Bureau for Private Postsecondary Education
California Department of Student Affairs, Private Postsecondary Education
P.O. Box 980818, West Sacramento, CA 95798-0818 Tel (916) 574-7720
Website: www.bppe.ca.gov
Email: bppe@dca.ca.gov
3. Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043 Tel (703) 917-9503
Website: www.abhes.org
Email: info@abhes.org

For concerns about the Vocational Nursing Program, students have the right to contact the California Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Telephone (916) 263-7800.

Grading, Satisfactory Progress, Course Completion

Appeal Procedures

A student placed on probation, suspension, or termination status for failure to maintain satisfactory academic progress, who wishes to appeal his or her status may do so by submitting a written statement to the Campus Administrator explaining the extenuating circumstances he or she feels should be considered. The student's appeal is then deliberated upon by the Education Committee composed of the President, the Campus Administrator, the Program Director, the Instructor(s), and the Remediation Instructor (if the student attended remediation). The student will be notified of the College's decision within 2 weeks from receipt of the appeal.

The following types of information will be considered in determining whether to change the student's status:

1. Unusual circumstances, such as extended illness
2. Class attendance and completion of assignments
3. Changes in educational objectives
4. Satisfactory completion of a period of non-regular attendance

A student on probation, and whose appeal was subsequently granted will immediately be reinstated into his or her program of study.

A student who was suspended, and whose appeal was subsequently granted will immediately be reinstated into the program of study, but will be subject to probation for up to 4 weeks.

A student who has been terminated, and whose appeal was subsequently granted, will be allowed to re-enroll into the program no earlier than 180 days after his or her last day of attendance on record. Upon re-enrollment, the student will be subject to probation for up to 4 weeks.

The decision of the Education Committee is final and unappealable.

Reentry

If a student withdraws from Marian College, Marian Health Careers Center, he or she may petition in writing for reinstatement no earlier than 180 days after his or her last day of attendance on record. The written petition and student file will be reviewed by a Committee composed of the President, Campus Administrator, Program Director, Finance Director. The Committee will consider the student's prior record of progress, successful completion of a non-regular remediation period, previous attendance, and attitude, in making a decision for reinstatement. The student will be notified of the Committee's decision in writing. A student accepted for reinstatement must reenter with the same academic and financial standing that they had at the time of termination.

At the time of reentry, a new enrollment contract will be written, and the student will be given credit for course work previously completed. A student may be reinstated only once unless extenuating circumstances are determined by the Administrator. Hours not funded under the previous enrollment may be not covered by financial aid in the new enrollment.

The student will be credited for any books or other materials that he or she may have previously received. If an updated textbook is required, the student will be charged the new textbook cost. Students who are accepted for reentry will be seated on space availability.

Reinstatement is not available to students who are terminated for failure to meet minimum satisfactory academic progress, unless an appeal was granted by the Education Committee.

Grading, Satisfactory Progress, Course Completion

Graduation Policy

Graduation from all programs of study is accomplished by satisfactorily completing all requirements, maintaining satisfactory attendance, attaining the minimum grade point average in the specific course or program of study, fulfilling all financial obligations to the College, and attending a graduate exit interview.

Grades are recorded for each course as follows:

90%	-	100%	=	A	Passed	=	P
80%	-	89%	=	B	Failed	=	F
75%	-	79%	=	C	Incomplete	=	INC
Below 75 %			=	F	Withdrawn	=	W

For skills and clinical performance, the following are used:

Passed	=	P
Failed	=	F
Incomplete	=	INC
Withdrawn	=	W

A student with grades "F," "INC," and "W" has not successfully completed his or her course or program of study. These grades cannot be used to meet graduation requirements. However, they may be used in the determination of progress and/or grade averages. Remedial and special classes are included in courses completed and are used in the computation of course work finished.

Incomplete (INC) grades must be completed no later than 180 days from the date it was incurred. Failing to meet this deadline will result in the assignment of an "F" grade.

Graduation Requirements

California statute requires that students who successfully complete a specific course or program of study will be awarded an appropriate diploma or certificate verifying the fact.

To receive a diploma or certificate, a student must:

1. complete all course work in no more than 150% of normal completion time;
2. achieve a minimum cumulative grade of "C" or 75%;
3. meet the skill requirements, if any;
4. complete the mandatory review class;
5. pay all tuition fees and other institutional charges, or have a loan account in good standing; and
6. obtain final clearance from the Administrator.

Graduation Ceremonies

Graduation ceremonies must not be confused with graduation from a program of study. A student may be allowed to attend graduation ceremonies without completing all the graduation requirements. However, the student will not be issued a diploma or certificate of completion until all graduation requirements, as stated above are met. Additionally, a student may still be terminated from the program even if the student has already attended a graduation ceremony.

Grading, Satisfactory Progress, Course Completion

Review Class Policy

Marian College, Marian Health Careers Center offers a 15-day Review Course at the end of Term 4 in the vocational nursing program. This course is mandatory. A student's application to take the Board Examination will not be processed unless he or she has completed the review course.

The Review Course starts with a diagnostic test to encourage the attendees to make a comprehensive review of the entire vocational nursing curriculum, both theory and clinical. At the Review Course, the review instructor gives tests in various areas of the curriculum. The students will also be taking comprehensive and predictor exams utilizing the Health Education Services, Inc (HESI) online format. Passing this exam is a requirement for completion of the Review Course. A student may retake the comprehensive or predictor exam until a passing grade for such is obtained.

This Review Course is mandatory as to attendance but there is no additional fee to attend. No charges will be made per hour of attendance and the cost of books and review materials are already included in the total tuition and fees charged in the Enrollment Agreement and specified in this School Catalog, Student Handbook. Furthermore, there is no "Pass" or "Fail" grade issued to each student for the completion of the review course.

Passing the board examination (NCLEX-PN)[®] is ultimately the student's goal in taking the vocational nursing program. However, passing the board examination requires serious review of the vocational nursing program. The best time for the review is after a student meets all the requirements of Term 4. Further, it is highly recommended by the Board of Vocational Nursing and Psychiatric Technicians that graduates of the vocational nursing program take the board examination as soon as possible, no longer than six months after graduation. In the final analysis, passing the (NCLEX-PN)[®] is the graduate's personal commitment and a loyal tribute to his or her alma mater, as well as a passport to better job opportunities.

State and National Board Examinations

State licensing, national licensing, certification or registration examinations or processes are the student's responsibility. Marian College, Marian Health Careers Center, through its Student Services Department, will provide students with information regarding test dates, test location, and fees, if possible. Students should be aware that all application, testing, and fingerprinting fees may be required by specific agencies and are not part of the total tuition and fees paid to the School. Students who choose to participate in licensing, certification, or registration examinations are responsible for paying the sponsoring organization.

Completion of all academic requirements including the mandatory review class and full payment of a student's account must be done before the School can process the initial NCLEX-PN[®] application for each student.

Transferability of Credits Earned

Marian College, Marian Health Careers center has not entered into an articulation or transfer agreement with any other college or university. The transferability of credits you earn at Marian College, Marian Health Careers Center is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the Vocational Nursing diploma you earn in Marian College, Marian Health Careers Center is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or diploma that you earn at this Institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason, you should make certain that your attendance at this Institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Marian College to determine if your Vocational Nursing credits or diploma will transfer.

Placement Services

No guarantees are made concerning professional placement as an inducement to enroll, nor can promises be made that placement is assured upon graduation. However, limited job assistance by providing referrals to graduates is available.

To the extent possible, the Placement Department may provide assistance in the preparation of resumes and job applications, interview techniques, and professional networking.

Grading, Satisfactory Progress, Course Completion

Transcript of Records and Diploma Requests

All requests for Transcript of Records, Diplomas, and Certificates of Completion, including requests by authorized third parties, will not be processed until student accounts are settled with the Finance Department. Final payments to students accounts must be made by cash, credit card, or money order. Check payments may be accepted but documents will not be released until funds are cleared by the bank.

The following fees will be collected with Transcript of Records and Diploma requests:

Diploma

First issue	-	No Fee
Subsequent issue	-	\$25.00
Postage	-	\$ 5.00

Transcript of Records

Official (sealed) and student copy	-	\$25.00
Unofficial Copy	-	\$10.00
Postage	-	\$ 5.00

Tuition Payment, Refund Calculation, Financial Aid

Tuition Payment

Tuition for the program selected is disclosed and agreed to at the time of enrollment. Enrollment occurs at the time the student signs the Enrollment Agreement after receipt of the School Catalog, Student Handbook. All terms and obligations, including when payments are due, are reflected in the Enrollment Agreement.

Payment may be made with cash, credit card, personal check or money order payable to MHCC. Tuition payments should be made in person at the Front Office during regular office hours, or mailed and postmarked prior to the payment due date as arranged.

Returned check payments will be assessed a \$25.00 service charge per item, regardless of the amount of the check, or the reason it was returned. A returned check, against a closed account or an account with no-sufficient funds, is in violation of civil law, and in certain situations, criminal law. If a student's check payments are returned more than once during the term of the Enrollment Agreement, he or she will be required to make all future payments in cash or money order.

Past-Due Accounts

Students who fail to make prompt payments or issue personal checks which are returned by banks may be subject to College disciplinary action. Students may be terminated because of three consecutive non-payments of scheduled weekly or monthly obligations, as applicable. Students who have been dismissed for non-payment of tuition will not be readmitted until all delinquent tuition payments have been made in full, and will be subject to the Re-entry policy in this School Catalog, Student Handbook.

Tuition and Fees

The student only one Enrollment Agreement for the entire Vocational Nursing Program. If a student has transfer credits, the cost of amount credited in the tuition and fees will also be indicated in the Enrollment Agreement.

Tuition and Fees are charged and posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books, and supplies for the entire course, will be assessed and posted in the student's tuition account within the first payment period. Subsequent charges will be posted as needed. A payment period is 450 clock hours, or the mid-point of a period shorter than 900 hours.

Tuition and Fees for the Vocational Nursing Program are as follows:

Actual Charges	1 st Payment Period 450 hrs	2 nd Payment Period 450 hrs	3 rd Payment Period 317 hrs	4 th Payment Period 317 hrs	Total Charges
Tuition	\$ 6,750.00	\$ 6,750.00	\$ 4,755.00	\$ 4,755.00	\$ 23,010.00
Registration, Non-refundable	\$ 75.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 75.00
Books & Learning Materials, Non-refundable	\$ 1,514.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,514.00
Uniforms, Non-refundable	\$ 341.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 341.00
Equipment & Supplies, Non-refundable	\$ 280.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 280.00
Lab Fees & Clinical Materials, Non-refundable	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00
Others (CPR & Drug Tests), Non-refundable	\$ 380.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 380.00
Student Tuition Recovery Fund, Non-refundable	\$ 13.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13.00
Total	\$ 9,753.00	\$ 6,750.00	\$ 4,755.00	\$ 4,755.00	\$ 26,013.00

Optional Charges:

Removal Examination Fees (if qualified)	\$ 50.00 per test
Special Class Fees (if requested and approved)	\$ 150.00 to \$ 200.00 depending on class size
Clinical Absences in excess of 10 days per term	\$ 15.00 per hour

Tuition Payment, Refund Calculation, Financial Aid

Textbook Information

Charges for textbooks and supplies are included in your Enrollment Agreement. The School does not have a student bookstore but obtains the textbooks and supplies from publishers and vendors. The books and supplies are issued to the students at designated times before the start of each term where the items will be needed. Textbooks issued by the School to the student are nonreturnable and non-refundable.

The following are the textbooks and supplies for the Vocational Nursing Program:

Title	Author	Edition	Year	ISBN	School Charge
Textbook of Basic Nursing	Carline Bunker Rosdahl	10 th	2012	978-1-60547-772-5	\$100.00
Stedman's Medical Dictionary for the Health Professions and Nursing	Editor: Stegmaner	7 th	2012	978-1-60831-692-2	\$62.00
2013 Lippincott's Nursing Drug Guide	Amy M. Karch	2013	2013	978-1-4511-5022-3	\$60.00
Mosby's PDQ For LPN, Nursing Facts at Hand, Practical-Detailed-Quick	Editor: Downing	3 rd	2013	978-0-323-08447-5	\$40.00
Drug Calculations, Process and Problems for Clinical Practice	Brown, Mullholand	9 th	2012	978-0-323-07750-7	\$72.00
Introductory to Medical-Surgical Nursing	Timby, Smith	10 th	2010	978-1-60547-063-4	\$85.00
Introduction to Maternity & Pediatric Nursing	Leifer	6 th	2011	978-1-4377-0824-0	\$85.00
Term I Handouts, Course Outlines, Clinical Guidelines	Exclusively provided by the School				\$80.00
Term II Handouts, Course Outlines, Clinical Guidelines	Exclusively provided by the School				\$80.00
Term III Handouts, Course Outlines, Clinical Guidelines	Exclusively provided by the School				\$80.00
Term IV Handouts, Course Outlines, Clinical Guidelines	Exclusively provided by the School				\$80.00
Lippincott's Review for NCLEX-PN® (or alternate)	Timby, Carmack, Rupert	9 th	2012	978-1-4511-1662-5	\$70.00
Saunders's Comprehensive Review for the NCLEX-PN® Examination (or alternate)	Silvestri	5 th	2013	978-1-45570-379-1	\$70.00
Review Class Materials, including on-line comprehensive & predictor exams	Exclusively provided by the School				\$550.00
Uniform Tops, 3 pcs	Exclusively provided by the School				\$72.00
Uniform Pants, 3 pcs	Exclusively provided by the School				\$84.00
Uniform Jacket	Exclusively provided by the School				\$30.00
Capping Supplies	Exclusively provided by the School				\$30.00
School ID Card	Exclusively provided by the School				\$15.00
Graduation Supplies	Exclusively provided by the School				\$110.00
Clinical Supplies with Tote Bag	Exclusively provided by the School				\$280.00
Term I Laboratory & Clinical Supplies Fee	Exclusively provided by the School				\$100.00
Term II Laboratory & Clinical Supplies Fee	Exclusively provided by the School				\$100.00
Term III Laboratory & Clinical Supplies Fee	Exclusively provided by the School				\$100.00
Term IV Laboratory & Clinical Supplies Fee	Exclusively provided by the School				\$100.00
CPR Class, 2-year certification	Exclusively provided by the School				\$90.00
Fire Class	Exclusively provided by the School				\$90.00
Background Check	Exclusively provided by the School				\$110.00
Drug Testing	Exclusively provided by the School				\$90.00
Total Cost of Textbooks & Supplies					\$2,915.00

If the School is unable to issue the required books, you will be informed accordingly, and you may obtain them from online locations or book retailers close to you. Use the ISBN numbers provided above to get the correct edition of the text. Allow enough time for delivery to ensure that your books arrive before you will need them at the start of the course or term. Online or off-campus retailers may charge you for taxes, shipping, and handling.

Tuition Payment, Refund Calculation, Financial Aid

Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer, unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Amount of STRF Assessment:

1. Each qualifying institution shall collect an assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000.00) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$0.50).
2. Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.
3. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, the assessment is non-refundable.

Purpose and Operation of the Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

Tuition Payment, Refund Calculation, Financial Aid

Tuition Payment Options

Students are expected to contribute from their own family resources toward the student's cost of attendance. It is the policy of this Institution to request from the student whenever possible, to contribute toward their school charges by making monthly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless necessary. All estimates of available funds from financial aid will be first used to cover Institutional charges; if funds remain available, they will be disbursed directly to the student. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All Institutional charges must be paid in full before graduation. However, the student has the option to pay tuition and fees in full after being accepted in the program and upon signing the Enrollment Agreement.

Payment of tuition and fees in the different programs of study at the College may be made in any of the following ways:

1. Self-Pay

Students pay a down payment (if required) and equal monthly installments directly to the College, until the balance is paid in full at the end of the program. Students must pay their accounts in full before they are awarded diplomas and/or are processed to take their licensure examinations. Self-pay students are not charged interest or finance charges.

2. Private Loan

Students may apply for a private loan after coming up with the required down payment. Students must apply for their own private loan financing with any bank or lender of their choice and the transaction is between the student and the lender. Private loan lenders may charge interest at their current disclosed rates and fees to process the loans. Interest rates may be variable or fixed and may depend on the borrower's credit rating. The School does not have preferred lenders.

3. Federal Financial Aid

Financial aid helps reduce out-of-pocket costs that the students and their families must pay to obtain secondary education. Financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and a student must repay them in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program, or if a student's attendance falls below half time.

Eligible students enrolled in eligible programs may apply for federal financial aid through the Financial Aid Office or online at www.fafsa.ed.gov. The College participates in the following financial aid programs:

Need-Based Programs

- a. Federal Pell Grant
- b. Federal Direct Subsidized Stafford Loan

Non-Need-Based Programs

- a. Federal Direct Unsubsidized Stafford Loan
- b. Federal Direct PLUS (Parent Loan for Undergraduate Students)

Interested students must fill up the Free Application for Federal Financial Aid (FAFSA) for submission to the Financial Aid Office on the first month of their enrollment. All renewal FAFSAs must be submitted before July 1st of each year.

Federal financial aid funds may not cover all of the eligible program's tuition and fees. Students may be required to pay to the College whatever balance not covered by financial aid funds.

If the student obtains a loan to pay for an educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Tuition Payment, Refund Calculation, Financial Aid

Cancellation and Withdrawal Policies

1. The student has the right to cancel this Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later.
2. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
3. The written Notice of Cancellation, if given by mail, is effective when deposited in the mail and properly addressed with prepaid postage. The written Notice of Cancellation may be sent by mail, hand delivery or telegram.
4. The written Notice of Cancellation need not take a particular form, and, however expressed, is effective if it indicates the student's desire not to be bound by the Enrollment Agreement.
5. After the cancellation period, the Institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has been incurred (including absences), there will be no refund to the student.
6. The registration fee of \$75.00 is a non-refundable item.
7. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.
8. If you cancel this Enrollment Agreement, the Institution will refund any money that you paid, less any deduction for registration fee and equipment or services received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.
9. A Notice of Cancellation form is included at the back of the School Catalog for your information. Read it for an explanation of your rights and responsibilities.
10. If you do not receive a Notice of Cancellation form before or at your first class session, or lose the Notice of Cancellation form which was given to you, please immediately notify the Admissions Office.

Determination of Withdrawal from School

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

1. the date you notify the Financial Aid Office of your intent to withdraw; only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw;
2. the date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the School Catalog;
3. the date you fail to attend classes for a two-week period and fail to inform the School that you are withdrawing;
4. the date you failed to return as scheduled from an approved leave of absence; the withdrawal date shall be the last date of recorded attendance; the date of the determination of withdrawal will be the scheduled date of return from leave of absence.

Charging for Make-Up Classes, Repeats, and Absences

Refund calculations are based on hours of attendance for clock-hour programs. For purposes of calculating refunds, a student will be charged tuition incurred from regular classes, absences, repeated subjects and make-up classes for up to a total of 1,534 hours. The subjects composing the total hours incurred, including absences, whether taken the first time or repeated, does not affect the calculation of the refund. If the student has incurred more than 1,534 hours, the total number of hours used for refund calculations remain at 1,534. To illustrate:

A student takes Anatomy and Physiology for 54 hours and fails.

A student is allowed by the "Repeat Once" policy to retake Anatomy and Physiology for another 54 hours. If the student fails at this point, the student will be terminated from the program.

For purposes of refund calculations, the total number of hours that has been incurred and should be charged is 108 hours.

The Institution's Withdrawal policy provides that a student will be charged for the applicable enrollment period in the course including absences.

Tuition Payment, Refund Calculation, Financial Aid

Treatment of Title IV Funds if the Student Withdraws from School

As of 10/07/2000, Federal regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the 60% of the payment period in the course, the student would have earned the same percentage of aid received. For example, if the student withdraws at 50% of the payment period, the student would have earned only 50% of the aid received or was eligible to receive. To determine the percentage completed, the scheduled class hours or the actual hours attended (if less than 70% of scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the programs in accordance with the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid.

Return of Title IV Funds Policy (R2T4)

For students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid: If you withdraw from School prior to completion of 60% of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the School and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award received per program. For example, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the School during the period of enrollment.

If you have received federal financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

The following order of payment of refunds will apply in accordance to the aid programs available at this Institution:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Perkins Loans
4. Federal Direct PLUS (Graduate Students) Loan
5. Federal Direct PLUS (Parent) Loan
6. Federal Pell Grant
7. Academic Competitiveness Grant (ACG)
8. National SMART Grant
9. Federal Supplemental Educational Opportunity Grant (FSEOG)

If calculations show that a student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans.

If calculations show that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by the student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid within that time, and if the student has not made arrangements with the US Department of Education to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until that matter is taken care of by the student.

If the Institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the Institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the Institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program, within 45 days from the determination of withdrawal from school.

Tuition Payment, Refund Calculation, Financial Aid

Post Withdrawal Disbursement of Title IV Funds

If the calculation shows that the student received less aid than what was earned within the payment period or enrollment period, then the student would be notified by the School of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the School will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from, and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The School will honor late acceptances only at its discretion.

Student Eligibility for Financial Aid

Marian College, Marian Health Careers Center participates in the following Federal Financial Aid Programs:

- Federal Pell Grants
- Federal Direct Stafford Subsidized Loans
- Federal Direct Stafford Unsubsidized Loans
- Federal Direct Parent Loans for Undergraduate Students (PLUS)

To receive aid from any of the federal student aid programs offered at Marian College, Marian Health Careers Center, a student must meet all of the following criteria:

- Demonstrate financial need, except for certain loan programs
- Provide proof of completing at least U.S. high school or equivalent, or a General Educational Development (GED[®]) certificate
- Be enrolled or accepted for enrollment as a regular student in an eligible program
- Be a U.S. citizen or eligible non-citizen
- Have a valid social security number
- Meet satisfactory academic progress standards set forth by the College
- Certify that he or she will use federal student aid funds only for educational purposes
- Certify that he or she is not in default on a federal student loan and does not owe money on a federal student grant
- Register with Selective Service, if required
- If the applicant is male, 18 through 25 years of age and have not yet registered with Selective Service, he can give the Selective Service permission to register him by checking a box on the FAFSA.
- Submit all documentation required throughout the enrollment period

The law suspends aid eligibility for students convicted under federal or state law of sale or possession of illegal drugs. The period of ineligibility for each student continues until the eligibility date arrives or the student completes an acceptable drug rehabilitation program. If you have a conviction or convictions for these offenses, call 1-800-4-FED-AID (1-800-433-3243) to find out how, or if, this law applies to you. If a student leaves the question on drug convictions in the FAFSA blank, he or she will automatically become ineligible for federal student aid.

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his or her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state, or private programs.

Tuition Payment, Refund Calculation, Financial Aid

Satisfactory Academic Progress and Financial Aid

The following table illustrates how a student maintains federal financial aid (Title IV) eligibility in relation of the School's Satisfactory Academic Progress (SAP) Policy:

SAP Measurement or Evaluation Point	SAP Evaluation Results	Eligible for Next Federal Financial Aid (Title IV) Payment Period
Start of Program (Zero Hours)	Not applicable	YES
End of 1 st Payment Period (450 Hours)	Passing Grade; Hours Completed	YES
	Failing Grade; Hours Completed or Not	YES but warning; must pass the next Eval period
End of 2 nd Payment Period (900 Hours)	Passing Grade; Hours Completed	YES
	Failing Grade; Hours Completed or Not	NO
End of 3 rd Payment Period (1217 Hours)	Passing Grade; Hours Completed	YES
	Failing Grade; Hours Completed or Not	NO
End of 4 th Payment Period (1534 Hours)	Passing Grade; Hours Completed	Not applicable; no more additional disbursements
	Failing Grade; Hours Completed or Not	Not applicable; no more additional disbursements

If a student becomes ineligible under this policy, there will be no disbursements of federal financial aid funds, and the student is responsible for paying for tuition and fees not covered by federal financial aid. Funds disbursed may not be recovered or paid in future payment periods even if the student has reestablished federal financial aid eligibility.

A student who loses federal financial aid eligibility may continue to attend school as a self-paying student, subject to the School's academic requirements and "Repeat Once" policy.

Tuition Payment, Refund Calculation, Financial Aid

Procedures and Forms for Financial Aid Application

The first step in applying for financial aid is to fill up the Free Application for Federal Student Aid (FAFSA) and submitting it to the Financial Aid Office. An electronic FAFSA may also be filed at www.fafsa.ed.gov. This application will be processed by the U.S. Department of Education and the students will be notified of their eligibility for financial aid programs in the Student Aid Report (SAR).

Additional documents may be requested to complete processing of the aid request. Notification of these additional documents are sent to students through a Missing Document Letter. Additional information may include, but is not limited to, the following:

- Proof of citizenship or permanent resident status
- Proof of Selective Service registration
- Marriage Certificate
- Verification Form (independent and dependent students)
- Tax Return Transcripts from the Internal Revenue Service (student and parent or spouse)
- Statement of non-tax filer (student and parent of spouse)
- Student Aid Report (SAR)
- Admission Status
- Student Certifications
- Employment Verification
- Verification of marital status

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his or her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding and collection of funds, and the tracing of individuals who have borrowed funds from federal, state, or private programs.

Students receive notice of financial aid via an award letter. Students are required to accept or decline each award by signing on the award letter (blank responses are considered acceptances).

Before a first disbursement may be made to a first-time Direct Loan Subsidized/Unsubsidized borrower, the student take the Direct Loan Entrance Counseling at the Direct Loan Website, www.dl.ed.gov or at <https://studentloans.gov>. After completing the Direct Loan Entrance Counseling session on line, the student must print his or her test results and submit it to the Financial Aid Office.

Upon termination or graduation, the student must complete the Direct Loan Exit Counseling Session online through the Direct Loan Website, www.dl.ed.gov or at <https://studentloans.gov>

Financial aid funds are paid co-payable to the student and the College. Students must sign their checks for proper credit to their account. Financial aid funds are awarded to pay for tuition and other institutional charges. If all of these charges have been paid, any excess is paid out to the student.

Cost of Attendance

The components of the cost of attendance (COA) are the same for all federal financial aid programs, as specified in the law. However, in the case of programs of study or enrollment periods that are less than or greater than the School's academic year, the cost for purposes of loans differs from the cost of the Pell Grant Program. Pell costs are always prorated to the costs for a full-time student for a full academic year, but the cost of attendance for the other programs is based on the student's actual cost for the period for which need is being analyzed.

A student's cost of attendance, based on the annual budgets published by the California Student Aid Commission, is generally the sum of the following:

- Tuition and Fees
- Books, Supplies, Transportation, Miscellaneous Personal Expenses
- Room and Board
- Cost of Dependent Care
- Expenses Related to Student's Disability - includes special services, personal assistance, transportation, equipment, and supplies.
- Loan Fees

Tuition Payment, Refund Calculation, Financial Aid

Expected Family Contribution

The Expected Family Contribution (EFC) is a measure of how much the student and his or her family can be expected to contribute to the cost of the student's education. All data used to calculate the EFC come from the information the student provides on the Free Application for Federal Student Aid (FAFSA). The Central Processing Center of the U.S. Department of Education analyzes the information from the FAFSA and calculates the EFC. The EFC formula also takes into account the family's expenses relative to the number of persons in the household and how many of them will be attending college during the award year.

Financial Need

A student must have financial need to receive all federal financial aid funds except for unsubsidized Stafford loans and PLUS. Financial need is defined as the difference between the student's cost of attendance (COA) and the family's ability to pay these costs, the expected family contribution (EFC). For the Stafford loan programs, other aid received by the student including estimated financial assistance is also subtracted from the cost of attendance to determine financial need.

Rights and Responsibilities of Students on Financial Aid

Students have the right to know the:

- financial aid programs available at Marian College, Marian Health Careers Center.
- application process which must be followed to be considered for aid.
- criteria used to select recipients and calculate need.
- Marian College, Marian Health Careers Center refund and repayment policy.
- Financial Aid Office policies surrounding satisfactory academic progress.

Students are responsible for:

- completing all forms accurately and by the published deadlines.
- submitting information requested by Financial Aid Office staff in a timely manner.
- keeping the Financial Aid Office informed of any changes in address, name, marital status, financial situation, or any change in student status.
- reporting to the Financial Aid Office any additional assistance from sources such as scholarships, loans, fellowships, and educational benefits outside of Marian College, Marian Health Careers Center.
- notifying the Financial Aid Office of a change in enrollment status.

Financial Aid Office Calendar of Activities

Being a non-traditional school, enrollment may be monthly, quarterly, or at specified dates.

The initial Free Application for Federal Student Aid (FAFSA) must be filed electronically at www.fafsa.ed.gov on or before the second month of each new program schedule. Renewal FAFSAs must be completed by September of the subsequent award year.

Tuition Payment, Refund Calculation, Financial Aid

Fraud

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities.

Intentional misrepresentation, false statements, or alteration of documents by a student, which have resulted or could result in the awarding or disbursement of funds for which he or she is not eligible, is subject to possible disciplinary action. After investigating the situation, all information will be forwarded to the Office of Inspector General of the U.S. Department of Education or the local law enforcement agency.

If the Financial Aid Director decides to pursue the possibility of denying or canceling financial aid because of fraud, a written request to make an appointment is sent to the student (and parent, if applicable). If the student (and parent, if applicable) does not make an appointment, the Financial Aid Office may:

- not process a financial aid application until the situation is resolved satisfactorily.
- not award financial aid.
- cancel financial aid.
- determine that financial aid will not be processed for future years.

All processing of the application or disbursement of funds shall be suspended until the Financial Aid Director has made a determination as to whether the student shall be required to make an appointment.

Program of Study

Vocational Nursing

CIP Code: 51.3901

Diploma Program

55 Weeks - Weekdays

70 Weeks - Weekends

1,534 Clock Hours

Medium of Instruction: English

The Vocational Nursing Program provides the student with skills that will afford him or her the opportunity to seek employment in hospitals, clinics, private physicians' offices, and extended long-term care facilities. Emphasis is on nursing theory, development and application of nursing skills in the basic care of individuals throughout the life span.

A minimum grade of C (75%) in all Vocational Nursing course work is required to successfully complete the program. Upon completion of this program, the student will receive a diploma and will be eligible to take the National Council Licensing Examination (NCLEX-PN[®]), and if successful, will qualify to obtain licensure from the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) to practice in the State of California.

Program Overview

- VN 101 - Anatomy & Physiology (54 Hours)
- VN 102 - Nursing Fundamentals: Nursing Process, Growth & Development, Nutrition, Critical Thinking, Communication, Ethics & Unethical Conduct, Culturally Congruent Care (91 Hours)
- VN 103 - Nursing Fundamentals: Skills Laboratory & Clinical Rotation (239 Hours)
- VN 201 - Pharmacology (54 Hours)
- VN 202 - Medical-Surgical Nursing 1: Introduction (Geriatrics, Psychology, Patient Education, Nutrition, End of Life Care) (91 Hours)
- VN 203 - Medical-Surgical Nursing 1: Skills Laboratory & Clinical Rotation (239 Hours)
- VN 301 - Medical-Surgical Nursing 2: Integumentary, Musculoskeletal, Gastrointestinal, Respiratory, Cardiovascular, Immune, and Endocrine Systems (145 Hours)
- VN 302 - Medical-Surgical Nursing 2: Clinical Rotation (238 Hours)
- VN 401 - Medical-Surgical Nursing 3: Reproductive System, Urinary System, Communicable Diseases, Nervous-Sensory System, and Rehabilitation Nursing (73 Hours)
- VN 402 - Maternity Nursing (30 Hours)
- VN 403 - Pediatric Nursing (30 Hours)
- VN 404 - Leadership & Supervision (6 Hours)
- VN 405 - Career Opportunities (6 Hours)
- VN 406 - Medical-Surgical Nursing 3: Clinical Rotation (238)

Program of Study

Philosophy of the Program

Marian College's Vocational Nursing Program is based on the following philosophical concepts:

Man is an individual, a unique being with physical, psychological, social, intellectual and spiritual attributes. Man defines a system of living which reflects values, cultures, motives, life style and health.

Society is a multi-cultural group of individuals who join together to achieve common goals within a surrounding environment.

Environment is both internal and external. The individual and society respond, constantly adapting to environmental demands to maintain a constant state which is the designated goal of the system.

Health, a goal of the individual and society, is a state of well-being which is constantly in a continuum of wellness-illness.

Education is a pattern of learning experiences designed to develop knowledge and skills. These include the ability to think and communicate clearly, both orally and in writing; to be aware of other cultures; to use mathematics; to gain insight about ethical problems and legal parameters; and develop the capacity for self-understanding. Education is a life long process which enhances the quality of life of the individual.

Nursing is an art of rendering health care based on scientific knowledge and a caring relationship. It is dynamic and evolving. Its purpose is to promote health and assist individuals throughout the life span of the continuum of wellness-illness to attain an optimal level of functioning.

Nursing education is the framework for the teaching and learning of the knowledge and competencies of skills necessary to assist in meeting the health needs of individuals in a variety of health care settings.

"Competency implies knowledge, understanding and skills that transcend specific tasks and is guided by a commitment to ethical and legal principles."
(NAPNES 1997)

Conceptual Framework

The conceptual framework of the nursing program incorporates the concept that an individual has basic physical and psychological needs. All needs are present within the individual at all times but some are more basic than others and must be met minimally before other needs are considered. The nursing model is based on Abraham Maslow's hierarchy of needs.

Nursing care and a caring relationship are directed towards meeting unmet needs. The hierarchy of needs along with a caring relationship provides a framework for assessing the individual, understanding his level of need and implementing the nursing intervention that is necessary.

The five levels of the hierarchy of needs are: (1) Physiological (2) Safety and Security (3) Love and Belonging (4) Self-Esteem and (5) Self-Actualization.

The nurse considers in the assessment and intervention that each individual sets priorities to their needs on the level most important to them. The nurse also considers that basic human needs are related and may require nursing intervention at more than one level.

The hierarchy of needs is applied to the nursing process, can be used with all ages, in all health care settings and in both wellness and illness.

The nursing program is divided into four terms.

TERM I

The student begins with learning that man is a bio-psycho-social, spiritual being with individual needs. Emphasis is on basic nursing skills (taught in the skills laboratory and clinical setting), communication, cultural differences, the nursing process, interpersonal relations along with a caring relationship, and ethical and professional behavior.

Anatomy and Physiology gives a solid understanding of the parts and functions of the human body. The course provides the basis for beginning nursing assessment.

Program of Study

TERM II

With the introduction to special areas of care in medical-surgical nursing, (the surgical patient, oncology, mental health, patient teaching, emergency care) the student develops more advanced knowledge and skills utilizing the nursing process, the hierarchy of needs and caring relationship.

Pharmacology is an integral part of the program with the teaching of the preparation and administration of medications, drug actions, dosage, side effects and patient teaching.

TERM III

This course focuses on more advanced studies in medical-surgical nursing. Emphasis is placed on diseases and disorders of the various body systems. In the clinical setting, the following areas are emphasized: nursing process, advanced nursing skills, documentation, communication, medications, nutritional and psychosocial considerations, interpersonal relations, patient teaching, a caring relationship and working with the health care team.

TERM IV

The advanced studies in medical-surgical nursing are completed. A course in maternal child care provides the knowledge of the obstetrical client, the prenatal and post-natal care, and care of the newborn. Pediatrics is an introduction to the care of children. Clinical is the continuation of developing caring relationships, and of proficiency and competency in previous skills taught and learned along with leadership and supervision skills.

Terminal Proficiencies and Competencies

Upon completion of the nursing program and under the direction of a registered nurse and/or licensed physician, the vocational nurse graduate will:

- Utilize the nursing process, caring relationships, along with client basic needs and patient teaching, in providing and adapting safe, competent nursing care to clients and families of a diverse cultural and social population in varied health care settings.
- Utilize therapeutic and effective communication skills (written, verbal and body language) to maintain and enhance the interaction and interpersonal relations with the client, family and health care team.
- Practice within the role of the Vocational Nursing Practice Act, adhering to ethical and legal standards, accepting responsibility and accountability for actions and behavior.
- Demonstrate self-understanding and self-awareness of the importance of education as a life-long process enhancing the life-span and self-fulfillment of self, client and family.

Course Descriptions

TERM I

- VN 101- Anatomy and Physiology Lecture - 54 Hours
The course is designed to give the students a solid understanding of the parts and function of the human body. Emphasis is placed upon how to apply the knowledge when performing physical assessment. Prerequisite: None
- VN 102 - Nursing Fundamentals: Nursing Process, Growth & Development, Nutrition, Critical Thinking, Communication, Ethics & Unethical Conduct, Culturally Congruent Care Lecture - 91 Hours
The course is designed to give the students a thorough understanding of nursing fundamentals. This covers the history of nursing, health care system, law, ethics and unethical conduct, and values, medical terminology, community and environmental health, safety, fire and disaster planning, basic human needs, health and wellness, microbiology, medical asepsis, nursing process, critical thinking communication and culturally congruent care, nutrition, and human life span. Emphasis is placed on how to apply the knowledge in the performance of physical assessment. Prerequisite: Anatomy and Physiology with a minimum grade of 75%.
- VN 103 - Nursing Fundamentals: Skills Laboratory & Clinical Rotation Skills Lab - 79 Hours; Clinical - 160 Hours
Term 1 clinical experience is an introduction to the practice and application of basic nursing care for the hospitalized client in a non-acute setting. The students apply and return-demonstrate basic nursing skills in the laboratory. Students also apply basic nursing care skills in the clinical setting utilizing Maslow's hierarchy of needs, and demonstrate effective communication skills as well as ethical and legal conduct. Prerequisite: Anatomy and Physiology with a minimum grade of 75%.

Program of Study

TERM II

- VN 201 - Pharmacology Lecture - 54 Hours
The course is designed to give the students a basic knowledge on pharmacology. Students will understand the origin, nature, chemistry, effects and uses of medication. Prerequisites: A minimum grade of 75% in Term I theory subjects and "Passed" grade in Term I skills lab and clinicals.
- VN 202 - Medical-Surgical Nursing 1: Introduction Lecture - 91 Hours
(Geriatrics, Psychology, Patient Education, Nutrition, End of Life Care)
The course is designed to give the students a thorough understanding of the basic knowledge on medical and surgical nursing. It covers an introduction to gerontology and geriatrics, therapeutic diets, principle of surgical asepsis, wound care, catheterization, peri-op care, emergency care, mental health, oncology, hospice care, pain management, sleep, end of life care, and patient teaching. Emphasis is placed upon actual application of the knowledge learned. Prerequisites: A minimum grade of 75% in Term I theory subjects and Pharmacology, and "Passed" grade in Term I skills lab and clinicals.
- VN 203 - Medical-Surgical Nursing 1: Skills Laboratory & Clinical Rotation Skills Lab - 63 Hours; Clinical - 176 Hours
In the skills lab and clinical setting, emphasis is placed on the administration of medication and the application of advanced nursing care. Students utilize Maslow's hierarchy of needs to determine the appropriate level of nursing care and client needs, asepsis care for the client on physical therapy, isolation precautions, therapeutic diet, pain management, management of client with tubes, oncology, perioperative care and oxygen therapy. Prerequisites: A minimum grade of 75% in Term I theory subjects and Pharmacology, and "Passed" grade in Term I skills lab and clinicals.

TERM III

- VN 301 - Medical-Surgical Nursing 2: Integumentary, Musculoskeletal, Gastrointestinal, Respiratory, Cardiovascular, Immune, and Endocrine Systems With corresponding hours for VN 302 - Medical-Surgical Nursing 2: Clinical Rotation
Integumentary System: Lecture - 12 Hours; Clinical - 24 Hours
Musculoskeletal System: Lecture - 24 Hours; Clinical - 39 Hours
Gastrointestinal System: Lecture - 30 Hours; Clinical - 48 Hours
Respiratory System: Lecture - 24; Clinical - 39 Hours
Cardiovascular System: Lecture - 30 Hours; Clinical - 48 Hours
Immune System: Lecture - 7 Hours; Clinical - 8 Hours
Endocrine System: Lecture - 18 Hours; Clinical - 32 Hours

The course is designed to give the students a thorough knowledge and understanding of the Integumentary, Musculoskeletal, Gastrointestinal, Respiratory, Cardiovascular, Immune, and Endocrine Systems. It covers an introduction of the integumentary system, structure and functions, skin lesion, disorders of the integumentary system, traumatic injuries, and structural disorders of the musculoskeletal system. It also covers an introduction to the gastrointestinal system and accessory structure, disorders of the upper and lower gastrointestinal tract, disorders of the liver, gallbladder and pancreas, caring for clients with ostomy, an introduction to the respiratory system, anatomy and physiology, disorders of the lower and upper respiratory systems, assessment of clients with respiratory disorders, nursing management of clients with respiratory disorders, pharmacologic considerations and gerontologic considerations.

The course also covers topics on cardiac physiology, assessment of cardiovascular disorders, infectious and inflammatory disorders of the heart and blood vessels, caring for patients with cardiovascular disorders, an introduction to the immune system, general nutritional considerations, etiology and pathophysiology of allergy, allergies and autoimmune disorders, caring for clients with allergies and autoimmune disorders, and caring for clients with AIDS, an introduction to the endocrine system, parts and functions, hormones, assessment of clients with endocrine disorders, and nursing clients with endocrine disorders.

General nutritional and psychosocial considerations are also covered for all the body systems and disorders covered in this subject. Emphasis is placed upon how to apply the knowledge when performing the physical assessment and developing the skills. Prerequisites: A minimum grade of 75% in Terms I and II theory subjects and "Passed" grade in Terms I and II skills lab and clinicals.

Program of Study

- VN 302 - Medical-Surgical Nursing 2: Clinical Rotation
Clinicals - 238 Hours, as distributed among Term III subjects
Emphasis is placed on the practice and application of advanced nursing skills in the care of complex client needs. Students must demonstrate competency by utilizing Maslow's hierarchy of needs and the nursing process in the care and management of clients in the following areas: integumentary, musculoskeletal, gastrointestinal, respiratory, cardiovascular, immune, endocrine, and clients with AIDS. Prerequisites: A minimum grade of 75% in Terms I and II theory subjects and "Passed" grade in Terms I and II skills lab and clinicals.

TERM IV

- VN 401 - Medical-Surgical Nursing 3: Reproductive System, Urinary System, Communicable Diseases, Nervous System, Rehabilitation Nursing
With corresponding hours for VN 406 - Medical-Surgical Nursing 3: Clinical Rotation
Reproductive System: Lecture - 18 Hours; Clinical - 30 Hours
Urinary System: Lecture - 18 Hours; Clinical - 30 Hours
Communicable Diseases: Lecture - 7 Hours; Clinical - 8 Hours
Nervous-Sensory System: Lecture - 24 Hours; Clinical - 34 Hours
Rehabilitation Nursing: Lecture - 6; Clinical - 8 Hours

This course is designed to give the students a thorough knowledge and understanding of the Reproductive System, the Urinary System, Communicable Diseases, the Nervous System, and Rehabilitation Nursing. It covers an introduction to breast, female and male reproductive system, disorders of female reproductive structures, disorders of the male reproductive system, sexually transmitted diseases, the anatomy and physiology of the urinary system, disorders of the urinary system, as well as diagnostic and laboratory procedures. When studying communicable diseases, topics in infection, types of microorganisms, modes of transmissions, sexually transmitted diseases, immunization schedules, and caring for clients with communicable diseases are covered.

The course also covers the anatomy and physiology of the nervous system, disorders of the nervous-sensory system, and diagnostic and laboratory procedures. The students are also given a thorough knowledge and understanding of goals of rehabilitation, scope of services, resources and the barriers of rehabilitation, Maslow's hierarchy of needs, and nursing considerations in rehabilitation. Emphasis is placed on how to apply the knowledge learned when performing physical assessment.

General nutritional and psychosocial considerations are also covered for all the body systems and disorders covered in this subject. Emphasis is placed upon the application of knowledge when performing physical assessment. Prerequisites: A minimum grade of 75% in Terms I, II, and III theory subjects and "Passed" grade in Terms I, II, and III clinicals.

- VN 402 - Maternity Nursing Lecture - 30 Hours; Clinical - 48 Hours
The course is designed to give the students a thorough knowledge and understanding of pregnancy-associated disorders. It covers a review of the anatomy and physiology of the female reproductive system, prenatal and postnatal nursing care, nursing care of women with pregnancy complications, nursing care of mothers and infant during labor and birth, nursing considerations for specific groups of patients, the nurse's role in women's health care, and general nutritional considerations. Prerequisites: A minimum grade of 75% in Terms I, II, and III theory subjects and "Passed" grade in Terms I, II, and III clinicals.
- VN 403 - Pediatric Nursing Lecture - 30 Hours; Clinical - 48 Hours
The course is designed to give the students a thorough knowledge and understanding of the different stages in child growth and development and associated diseases and disorders. It covers newborn, infancy, toddler, preschool, school-age, puberty and adolescent, different age-related diseases, disorders and injuries, and general nutritional considerations. Prerequisites: A minimum grade of 75% in Terms I, II, and III theory subjects and "Passed" grade in Terms I, II, and III clinicals.
- VN 404 - Leadership & Supervision Lecture - 6 Hours; Clinical - 32 Hours
The course is designed to give the students a thorough understanding of leadership in nursing and career opportunities in nursing. This covers topics on leadership roles available to the LVN, characteristics of a good manager, and different leadership styles. Prerequisites: A minimum grade of 75% in Terms I, II, and III theory subjects and "Passed" grade in Terms I, II, and III clinicals.
- VN 405 - Career Opportunities (6 Hours) Lecture - 6 Hours
This course provides information on various job opportunities and further education upon completion of the Vocational Nursing Program. The student will be able to demonstrate skills needed when seeking employment. Prerequisites: A minimum grade of 75% in Terms I, II, and III theory subjects and "Passed" grade in Terms I, II, and III clinicals.

Program of Study

- VN 406 - Medical-Surgical Nursing 3: Clinical Rotation
Clinicals - 238 Hours, as distributed among Term IV subjects
Students demonstrate competence in the application of nursing care obstetric, pediatric, acute, and complex clients. Students utilize Maslow's hierarchy of needs and the application of nursing process in the care and management of clients in the following areas: maternity, pediatric, urinary, neurology, rehabilitation and communicable disease. Students will demonstrate the ability to function as competent healthcare team members.
Prerequisites: A minimum grade of 75% in Terms I, II, and III theory subjects and "Passed" grade in Terms I, II, and III clinicals.

Program Delivery

The Vocational Nursing Program is a residential program. Classes are conducted on-campus and clinical rotations are done with various affiliated clinical facilities.

Additional Requirements for Clinical Sessions

Our affiliated clinical training facilities may require any or all of the following to be accomplished before a student starts a clinical rotation:

- Facility Orientation
- Current CPR Card
- Current TB Test Results
- Statement of General Health
- Fire Class Card

Curriculum Review and Improvements

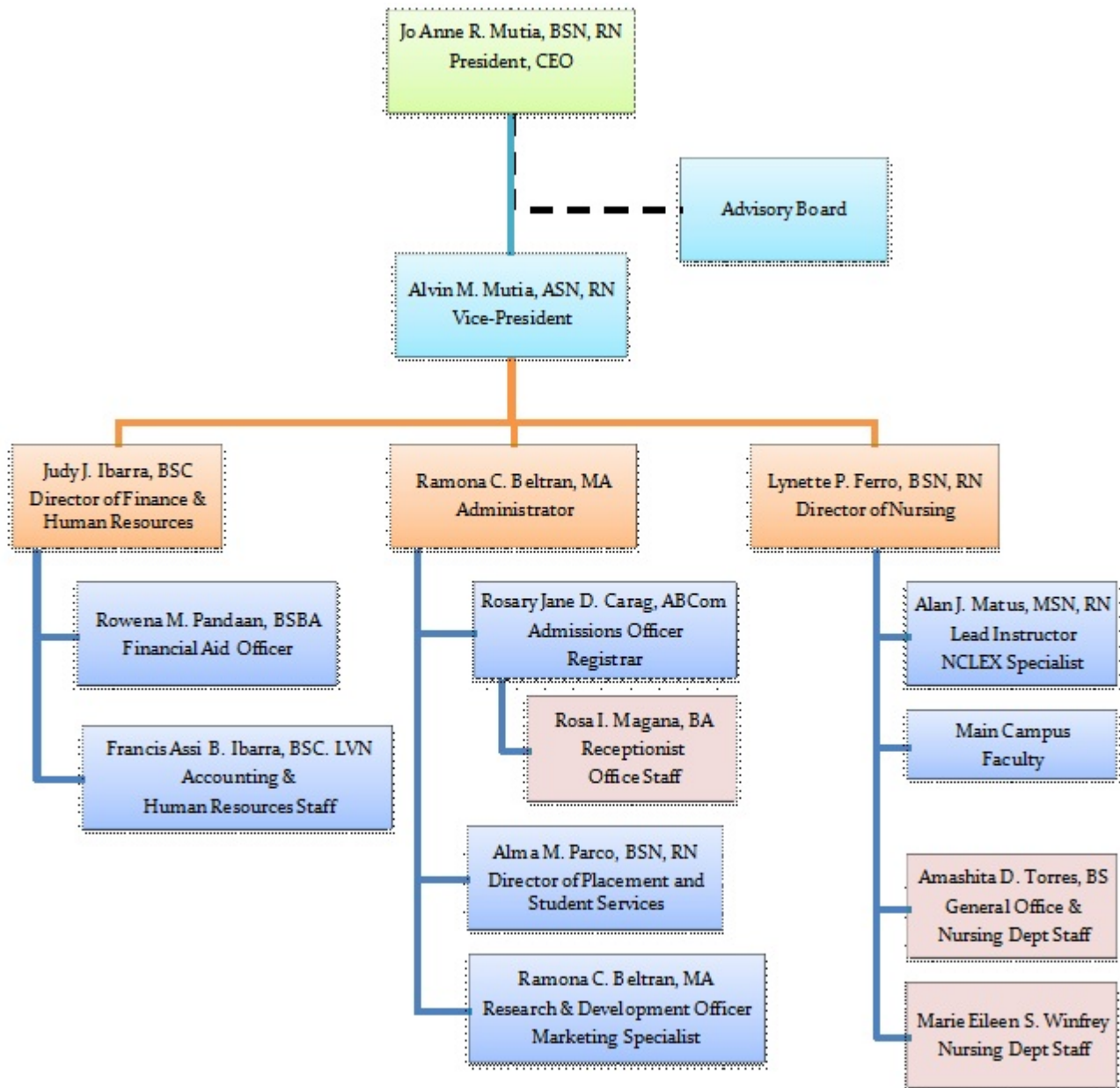
The Director of Nursing together with the Administrative Officials and Faculty constantly reviews the curriculum and its implementation. Extensive discussions are conducted in faculty meetings and in-service training throughout the year.

Any improvements and revisions are promptly implemented upon approval by the Board of Vocational Nursing and Psychiatric Technicians. Students and employees are advised of any curriculum changes through memoranda and the School Catalog.

Appendices

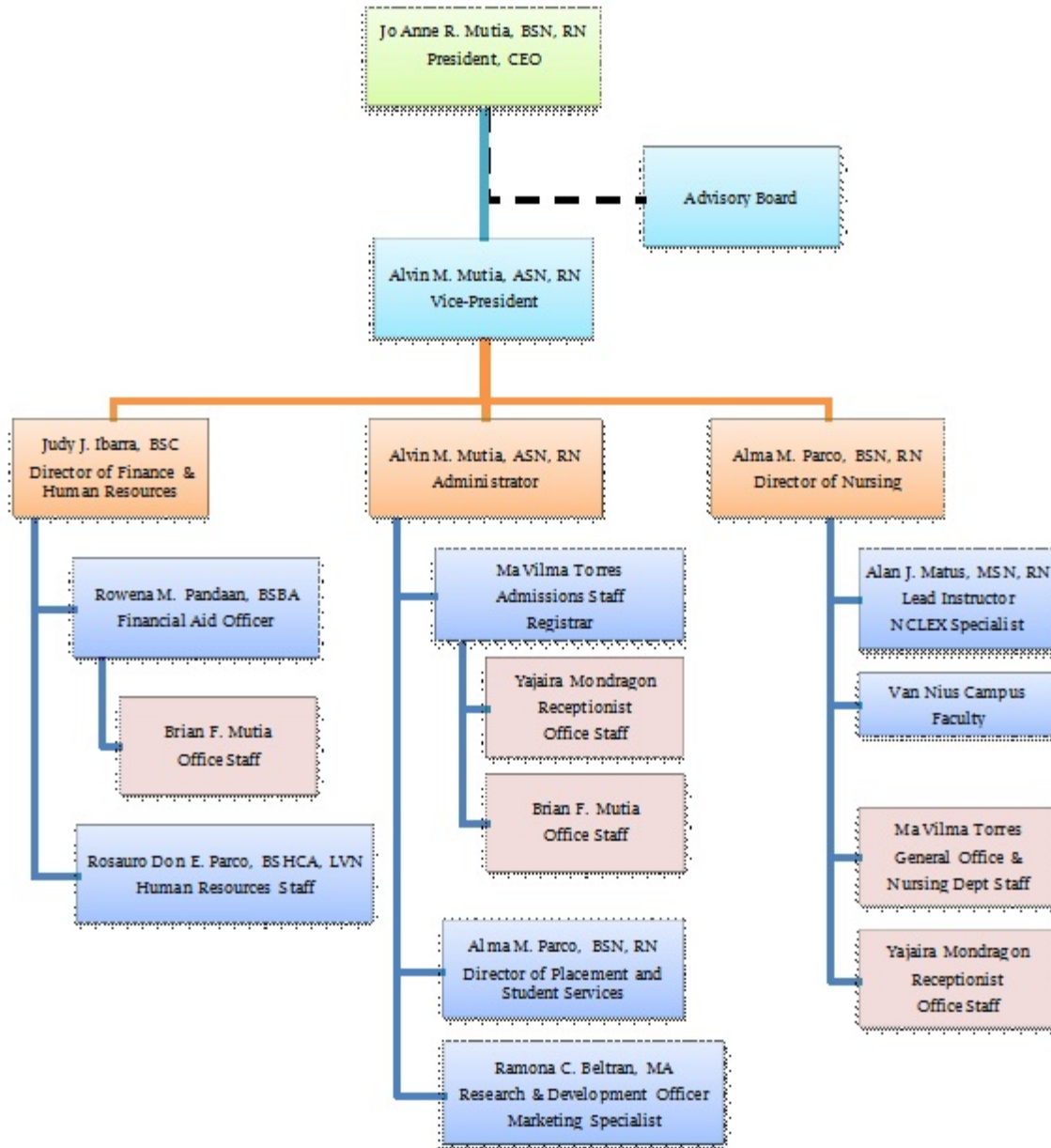
Marian College
Marian Health Careers Center
Main Campus

Organizational Chart



Marian College
Marian Health Careers Center
Van Nuys Campus

Organizational Chart



Marian College
Marian Health Careers Center

Van Nuys Campus

Class Calendar

Weekday Class
VN # 42

Orientation	-	January 22, 23, 24, 28, 29, 30, 2013
Start of Term I	-	February 4, 2013
Foundation Day	-	February 11, 2013
Presidents Day	-	February 18, 2013 (No School)
Good Friday - Easter Sunday	-	March 29 - 31, 2013 (No School)
Term I Ends	-	May 20, 2013
Start of Term II	-	May 21, 2013
Memorial Day	-	May 27, 2013 (No School)
Independence Day	-	July 4, 2013 (No School)
Labor Day	-	September 2, 2013 (No School)
End of Term II	-	September 5, 2013
Start of Term III	-	September 9, 2013
Constitution & Citizenship Day	-	September 17, 2013
Columbus Day	-	October 14, 2013 (No School)
Veterans Day	-	November 11, 2013 (No School)
Thanksgiving Weekend	-	November 28-30, 2013 (No School)
Christmas Break	-	December 21, 2013 - January 5, 2014 (No School)
End of Term III	-	January 8, 2014
Start of Term IV	-	January 9, 2014
Martin Luther King Day	-	January 20, 2014 (No School)
Foundation Day	-	February 10, 2014
Presidents Day	-	February 17, 2014 (No School)
Good Friday - Easter Sunday	-	April 18 - 20, 2014 (No School)
End of Term IV	-	April 28, 2014
Graduation	-	To be announced

Notice of Student Rights

1. You have the right to cancel your enrollment and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the School for a sample copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the Enrollment Agreement and the School Catalog. If you have lost your Enrollment Agreement, ask the School for a description of the refund policy.
3. If the School closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number provided below.
4. If you have any complaints, questions, or problems which you cannot work out with the School, write or call:

State of California Department of Consumer Affairs
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Phone: (916) 431-6959
Toll Free: (888) 370-7589

Website: www.bppe.ca.gov
Email: bppe@dca.ca.gov

Notice of Cancellation

First Day of Class: _____

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel this Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Refund Policy: After the cancellation period, the Institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has been incurred (**including absences**), there will be no refund to the student.

The registration fee of **\$75.00 is a non-refundable item**. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this Enrollment Agreement, the Institution will refund any money that you paid, less any deduction for registration fee and equipment or services received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. (See refunds section below.) If the amount that you owe is more than the amount you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

I cancel the contract for school _____ (date)

(Student's Signature)
(Signature in this area represents cancellation of contract)

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

State of California Department of Consumer Affairs
Bureau for Private Postsecondary Education
PO Box 980818, West Sacramento, CA 95798-0818
Web site: www.bppve.ca.gov E-mail: bppve@dca.ca.gov Tel #: (916) 574-7720

I (student), by signing on the line below, am only stating my understanding of the contents in this form.

I am not canceling my enrollment contract.

Signature (Signature on this section does not cancel the contract)

Date

[10006] CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act
Marian College, Marian Health Careers Center
Main Campus 262-01

Student: _____ **SSN:** _____ **Key #** _____ **Student ID #** _____

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/09 and 12/31/11. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE ARE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION.

Report Distribution Date: October 1, 2012

Occurrences REPORTED within the 2009, 2010, and 2011 Calendar Years

Crimes Reported	2009	2010	2011	Location: C=Campus N=Non-campus P=Public Area	* Hate Crime?
A Murder (Includes non-negligent manslaughter)	0	0	0	C	0
B Negligent manslaughter	0	0	0	C	0
C Sex offenses (forcible & non-forcible)	0	0	0	C	0
D Robberies	0	0	0	C	0
E Aggravated assaults	0	0	0	C	0
F Burglaries	0	0	0	C	0
G Motor Vehicle Thefts (on Campus)	0	0	0	C	0
H Arson	0	0	0	C	0

Number of arrest made for the following crimes				Referred for campus disciplinary action? (Yes) (No)
I Liquor Laws	0	0	0	N
J Drug laws	0	0	0	N
K Weapons Possession	0	0	0	N

***Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's Daily Incident Log, and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*

11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

The institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourage students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several key places around the campus.

This institution does not provide on-campus housing. Therefore the following disclosures do not apply to this institution:

Fire safety (668.49)

Missing students (668.46(h))

Emergency notifications 668.46(g))

Hate crimes 668.46(c))

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non staff member or student) to civil and criminal liabilities. The first violation will be punishable by removing any authorized privileged use of any institutional equipment. If the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. For a second violation, the staff member may be terminated, or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Name of School Official	Alvin M. Mutia, ASN, RN
Title	Vice-President for Operations
School Name	Marian College, Marian Health Careers Center
Street address	3325 Wilshire Blvd, Suite 1010
City, State Zip	Los Angeles CA 9010
Phone No.	(213) 388-3566

The following website provides sex offenders information in our area

<http://www.familywatchdog.us/default.asp>

[10006] CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act
Marian College, Marian Health Careers Center
Van Nuys Campus 262-02

Student: _____ **SSN:** _____ **Key #** _____ **Student ID #** _____

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/09 and 12/31/11. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE ARE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION.

Report Distribution Date: October 1, 2012

Occurrences REPORTED within the 2009, 2010, and 2011 Calendar Years

Crimes Reported	2009	2010	2011	Location: C=Campus N=Non-campus P=Public Area	* Hate Crime?
A Murder (Includes non-negligent manslaughter)	0	0	0	C	0
B Negligent manslaughter	0	0	0	C	0
C Sex offenses (forcible & non-forcible)	0	0	0	C	0
D Robberies	0	0	0	C	0
E Aggravated assaults	0	0	0	C	0
F Burglaries	0	0	0	C	0
G Motor Vehicle Thefts (on Campus)	0	0	0	C	0
H Arson	0	0	0	C	0

Number of arrest made for the following crimes				Referred for campus disciplinary action? (Yes) (No)
I Liquor Laws	0	0	0	N
J Drug laws	0	0	0	N
K Weapons Possession	0	0	0	N

***Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

- This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
- All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's Daily Incident Log, and then records those statistics.

6. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

7. Current policies concerning campus law enforcement are as follows:
 - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - i. Do not leave personal property in classrooms.
 - j. Report any suspicious persons to your institutional official.
 - k. Always try to walk in groups outside the school premises.
 - l. If you are waiting for a ride, wait within sight of other people.
 - m. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - n. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - o. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - p. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

7. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.

7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.

10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*

11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

The institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourage students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several key places around the campus.

This institution does not provide on-campus housing. Therefore the following disclosures do not apply to this institution:

Fire safety (668.49)

Missing students (668.46(h))

Emergency notifications 668.46(g))

Hate crimes 668.46(c))

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non staff member or student) to civil and criminal liabilities. The first violation will be punishable by removing any authorized privileged use of any institutional equipment. If the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. For a second violation, the staff member may be terminated, or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Name of School Official	Alvin M. Mutia, ASN, RN
Title	Vice-President for Operations
School Name	Marian College, Marian Health Careers Center
Street address	5900 Sepulveda Blvd, Suite 101
City, State Zip	Van Nuys, CA 91411
Phone No.	(818) 782-6163

The following website provides sex offenders information in our area

<http://www.familywatchdog.us/default.asp>

Marian College
Marian Health Careers Center
Vocational Nursing Program

Information Sheet on Licensed Vocational Nurse Jobs

Standard Occupational Classification (SOC) Code: 29-2061.00

I. Physical Demands on the Job

Standing and occasional lifting
Some exposure to bacteria and communicable diseases

II. Employment Opportunities

Acute Medical/Surgical Hospitals
Convalescent Hospitals (Long Term Care, Skilled Nursing)
Home Care Agencies
Outpatient Clinics
Doctor's Offices
Ambulatory Surgery Centers
Dialysis Centers
Blood Banks
Psychiatric Hospitals
Correctional Facilities
Vocational Nursing Programs

III. Salary Range

Source: <http://www.bvnpt.ca.gov> (last update July 2007)

\$14.00 - \$24.00 per hour
\$26,880.00 to \$46,080.00 per year

Source: <http://www.bls.gov> (last modified date: May 14, 2010)

Data as of May 2009
\$13.89 - \$26.49 per hour
\$28,890.00 to \$55,090.00 per year

Source: <http://www.labormarketinfo.edd.ca.gov>
Last Update: 2012
Median Wage: \$24.88 per hour; \$51,760.00 per year

IV. Working Conditions

Generally in health care settings

V. Safety Hazards

Standard and Universal Precautions

VI. Licensing Requirements

License issued by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) upon passing the NCLEX-PN® examinations.

[101010] SCHOOL PERFORMANCE FACT SHEET

BPPE FACT SHEET FOR	Marian College, Marian Health Careers Center
Disclose by date: 01/01/12	3325 Wilshire Blvd, Suite 1010
	Los Angeles CA 90010
	Tel (213) 388-3566
	Fax (213) 388-9606
	Website: www.mariancollege.edu

Program Title – Program Length:

Course Name	Clock Hours	Published Charges
Vocational Nursing Program	1534	\$26,000.00

Completion Rates:

Calendar Year	Number of students who began program (1)	Students available for graduation (2)	Graduates (3)	Completion rate (4)
2011	112	112	6	5%
2012	73	73	0	0%

STUDENTS COMPLETING AFTER PUBLISHED PROGRAM LENGTH--150% COMPLETION RATES

Calendar Year	Number of students who began program (1)	Students available for graduation (2)	150% Graduates (5)	150% Completion rate (6)
2011	112	112	59	53%
2012	73	73	15	21%

- (1) Number of Students Who Began Program is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- (2) Students available for graduation is the number of students who began program minus the number of Students unavailable for graduation, which means those students who have died, been incarcerated, or called to active military duty.
- (3) Graduates is the number of students who completed the program within 100% of the published program length.
- (4) Completion Rate is the number of Graduates divided by the Number of Students Available for Graduation.
- (5) 150% Graduates is the number of students who completed the program within 101-150% of the published program length.
- (6) 150% Completion Rate is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Initials: _____ Date: _____ I have read and understand the above completion rates.

PLACEMENT RATES

Calendar Year	Number of students who began program (1)	Number of Graduates (2)	Graduates Available for Employment (3)	Graduates employed in the field (4)	Placement rate % Employed in the Field (5)	Graduates employed in the field an average of less than 32 hours per week	Graduates employed in the field at least 32 hours per week
2011	112	6	6	4	67%	1	3
2012	73	0	0	0	0%	0	0

- (1) Number of Students Who Began Program' means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- (2) Number of Graduates' is the number of students who have completed the program within 100% of the published program length.
- (3) Graduates available for employment' means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment' means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- (4) Graduates employed in the field' means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
- (5) Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: _____ Date: _____ I have read and understand the above placement rates.

EXAMINATION PASSAGE RATES

Calendar Year	Number of students taking the exam (1)	Number who passed first exam taken (2)	Number who failed first exam taken	Passage rate (3)
2011	50	48	2	96%
2012	46	44	2	96%

- (1) Number of Students Taking Exam is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.
- (2) Number Who Passed First Exam Taken is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.
- (3) Passage Rate is calculated by dividing the number of graduates who pass the exam the first time that they take it by the number of graduates who took the licensing exam for the first time after completion of the program.

Initials: _____ Date: _____ I have read and understand the above license examination rates.

Salary and Wage Information:

Calendar Year	Graduates available for employment (1)	Graduates employed in the field (2)	Annual Salary and Wages Reported																					
			Graduates Employed in the Field(3) Earnings are displayed in thousands. The amount of earnings reported is shown in the range below from 0-5000, 5001-10000, 10001-15000, 15001-20000, 20001-25000 and so on for each subsequent range.																					
			0	5	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	1	No
					0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	Income reported
2011	6	4	2								2													
2012	0	0																						

- (1) Graduates available for employment means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- (2) Graduates employed in the field means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
- (3) Salary is as reported by the student. Not all graduates reported salary.

Initials: _____ Date: _____ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: 888.370.7589 or 916.431.6959, F: 916.263.1897

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name-Print

Student Signature

Date

School Official

Date

[101010] SCHOOL PERFORMANCE FACT SHEET

BPPE FACT SHEET FOR	Marian College, Marian Health Careers Center
Disclose by date: 01/01/12	5900 Sepulveda Blvd, Suite 101
	Van Nuys CA 91411
	Tel (818) 782-6163
	Fax (818) 782-6086
	Website: www.mariancollege.edu

Program Title – Program Length:

Course Name	Clock Hours	Published Charges
Vocational Nursing Program	1534	\$26,000.00

Completion Rates:

Calendar Year	Number of students who began program (1)	Students available for graduation (2)	Graduates (3)	Completion rate (4)
2011	65	65	1	2%
2012	63	62	2	3%

STUDENTS COMPLETING AFTER PUBLISHED PROGRAM LENGTH--150% COMPLETION RATES

Calendar Year	Number of students who began program (1)	Students available for graduation (2)	150% Graduates (5)	150% Completion rate (6)
2011	65	65	38	58%
2012	63	62	11	18%

- (1) Number of Students Who Began Program is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- (2) Students available for graduation is the number of students who began program minus the number of Students unavailable for graduation, which means those students who have died, been incarcerated, or called to active military duty.
- (3) Graduates is the number of students who completed the program within 100% of the published program length.
- (4) Completion Rate is the number of Graduates divided by the Number of Students Available for Graduation.
- (5) 150% Graduates is the number of students who completed the program within 101-150% of the published program length.
- (6) 150% Completion Rate is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Initials: _____ Date: _____ I have read and understand the above completion rates.

PLACEMENT RATES

Calendar Year	Number of students who began program (1)	Number of Graduates (2)	Graduates Available for Employment (3)	Graduates employed in the field (4)	Placement rate % Employed in the Field (5)	Graduates employed in the field an average of less than 32 hours per week	Graduates employed in the field at least 32 hours per week
2011	65	1	1	0	0%	0	0
2012	63	2	2	1	50%	0	1

- (1) Number of Students Who Began Program' means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- (2) Number of Graduates' is the number of students who have completed the program within 100% of the published program length.
- (3) Graduates available for employment' means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment' means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- (4) Graduates employed in the field' means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
- (5) Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: _____ Date: _____ I have read and understand the above placement rates.

EXAMINATION PASSAGE RATES

Calendar Year	Number of students taking the exam (1)	Number who passed first exam taken (2)	Number who failed first exam taken	Passage rate (3)
2011	43	43	0	100%
2012	22	18	0	82%

- (1) Number of Students Taking Exam is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.
- (2) Number Who Passed First Exam Taken is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.
- (3) Passage Rate is calculated by dividing the number of graduates who pass the exam the first time that they take it by the number of graduates who took the licensing exam for the first time after completion of the program.

Initials: _____ Date: _____ I have read and understand the above license examination rates.

Salary and Wage Information:

Calendar Year	Graduates available for employment (1)	Graduates employed in the field (2)	Annual Salary and Wages Reported Graduates Employed in the Field(3)																					
			Earnings are displayed in thousands. The amount of earnings reported is shown in the range below from 0-5000, 5001-10000, 10001-15000, 15001-20000, 20001-25000 and so on for each subsequent range.																					
			0	5	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	1	No
					0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	Income reported
2011	1	0	0																					
2012	2	1	1																					

- (1) Graduates available for employment means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- (2) Graduates employed in the field means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
- (3) Salary is as reported by the student. Not all graduates reported salary.

Initials: _____ Date: _____ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: 888.370.7589 or 916.431.6959, F: 916.263.1897

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name-Print

Student Signature

Date

School Official

Date

[10005] FEDERAL DISCLOSURE REQUIREMENTS

Marian Health Careers Center - Main Campus 262-01

3325 Wilshire Blvd, Suite 1010, Los Angeles CA 90010

Marian Health Careers Center - Van Nuys Campus 262-02

5900 Sepulveda Blvd #101, Van Nuys CA 91411

To help you make a good decision about whether to sign up for the Vocational Nursing Program, Our institution wants you to know that, according to its latest information:

Disclosure date **07/01/2013**

Data for cohort year ending **08/31/2011**

How Are Our Students Doing:

Student Right-to-Know Rates:	Men	Women	Total	Rates
1a Initial cohort	4	17	21	
1c Allowable exclusions	0	0	0	
1e Final cohort	-	-	21	
2a Completers of < 2-yr programs	0	5	5	
3a Transfer-out students	0	0	0	
4 Completion or graduation rate				24%
5 Transfer-out rate				0%
6 Retention rate (Based on IPEDS Fall Enrollment Report- Part E)				67%
7 Placement rate (report any placement rate calculated)				

Line 2a above (full time undergraduates) breaks down into this:

Ethnicity	Pell Recipients		Subsidized loan recipients without Pell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	3	0	1	0	0
Black or African American	0	1	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
Hispanic/Latinos	0	0	0	0	0	0
White	0	0	0	0	0	0
Two or More Races	0	0	0	0	0	0
Race and Ethnicity Unknown	0	0	0	0	0	0
Non Resident Alien	0	0	0	0	0	0

I have read and understood the graduation, retention and placement rates information provided above. I acknowledge receipt of this information as part of the School Catalog/Student Handbook.

[10005] FEDERAL DISCLOSURE REQUIREMENTS
Marian College, Marian Health Careers Center
Van Nuys Campus 262-02

Student: _____ **SSN:** _____ **Key #** _____ **Student ID #** _____

To help you make a good decision about whether to sign up for the Vocational Nursing Program,

Our institution wants you to know that, according to its latest information:

Disclosure date: 07/01/2012

Data for cohort year ending 08/31/2010

Student Right-to-Know Rates:	Men	Women	Total	Rates
1a Initial cohort	12	28	40	
1c Allowable exclusions	0	0	0	
1e Final cohort	12	28	40	
2a Completers of < 2-yr programs	3	14	17	
3a Transfer-out students	0	0	0	
4 Completion or graduation rate				43%
5 Transfer-out rate				0%
7 Retention rate (students in 1a that did not withdraw)				70%
8 Placement rate (students in 2a placed in the field of training)				71%

Line 2a above (full time undergraduates) breaks down into this:

Ethnicity	Pell Recipients		Subsidized loan recipients without Pell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
American Indian or Alaska Native						
Asian	1	9	2	2		
Black or African American						
Native Hawaiian or Other Pacific Islander						
Latinos		2				
White						1

I have read and understood the graduation, retention and placement rates information provided above.

Student Signature

Date

[10026] Gainful Employment Program Disclosure
Marian College, Marian Health Careers Center
Main Campus 262-01
As of 01/15/2013

Student: _____ **SSN:** _____ **Key #** _____ **Student ID #** _____

U.S.E.D. requires this data to be disclosed on the institutional website and on paper

Accrediting agency or State Agency to which the institution
 Provided most recent placement rate
 Institutional OPEID Number

Accrediting Bureau of Health Education Schools
 034404-00

PROGRAM NAME & LENGTH:

CIP	51.3901
Program Name	Vocational Nursing Program
Level	Postsecondary
Length in Months	14 Months, Weekday; 18 Months, Weekend
Occupational Code # 1	29-2061.00 Licensed Practical and Vocational Nurses
Occupational Code # 2	31-1012.00 Nursing Aides, Orderlies and Attendants
Occupational Code # 3	31-1011.00 Home Health Aides
Occupational Code # 4	39-9021.00 Personal and Home Care Aides

COST:

Tuition and Fees, STRF	\$23,098.00
Books and Supplies	\$ 2,915.00
Room and Board on Campus	None
Institution offers housing	None
Website	www.mariancollege.edu

DEBT AT PROGRAM COMPLETION:

No of student that completed the course between 07/01/2011 and 06/30/2012	77
How many of the completers above had student loan debt	72

Median cumulative debt from all completers between 07/01/2011 and 06/30/2012

Federal student loan debt:	\$ 12,236.00
Private loan debt:	0
Institutional financing plan debt:	0

PROGRAM COMPLETION IN NORMAL TIME:

Normal time in months to complete program as published in catalog:	12-18 months
No of student that completed the course between 07/01/2011 and 06/30/2012 within the normal time stated above	12

JOB PLACEMENT:

Enter the job placement rate for program completers: Data not available

For the job placement rate reported above, enter the following information to be included in the template as context for the job placement rate

Who is included? Any completer in calendar year eligible for employment
 What type of job? All jobs in the field of training and related field

When were they employed?	Data not available
How were graduates tracked?	Graduate surveys
What accrediting agencies was the rate reported to	Accrediting Bureau of Health Education Schools (ABHES)

[10026] Gainful Employment Program Disclosure
Marian College, Marian Health Careers Center
Van Nuys Campus 262-02
As of 01/15/2013

Student: _____ **SSN:** _____ **Key #** _____ **Student ID #** _____

U.S.E.D. requires this data to be disclosed on the institutional website and on paper

Accrediting agency or State Agency to which the institution
 Provided most recent placement rate
 Institutional OPEID Number

Accrediting Bureau of Health Education Schools
 034404-02

PROGRAM NAME & LENGTH:

CIP	51.3901
Program Name	Vocational Nursing Program
Level	Postsecondary
Length in Months	14 Months, Weekday; 18 Months, Weekend
Occupational Code # 1	29-2061.00 Licensed Practical and Vocational Nurses
Occupational Code # 2	31-1012.00 Nursing Aides, Orderlies and Attendants
Occupational Code # 3	31-1011.00 Home Health Aides
Occupational Code # 4	39-9021.00 Personal and Home Care Aides

COST:

Tuition and Fees, STRF	\$23,098.00
Books and Supplies	\$ 2,915.00
Room and Board on Campus	None
Institution offers housing	None
Website	www.mariancollege.edu

DEBT AT PROGRAM COMPLETION:

No of student that completed the course between 07/01/2011 and 06/30/2012	40
How many of the completers above had student loan debt	35

Median cumulative debt from all completers between 07/01/2011 and 06/30/2012

Federal student loan debt:	\$12,670.00
Private loan debt:	0
Institutional financing plan debt:	0

PROGRAM COMPLETION IN NORMAL TIME:

Normal time <u>in months</u> to complete program as published in catalog:	12-18 months
No of student that completed the course between 07/01/2011 and 06/30/2012 within the normal time stated above	12

JOB PLACEMENT:

Enter the job placement rate for program completers: Data not available

For the job placement rate reported above, enter the following information to be included in the template as context for the job placement rate

Who is included? Any completer in calendar year eligible for employment

What type of job? All jobs in the field of training and related field

When were they employed? Data not available

How were graduates tracked? Graduate surveys

What accrediting agencies was the rate reported to Accrediting Bureau of Health Education Schools (ABHES)

Important links for Federal Student Aid

Student Guide

http://studentaid.ed.gov/students/publications/student_guide/index.html

Direct Loan Basics for Students PDF [includes correction to print version]

Explains subsidized and unsubsidized Direct Stafford loans for students.

<http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/studentbasics.pdf>

Direct Loan Basics for Parents PDF Explains Direct PLUS loans for parents.

<http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/parentbasics.pdf>

ERLINK"<http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/parentbasicsspanish.pdf>"

[Spanish version](#) PDF [3MB]

<http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/parentbasicsspanish.pdf>

FAFSA: Free Application for Federal Student Aid

FAFSA on the Web

<http://www.fafsa.ed.gov/>

2013-14 FAFSA English PDF

<http://www.fafsa.ed.gov/fotw1314/pdf/PdfFafsa13-14.pdf>

2013-14 FAFSA Spanish PDF

<http://ifap.ed.gov/eannouncements/attachments/20132014FAFSASpanish.pdf>

2013-14 Student Aid Eligibility Drug Conviction worksheet for question 23 English

<http://ifap.ed.gov/eannouncements/attachments/StudentAidEligibilityWorksheetEng1314.pdf>

2013-14 Student aid eligibility Drug Conviction worksheet for question 23 Spanish

<http://ifap.ed.gov/eannouncements/attachments/StudentAidEligibilityWorksheetSp1314.pdf>

2013-14 Pell full time payment schedule

<http://ifap.ed.gov/dpclatters/attachments/201314PellGrantPaymentandDisbursementSchedules.pdf>

Direct Loan Links

General information

General and important information to the student about the Federal Direct Loan can be found at the following URL

<http://studentaid.ed.gov/types/loans>

<http://www2.ed.gov/offices/OSFAP/DirectLoan/index.html>

Federal Direct Loan Promissory Note

Information about the Federal Direct Loan promissory note may be located at the following URL

<http://www2.ed.gov/offices/OSFAP/DirectLoan/mpn.html>

Federal Direct Loan Entrance and Exit Interviews

All student borrowers are required to complete an entrance interview before a first loan disbursement is made and an exit interview prior to leaving the school.

<https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContext>

For More Information on Direct Loans

<https://studentloans.gov/myDirectLoan/index.action> available in English and Spanish