



WEST COAST ULTRASOUND INSTITUTE SCHOOL CATALOG

2017 ACADEMIC YEAR

CATALOG EFFECTIVE DATES

January 4, 2017 – December 31, 2017

PHOENIX – BRANCH CAMPUS

4250 E. Camelback Road, Suite K-190

Phoenix, Arizona 85018

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GENERAL CAMPUS INFORMATION	6
Mission Statement	6
History of WCUI	6
Purpose and Philosophy Statement.....	7
Accreditation and Licensure	7
Qualification Registry Requirements	7
Notice of Disclaimer	7
Catalog Reviewing Statement	7
FERPA Policy.....	8
Bankruptcy Statement	8
Campus Locations and Facilities	8
Equipment.....	9
Student Record Retention Policy	10
Notice Concerning Transferability of Credits and Diplomas Earned at WCUI	10
English as a Second Language	10
Academic Clock Hour to Credit Hour Conversion	10
Student Classroom Ratios	10
Hours of Operation	10
School Holidays	10
Educational Delivery Method	11
CAMPUS ADMISSIONS REQUIREMENTS	11
Entrance Requirements for Domestic and International Students	11
Lab Policy	11
Admissions Procedures.....	11
Pediatric Cardiac Ultrasound and Congenital Heart Disease Entrance Requirements.....	12
Academic Policy for Transfer of Credits.....	12
International Students	12
CAMPUS CHARGES AND FEES	13
Accounting Policies	13
CANCELLATION, WITHDRAWAL, AND REFUND POLICES.....	14
Student’s Right to Cancel.....	14
Rejection	14
Tour of the Facilities.....	14
Three-Day Cancellation Policy	14

Seven-Day Cancellation Policy	14
Class Cancellation Policy	14
Withdrawing After Classes Have Started	14
Termination.....	15
REFUND OF TITLE IV	15
Holder in Due Course Statement	16
Books, Supplies, and Fees	16
FEDERAL TITLE IV FINANCIAL AID.....	17
FEDERAL TITLE IV FINANCIAL AID CHART	18
VETERANS BENEFITS	19
Veterans Benefits Academic Probation	20
Veterans Benefits Progress Probation	20
Unsatisfactory Progress with the Veterans Administration	20
Veterans Benefits Disqualification.....	20
Veterans Benefits Course Repeats.....	20
Veterans Benefits Online Courses.....	20
Veterans Benefits Work Experience (Externship) Courses	20
CAMPUS ACADEMIC REQUIREMENTS	21
Satisfactory Academic Progress Policy.....	21
Academic Performance	21
Appeal Process	21
Maximum Time Frame for Completion.....	22
Reestablishing Academic Good Standing.....	22
Grading System	22
Graduation Requirements	22
Class Repetition.....	23
Course Sequencing Policy	23
Attendance Policy	23
Excused Absences	23
Externship Policy.....	23
Termination/Withdrawal	24
Leave of Absence	25
Withdrawal from the Institution.....	25
Dress Code	25

Copyright Policy	25
Conduct Policy.....	26
Drug-Free Schools and Communities Act (DFSCA).....	26
Statement on Illegal Drugs and Alcohol.....	26
Campus Policy Regarding Illegal Substances	27
Disciplinary Sanctions	27
Federal Financial Aid Penalties for Drug Violations.....	27
Campus Security Programs	28
Campus Security Act Disclosure Statement.....	28
Report Distribution Date: Fall 2015	28
Reporting of Criminal Acts	29
Clery Act	30
Emergency Evacuation Plan	30
CAMPUS SERVICES	30
Learning Resource Center.....	30
Student Services.....	30
Remediation.....	30
Housing Statement	30
Student Lounge	30
Career Services.....	31
Voter Registration.....	31
SECTION 504/AMERICANS WITH DISABILITIES (ADA) POLICY	31
ADA GRIEVANCE POLICY	32
ANTI-HARASSMENT AND DISCRIMINATION POLICY FOR STUDENTS AND EMPLOYEES (TITLE IX)	33
CAMPUS COMPLAINT PROCEDURES	37
Student Complaint and Grievance Policies.....	37
CAMPUS PROGRAM INFORMATION	38
BACHELOR OF SCIENCE DEGREE PROGRAM OFFERED:	38
ACADEMIC ASSOCIATE OF SCIENCE DEGREE PROGRAMS OFFERED:	38
DIPLOMA PROGRAMS OFFERED:	38
FACULTY	38
BACHELOR OF SCIENCE IN DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY	39
BACHELOR OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY.....	45
ACADEMIC ASSOCIATE OF SCIENCE DEGREE IN DIAGNOSTIC MEDICAL SONOGRAPHY.....	51
ACADEMIC ASSOCIATE OF SCIENCE DEGREE IN CARDIOVASCULAR SONOGRAPHY.....	54
ACADEMIC ASSOCIATE OF SCIENCE DEGREE IN MAGNETIC RESONANCE IMAGING	58

MAGNETIC RESONANCE IMAGING (Long)	63
PEDIATRIC CARDIAC ULTRASOUND AND CONGENITAL HEART DISEASE (Diploma).....	64
ACADEMIC CALENDARS.....	65

GENERAL CAMPUS INFORMATION

Mission Statement

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

History of WCUI

In April of 1998 West Coast Ultrasound Institute (WCUI) was founded by a board certified radiologist and an experienced BSN who was registered in diagnostic medical sonography and cardiac sonography. The founders recognized a void in the healthcare education field of radiological imaging. They realized the importance of starting a school that provided excellent clinical site rotations, didactic training taught by experienced professionals from the community and a low-cost onsite clinic for hands-on training. With new curriculum in Diagnostic Medical Imaging, Cardiovascular Sonography, Magnetic Resonance Imaging, and Vocational Nursing, the school started to expand their health science specialties. For example, WCUI has the only Pediatric Cardiac Ultrasound Congenital Heart Disease program in the nation. "My Child, My Heart" is the accompanying free screening laboratory to evaluate children's hearts for any congenital anomalies. The range of educational experiences at WCUI includes both didactic instruction as well as true hands-on clinical experience. Furthermore, all students are given a clinical externship at a hospital or imaging center during their course of study.

In November of 2001, WCUI was accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). In April of 2002, WCUI was approved by the Department of Education to participate in the offering of financial aid. WCUI has continually adapted its existing programs to meet the changing needs of the healthcare industry. WCUI imaging, Medical Assistant, Pediatric Cardiac Ultrasound and Congenital Heart and Vocational Nursing programs were first offered as diploma programs. The Vocational Nursing program is offered in the California schools.

In April of 2006, WCUI opened a satellite campus in Ontario, California offering training in Diagnostic Medical Sonography, Cardiovascular Sonography, Pediatric Cardiac Ultrasound and Congenital Heart Disease, Magnetic Resonance Imaging and Vocational Nursing. In July of 2009, WCUI opened a branch campus in Phoenix Arizona. The school was approved to teach the following programs; Diagnostic Medical Imaging, Cardiovascular Sonography, Pediatric Cardiac Ultrasound and Congenital Heart Disease, and Magnetic Resonance Imaging.

In 2010 WCUI's California Schools received approval for Associate of Occupational Science degrees in Diagnostic Medical Sonography, Cardiovascular Sonography, and Magnetic Resonance Imaging. In 2011 the Phoenix school was approved to offer these programs.

In July of 2014 Ontario Satellite Campus was accredited as a Branch Campus.

In August of 2014 all the campuses were approved to offer a Bachelor of Science Degree in Diagnostic Cardiovascular Sonography.

In March 2015 the Beverly Hills school's Pediatric Cardiac Ultrasound and Congenital Heart Disease program modification was approved.

On June 5, 2015 the schools were approved to discontinue the Diagnostic Cardiovascular Sonography, Diagnostic Medical Sonography and the Medical Assistant diploma programs.

In 2015 the schools were approved to offer a Bachelor of Science Degree program in Diagnostic Medical Imaging. Additionally, the schools applied for program modifications for the Associate of Occupational Science programs; on June 25, 2015 the Magnetic Resonance Imaging program was accredited to offer an Academic of Applied Science Degree.

Purpose and Philosophy Statement

WCUI believes that the rewards of education are both valuable and enduring. WCUI's main purpose is to allow each student to reap the rewards of their education by achieving their highest potential in the rapidly growing healthcare industry.

At WCUI, our motto is Knowledge Builds Careers.

WCUI has designed specialized programs for all qualified students. These programs develop the students' knowledge base and cultivate their skills while enabling them to meet the requirements of their particular fields. This allows our students to enter the healthcare job market with confidence. Students who successfully complete the programs offered at WCUI can rely on a solid foundation of theoretical and practical knowledge when they enter the medical field. Students are trained for entry-level positions in their respective healthcare fields.

Accreditation and Licensure

The schools are approved by:

- United States Department of Education
- The State Approving Agency for Veteran's Educational Benefits
- Accrediting Commission of Career Schools and Colleges (ACCSC).
- Arizona State Board of Private Postsecondary Education.

Qualification Registry Requirements

All registries are independent agencies; therefore, qualifications for taking registry examinations are subject to change. All students are encouraged to research the registries for their specific qualifications. The following is a list of registries and their web sites:

- American Registry of Diagnostic Medical Sonography, ARDMS.org
- Cardiac Credentialing International, CCI.org
- American Registry of Magnetic Resonance Imaging, ARMRIT.org

Notice of Disclaimer

WCUI, Inc. reserves the right to amend, add or delete classes, programs or policies, tuition and/or facilities with advance notice of one quarter. WCUI also reserves the right to cancel classes due to insufficient numbers of students. Catalogs of this school are prepared for the purpose of furnishing prospective students and other interested persons with information about the school.

Catalog Reviewing Statement

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

Arizona State Board for Private Postsecondary Education
1400 W. Washington St., Room 260
Phoenix, AZ 85007
www.azppse.gov
P: 602.542.5709
F: 602.542.1253

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

FERPA Policy

In accordance with FERPA the students at WCUI have the following rights:

- The right to review their educational records.
- The right to seek correction of the contents of these records.
- The right to a formal hearing if seeking the correction of these records.
- The right to place a note of explanation in the records if their requested correction was unsuccessful.
- The right to request disclosure of the contents of the records.
- The right to file a complaint with the Department of Education if WCUI fails to comply with FERPA policies.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC, 20202-4605

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

Bankruptcy Statement

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

Campus Locations and Facilities

BEVERLY HILLS – MAIN CAMPUS
291 S. La Cienega Blvd. – Suite 500
Beverly Hills, CA 90211
Telephone (310) 289-5123
Owner/Campus Director: Myra Chason

The building is a secure office building and occupies suites on the 1st through 5th floors. Elevators are available. The school encompasses 16,135 square feet which includes classrooms, labs, student and faculty lounges, a Learning Resource Center and administrative offices. Public parking is available, and the school is handicap accessible.

ONTARIO – BRANCH CAMPUS

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

The school encompasses 23,545 square feet which includes classrooms, labs, student and faculty lounges, a Learning Resource Center and administrative offices. The building has 190 public parking spaces and is handicap accessible.

PHOENIX – BRANCH CAMPUS

4250 E. Camelback Road, Suite K-190
Phoenix, Arizona 85018
Telephone (602) 954-3834
Campus Director: George Fitzpatrick

The Campus is located in a medical park directly across from a mall and restaurants. The school encompasses 15,495 square feet which includes classrooms, labs, student and faculty lounges, a Learning Resource Center and administrative offices. The building has 1000 parking spaces. WCUI occupies suites on the 1st and 2nd floors of Building K. Elevators and stairs are available. The building is handicap accessible.

Equipment

The following list is a sample of the equipment used in our programs:

- Acuson Sequoia 512
- Centrifuges
- Endovaginal/Breast/Testes Phantoms
- GE Logiq 9
- GE LOGIQe (Portable)
- GE-P3
- GE Vivid 3
- GE Vivid 7 with 3D Capabilities
- GE Voluson 730 Expert
- GE Voluson 730 ProV
- HP 5500
- Learning Resource Center with Library, Wireless Internet Access, and MyiLibrary
- MRI Computers with virtual MRI eFilm Studies
- Phlebotomy Arm Equipment Packages
- Radiological View Boxes
- UltraLinq

Student Record Retention Policy

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

Notice Concerning Transferability of Credits and Diplomas Earned at WCUI

WCUI cannot determine which credits earned will transfer to other institutions. Assume your credits are not transferable to any other institution.

English as a Second Language

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

Academic Clock Hour to Credit Hour Conversion

The school uses the Quarter Credit Hour System.

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

One (1) quarter credit hour for fifteen (15) hours of instruction in lecture

One (1) quarter credit hour for twenty (20) hours of instruction in laboratory

One (1) quarter credit hour for thirty (30) hours of externship

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

Student Classroom Ratios

	Lecture	Laboratory
Bachelor of Science in Diagnostic Cardiovascular Sonography	20:1	7:1
Bachelor of Science in Diagnostic Medical Sonography	20:1	7:1
Academic Associate of Science in Diagnostic Medical Sonography	30:1	7:1
Academic Associate of Science in Cardiovascular Sonography	30:1	7:1
Academic Associate of Science in Magnetic Resonance Imaging	30:1	7:1
Magnetic Resonance Imaging (Long)	30:1	7:1
Pediatric Cardiac Ultrasound and Congenital Heart Disease	30:1	7:1

Hours of Operation

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

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

School Holidays

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

Educational Delivery Method

The delivery method at WCUI is residential only; externships are in medical facilities off campus.

CAMPUS ADMISSIONS REQUIREMENTS

Entrance Requirements for Domestic and International Students

Applicants enrolling in the programs offered by WCUI must show proof of having graduated from an accredited high school or the equivalent. The following are some examples:

1. High school diploma or high school transcript from a school recognized and approved by the US department of Education, or
2. General Education Diploma (GED), or
3. Translated and evaluated foreign secondary diploma.

A background check is required before admission into a program and prior to entering externship.

Applicants must also successfully pass the Wonderlic Scholastic Level Exam published by Wonderlic, Inc. WCUI does not admit Ability to Benefit students.

Wonderlic exam passing scores for each program are as follows:

Academic Associate of Science in Diagnostic Medical Sonography	18
Academic Associate of Science in Cardiovascular Sonography	18
Academic Associate of Science in Magnetic Resonance Imaging	18
Pediatric Cardiac Ultrasound and Congenital Heart Disease	18
Magnetic Resonance Imaging (Long)	18

Bachelor degree applicants must successfully pass the Wonderlic Basic Skills Test published by Wonderlic, Inc.

Passing Score: 325 - Verbal and 275 - Quantitative

Lab Policy

Students understand that during lab time that they will scan one another. Students may be required to partially disrobe for certain exam procedures.

Admissions Procedures

The following procedures are established for admissions to WCUI.

The student must set an appointment with Admissions to tour the campus and interview with an Admissions Representative. Information will include disclosures of completion, placement rates, tuition payment plans, and the applicant's professional educational goals.

All applicants must:

- Complete an Enrollment Agreement.
- Include a \$100.00 application fee (U.S. Dollars).
- Submit a copy of a picture ID (driver's license or an identification card).
- Complete a background check.
- Provide proof of high school completion from a school recognized and approved by the US department of Education, or GED (as stated above).
- Pass the entrance examination (see scores).

- Complete a Personal Statement.
- Complete a Personal Interview.

Acceptance into the programs is conditional upon meeting all deadlines to complete funding paperwork.

If enrollments exceed class availability, files will be reviewed by the Campus Director and notification of acceptance or denial will be mailed within 2 weeks prior to the scheduled start date.

Pediatric Cardiac Ultrasound and Congenital Heart Disease Entrance Requirements

- Graduate of an approved Adult Cardiac Ultrasound program, or a registered cardiac sonographer.
- Successful interview with the Program Director, or the Assistant Program Director.
- Pass the Wonderlic exam.

Academic Policy for Transfer of Credits

WCUI accepts coursework completed at outside institutions for transfer credit into our AOS, AAS and BS Degree Programs. Students who wish to seek approval of transfer credits from an accredited school must do so at the time of application for enrollment. WCUI will only consider courses successfully completed at a postsecondary school accredited by an agency recognized by the U.S. Department of Education. To receive transfer credit, students must have successfully completed courses similar in scope and content to WCUI courses. For the fundamentals of health sciences course, the student must take and pass an entrance competency exam no matter when the credits were obtained.

The evaluation of transfer credit is done by the Registrar or Director of Education. A student must submit an official transcript and corresponding course description/syllabus prior to orientation. The courses must be 100 level or higher and the grade received must be a “C” or better.

WCUI requires that 75% of degree program credit hours be completed at the school.

International Students

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

- A Confidential Statement of Finances: (An official letter, or bank statement, must be submitted certifying that there are enough funds available for payment of tuition and living expenses).
- Payment of the first quarter’s tuition in advance.
- A copy of their passport.
- A copy of the I-94 card.
- Take a TOEFL test used to measure English skills and pass with a score of 62 or higher.

All coursework at WCUI is taught in English. WCUI does not offer English language services or instruction. All international students must prove English proficiency. WCUI does not provide Visa Services other than issuing a I-20.

This school is authorized under Federal law to enroll nonimmigrant alien students.

CAMPUS CHARGES AND FEES

The current schedule of tuition and fees is listed in the attached addendum.

Coursework repeated for credit is charged at current tuition rate.

Tuition is paid quarterly.

Tuition charges are subject to change with advance notice of one notice.

*An applicant who provides written notice of cancellation **within three days** (excluding weekends and holidays) of signing an enrollment agreement, and has not attended classes yet, is entitled to refund of all monies paid including the \$100.00 application fee.

Accounting Policies

- **All payments are due on the first of the month** and are considered late if not paid by the fifteenth of the month.
- A late fee of twenty-five dollars will be assessed for all students with past due private payments. This is not compounded.
- Returned checks are assessed a thirty-five dollar processing fee.
- If a student has two checks returned we will only accept cash or money orders for all future payments.
- Only registered students will be issued books.
- When students receive their books they must complete a book release form and their signature is required.

CANCELLATION, WITHDRAWAL, AND REFUND POLICES

Student's Right to Cancel

If you have received federal student financial aid funds, you are entitled to a refund of the monies not paid from federal student financial aid program funds. To cancel this enrollment agreement and/or terminate from the course of study, the student must mail, email or deliver a signed and dated copy of the Cancellation Notice (available in the Registrar's office. If it is mailed, it is deemed effective when it is deposited in the mail properly with prepaid postage paid.

Rejection

If you are not accepted into the College, the enrollment agreement will be cancelled. A refund will be issued within thirty (30) days of the cancellation date.

Tour of the Facilities

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

Three-Day Cancellation Policy

All monies paid by an applicant must be refunded if requested within three (3) days (excluding weekends and federal or state holidays) after signing an enrollment agreement and making an initial payment. A refund will be issued within thirty (30) days of the cancellation date. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the College is entitled to a refund of all monies paid, minus the \$100.00 application fee.

Seven-Day Cancellation Policy

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

Class Cancellation Policy

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

Withdrawing After Classes Have Started

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

Termination

This enrollment agreement may be terminated by the College for unsatisfactory academic progress, poor attendance, use of controlled substances on campus, violation of the College's conduct policy, conduct detrimental to the College, failure to comply with financial aid regulations or non-observance of other student regulations. If you are dismissed, you may appeal to the Appeals Committee, whose decision will be final. More information is available in the College's Catalog.

REFUND OF TITLE IV

Financial aid recipients who withdraw or have been terminated and have completed 60% or less of the federal aid payment period (quarter) at the time of withdrawal are subject to the Return to Title IV federal refund regulations. For the purpose of determining a refund to the Title IV programs under this section, a student shall be deemed to have withdrawn from the school if any of the following occurs:

- The student notifies the school of their intent to withdraw
- The school determines that the student has failed to maintain satisfactory academic progress, failed to abide by the school's policies and procedures, failed to meet attendance requirements, or failed to meet financial requirements.
- The student failed to attend for 14 consecutive days.

For the purpose of determining the date that a student withdrew, the student shall be determined to have withdrawn when any of the following occurs:

- The date the College receives written notice of the student's withdrawal.
- The date the College terminates a student's enrollment.
- The day the student failed to attend classes for a 14 consecutive day period.

The regulations require the amount of a Title IV refund be based on the percentage of Title IV funds that are earned by a student at the time of withdrawal. To determine if any Title IV funds must be returned, the school must calculate the following:

- $\text{Percentage of payment period (Quarter) completed} = \frac{\text{number of days completed in the payment period (Quarter)}}{\text{total days in the payment period (Quarter)}}$
- The net amount of Title IV funds disbursed, and that could have been disbursed for the payment period (Quarter), multiplied by the percentage of the payment period (Quarter) completed. The result is the amount of Title IV earned by the student.
- The earned Title IV is subtracted from the aid that was actually disbursed.
- The school will return the lesser of the total unearned Title IV aid or the unearned institutional charges for the payment period (Quarter).

The unearned Title IV aid is allocated back to the Title IV programs in the following order as required by regulations:

Unsubsidized Direct Loan
Subsidized Direct Loan
PLUS Loan

If excess funds remain after repayment of all loan amounts, the remaining excess will be credited as follows:

Pell Grant
Federal SEOG Grant

If a student earns more Title IV funds than were disbursed at the time of withdrawal, the student may be eligible to receive additional loan or grant funds. The school will confirm with the withdrawn student whether any additional funds owed should be disbursed.

If withdrawal or termination occurs after the seventh day of instruction and before 60% of the instruction of the program is completed, WCUI will refund a pro-rated tuition amount, less the \$100.00 application fee within thirty (30) days of cancellation.

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

Holder in Due Course Statement

Any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5/14/76).

Books, Supplies, and Fees

There is no refund for equipment, books and supplies received by the student that are not returned in acceptable condition within thirty (30) days of withdrawal.

FEDERAL TITLE IV FINANCIAL AID

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

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

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

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

Financial Aid consists of grants and loans provided from the federal government to those who can demonstrate the need. Each type of aid has specific eligibility requirements. If you qualify, you may be eligible for more than one type of aid. However, it is important to know that financial aid does not usually cover all of your tuition costs. By filling out the Free Application for Federal Student Aid (FAFSA), you will be considered for the following financial aid programs:

FEDERAL TITLE IV FINANCIAL AID CHART

	PELL GRANT	FSEOG	FEDERAL DIRECT SUBSIDIZED LOAN	FEDERAL DIRECT UNSUBSIDIZED LOAN	FEDERAL DIRECT PLUS LOAN	FEDERAL WORK STUDY
DESCRIPTION	Grant: does not have to be repaid	Grant: does not have to be repaid	Loan: Must be repaid	Loan: Must be repaid	Loan: Must be repaid	Money Earned while attending school. Does not have to be repaid.
ELIGIBILITY	U.S. citizen or permanent resident Full or part time undergraduate - Need Based	U.S. citizen or permanent resident Full or part time undergraduate - Need Based	U.S. citizen or permanent resident Full or part time undergraduate or graduate students - Need Based	U.S. citizen or permanent resident Full or part time undergraduate or graduate students - Need Based	U.S. citizen or permanent resident. Parents of full or part time undergraduate students. - Credit Based	U.S. citizen or permanent resident Full or part time undergraduate or graduate students - Need Based
AMOUNT	Maximum: \$5,775	Maximum: \$4,000	Maximum: Year 1: \$3,500 Year 2: \$4,500	Maximum: Year 1: \$6,000 Year 2: \$6,000	Year 1: up to the total cost of the student's education, less other aid received	
INTEREST RATE	None	None	Variable	Variable	Variable	None
REPAYMENT TERM	None	None	Up to 10 years	Up to 10 years	Up to 10 years	None
MINIMUM REPAYMENT	None	None	\$600 per year (\$50 per month)	\$600 per year (\$50 per month)	\$600 per year (\$50 per month)	None
INTEREST SUBSIDY	None	None	Interest is paid on student's behalf while in enrolled	Interest is student's responsibility while in enrolled	None	None
REPAYMENT BEGINS	N/A	N/A	Following 6 months grace period after graduating, or withdrawal from WCUI	Following 6 months grace period after graduating, or withdrawal from WCUI	60 days after loans are disbursed, unless deferred	N/A
TOTAL ORIGINION OR INSURANCE FEES	N/A	N/A	Up to 4%	Up to 4%	Up to 6%	N/A

VETERANS BENEFITS

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

Students should read these requirements carefully, and any questions or concerns should be directed to the WCUI Veterans Administrator.

The Department of Veterans Affairs has certain policies regarding attendance and progress standards. These policies are outlined in Veterans Administration Regulations sections 21.4135, 21.4253, 21.4277, and Department of Veterans Benefits Circular 20-75-54, dated 30 May 1975. The policies concerning a school's liability for overpayments and standards of attendance and progress are also addressed. Students/veterans/reservists/dependents receiving educational benefits must meet these attendance and progress standards so that they may be certified for the collection of VA educational benefits. They have the responsibility to adhere to the standards of attendance and processes outlined in this Veterans Bulletin.

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

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

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

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

Veterans Benefits Academic Probation

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

Veterans Benefits Progress Probation

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

Unsatisfactory Progress with the Veterans Administration

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

Veterans Benefits Disqualification

Academic Disqualification

A student qualifies for academic disqualification when his or her cumulative and semester grade point averages are below 2.0 in each of three consecutive quarters. Students placed on Academic Disqualification are subject to dismissal from the Institute.

Progress Disqualification

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

Veterans Benefits Course Repeats

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

Veterans Benefits Online Courses

There are no distance learning courses available at this time. For veterans, please check with the Veterans Office for training time equivalencies and payment information. Community Education and TV courses are not eligible for VA benefits. Payments for short-term/accelerated courses cover only the period in which the class is in session.

Veterans Benefits Work Experience (Externship) Courses

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

CAMPUS ACADEMIC REQUIREMENTS

Satisfactory Academic Progress Policy

WCUI measures Academic Progress for each student by monitoring both academic performance and maximum time frame for completion. In order to be considered in compliance with the SAP policy, a student must maintain a cumulative GPA of 2.0 (letter grade of C or better) and complete the program within one and one half (1.5) of the length of the student's program of study.

Academic Performance

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

Warning

Academic performance is reviewed at the end of each quarter after official grades are posted. If a student has not completed 67% of the total credit hours attempted with a cumulative grade point average (GPA) of 2.0 (letter grade of C or better), he/she will be placed on academic warning for the following quarter. Financial Aid will be disbursed to a student on warning status. Financial Aid will be terminated if the student has not demonstrated Satisfactory Academic Progress at the end of the warning quarter. He or she must file an Appeal to remain eligible for Title IV funding. The student may not receive two consecutive warning periods.

Probation

If the student fails to meet the requirements for satisfactory academic progress at the end of the warning period, the student will lose eligible for Title IV funds unless the student submits an appeal to be placed on probation. **The student must submit a written appeal for financial aid probation.** If the appeal is successful, the student will be placed on probation and given an academic plan to come into compliance with the school's satisfactory academic progress standards by the end of the probationary period. At the end of the probationary period, the student must be meeting the academic progress standards or the student's financial aid eligibility will be terminated and the student may be subject to termination from school.

Appeal Process

Students whose Title IV has been terminated due to the inability to meet satisfactory progress requirements may appeal this decision to the Education Department by indicating in writing the reasons why the minimum requirements were not met describing in detail, with documentation, any undue hardship or circumstance which may have caused the failure to meet the satisfactory progress standards or the educational plan provided to the student. The student must indicate what has changed that will allow the student to meet the standards by the end of the next evaluation period. The Education Department will review the appeal and determine whether or not the termination and/or financial aid termination should be upheld. The student will be advised, in writing, of the department's decision.

Students who are reinstated through the appeal process will be reinstated on probation and financial aid eligibility will be reinstated for the payment period in which the appeal is successful.

Maximum Time Frame for Completion

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

If it is determined that a student will not be able to complete the program within the maximum timeframe, the student will no longer be eligible for Title IV funds.

Reestablishing Academic Good Standing

Students who are terminated for unsatisfactory academic progress must wait a minimum of one quarter before re-applying for admission to the Institution.

Students who are re-admitted will be admitted as probationary students until such time they meet satisfactory academic standards.

Re-admitted students are ineligible for financial aid and will remain ineligible until they have completed 67% of the total credit hours attempted with a cumulative grade point average (GPA) of 2.0 or better and can complete the program within the 1.5 maximum timeframe.

Grading System

WCUI utilizes an absolute grading system as stated below:

Percent		GPA		Grade	Interpretation
90% and above	=	4	=	A	Excellent
85% to 89%	=	3.5	=	B	Above Average
80% to 84%		3.0			
75% to 79%	=	2.5	=	C	Average
70% to 74%		2.0			
65% to 69%	=	1.5	=	F	Failure
60% to 64%		1.0			Failure
Below 60%	=	0	=	F	Failure
	=	0	-	NC	No Credit
	=	0	=	INC	Incomplete
	=	0	=	W	Withdrawal
	=	0	=	WF	Withdrawal Fail
	=	0	=	CR	Passing Credit
	=	0	=	TC	Transfer Credit

Graduation Requirements

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

Class Repetition

Students are graded by objective, fact-based tests that are developed around the information disseminated from class lectures, reading assignments and lab competencies:

- All assignments are to be completed before the end of each quarter.
- The student cannot make up the time but the student must make up required protocols and academic remediation to complete the program.

The student may only repeat a class once. The repeated grade will supersede the previous grade received. If the student fails a second time, they will be terminated from the program and will not be eligible for re-entry.

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

Course Sequencing Policy

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

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

Attendance Policy

Students are expected to attend class regularly and be on time. In order to be counted present students must attend 90% of the schedule class time. They must notify the school one hour prior to the start of class if they are going to be absent. Three tardies are equal to one absence. Specific attendance policies will be outlined in each class syllabus and/or the student handbook.

If a student fails to attend classes for a period of fourteen consecutive days, excluding holidays and scheduled breaks, the student is considered to have unofficially withdrawn from the institution.

Excused Absences

Students are allowed one excused absences per class, per quarter. In order for an absence to be excused there must be documentation provided to the Registrar upon return to school. Examples of excused absences include: death in the immediate* family, illness or injury with a Dr.'s note, jury duty and military duty. Students must still make-up missed lab time but will not receive a letter grade drop if they exceed the number of allowed absences in a quarter. Any requested exceptions to this policy may be appealed in writing to the Director of Education only. Students have one week from the time of the absence to bring in documentation for absence to be excused. No documentation will be accepted after this time.

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

Externship Policy

Externships must be attended during day-time hours (no nights or weekends), unless approved by the school. Students are responsible for transportation to and from the externship site and may be required to drive up to 75 miles each way. Students are not employees and will not receive compensation for any aspect of their education, including when providing services to individuals while on externship or clinical rotation. If students wish to go more than 75 miles, or out of state, it is not guaranteed and is

dependent on that receiving state's regulations. Students should expect that they can only complete their Externship within the state the school is located.

Required Medical Records

- Proof of MMR, Varicella, and Hepatitis B immunizations
- Current negative TB skin test or Chest X-ray

Required Documents

Current background check, current CPR card, and copy of medical insurance card or signed waiver.

Academic

Students who have not completed the didactic and/or laboratory portions of their respective programs due to academic deficiencies must make arrangements to complete the deficient coursework prior to the commencement of their externship. This policy may require the student to withdraw from the program until the class is available. Externship is graded on a pass/fail basis. Students must pass externship in order to graduate from the program.

Attendance

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

The following criteria must be adhered to:

- More than three (3) absences in an externship quarter will cause the student to be placed on probation. Students will be sent a probation letter and advised by the Externship Coordinator and/or staff.
 - Students must make-up externship hours, scheduling of those hours are at the discretion of the Director of Externship or Campus Director.
- Five (5) absences in a quarter will result in termination of the student.
- The student may reapply to school after one quarter through an "Appeal" process. Students must submit:
 - A written letter to the Campus Director and/or the Director of Education.
 - A review team will evaluate each student's request to determine if the student can successfully reenter the program.
- Students must complete 100% of externship hours.
- In the event that the student is absent due to inclement weather the school must be notified by telephone.

Exception to the externship attendance policy:

- Refer to Excused Absence policy.

Termination/Withdrawal

Students shall be terminated for failure to meet any one of the following items:

- Minimum standards for satisfactory academic progress.
- Attend at least 85% of the total scheduled hours in their selected program with a cumulative GPA of 2.0 or higher.
- Failure of the same class twice.
- Failure to attend classes for 14 consecutive days, excluding holidays and scheduled breaks.
- Minimum school standards of conduct and classroom rules.

- Financial obligations to the school.
- Any of the conditions as set forth and agreed to in the Enrollment Agreement, Student Handbook, and Disclosures.

Leave of Absence

The school does not grant a leave of absence from the institution.

Withdrawal from the Institution

Students who wish to officially terminate their enrollment with the Institution must contact the Registrar in writing and request to be withdrawn from the Institution, completing the exit process. The date of written request will qualify as the date of determination. If the withdrawal is requested within the first six weeks of the quarter the student will receive a grade of “W”, if the withdrawal is after the sixth week the student will receive a grade of “WF”. A grade of “WF” affects GPA and credits attempted. A grade of “W” only affects credits attempted. Both will affect SAP.

Whether termination of enrollment is voluntary or involuntary, students are advised that they will remain obligated for payment of the amount of tuition and fees due to the school based on the refund policy. Students have the right to appeal termination decisions made by the school administration by submitting a written request to the Campus Director or Director of Education. The written request should describe any mitigating circumstances or conditions that warrant special consideration. If the appeal is approved by the educational advisory board, the student may be reinstated according to special terms and conditions stipulated by the Campus Director and the board.

Dress Code

Students must wear medical scrubs while on school premises, this includes classroom and lab. Open toed shoes are not permitted. All tattoos must be covered; facial piercings and artificial nails are not permitted. Jackets and/or hoodies with unprofessional or offensive material are not permitted. A name badge must be worn at all times while on school premises. If the name badge is lost, the student must purchase another one from the Registrar. Students must follow the dress code in place at their externship site.

Copyright Policy

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, especially their FAQ's at www.copyright.gov/help/faq.

Conduct Policy

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

- Abusive behavior: physical, verbal, harassment, and sexual assault to any faculty, staff, or other students
- Alcohol and any illegal substance: use, possession, sale, distribution, public intoxication
- Breach of Peace: disorderly, disruptive, indecent behavior
- Possession of weapons or explosives
- Property damage, vandalism, and theft: destruction, damage, misuse
- Cheating on a school examination
- Exhibiting violence, insubordination, or inappropriate language toward any school staff, faculty, or student
- Audio/Video recording during the classroom lecture or lab
- Cell phone usage during lectures or labs
- Unprofessional Conduct
- Falsifying information, including but not limited to information submitted to obtain Financial Aid

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

Drug-Free Schools and Communities Act (DFSCA)

WCUI is committed to the well-being of its students and employees. Thus, WCUI maintains alcohol and drug abuse policies and programs consistent with Drug-Free Schools and Communities Act (DFSCA). Related to such policies and programs are internal implementation plans and procedures for ensuring effectiveness and to ensure consistency in enforcement, for both students and employees.

In August, on a biennial basis, WCUI will review its compliance with the DFSCA. Any necessary updates or changes to the policy or program will be made at this time. A notification will be sent to students and staff if any changes or updates are made.

Drug and alcohol abuse prevention, education, and intervention activities are cross-functional and involve multiple departments, including, but not limited to: Legal, Compliance, Facilities/Security, and Education.

See www.wcui.edu/consumer-info for more information.

Statement on Illegal Drugs and Alcohol

WCUI has a zero tolerance policy for illegal substances on campus. WCUI prohibits the unlawful use, possession, or distribution of controlled substances and alcohol by students and employees on the school's property or as part of school activities. WCUI reserves the right to require drug testing.

WCUI recognizes that alcoholism, drug addiction, and substance abuse may represent illnesses that require professional counseling, treatment, and rehabilitation. The abuse of alcohol or drugs can be hazardous to an individual's health and safety, as well as an impediment to academic and personal success. Because the health and safety of students and employees are paramount to WCUI, those who are affected by alcohol and/or substance abuse are encouraged to utilize referrals provided by the school.

Campus Policy Regarding Illegal Substances

The institution strictly forbids the possession, use, or sale of alcoholic beverages and/or illegal drugs on all campus grounds. Medical marijuana, which is still considered illegal federally, is included and covered by this policy. Students and staff members should report any knowledge of such activities to the appropriate school personnel. Any infraction is cause for immediate suspension and possible expulsion/termination. When appropriate, such infractions will also be reported to the local authorities. Specific details of this institution's drug policy are outlined in the campus drug free policy statement, distributed annually to all staff and students under separate covers.

Disciplinary Sanctions

WCUI will impose disciplinary sanctions on students and employees who violate the standards of conduct. The sanctions may include anything up to and including dismissal.

In addition, those who violate public law may be subject to criminal prosecution from local, state, and federal law enforcement. Conviction of drug and alcohol violations can lead to imprisonment, fines and community service. Convictions may also prevent individuals from entering many fields of employment and make them ineligible for federal student grants and loans. Many cities have local ordinances which prohibit public consumption of alcohol. The penalties for DUI depend on factors such as prior history, and vary from state to state. Penalties for drugs vary with the type and amount of the drug, and whether other criminal activity occurred with the drug offense.

Federal Financial Aid Penalties for Drug Violations

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

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

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

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

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

Campus Security Programs

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

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

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

Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 101-542) requires secondary institutions to disclose the number of instances in which specific types of crimes have occurred in any building or on any property owned or controlled by this institution that is used for activities related to the educational purpose of the institution and/or in any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 2011 and 2013.

Report Distribution Date: Fall 2015

Occurrence between the dates below.

WCUI – Phoenix Campus Crime Statistics 2012 – 2014 Criminal Offenses			
	On Campus		
	2012	2013	2014
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Theft	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Totals	0	0	0

**WCUI – Phoenix Campus
Crime Statistics 2012 – 2014
Hate Crimes**

	On Campus		
	2012	2013	2014
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage, Vandalism of Property	0	0	0
Any other crime involving bodily injury	0	0	0
Totals	0	0	0

**WCUI – Phoenix Campus
Crime Statistics 2012 – 2014
Arrests**

	On Campus		
	2012	2013	2014
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0
Totals	0	0	0

**WCUI – Phoenix Campus
Crime Statistics 2012 – 2014
Disciplinary Actions**

	On Campus		
	2012	2013	2014
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0
Totals	0	0	0

Reporting of Criminal Acts

The school strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of criminal acts or suspicious

behavior to the Campus Director or security guards. The school will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

Students should report all incidents related to sexual assault for inclusion in the school's crime statistics. Any pastoral and/or professional counseling will be kept in the strictest of confidence and will only be used for the purpose of disclosing such an incident in the school's annual disclosure of its crime statistics.

Clery Act

In compliance with the Crime Awareness and Campus Security Act of 1990, and the Hate Crimes Statistics Act, (The Clery Act, 34 CFR 668.46 Code of Federal Regulations) as amended on November 1, 1999, WCUI collects, maintains, and disseminates data annually regarding crimes committed on campus. See www.wcui.edu/consumer-info for more information.

Emergency Evacuation Plan

The schools all have an emergency evacuation plan that follows the set guidelines of FEMA and the American Red Cross for earthquake preparedness. Each campus has a dedicated Emergency and Clery Facilities Manager. The director gives emergency and evacuation preparedness information during orientation. There is an emergency notification system in place. The registrar should be notified immediately if there is a change in emergency contact information or personal contact information.

CAMPUS SERVICES

Learning Resource Center

WCUI maintains a resource center that provides current reference textbooks, CD's, DVD's, videotapes, and professional journals. In addition computers and study space are available to all students. The school provides access to Mylibrary which is a search engine dedicated to the programs offered at WCUI. A librarian or a learning resource center assistant is available to help students during hours of operation.

Student Services

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

Remediation

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

Housing Statement

WCUI does not have dormitory facilities under its control. All programs at this institution are "non-residential."

Student Lounge

The student lounge is located within the facility, providing students a break room with a refrigerator and microwave. Snack and beverage vending machines are located on campus.

Career Services

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

1. Resume preparation
2. Job interview preparation
3. Career development workshops
4. Employment postings
5. Video interview providing recorded feedback
6. Skills Honing and Reinforcement Program (SHARP)

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

Voter Registration

Students will have access to voter registration forms through student services.

SECTION 504/AMERICANS WITH DISABILITIES (ADA) POLICY

The School does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation, national origin, or any other category protected by federal or state law. If you would like to request academic adjustment or auxiliary aids, please contact the ADA Compliance Coordinator. You may request academic adjustments or auxiliary aids at any time. The Compliance Coordinator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the Compliance Coordinator in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.

ADA Compliance Coordinator: Andrew High
291 S. La Cienega Blvd., Suite 500
Beverly Hills, CA 90211
(310) 289-5123; andrew.high@wcu.edu

- 2) The Compliance Coordinator will respond within two weeks of receiving the request.

- 3) If you would like to request reconsideration of the decision regarding your request, please contact the Compliance Coordinator within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

ADA GRIEVANCE POLICY

The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). Any person who believes she/he has been subjected to discrimination on the basis of disability, or who wishes to appeal an approved accommodation pursuant to this policy, may file a grievance as outlined below. The School will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.

Procedure:

Grievances must be submitted to MaryAnn Crone (Section 504 Grievance Coordinator) at 4250 E. Camelback Rd., Suite K-190, Phoenix, AZ 85018; (602) 954-3834; maryann.crone@wcui.edu, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. The Section 504 Grievance Coordinator (or her designee) shall investigate the complaint (i.e., identify and obtain relevant evidence, identify and obtain statements from relevant witnesses) and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Section 504 Grievance Coordinator will maintain the files and records relating to such grievances.

The Section 504 Grievance Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Section 504 Grievance Coordinator by writing to the School's CEO, Myra Chason, at 291 S. La Cienega Blvd., Suite 500, Beverly Hills, CA 90211; (310) 289-5123; myra@wcui.edu within 15 days of receiving the Section 504 Grievance Coordinator's decision. The School Director shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

The School will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

The School will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Section 504 Compliance Coordinator will be responsible for such arrangements.

ANTI-HARASSMENT AND DISCRIMINATION POLICY FOR STUDENTS AND EMPLOYEES (TITLE IX)

The School is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training upon starting with the School and generally every year thereafter. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

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

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

Definitions

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

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

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

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

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may

include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

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

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

Prohibited Conduct

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

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

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

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

Complaint/Grievance Procedure

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus’s Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinators:

Campus	Name and Title	Office Location	Phone Number	Email Address
Beverly Hills	Carla Dominguez, Student Services	291 S. La Cienega Blvd. Beverly Hills, CA 90211	310-289-5123	Carla.Dominguez@wcui.edu
Ontario	Bryn Logan, Student Services	3700 E. Inland Empire Blvd. Ontario, CA 91764	909-483-3808	Bryn.Logan@wcui.edu
Phoenix	Melissa Goble, Librarian	4250 E. Camelback Rd. Phoenix, AZ 85018	602-954-3834	Melissa.Goble@wcui.edu

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

Investigation of Complaints

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

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

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

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

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

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

Retaliation Prohibited

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

Reporting Requirements

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

Additional Information

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

CAMPUS COMPLAINT PROCEDURES

Student Complaint and Grievance Policies

1. Complaints directed at an individual instructor or staff member must be discussed directly with the individual involved.
2. If one-on-one discussion fails to result in a satisfactory resolution, a written complaint must be submitted to the Campus Director. The Campus Director must respond to the complaint in writing within ten (10) business days, excluding Saturday, Sunday and State and Federal holidays.
3. If the student is not satisfied with the proposed resolution, the student must respond to the Campus Director, in writing, within ten (10) business days, excluding Saturday, Sunday, and State and Federal holidays. The Campus Director will issue a final written response to the student within ten (10) business days, excluding Saturday, Sunday, and State and Federal holidays.
4. If the complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The addresses are:

Arizona State Board for Private Postsecondary Education
1400 W. Washington St. Room 260
Phoenix, AZ 85007
(602) 542-5709 Website: www.azppse.gov

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

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

A copy of the commission's complaint form is available at the school and may be obtained by contacting the Campus Director.

CAMPUS PROGRAM INFORMATION

BACHELOR OF SCIENCE DEGREE PROGRAM OFFERED:

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

BACHELOR OF SCIENCE DEGREE IN DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY

3240 Clock Hours/190 Quarter Credit Hours/36 months

BACHELOR OF SCIENCE DEGREE IN DIAGNOSTIC MEDICAL SONOGRAPHY

3240 Clock Hours/190 Quarter Credit Hours/36 months

ACADEMIC ASSOCIATE OF SCIENCE DEGREE PROGRAMS OFFERED:

ACADEMIC ASSOCIATE OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY

114 Quarter Credit Hours/2194 Clock Hours/24 months

ACADEMIC ASSOCIATE OF SCIENCE IN CARDIOVASCULAR SONOGRAPHY

114 Quarter Credit Hours/2194 Clock Hours/24 months

ACADEMIC ASSOCIATE OF SCIENCE IN MAGNETIC RESONANCE IMAGING

111.5 Quarter Credit Hours/2080 Clock Hours/21 months

DIPLOMA PROGRAMS OFFERED:

PEDIATRIC CARDIAC ULTRASOUND AND CONGENITAL HEART DISEASE

46.5 Quarter Credit Hours/760 Clock Hours/9 months

MAGNETIC RESONANCE IMAGING (Long)

80 Quarter Credit Hours/1720 Clock Hours/15 months

FACULTY

The faculty is qualified to teach, by meeting or exceeding the Accrediting Commission of Career Schools and Colleges (ACCSC) standards. The faculty is comprised of a group of dedicated professionals that bring real world experience to the classroom. The faculty maintains contemporary knowledge through continuous study in their field.

BACHELOR OF SCIENCE IN DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY

Credential Awarded

Bachelor of Science Degree

Clock hours: 3240 Quarter Credit Hours: 190

GENERAL EDUCATION COURSEWORK

Didactic Clock Hours: 600

Outside Work Clock Hours: 1200

Quarter Credit Hours: 60

3 quarters of enrollment

COURSE DESCRIPTION	Quarter Credit Hours	Didactic Clock Hours	Outside Work Clock Hours
<p>Written Communication - WCOM101 This course is designed to empower students to write effectively. Students will learn to evaluate their audience, choose topics and organize their ideas and materials. They will practice writing a first draft, editing and proof reading their work for errors. Additionally, students will undertake a research project following a systematic process.</p>	2.50	25	50
<p>Oral Communication - OCOM101 This course is designed to empower students to speak effectively in a public forum. Students will learn public speaking contexts, topic selection, audience analysis and ethical communication. Students will practice organizing and outlining ideas, constructing introductions and conclusions, and utilizing presentational aids. Students will deliver three speeches in this class; to include one demonstration speech, one informative speech, and one persuasive speech.</p>	2.50	25	50
<p>Medical Terminology - MT102 This course is a comprehensive review of medical terminology. Word analysis will be explained and demonstrated. Terminology relating to anatomy and physiology as well as pathology will be discussed. The course will explore the completion of medical reports and communication with other medical professionals.</p>	5.0	50	100
<p>Algebra - ALG103 Student interests are engaged with an overview of basic algebra. This is a comprehensive review of math topics including linear equations, exponents, quadratic equations and graphing of linear equations.</p>	5.0	50	100
<p>Anatomy and Physiology I - AP I 104 In this course, students will learn the chemical basis of life, cellular metabolism, and the different types of tissues that comprise the human body. The structure and function of the integumentary, skeletal, and muscular systems of the human body will be taught.</p>	5.0	50	100
<p>Ethics and Leadership - ETH201 This course will provide an introduction to professionalism, ethics and leadership. Students will be trained in the seven mindsets of the Power of Professionalism by Bill Wiersma. Students will explore the ethical responsibilities of leadership, moral choice and its impact on organizations.</p>	5.0	50	100
<p>Introduction to Psychology - PSY202 This is a general overview course focusing on the scientific study of both the behavioral and mental processes of human beings. More</p>	5.0	50	100

specifically, we will be covering the history of psychology and scientific thought, the biological basis of behavior, research methodology and statistics, sensation and perception, states of consciousness, memory, language, intelligence, developmental psychology, personality, learning patterns, biological and developmental processes, motivation and emotion, stress, psychopathology, and social behaviors. Core skills needed for developing emotional intelligence will also be discussed.			
Introduction to Biology - BIO203 This course introduces the student to biology. Organisms are studied from their behavioral, ecological, hereditary and evolutionary perspectives. Topics include: cellular life and reproduction, genetics, biological diversity, animal and plant form and function, and ecology. Students explore the relevance of biology to contemporary issues in human society.	5.0	50	100
Anatomy and Physiology II - AP II 204 In this course, students will learn the structure and function of the nervous, endocrine, blood, cardiovascular, Immune and lymphatic systems of the human body. Electrical and chemical reactions, transport of substances, and defense mechanisms of the human body will be studied.	5.0	50	100
Introduction to General Physics - PHY301 In this course, students will discuss the concepts of physics. Particular emphasis will be placed on measurements and standards in length, mass, and time. Physics of motion in both one and two dimensions will be covered. The laws of motion, energy, momentum and collisions are explained. We will cover states of matter and thermodynamics, and will study waves considering sound, reflection and refraction of light.	5.0	50	100
Art History - ART302 This course is designed to give students an appreciation of the human form in art. Art and the human form have long been studied by early physicians and artists, which leads to a greater understanding of the human body. We will start in the Renaissance period with Leonard Di Vinci and move through the ages until we reach the millennium and the digital age. We will discuss the social and political environments unique to each time period and their affect on the artist.	5.0	50	100
Pathology - PATH303 This course teaches a systems approach to categorize human diseases and other health conditions. Students will review case studies of selected major health problems and develop effective methods of clinical assessment and disease management. Students will strengthen their medical vocabulary; practice critical thinking skills and document case study findings.	5.0	50	100
Anatomy and Physiology III - AP III 304 In this course, students will learn the structure and function of the digestive, respiratory, urinary, and reproductive systems of the human body. Nutrition and metabolism, water, electrolyte, and acid base balance will be discussed. Pregnancy, growth, and development will be studied. Students will also be introduced to the study of genetics and genomics.	5.0	50	100

TECHNICAL COURSEWORK

Didactic Clock Hours: 1680 Outside Work Clock Hours: 144 Quarter Credit Hours: 98
7 quarters of enrollment

COURSE DESCRIPTION	Quarter Credit Hours	Didactic Clock Hours	Outside Work Clock Hours
<p>Ultrasound Physics and Instrumentation Lecture - PHY200 Through discussion, the properties of sound physics and machine instrumentation will be addressed. Students will gain a deeper understanding of the interactions of ultrasound within the human body and the proper use of ultrasound applications. Emphasis will be placed on ultrasound theory, parts of the machine, transducer construction/ function and Doppler principles.</p>	8.0	120	24
<p>Ultrasound Physics and Instrumentation Clinical/laboratory - PHY200L Students will learn “knobology” by scanning predetermined protocols that afford manipulation of specific knobs and machine function. Emphasis is placed on the technical aspects of scanning and applying the principles of physics.</p>	6.0	120	0
<p>Vascular Sonography Lecture - VAS201 Student interests are engaged with this challenging series on vascular anatomy, physiology, hemodynamics and disease of the vascular system. Emphasis is placed on intra/extra-cranial vessels as well as vessels of the upper and lower extremity arterial and venous systems. Doppler, Bernoulli’s Principle, Poiseuille’s Law and relative statistics complete this course study.</p>	8.0	120	24
<p>Vascular Sonography Clinical/laboratory - VAS201L Students learn with a hands-on approach to perform ultrasound on cerebral carotids and vessels of the upper and lower extremity both arterial and venous. Doppler waveforms and spectral analysis, as well as initial impressions are taught. ABI’s, blood pressure, and intima medial thickness are explained.</p>	6.0	120	0
<p>Cardiovascular Sonography A Lecture - CAR202 In lecture students will explore the anatomy, physiology, embryology and pathology of the cardiovascular system. Doppler principles including color flow mapping, color M-mode and tissue Doppler will also be emphasized.</p>	8.0	120	24
<p>Cardiovascular Sonography A Clinical/laboratory - CAR202L This clinical/laboratory course is an introduction to Doppler principles, velocities, pathology and basic ultrasound physics. Emphasis will be placed on normal anatomy and disease state conditions. M-mode and measurements of valve area will be demonstrated. Students will receive hands on training in the clinical/laboratory performing echocardiograms on fellow students by utilizing scanning protocol standards. Students will learn probe manipulation for optimal visualization of anatomy.</p>	6.0	120	0
<p>Cardiovascular Sonography B Lecture - CAR203 Students will explore the pathophysiology of the heart focusing on diastolic and systolic dysfunction. They will also explore congenital heart defects, transesophageal echo and stress echo testing. They will learn to incorporate velocity measurements and implement calculation to document overall mechanical function of the heart. Case studies will be discussed and technical reports prepared.</p>	8.0	120	24

<p>Cardiovascular Sonography B Clinical/laboratory - CAR203L This clinical/laboratory course will continue with Doppler Principles and explore pathophysiology of the heart. Extensive focus will be put on diastolic and systolic function as well as the hemodynamics of echocardiography. Students will recognize congenital heart defects, murmurs and equations to determine severity. They will learn to incorporate velocity measurements and implement calculation to document overall mechanical function. This modality will provide hands on training in the clinical/laboratory. Students will perform echocardiograms on fellow students by utilizing scanning protocol standards.</p>	6.0	120	0
<p>Adult Congenital Heart Defects Lecture - CAR204 This is an advanced echocardiography course offering comprehensive training in specialized techniques. Students will learn diagnostic evaluation of congenital heart disease in the adult (CHD by echocardiography). Students will learn to analyze congenital cardiac malformations. Complex lesions will be defined, discussed and reviewed in relation to the adult patient. Emphasis is placed on understanding the underlying diagnosis, and understanding the repairs that subsequently follow. Special scanning techniques will be discussed to help students obtain the best imaging with these difficult to image patients.</p>	8.0	120	24
<p>Adult Congenital Heart Defects Clinical/laboratory - CAR204L This is an advanced echocardiography course offering comprehensive training in specialized techniques. Students will learn diagnostic evaluation of congenital heart disease in the adult (CHD by echocardiography). Students will learn to analyze congenital cardiac malformations. Complex lesions will be defined, discussed and reviewed in relation to the adult patient. Emphasis is placed on understanding the underlying diagnosis, and understanding the repairs that subsequently follow. Special scanning techniques will be discussed to help students obtain the best imaging with these difficult to image patients. Views that will be practiced include right parasternal views, high left parasternal views, and subcostal views for meso and dextrocardiac patients.</p>	6.0	120	0
<p>Advanced Vascular Lecture - AVAS300 This lecture course will take the student to the upper levels of advanced vascular. The ultrasound scanning protocols will include radio frequency ablation of the superficial veins, IMT (Intima Media Thickness), renal insufficiency, penile Doppler and diabetes evaluation. A particular emphasis will be placed on carotid examination and disease state, intracranial study and disease, and lower extremity vascular study and disease. Students will also study vein mapping for surgical interventions, graft studies, upper vascular, renal failure with inclusion of hemodialysis and the study of patients with diabetes and pathology due to the disease.</p>	8.0	120	24
<p>Advanced Vascular Clinical/laboratory - AVAS300L In the clinical/laboratory the student will perform bilateral carotid artery Duplex examination, transcranial Doppler (TCD), bilateral lower extremity arterial and venous Duplex examination, and bilateral upper extremity arterial and venous Duplex examination. Arterial segmental pressures of upper and lower extremities will be introduced. The student will also perform mesenteric Duplex examination, renal artery Duplex, aorto-iliac Duplex and venous</p>	6.0	120	0

valvular incompetence Duplex examinations. The student will also perform bilateral lower and upper extremity vein mapping.			
Advanced Anatomy and Invasive Procedures Lecture - AAIP402 This is an advanced echocardiography course which focuses on the role of cardiac sonographers in performing special cardiac imaging procedures. Students will learn the fundamentals as well as the basic techniques of transesophageal imaging, IV insertion and contrast media, cardiac resynchronization therapy, pacemaker optimization settings, strain rate, stress echocardiography, chemical stress testing, echo guided biopsy and catheter lab procedures for interventional echocardiography.	8.0	120	24
Advanced Anatomy and Invasive Procedures Clinical/Laboratory - AAIP402L In this advanced clinical/laboratory course, students will practice the specialized cardiac imaging procedures they discussed in lecture. Phantoms will be used to teach invasive procedures such as, transesophageal imaging and IV insertion. Students will actively participate in stress echocardiographic examinations. Students will gain competency with normal coronary artery distribution and anomalies. With practice students will become confident in recognizing coronary artery disease while performing stress echo testing.	6.0	120	0

EXTERNSHIP

Clock Hours: 960 Quarter Credit Hours: 32

2 Quarters of enrollment

Prerequisites: Successful completion of all didactic and clinical/laboratory coursework, including all protocol competencies.

COURSE DESCRIPTION	Quarter Credit Hours	Clock Hours	Outside Work Clock Hour
Externship A - EXT410A Externship involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which ultrasound is performed on patients. Students observe and, when allowed by a supervisor, may perform a portion of the exam. This module serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.	16	480	0
Externship B - EXT410B Externship involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which ultrasound is performed on patients. Students observe and, when allowed by a supervisor, may perform a portion of the exam. This module serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.	16	480	0

PROGRAM OBJECTIVES

Graduates of the Diagnostic Cardiovascular Sonography program will:

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

BACHELOR OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY

Credential Awarded: Bachelor of Science Degree

Clock hours: 3240 Quarter Credit Hours: 190

GENERAL EDUCATION COURSEWORK

Didactic Clock Hours: 600

Outside Work Clock Hours: 1200

Quarter Credit Hours: 60

3 quarters of enrollment

COURSE DESCRIPTION	Quarter Credit Hours	Didactic Clock Hours	Outside Work Clock Hours
<p>Written Communication - WCOM101</p> <p>This course is designed to empower students to write effectively. Students will learn to evaluate their audience, choose topics and organize their ideas and materials. They will practice writing a first draft, editing and proof reading their work for errors. Additionally, students will undertake a research project following a systematic process.</p>	2.50	25	50
<p>Oral Communication - OCOM101</p> <p>This course is designed to empower students to speak effectively in a public forum. Students will learn public speaking contexts, topic selection, audience analysis and ethical communication. Students will practice organizing and outlining ideas, constructing introductions and conclusions, and utilizing presentational aids. Students will deliver three speeches in this class; to include one demonstration speech, one informative speech, and one persuasive speech.</p>	2.50	25	50
<p>Medical Terminology - MT102</p> <p>This course is a comprehensive review of medical terminology. Word analysis will be explained and demonstrated. Terminology relating to anatomy and physiology as well as pathology will be discussed. The course will explore the completion of medical reports and communication with other medical professionals.</p>	5.0	50	100
<p>Algebra - ALG103</p> <p>Student interests are engaged with an overview of basic algebra. This is a comprehensive review of math topics including linear equations, exponents, quadratic equations and graphing of linear equations.</p>	5.0	50	100
<p>Anatomy and Physiology I - AP I 104</p> <p>In this course, students will learn the chemical basis of life, cellular metabolism, and the different types of tissues that comprise the human body. The structure and function of the integumentary, skeletal, and muscular systems of the human body will be taught.</p>	5.0	50	100
<p>Ethics and Leadership - ETH201</p> <p>This course will provide an introduction to professionalism, ethics and leadership. Students will be trained in the seven mindsets of the Power of Professionalism by Bill Wiersma. Students will explore the ethical responsibilities of leadership, moral choice and its impact on organizations.</p>	5.0	50	100
<p>Introduction to Psychology - PSY202</p> <p>This is a general overview course focusing on the scientific study of both the behavioral and mental processes of human beings. More specifically, we will be covering the history of psychology and scientific thought, the biological basis of behavior, research</p>	5.0	50	100

methodology and statistics, sensation and perception, states of consciousness, memory, language, intelligence, developmental psychology, personality, learning patterns, biological and developmental processes, motivation and emotion, stress, psychopathology, and social behaviors. Core skills needed for developing emotional intelligence will also be discussed.			
Introduction to Biology - BIO203 This course introduces the student to biology. Organisms are studied from their behavioral, ecological, hereditary and evolutionary perspectives. Topics include: cellular life and reproduction, genetics, biological diversity, animal and plant form and function, and ecology. Students explore the relevance of biology to contemporary issues in human society.	5.0	50	100
Anatomy and Physiology II - AP II 204 In this course, students will learn the structure and function of the nervous, endocrine, blood, cardiovascular, Immune and lymphatic systems of the human body. Electrical and chemical reactions, transport of substances, and defense mechanisms of the human body will be studied.	5.0	50	100
Introduction to General Physics - PHY301 In this course, students will discuss the concepts of physics. Particular emphasis will be placed on measurements and standards in length, mass, and time. Physics of motion in both one and two dimensions will be covered. The laws of motion, energy, momentum and collisions are explained. We will cover states of matter and thermodynamics, and will study waves considering sound, reflection and refraction of light.	5.0	50	100
Art History - ART302 This course is designed to give students an appreciation of the human form in art. Art and the human form have long been studied by early physicians and artists, which leads to a greater understanding of the human body. We will start in the Renaissance period with Leonard Di Vinci and move through the ages until we reach the millennium and the digital age. We will discuss the social and political environments unique to each time period and their affect on the artist.	5.0	50	100
Pathology - PATH303 This course teaches a systems approach to categorize human diseases and other health conditions. Students will review case studies of selected major health problems and develop effective methods of clinical assessment and disease management. Students will strengthen their medical vocabulary; practice critical thinking skills and document case study findings.	5.0	50	100
Anatomy and Physiology III - AP III 304 In this course, students will learn the structure and function of the digestive, respiratory, urinary, and reproductive systems of the human body. Nutrition and metabolism, water, electrolyte, and acid base balance will be discussed. Pregnancy, growth, and development will be studied. Students will also be introduced to the study of genetics and genomics.	5.0	50	100

TECHNICAL COURSEWORK

Didactic Clock Hours: 1680 Outside Work Clock Hours: 144 Quarter Credit Hours: 98
7 quarters of enrollment

COURSE DESCRIPTION	Quarter Credit Hours	Didactic Clock Hours	Outside Work Clock Hours
<p>Ultrasound Physics and Instrumentation Lecture - PHY200 Through discussion, the properties of sound physics and machine instrumentation will be addressed. Students will gain a deeper understanding of the interactions of ultrasound within the human body and the proper use of ultrasound applications. Emphasis will be placed on ultrasound theory, parts of the machine, transducer construction/ function and Doppler principles.</p>	8.0	120	24
<p>Ultrasound Physics and Instrumentation Clinical/laboratory - PHY200L Students will learn “knobology” by scanning predetermined protocols that afford manipulation of specific knobs and machine function. Emphasis is placed on the technical aspects of scanning and applying the principles of physics.</p>	6.0	120	0
<p>Vascular Sonography Lecture - VAS201 Student interests are engaged with this challenging series on vascular anatomy, physiology, hemodynamics and disease of the vascular system. Emphasis is placed on intra/extra-cranial vessels as well as vessels of the upper and lower extremity arterial and venous systems. Doppler, Bernoulli’s Principle, Poiseuille’s Law and relative statistics complete this course study.</p>	8.0	120	24
<p>Vascular Sonography Clinical/laboratory - VAS201L Students learn with a hands-on approach to perform ultrasound on cerebral carotids and vessels of the upper and lower extremity both arterial and venous. Doppler waveforms and spectral analysis, as well as initial impressions are taught. ABI’s, blood pressure, and intima medial thickness are explained.</p>	6.0	120	0
<p>Abdominal Ultrasound Lecture - ABD202 In lecture students are introduced to anatomy, physiology and pathophysiology of the abdominal soft tissue structures. Additionally, students will appreciate the sonographic appearance of the visceral organs and vasculature, as well as the thyroid, testes and breast.</p>	8.0	120	24
<p>Abdominal Ultrasound Laboratory - ABD202L Students will learn and demonstrate scanning protocols for the abdominal organs and vasculature in the on-campus laboratory. Emphasis is placed on basic patient evaluation, care, and preliminary reporting.</p>	6.0	120	0
<p>Gynecology and Obstetrics Lecture - OBG203 Students will be introduced to anatomy, physiology and ultrasound appearance of the female pelvis. Special emphasis will be placed on recognizing normal and abnormal anatomy of the uterus, ovaries, fallopian tubes and adnexa. In the obstetrical portion, students will be exposed to the trimesters, normal and abnormal fetal development, the placenta, fetal presentation, and fetal biometry.</p>	8.0	120	24
<p>Gynecology and Obstetrics Laboratory - OBG203L Students will learn and demonstrate gynecology and obstetrical protocols, including biometry measurements and report writing. Limited obstetrical exams are performed on volunteers.</p>	6.0	120	0

<p>Musculoskeletal Ultrasound Lecture - MSK310 Students will study the anatomy, physiology and kinesiology of soft tissue structures associated with the upper and lower extremities. Students will identify bone markings for the purpose of locating origins and insertions of muscles. Students will analyze sports, work, and accident related injuries. Musculoskeletal disorders including pathological, genetic, vascular, neurological and, articular will be discussed.</p>	8.0	120	24
<p>Musculoskeletal Ultrasound Laboratory - MSK310L Students will practice predetermined musculoskeletal ultrasound protocols of the upper and lower extremities. Students will identify soft tissue anatomy and differentiate pathology. Students will learn how to present their findings and write preliminary reports.</p>	6.0	120	0
<p>Advanced Vascular Lecture - AVAS300 This lecture course will take the student to the upper levels of advanced vascular. The ultrasound scanning protocols will include radio frequency ablation of the superficial veins, IMT (Intima Media Thickness), renal insufficiency, penile Doppler and diabetes evaluation. A particular emphasis will be placed on carotid examination and disease state, intracranial study and disease, and lower extremity vascular study and disease. Students will also study vein mapping for surgical interventions, graft studies, upper vascular, renal failure with inclusion of hemodialysis and the study of patients with diabetes and pathology due to the disease.</p>	8.0	120	24
<p>Advanced Vascular Clinical/laboratory - AVAS300L In the clinical/laboratory the student will perform bilateral carotid artery Duplex examination, transcranial Doppler (TCD), bilateral lower extremity arterial and venous Duplex examination, and bilateral upper extremity arterial and venous Duplex examination. Arterial segmental pressures of upper and lower extremities will be introduced. The student will also perform mesenteric Duplex examination, renal artery Duplex, aorto-iliac Duplex and venous valvular incompetence Duplex examinations. The student will also perform bilateral lower and upper extremity vein mapping.</p>	6.0	120	0
<p>Procedures and Biopsy Lecture - PB400 Students will study the use of ultrasound guided interventional procedures for diagnostic and therapeutic purposes. The range of interventions covered will include biopsy of multiple abdominal and pelvic viscera, the chest, thyroid, breast and lymph nodes; vascular access; endoluminal biopsy; drainage procedures and sclerotherapy/radiofrequency thermal ablation. Students will learn the critical role of the technologist as a team member in preparing the patient and assisting the physician during the course of the procedure. Emphasis will be placed on sonographic technique required to assure a safe and successful intervention.</p>	8.0	120	24
<p>Procedures and Biopsy Laboratory - PB400L Students will practice and develop proficiency with sterile technique as applied to interventional procedures. Students will set up interventional procedure trays that are specific for each type of ultrasound guided procedure, i.e., needle aspiration, core needle biopsy, vacuum assisted biopsy, thoracocentesis, vascular access, catheter drainages and hysterosonography. Students will have hands on experience with different types of needles and catheters to understand how they are utilized in both free hand techniques and</p>	6.0	120	0

with the use of a mechanical needle guide. Phantoms of abdominal organs, thyroid and breast containing embedded lesions for biopsy will be scanned. Students will practice appropriate scanning technique that will demonstrate target lesions and then recommend a safe needle trajectory and skin entry site for the intervention. Students will scan while the interventionalist is performing a procedure on the phantom, learning to maintain proper transducer alignment so that the long axis of the needle and the needle tip are visualized throughout the intervention. Proper handling of retrieved fluid and biopsy specimens for microbiology, cytology or histology processing will be practiced.			
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EXTERNSHIP

Clock Hours: 960 Quarter Credit Hours: 32

2 Quarters of enrollment

Prerequisites: Successful completion of all didactic and clinical/laboratory coursework, including all protocol competencies.

COURSE DESCRIPTION	Quarter Credit Hours	Clock Hours	Outside Work Clock Hour
<p>Externship A - EXT410A</p> <p>Externship involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which ultrasound is performed on patients. Students observe and, when allowed by a supervisor, may perform a portion of the exam. This module serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.</p>	16	480	0
<p>Externship B - EXT410B</p> <p>Externship involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which ultrasound is performed on patients. Students observe and, when allowed by a supervisor, may perform a portion of the exam. This module serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.</p>	16	480	0

PROGRAM OBJECTIVES

Graduates of the Diagnostic Medical Sonography program will:

11. Demonstrate a commitment to the field of Diagnostic Medical Sonography, including:
 - Vascular Ultrasound
 - Abdominal Ultrasound
 - Gynecology and Obstetrics Ultrasound
 - Musculoskeletal Ultrasound
 - Ultrasound procedures for biopsy
 - Preventative and screening protocols
12. Demonstrate introductory level knowledge of arts and humanities and social and behavioral sciences.
13. Read and listen with understanding and express oneself effectively in written and spoken English.
14. Demonstrate problem-solving techniques in the basic concepts and principles of the biological and physical sciences.
15. Solve mathematical and computational problems.

16. Relate anatomy and physiology to the field of diagnostic medical sonography.
17. Demonstrate entry level clinical knowledge, skills, and attitudes in the care of patients undergoing ultrasound procedures.
18. Demonstrate a commitment to ethics and professionalism.
19. Be eligible for an entry level position as an ultrasound technologist.
20. Develop skills for lifelong learning.

ACADEMIC ASSOCIATE OF SCIENCE DEGREE IN DIAGNOSTIC MEDICAL SONOGRAPHY

Credential Awarded: Academic Associate of Science Degree

Clock Hours: 2194 Quarter Credit Hours: 114

GENERAL EDUCATION COURSEWORK

Clock Hours: 250 Quarter Credit Hours: 25

2 quarters of enrollment

COURSE DESCRIPTION	Quarter Credit Hours	Didactic Clock Hours	Outside Work Clock Hours
<p>Written Communication - WCOM101 This course is designed to empower students to write effectively. Students will learn to evaluate their audience, choose topics and organize their ideas and materials. They will practice writing a first draft, editing and proof reading their work for errors. Additionally, students will undertake a research project following a systematic process.</p>	2.5	25	50
<p>Oral Communication - OCOM101 This course is designed to empower students to speak effectively in a public forum. Students will learn public speaking contexts, topic selection, audience analysis and ethical communication. Students will practice organizing and outlining ideas, constructing introductions and conclusions, and utilizing presentational aids. Students will deliver three speeches in this class; to include one demonstration speech, one informative speech, and one persuasive speech.</p>	2.5	25	50
<p>Anatomy and Physiology I - AP I 104 In this course, students will learn the chemical basis of life, cellular metabolism, and the different types of tissues that comprise the human body. The structure and function of the integumentary, skeletal, and muscular systems of the human body will be taught.</p>	5.0	50	100
<p>Anatomy and Physiology II - AP II 204 In this course, students will learn the structure and function of the nervous, endocrine, blood, cardiovascular, Immune and lymphatic systems of the human body. Electrical and chemical reactions, transport of substances, and defense mechanisms of the human body will be studied.</p>	5.0	50	100
<p>Anatomy and Physiology III - AP III 304 In this course, students will learn the structure and function of the digestive, respiratory, urinary, and reproductive systems of the human body. Nutrition and metabolism, water, electrolyte, and acid base balance will be discussed. Pregnancy, growth, and development will be studied. Students will also be introduced to the study of genetics and genomics.</p>	5.0	50	100
<p>Introduction to General Physics - PHY301 In this course, students will discuss the concepts of physics. Particular emphasis will be placed on measurements and standards in length, mass, and time. Physics of motion in both one and two dimensions will be covered. The laws of motion, energy, momentum and collisions are explained. We will cover states of</p>	5.0	50	100

matter and thermodynamics, and will study waves considering sound, reflection and refraction of light.			
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TECHNICAL COURSEWORK

Clock hours: 984 Quarter Credit Hours: 57

4 quarters of enrollment

COURSE DESCRIPTION	Quarter Credit Hours	Didactic Clock Hours	Outside Work Clock Hours
<p>Ultrasound Physics and Instrumentation Lecture - PHY200 Through discussion, the properties of sound physics and machine instrumentation will be addressed. Students will gain a deeper understanding of the interactions of ultrasound within the human body and the proper use of ultrasound applications. Emphasis will be placed on ultrasound theory, parts of the machine, transducer construction/ function and Doppler principles.</p>	8.0	120	24
<p>Ultrasound Physics and Instrumentation Laboratory - PHY200L Students will learn “knobology” by scanning predetermined protocols that afford manipulation of specific knobs and machine function. Emphasis is placed on the technical aspects of scanning and the application of the principles of physics.</p>	6.0	120	0
<p>Vascular Sonography Lecture - VAS201 Students are engaged with this challenging series on vascular anatomy, physiology, hemodynamics and disease of the vascular system. Emphasis is placed on intra/extra-cranial vessels as well as vessels of the upper and lower extremity arterial and venous systems. Doppler, Bernoulli’s Principle, Poiseuille’s Law and relative statistics complete this course of study.</p>	8.0	120	24
<p>Vascular Sonography Laboratory - VAS201L Students learn with a hands-on approach to perform ultrasound on cerebral carotids and vessels of the upper and lower extremity both arterial and venous. Doppler waveforms and spectral analysis, as well as initial impressions are taught. ABI’s, blood pressure, and intima medial thickness are explained.</p>	6.0	120	0
<p>Abdominal Ultrasound Lecture - ABD202 In lecture students are introduced to anatomy, physiology and pathophysiology of the abdominal soft tissue structures. Additionally, students will appreciate the sonographic appearance of the visceral organs and vasculature, as well as the thyroid, testes and breast.</p>	8.0	120	24
<p>Abdominal Ultrasound Laboratory - ABD202L Students will learn and demonstrate scanning protocols for the abdominal organs and vasculature in the on-campus laboratory. Emphasis is placed on basic patient evaluation, care, and preliminary reporting.</p>	6.0	120	0
<p>Obstetrics and Gynecology Lecture - OBG203 Students will be introduced to anatomy, physiology and ultrasound images of the female reproductive system. Special emphasis will be placed on recognizing normal and abnormal anatomy of the uterus, ovaries, fallopian tubes and adnexa. In the obstetrical portion, students will be exposed to the trimesters, normal and abnormal fetal development, the placenta, fetal presentation, and fetal biometry.</p>	8.0	120	24

Obstetrics and Gynecology Laboratory - OBG203L Students will learn and demonstrate gynecology and obstetrical protocols, including biometry measurements and report writing. Limited obstetrical exams are performed on volunteers.	6.0	120	0
Externship Preparation Laboratory - EPL210 This class prepares seniors for Externship. It is designed to provide seniors time to practice and complete all ultrasound protocols. Seniors must successfully complete all protocols prior to externship.	1.0	24	0

EXTERNSHIP

Clock hours: 960 Quarter Credit Hours: 32

2 quarters of enrollment

Prerequisites: Successful completion and passing of all didactic and clinical/laboratory coursework, including all protocol competencies.

EXTERNSHIP MODULE: COURSE DESCRIPTION	Quarter Credit Hours	Didactic Clock Hours	Outside Work Clock Hours
Externship A - EXT300A Externship involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which ultrasound is performed on patients. Students observe and, when allowed by a supervisor, may perform a portion of the exam. This module serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.	16	480	0
Externship B - EXT300B Externship involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which ultrasound is performed on patients. Students observe and, when allowed by a supervisor, may perform a portion of the exam. This module serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.	16	480	0

PROGRAM OBJECTIVES

Graduates of the AAS Diagnostic Medical Sonography program will:

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

ACADEMIC ASSOCIATE OF SCIENCE DEGREE IN CARDIOVASCULAR SONOGRAPHY

Credential Awarded: Academic Associate of Science Degree

Clock Hours: 2194 Quarter Credit Hours: 114

GENERAL EDUCATION COURSEWORK

Clock Hours: 250 Quarter Credit Hours: 25

2 quarters of enrollment

COURSE DESCRIPTION	Quarter Credit Hours	Didactic Clock Hours	Outside Work Clock Hours
<p>Written Communication - WCOM101 This course is designed to empower students to write effectively. Students will learn to evaluate their audience, choose topics and organize their ideas and materials. They will practice writing a first draft, editing and proof reading their work for errors. Additionally, students will undertake a research project following a systematic process.</p>	2.5	25	50
<p>Oral Communication - OCOM101 This course is designed to empower students to speak effectively in a public forum. Students will learn public speaking contexts, topic selection, audience analysis and ethical communication. Students will practice organizing and outlining ideas, constructing introductions and conclusions, and utilizing presentational aids. Students will deliver three speeches in this class; to include one demonstration speech, one informative speech, and one persuasive speech.</p>	2.5	25	50
<p>Anatomy and Physiology I - AP I 104 In this course, students will learn the chemical basis of life, cellular metabolism, and the different types of tissues that comprise the human body. The structure and function of the integumentary, skeletal, and muscular systems of the human body will be taught.</p>	5.0	50	100
<p>Anatomy and Physiology II - AP II 204 In this course, students will learn the structure and function of the nervous, endocrine, blood, cardiovascular, Immune and lymphatic systems of the human body. Electrical and chemical reactions, transport of substances, and defense mechanisms of the human body will be studied.</p>	5.0	50	100
<p>Anatomy and Physiology III - AP III 304 In this course, students will learn the structure and function of the digestive, respiratory, urinary, and reproductive systems of the human body. Nutrition and metabolism, water, electrolyte, and acid base balance will be discussed. Pregnancy, growth, and development will be studied. Students will also be introduced to the study of genetics and genomics.</p>	5.0	50	100
<p>Introduction to General Physics - PHY301 In this course, students will discuss the concepts of physics. Particular emphasis will be placed on measurements and standards in length, mass, and time. Physics of motion in both one and two dimensions will be covered. The laws of motion, energy, momentum and collisions are explained. We will cover states of</p>	5.0	50	100

matter and thermodynamics, and will study waves considering sound, reflection and refraction of light.			
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TECHNICAL COURSEWORK

Clock hours: 984 Quarter Credit Hours: 57

4 quarters of enrollment

COURSE DESCRIPTION	Quarter Credit Hours	Didactic Clock Hours	Outside Work Clock Hours
<p>Ultrasound Physics and Instrumentation Lecture - PHY200 Through discussion, the properties of sound physics and machine instrumentation will be addressed. Students will gain a deeper understanding of the interactions of ultrasound within the human body and the proper use of ultrasound applications. Emphasis will be placed on ultrasound theory, parts of the machine, transducer construction/ function and Doppler principles.</p>	8.0	120	24
<p>Ultrasound Physics and Instrumentation Laboratory - PHY200L Students will learn “knobology” by scanning predetermined protocols that afford manipulation of specific knobs and machine function. Emphasis is placed on the technical aspects of scanning and the application of the principles of physics.</p>	6.0	120	0
<p>Vascular Sonography Lecture - VAS201 Students are engaged with this challenging series on vascular anatomy, physiology, hemodynamics and disease of the vascular system. Emphasis is placed on intra/extra-cranial vessels as well as vessels of the upper and lower extremity arterial and venous systems. Doppler, Bernoulli’s Principle, Poiseuille’s Law and relative statistics complete this course of study.</p>	8.0	120	24
<p>Vascular Sonography Laboratory - VAS201L Students learn with a hands-on approach to perform ultrasound on cerebral carotids and vessels of the upper and lower extremity both arterial and venous. Doppler waveforms and spectral analysis, as well as initial impressions are taught. ABI’s, blood pressure, and intima medial thickness are explained.</p>	6.0	120	0
<p>Cardiovascular Sonography A Lecture - CAR202 In lecture students will explore the anatomy, physiology, embryology and pathology of the cardiovascular system. Doppler principles including color flow mapping, color M-mode and tissue Doppler will also be emphasized.</p>	8.0	120	24
<p>Cardiovascular Sonography A Laboratory - CAR202L This laboratory course is an introduction to Doppler principles, velocities, pathology and basic ultrasound physics. Emphasis will be placed on normal anatomy and disease state conditions. M-mode and measurements of valve area will be demonstrated. Students will receive hands on training in the laboratory performing echocardiograms on fellow students by utilizing scanning protocol standards. Students will learn probe manipulation for optimal visualization of anatomy.</p>	6.0	120	0
<p>Cardiovascular Sonography B Lecture - CAR203 Students will explore the pathophysiology of the heart focusing on diastolic and systolic dysfunction. They will also explore congenital heart defects, transesophageal echo and stress echo testing. They will learn to incorporate velocity measurements and implement</p>	8.0	120	24

calculation to document overall mechanical function of the heart. Case studies will be discussed and technical reports prepared.			
Cardiovascular Sonography B Laboratory - CAR203L This laboratory course will continue with Doppler Principles and explore pathophysiology of the heart. Extensive focus will be put on diastolic and systolic function as well as the hemodynamics of echocardiography. Students will recognize congenital heart defects, murmurs and equations to determine severity. They will learn to incorporate velocity measurements and implement calculation to document overall mechanical function. This modality will provide hands on training in the laboratory. Students will perform echocardiograms on fellow students by utilizing scanning protocol standards.	6.0	120	0
Externship Preparation Laboratory - EPL210 This class prepares seniors for Externship. It is designed to provide seniors time to practice and complete all ultrasound protocols. Seniors must successfully complete all protocols prior to externship.	1.0	24	0

EXTERNSHIP

Clock hours: 960 Quarter Credit Hours: 32

2 quarters of enrollment

Prerequisites: Successful completion and passing of all didactic and clinical/laboratory coursework, including all protocol competencies.

EXTERNSHIP MODULE: COURSE DESCRIPTION	Quarter Credit Hours	Didactic Clock Hours	Outside Work Clock Hours
Externship A - EXT300A Externship involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which ultrasound is performed on patients. Students observe and, when allowed by a supervisor, may perform a portion of the exam. This module serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.	16	480	0
Externship B - EXT300B Externship involves the direct interaction of the student within a specific medical environment. The student is assigned to a hospital, imaging center, clinic, or other environment in which ultrasound is performed on patients. Students observe and, when allowed by a supervisor, may perform a portion of the exam. This module serves to assist the student in making a successful transition from the school environment to a clinical setting. Students will write reports, present findings, and further explore pathologies.	16	480	0

PROGRAM OBJECTIVES

Graduates of the Cardiovascular Sonography program will:

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

ACADEMIC ASSOCIATE OF SCIENCE DEGREE IN MAGNETIC RESONANCE IMAGING

The Magnetic Resonance Imaging AAS program is approved and accredited by the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT).

Clock Hours: 2080 Quarter Credit Hours: 111.5

Credential Awarded: Academic Associate of Science Degree

GENERAL EDUCATION COURSEWORK

Clock Hours: 300 Quarter Credit Hours: 30

2 quarters of enrollment

COURSE DESCRIPTION	Quarter Credit Hours	Didactic Clock Hours	Outside Work Clock Hours
<p>Written Communication - WCOM101 This course is designed to empower students to write effectively. Students will learn to evaluate their audience, choose topics and organize their ideas and materials. They will practice writing a first draft, editing and proof reading their work for errors. Additionally, students will undertake a research project following a systematic process.</p>	2.5	25	50
<p>Oral Communication - OCOM101 This course is designed to empower students to speak effectively in a public forum. Students will learn public speaking contexts, topic selection, audience analysis and ethical communication. Students will practice organizing and outlining ideas, constructing introductions and conclusions, and utilizing presentational aids. Students will deliver three speeches in this class; to include one demonstration speech, one informative speech, and one persuasive speech.</p>	2.5	25	50
<p>Algebra - ALG103 Student interests are engaged with an overview of basic algebra. This is a comprehensive review of math topics including linear equations, exponents, quadratic equations and graphing of linear equations.</p>	5.0	50	100
<p>Anatomy and Physiology I - AP I 104 In this course, students will learn the chemical basis of life, cellular metabolism, and the different types of tissues that comprise the human body. The structure and function of the integumentary, skeletal, and muscular systems of the human body will be taught.</p>	5.0	50	100
<p>Anatomy and Physiology II - AP II 204 In this course, students will learn the structure and function of the nervous, endocrine, blood, cardiovascular, Immune and lymphatic systems of the human body. Electrical and chemical reactions, transport of substances, and defense mechanisms of the human body will be studied.</p>	5.0	50	100

<p>Introduction to General Physics - PHY301 In this course, students will discuss the concepts of physics. Particular emphasis will be placed on measurements and standards in length, mass, and time. Physics of motion in both one and two dimensions will be covered. The laws of motion, energy, momentum and collisions are explained. We will cover states of matter and thermodynamics, and will study waves considering sound, reflection and refraction of light.</p>	5.0	50	100
<p>Anatomy and Physiology III - AP III 304 In this course, students will learn the structure and function of the digestive, respiratory, urinary, and reproductive systems of the human body. Nutrition and metabolism, water, electrolyte, and acid base balance will be discussed. Pregnancy, growth, and development will be studied. Students will also be introduced to the study of genetics and genomics.</p>	5.0	50	100

TECHNICAL COURSEWORK

Clock hours: 780 Quarter Credit Hours: 48.5

3 quarters of enrollment

Prerequisites: Successful completion of the applied general education coursework.

COURSE DESCRIPTION	Quarter Credit Hours	Didactic Clock Hours	Outside Work Clock Hours
<p>MFMI 101 - Fundamentals of Medical Imaging This course is designed to familiarize students with the basics of patient care and safety in the medical imaging field. Students will discuss MRI safety concerns such as identifying metal foreign objects including implants, surgical clips, pacemakers, and any other debris a patient may have in their body. Students are introduced to a comprehensive patient intake questionnaire that verifies safe practice. This course focuses on obtaining patient history, transport techniques, positioning techniques, administering contrast, infection control, and customer service. Students are trained in HIPAA, OSHA, Sexual Harassment Prevention and First Aid. This course prepares students to enter an MRI imaging center for their first week of on-site MRI lab training.</p>	4.5	64	16
<p>MFMI 102 - Fundamentals of Medical Imaging II: This course focuses on ethics, professionalism and cultural diversity. "The Power of Professionalism," one of the assigned textbooks, is discussed with a focus on the seven mind sets of professional behavior. The course compares and contrasts fortune 500 companies' cultures. Students will be assigned both written and oral presentation that includes research of case studies and assessments of why some companies are more effective than others. These real world studies will be the basis for class discussions and problem solving exercises. This assignment is part of a larger Learning Resource Center assignment.</p>	4.5	64	16

<p>MFMI 103 - Fundamentals of Medical Imaging III: In this course, informatics is integrated into the discussion and study of medical imaging. The focus is on using the electronic archiving system of medical data specific to MRI. Students will discuss the computer operating systems, IP addresses and networking. The different types of DICOM/PACS systems are discussed and evaluated. Topics of discussion include Digital Radiographic Image Acquisition and Processing, digitalized printing and burning, archive query, archive server, contrast manipulation, post processing, and quality control and management. This course includes instructions for performing EKGs.</p>	4.5	64	16
<p>MFMI101L - MRI Fundamentals of Medical Imaging Clinical/laboratory Students get their first encounter with the MRI environment to learn patient interviewing, screening, and history-taking, as well as practicing patient handling and positioning techniques. The lab also gives the student initial hands-on training in operating the MR system with regard to scanning, filming, and digital imaging techniques.</p>	3	60	0
<p>MPHY101 - MRI Physics, Safety, Bio-effects Lecture In this module, the Quantum mechanical concepts of MRI are discussed and demonstrated with animations and required software. Image quality, artifacts, trade-offs, and parameter optimizations are discussed in detail. Safety concerns and bio-effects of magnetic fields, RF fields and gradient fields are discussed and proper screening of patients is emphasized. Pulse sequence selection and protocol designing as part of physics are reviewed and performed.</p>	7	96	36
<p>MPHY101L - MRI Physics Clinical/laboratory Students will utilize and practice effects of TR, TE, TI, FA on imaging techniques and will compare different settings with each other. All practices will be performed on actual MRI systems with students, volunteers and subjects.</p>	6	120	0
<p>MPATH101 - MRI Pathophysiology 1 This course will help students understand the clinical pathophysiology of disease processes by discussing those most frequently diagnosed with medical imaging. It also provides the essential pathology knowledge needed to produce high quality images. It includes a general overview of anatomy and physiology and covers body system disorders and injuries. Lectures also focus on the optimal imaging modality namely, Radiography, Computed Tomography (CT), Ultrasound, Nuclear Medicine, Positron Emission Tomography (PET), as well as Magnetic Resonance Imaging (MRI), to see, diagnose, and treat various disorders.</p>	3	48	0
<p>MXAN201 - MRI Cross-Sectional Anatomy Lecture This module comprises detailed discussions, demonstrations and presentations of different body systems from a cross-sectional point of view. It will present images in different contrasts and viewing planes, including but not limited to the Sagittal, Coronal and Transverse.</p>	7	96	36

<p>MXAN201L - MRI Cross-Sectional Anatomy Clinical/laboratory Under the supervision of the clinical/laboratory instructor, students will perform MRI studies based on the cross-sectional anatomy discussed in lectures, and instructors will help students with hands-on training to draw correlations between the didactic and practical sections of the anatomy module. All studies will be performed on students and volunteers.</p>	6	120	0
<p>MPATH201 - MRI Pathophysiology 2 This course is a continuation and expansion of Pathophysiology 1. Lectures focus on disease processes in more systems of the body, and their visualization and diagnosis in the appropriate medical imaging modality, including Radiography, Computed Tomography (CT), Ultrasound, Nuclear Medicine, Positron Emission Tomography (PET), and Magnetic Resonance Imaging (MRI), is examined. Discussions also center on how each modality works together to play a vital role in the health care process.</p>	3	48	0

EXTERNSHIP

Clock hours: 1000 Quarter Credit Hours: 33
2 quarters of enrollment

Prerequisites: Successful completion and passing of all didactic and clinical/laboratory coursework, including all protocol competencies.

EXTERNSHIP MODULE: COURSE DESCRIPTION	Quarter Credit Hours	Didactic Clock Hours	Outside Work Clock Hours
<p>EXT-M 201 - A/B Externship In clinical settings, students will learn and perform a wide variety of MRI studies under the supervision of a registered MRI technologist during this module. The 1000 hour long externship is divided into A and B sections. During the first 250 hours of Section A, students will develop the skills necessary to effectively communicate with administrative staff members and departments, such as scheduling departments, admissions office, billing departments, medical records departments, and eventually the reading and reporting staff, such as Radiologists and Radiology Assistants. The second part of Section A will consist of highly supervised patient interviews, screening, preparation, positioning, and scanning, along with table settings, parameter selection, sequence optimization, protocol application. Beginning in Section B, students will be able to start and complete full procedures, and toward the end of their externship, students will utilize their remaining hours to take part in different type of studies, such as abnormal cases, and will gain more experience in neuroimaging, body imaging, and MSK imaging. Upon the successful completion of their externship, students will be able to perform and complete all general MRI exams without assistance. They will also have gained experience in patient care, critical thinking, front desk procedures, and other soft skills throughout their clinical externship.</p>	33	1000	0

PROGRAM OBJECTIVES

Graduates of the Magnetic Resonance Imaging Program will:

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

MAGNETIC RESONANCE IMAGING (LONG)

Clock Hours: 1720 Quarter Credit Hours: 80

5 quarters of enrollment

Credential Awarded: Diploma

COURSE DESCRIPTION	Quarter Credit Hours	Clock Hours
<p>Introduction to Imaging Science This course introduces the student to the fundamentals of working as a medical professional. Students are introduced to all of the major systems of the human body. This course introduces basic anatomy, physiology, some pathology, and medical terminology. In addition, the student learns to perform EKG's, patient positioning, vital signs, and will become certified in CPR.</p>	17.0	240
<p>Module I - MRI Physics In this module Quantum mechanics concepts of MRI are discussed and demonstrated with animations and required software. Image quality, artifacts, trade-offs, and parameter optimization is discussed in detail. Safety concerns and bio-effects of magnetic field, RF field, and gradient fields will be discussed and proper screening of patients will be emphasized. Pulse sequence selection and protocol designing as part of physics will be reviewed and performed.</p>	15.0	240
<p>Module II - MRI Sectional Anatomy This module comprises detailed discussions, demonstrations, and presentation of different body systems from a cross sectional point of view. It will present images in different contrasts and viewing options. This includes, but is not limited to, sagittal, coronal, and transverse planes.</p>	15.0	240
<p>Externship In clinical settings, students will learn and perform a wide variety of MRI studies under the supervision of a registered MRI technologist. Upon successful completion of externship students will be able to perform and complete all general MRI exams without assistance. Patient care, critical thinking, front desk procedures, and soft skills are also incorporated into the clinical externship.</p>	33.3	1000

PROGRAM OBJECTIVES

Graduates of the Magnetic Resonance Imaging program will:

1. Demonstrate a commitment to the field of magnetic resonance imaging.
2. Demonstrate entry level clinical knowledge, skills, and attitudes in the care of patients undergoing magnetic resonance imaging procedures.
3. Demonstrate a commitment to ethics and professionalism.
4. Be prepared to sit for registry exams.
5. Obtain an entry level position as an MRI technologist.
6. Develop skills for lifelong learning.

PEDIATRIC CARDIAC ULTRASOUND AND CONGENITAL HEART DISEASE (DIPLOMA)

Clock Hours: 760 Quarter Credit Hours: 46.5

Credential Awarded: Diploma

COURSE DESCRIPTION	Quarter Credit Hours	Clock Hours
<p>Module 1 - A Review of Cardiac Principles and Embryology of the Heart</p> <p>This is an advanced echocardiography course offering comprehensive training in the specialized techniques necessary for the diagnostic evaluation of congenital heart disease. Cardiac anatomy, fetal transitional and neonatal circulation, and normal embryological development of the heart and great vessels will be discussed. Analysis of congenital cardiac malformations will be defined, discussed and applied in a segmental sequence. Laboratory training will include standard views and methods of cardiac evaluation with volunteer pediatric patients.</p>	16.0	240
<p>Module 2 - Congenital Heart Pathology and Training in the Systematic Ultrasound Assessment of the Pediatric Heart</p> <p>Common congenital cardiac lesions, cardiac surgeries, and postoperative evaluation will be discussed. Congenital heart pathology, patient history, systematic assessment and quantitative assessment, and associated conditions will be taught. Ultrasound evaluation of CHD with M-mode/2D, PW/CW color flow Doppler will be taught and practiced in the laboratory.</p>	16.0	240
<p>Module 3 - Miscellaneous and Advanced Evaluation of Case Studies and Student Evaluation of Laboratory Knowledge and Assessment of Scanning Skills</p> <p>Students will take a comprehensive final to assess their knowledge of normal and abnormal anatomy, pathology, evaluation of congenital heart disease, scanning settings, and patient care. Students will also perform a pediatric scanning evaluation to include standard views, and demonstrate proficiency with M-mode/2D, PW/CW color flow Doppler. Students are expected to recognize and interpret common congenital heart pathology. This course includes a discussion of the responsibilities of sonographers and legal and medical ethics. Externship is included as part of this course.</p>	14.5	280

Program Prerequisites and Objectives

1. Demonstrate a commitment to the field of pediatric cardiac ultrasound.
2. Demonstrate entry- level clinical knowledge, skills, and attitudes in the care of pediatric and adult patients with congenital and acquired cardiac defects.
3. Demonstrate critical thinking skills and technological skills to meet the needs of a changing, culturally diverse society.
4. Demonstrate a commitment to ethics and professionalism.
5. Be prepared to sit for registry exams.
6. Obtain an entry level position as an ultrasound technologist.
7. Develop skills for lifelong learning.

ACADEMIC CALENDARS

Academic Calendar 2017 Weekday	Academic Calendar 2018 Weekday
Winter Quarter 2017 Class Begins: 1-3-17 Holiday: 1-16-17* Class Ends: 3-24-17 Break: 3-25-17 to 4-2-17	Winter Quarter 2018 Class Begins: 1-2-18 Holiday: 1-15-18* Class Ends: 3-23-18 Break: 3-24-18 to 4-1-18
Spring Quarter 2017 Class Begins: 4-3-17 Holiday: 5-29-17* Class Ends: 6-23-17 Break: 6-24-17 to 7-2-17	Spring Quarter 2018 Class Begins: 4-2-18 Holiday: 5-28-18* Class Ends: 6-22-18 Break: 6-23-18 to 7-1-18
Summer Quarter 2017 Class Begins: 7-3-17 Holiday: 7-4-17* and 9-4-17* Class Ends: 9-22-17 Break: 9-23-17 to 10-1-17	Summer Quarter 2018 Class Begins: 7-2-18 Holiday: 7-4-18*, 9-3-18* Class Ends: 9-21-18 Break: 9-22-18 to 9-30-18
Fall Quarter 2017 Class Begins: 10-2-17 Holiday: 11-10-17*, 11-23-17* and 11-24-17* Class Ends: 12-22-17 Break: 12-23-17 to 1-1-18	Fall Quarter 2018 Class Begins: 10-1-18 Holiday: 11-12-18*, 11-22-18* and 11-23-18* Class Ends: 12-21-18 Break: 12-22-18 to 1-1-19
Academic Calendar 2017 Weekend	Academic Calendar 2018 Weekend
Winter Quarter 2017 Class Begins: 1-6-17 Holiday: NA Class Ends: 3-26-17 Break: 3-27-17 to 4-6-17	Winter Quarter 2018 Class Begins: 1-5-18 Holiday: NA Class Ends: 3-25-18 Break: 3-26-18 to 4-5-18
Spring Quarter 2017 Class Begins: 4-7-17 Holiday: 4-16-17* Class Ends: 6-25-17 Break: 6-26-17 to 7-6-17	Spring Quarter 2018 Class Begins: 4-6-18 Holiday: NA Class Ends: 6-24-18 Break: 6-25-18 to 7-5-18
Summer Quarter 2017 Class Begins: 7-7-17 Holiday: NA Class Ends: 9-24-17 Break: 9-25-17 to 10-5-17	Summer Quarter 2018 Class Begins: 7-6-18 Holiday: NA Class Ends: 9-23-18 Break: 9-24-18 to 10-4-18
Fall Quarter 2017 Class Begins: 10-6-17 Holiday: 11-10-17*, 11-24-17* Class Ends: 12-20-17 Break: 12-21-17 to 1-1-18	Fall Quarter 2018 Class Begins: 10-5-18 Holiday: 11-23-18* Class Ends: 12-23-18 Break: 12-24-18 to 1-3-19

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

