



# CATALOG

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2025-2026



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**EFFECTIVE: June 2025**

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# INTRODUCTION

## Mission Statement and Philosophy

### MISSION AND PHILOSOPHY

Principle and Purpose:

“Commitment... Competency... Career...”

### MISSION STATEMENT

Blue Cliff College is a community-based organization committed to educating individuals in their quest for employment or career advancement.

We achieve this by creating dynamic local learning environments that are accessible, affordable and student focused for individuals who might not otherwise have opportunities for post-secondary educational experience.

Our measure of success is defined by students’ technical and academic achievement, graduation and employment in the career field of their choice.

### VISION STATEMENT

The Vision of Blue Cliff College is to achieve organizational success and recognition as a vital member of our community producing well-rounded citizens who will take their place as skilled professionals providing value and service to the marketplace and community at large.

### INSTITUTIONAL PHILOSOPHY

“Our Philosophy is to inspire students to strive for excellence and achieve maximum personal potential.” Blue Cliff College encourages each student to aspire to be the best he or she can be in academic, business, social, professional and personal endeavors. Whatever the academic interest, we strive to offer the best education possible. Through our emphasis on curriculum, low student-teacher ratios and practical experience, we hope to ensure that the BCC graduate has been meticulously prepared.

### CULTURE AND VALUES

Blue Cliff College supports a culture that is student- and employee-focused, respectful, communicative, professional, ethical and focused on doing the right thing at all times. Blue Cliff College supports individual action by its employees and values accountability, teamwork, integrity, honesty, urgency and a focus on achieving positive outcomes in all endeavors.

## History

### THE HISTORY OF BLUE CLIFF COLLEGE

BCC was founded in 1987 with the goal of becoming one of the most respected Massage Therapy training centers in the nation. In June of 1989, the college received its Proprietary School License from the state of Louisiana. In 1998, the college was proud to receive accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC), which is a recognized accrediting agency by the US Department of Education. In August 1999, Education Management, Inc. (EMI) purchased the Blue Cliff College system. Several years later Quad Partners, an educational investment group, became 49% of the owners and in April 2008 they assumed 100% ownership. On April 26, 2022, Brent L. Mills, Inc., acquired the Blue Cliff College system.

The first Blue Cliff campus location was in New Orleans, Louisiana and campuses were soon established in Lafayette and

Shreveport, Louisiana, as well as in Gulfport, Mississippi. In 2000, BCC-Gulfport became an ACCSC accredited school. In December 2004, EMI acquired the Massage Therapy College of Baton Rouge (MTCBR), which became BCC-Baton Rouge and in 2005 a campus was opened in Houma, Louisiana as a branch of BCC-Metairie. Also in 2005, EMI added the White River School of Massage in Fayetteville, Arkansas (later known as BCC-Fayetteville) to its family of schools as a branch of BCC-Shreveport. In 2007 a new BCC campus was opened in Alexandria, Louisiana as a branch of BCC-Metairie. As a result of BCC's continued success serving the various communities, satellite campuses were added in Fayetteville, Arkansas and Metairie, Louisiana.

Blue Cliff College added an online delivery method at the Alexandria campus which launched in February 2013 that offers associate occupational science degree programs.

Today, Blue Cliff College has three campuses: Metairie and Alexandria in Louisiana, and Gulfport in Mississippi, along with distance education programs.

## Campus Locations

### LOUISIANA CAMPUSES:

#### METAIRIE

##### *Main Campus*

3908 Veterans Memorial Boulevard, Suite A  
Metairie, LA 70002  
(504) 293-0972

*Licensed by the Louisiana State Board of Massage Therapy, License No. E2290*

*Licensed by the State of Louisiana Board of Regents*

#### ALEXANDRIA

##### *A Branch of Metairie*

1505 Metro Drive, Suite I  
Alexandria, LA 71301  
(318) 445-2778  
(855) 807-4548 (Online)

*Licensed by the Louisiana State Board of Massage Therapy, License No. E2601*

*Licensed by the State of Louisiana Board of Regents Online Distance Education Facility*

### MISSISSIPPI CAMPUS:

#### GULFPORT

##### *A Branch of Metairie*

12251 Bernard Parkway  
Gulfport, MS 39503  
(228) 896-9727

*Licensed by the Mississippi State Board of Massage Therapy, License No. 9803*

*Mississippi Commission on Proprietary School and College Registration, License No. C-736*

### OTHER CAMPUSES:

*\* These campuses are not included within ACCSC's scope of accreditation*

#### ABC TRAINING CENTER

1 E. Fordham Road, Suite 5  
Bronx, NY 10468  
(718) 364-6700

*Licensed by the State of New York, New York State Education Department*



#### ACADIANA AREA CAREER COLLEGE

505 Loire Avenue, Suite E  
Lafayette, LA 70507  
(337) 896-9776

*Licensed by the State of Louisiana Board of Regents*

**Visit our website at:**

**[www.bluecliffcollege.edu](http://www.bluecliffcollege.edu)**

# FACILITIES

## Facilities

The Blue Cliff College campuses include physical spaces and resources for students, staff, and faculty. The interior spaces consist of lecture and lab classrooms, computer labs, Learning Resource Centers, faculty work areas, administrative offices, and breakroom areas. Certain locations also feature Cosmetology and Massage Therapy clinics that are accessible to the public. All facilities comply with state regulations regarding fire safety and sanitation requirements. Exterior spaces include ample parking, lighting and hired security when students are on campus. A description of each facility is provided below.

### LOUISIANA

#### METAIRIE:

Blue Cliff College – Metairie campus, is located at 3908 Veterans Memorial Blvd, Suite A, Metairie, LA 70002. The campus occupies over 19,800 square feet of the second floor of a business complex. There are lecture rooms and dedicated laboratories for each specialized area offered at the school including Cosmetology, Esthetics, Massage Therapy, Clinical Medical Assisting, Dental Assisting, and the Licensed Practical Nursing program. The Cosmetology, Esthetics, and Massage Therapy programs offer a student clinic that is open to the public. The Cosmetology and Esthetics programs include a reception/waiting area, dispensary, private restroom, and storage closet. There are administrative and faculty offices/workspaces as well as a breakroom. Students have access to a Learning Resource Center with the E-book Central™ online collection of resources providing access to books, periodicals, and other resources. Wi-Fi is available throughout the school.

#### ALEXANDRIA:

The Blue Cliff College – Alexandria campus is located at 1505 Metro Drive, Suite I Alexandria, LA 71301 in a 26,425 square foot facility. There are lecture classrooms and dedicated laboratories for each specialized area offered at the school including Clinical Medical Assisting, Dental Assisting, Esthetics, and Massage Therapy. Additionally, there are fully online programs including Clinical & Administrative Medical Assisting, Health Information Management, Billing & Coding, and Medical Office Administration. The campus has a computer lab with internet accessible computers. The Cosmetology, Esthetics, and Massage Therapy programs offer a student clinic facility serving the public. The facility also houses student & faculty lounge areas, and a Learning Resource Center with Internet-accessible computers, books, videos, and periodicals. The computers provide access to the EBook Central™ online collection of resources.

### MISSISSIPPI

#### GULFPORT:

The Blue Cliff College – Gulfport campus is conveniently located on two floors of a stand-alone building and occupies a total of 35,166 square feet. The first floor contains lecture rooms, administrative staff offices, Cosmetology, Dental Assisting, and Massage Therapy lecture and lab classrooms. This floor also houses a student lounge, Career Center, and a Learning Resource Center with computers and access to an EBook Central™ online collection of resources, books, and periodicals. The second floor includes office space, restrooms, and lecture and lab classrooms for Medical Assisting, Diagnostic Medical Sonography, Practical Nursing, and Veterinary Assistant programs. A computer lab is available with resources and access to the EBook Central™ online collection of resources. The college also provides weekly clinics for the public in Massage Therapy and Cosmetology. The campus is located at 12251 Bernard Pkwy, Gulfport, MS 39503.



# ACCREDITATION, LICENSES, APPROVALS

## ACCREDITATION

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

The Practical Nursing program in Gulfport, MS has received initial accreditation approval by the Mississippi Board of Nursing (MSBON) with full accreditation eligibility after the first year.

The Licensed Practical Nursing Program in Metairie, LA has been placed on provisional accreditation status by the Louisiana State Board of Practical Nurse Examiners (LSBPNE).

## LICENSES AND APPROVALS

### ARKANSAS:

Arkansas Department of Health and Arkansas Department of Higher Education.

### GULFPORT, MS:

Mississippi State Board of Massage Therapy (License number 9803), Mississippi State Board of Cosmetology and Barbering\*, Mississippi Commission on Proprietary School and College Registration\*\*, and Mississippi Board of Nursing (MSBON)\*\*\*.

- \* Blue Cliff College operates the Cosmetology Program based on a Module Completion Program. Hours missed in excess of 24 hours for each module will be a failure of that module. Students will be allowed to make up 12 of the 24 hours missed. Blue Cliff College will report hours in both Module and Clock Hours as required by the Mississippi State Board of Cosmetology and Barbering. When you have reached the 1500 Cosmetology Clock Hour requirement, you are eligible to test for your Cosmetology license. However, in order to receive your completion certificate of the Cosmetology Program for Blue Cliff College, you will need to complete all modules.
- \*\* Licensed by the Mississippi Commission on Proprietary School and College Registration. Certificate No. C-736. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.
- \*\*\* The Practical Nursing (PN) program in Gulfport, MS has received initial accreditation approval by the Mississippi Board of Nursing (MSBON) with full accreditation eligibility after the first year. The PN program is only approved for the Gulfport location.

### LOUISIANA CAMPUSES (Alexandria and Metairie):

Louisiana State Board of Massage Therapy, Louisiana Board of Regents, Louisiana State Board of Cosmetology, and Louisiana State Board of Practical Nurse Examiners and Louisiana State Board of Practical Nurse Examiners (LSBPNE)\*.

- \* The Licensed Practical Nursing (LPN) Program in Metairie, LA has been placed on provisional accreditation status by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The LPN program is only approved for the Metairie Campus.

### LOUISIANA CAMPUSES LICENSED BY THE LOUISIANA STATE BOARD OF MASSAGE THERAPY:

Campus Location	License Number
Alexandria	E2601
Metairie	E2290



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## AFFILIATIONS

### ARKANSAS:

Arkansas Rehabilitation Services, Veterans State Approving Agency, (SAA), Workforce Investment Act, (WIA).

### GULFPORT, MS:

Mississippi Rehabilitation Services, Veterans State Approving Agency, (SAA), Workforce Investment Act, (WIA), American Massage Therapy Association Council of Schools, (AMTA-COS), Federation of State Massage Therapy Boards (FSMTB), and National Healthcareer Association (NHA) for the Certified Clinical Medical Assisting (CCMA), American Allied Health (AAH).

### LOUISIANA CAMPUSES (Alexandria and Metairie):

Louisiana Rehabilitation Services, Veterans State Approving Agency, (SAA), Workforce Investment Act, (WIA), American Massage Therapy Association Council of Schools, (AMTA-COS), Federation of State Massage Therapy Boards (FSMTB).

Documents relating to accreditation, licensure or affiliations can be reviewed by contacting the Campus Director.

## CONSORTIUM AGREEMENTS: ONLINE COURSE REQUIREMENT

Students in selected programs are required to complete a portion of their program of study through online courses. Online courses are provided by the online learning program of Blue Cliff College, located in Alexandria, LA. These online courses are specifically designed for the student who will be accessing online courses from the laptop that is issued to each student and/or an equivalent home or personal computer.

Contact the Hybrid Learning Manager at: [brook.panneck@bluecliffcollege.edu](mailto:brook.panneck@bluecliffcollege.edu) for more information including additional policies and recommended technology specifications to ensure an optimal learning experience in online courses.



# ADMISSIONS

## Admission to Blue Cliff College

### VERIFICATION OF HIGH SCHOOL GRADUATION OR EQUIVALENCE

All effort on the part of the prospective student, prior to acceptance, to provide proof of high school graduation or the equivalent must be made as required for admission to the school and for receipt of financial aid.

Acceptable proof of graduation or the equivalent is defined as a valid transcript or diploma from an entity that is recognized by the State's Department of Education or by any national or regional accrediting body that is recognized by the State's Department of Education or the U.S. Department of Education. In lieu of a valid high school diploma, transcript of GED or HiSET, an official transcript from a post-secondary institution verifying completion of a minimum two-year diploma or degree program is acceptable.

Acceptable proof of graduation must be received by Blue Cliff College prior to the acceptance of the student through the full execution of the enrollment agreement (e.g., signed by the Campus Director) and before allowing a student to start classes. A student is not considered to be fully enrolled or allowed to start classes without the requisite documentation.

Upon receipt of a valid transcript/diploma, the Director of Education will assess it to determine if it meets the criteria outlined in the Blue Cliff College Catalog for admittance to the school. If it does, it will be placed in the student's academic file with no further action necessary.

If no confirmation of proof of graduation can be obtained, the student will be recorded as denied admission.

### TRANSCRIPTS FROM FOREIGN COUNTRIES

Transcripts from foreign countries must be translated and evaluated by an Independent Agency to certify the Equivalence to the credential of a U.S. high school diploma.

### GENERAL ADMISSIONS REQUIREMENTS

In order to be admitted to any program at Blue Cliff College, an applicant must:

- a. Provide valid proof of high school completion or the equivalent. A valid college transcript showing completion of an academic degree from an accredited institution may also be accepted in lieu of high school graduation to fulfill this requirement.
- b. Meet with an Admissions Representative.
- c. Be in good health and physically able to perform the duties and techniques required for employment in the student's field of interest.
- d. Accept issuance of the college's catalog and review the program of interest.
- e. Complete the necessary entrance exam for the program of interest (*see page 15 for the minimum acceptable score by program*).
- f. Meet programmatic entry requirements.
- g. Applicants under 17 are not eligible for enrollment.

Both the institutional acceptance and program admission is contingent upon the Admissions Office receiving a copy of the student's final high school transcript/diploma or equivalent before the start of classes.

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# Additional Program Entry Requirements

In addition to the general admission requirements criteria described above, applicants seeking acceptance into the following programs must also meet these requirements:

## **LICENSED PRACTICAL NURSING (LPN)–METAIRIE, LA CAMPUS ONLY**

- a. Provide certified copy of birth certificate or possess a valid United States passport;
- b. Complete a personal interview with an Admissions Representative and Director of Nursing or appointed nursing program faculty.
- c. Must successfully pass designated criminal background check;
- d. Disclose any and all felony convictions and/or professional license revocations or suspensions to the college during the application process; additional information may be required;
- e. Not currently be serving under any court-imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure (Article 893);
- f. Submit all current immunizations;
- g. Must have negative drug screen. A negative drug screen is also required prior to attending clinicals.
- h. Provide proof of individual health insurance;
- i. Provide a current cardiopulmonary resuscitation (CPR BLS) certification through the American Heart Association, Health Care Provider level that does not expire before the end of the nursing program;
- j. Provide documentation of physical ability to function as a nursing student from a licensed physician as defined in this catalog. The physical examination must be completed 10 days prior to commencing the first day of class;
- k. Be fingerprinted.
- Students must submit all current immunization records, CPR (AHA BLS), and completed physical examinations to the Nursing Department prior to the scheduled orientation day or admission status will be revoked and an alternate will be selected.

All documentation required for admission into the nursing program becomes a part of the student's permanent official record at Blue Cliff College. These will not be returned, reissued, or copied for distribution to the student/graduate or to other agencies or institutions except for clinical assignments, if requested.



## PRACTICAL NURSING (PN) – GULFPORT, MS CAMPUS ONLY

- a. Provide certified copy of birth certificate, valid U.S. passport, permanent resident card or naturalized certificate;
- b. Complete a personal interview with an Admissions Representative and Director of Nursing or appointed nursing program faculty;
- c. Be in good health and physically able to perform the duties and techniques required for employment in the student's field of interest;
- d. Disclose all felony convictions and/or professional license revocations or suspensions to the college during the application process; additional information may be required;
- e. Not currently serving under any court-imposed order of supervised probation, work release, school release or parole in conjunction with any felony conviction(s), plea agreement, or any agreement pursuant to the Mississippi Code Title 97.;
- f. Acceptable placement exam score from one of the listed placement exams:
  - TEAS score within two (2) years. Composite score of 58% or greater;
  - ACT score within two (2) years. Composite score of 16; or
  - HESI A2 entrance examination with a minimum of 70-70% in Math and English Language Comprehension (Reading Comprehension, Vocabulary, and General Knowledge).
- g. Must successfully pass designated Mississippi State Department of Health criminal background check;
- h. Submit all current immunizations;
- i. Must have negative drug screen;
- j. Provide proof of individual health insurance;
- k. Provide a current cardiopulmonary resuscitation (CPR BLS) certification through the American Heart Association, Health Care Provider level that does not expire before the end of the nursing program;
- l. Documentation of physical ability to function as a nursing student as defined above. The physical examination must be completed prior to commencing the first day of class.
- All documentation required for admission into the program becomes a part of the student's permanent official record at Blue Cliff College. These will not be returned, reissued, or copied for distribution to the student/graduate or other agencies or institutions except for clinical assignments if requested.



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## DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)

- a. Provide a valid Driver's License.
- b. Interview with an appointed member of the DMS program faculty.
- c. Must have a negative urinary 10-panel drug screen.
- d. Proof of personal health insurance.
- e. CPR BLS certification.
- f. Complete the Health Care Provider Statement/Medical Release.
- g. Provide results of a clear criminal background check. (felony and/or misdemeanor results, see Program Director).
- h. Before commencing the clinical externship courses, students are required to provide results of the following:
  - i. Must have a negative urinary 10-panel drug screen.
  - ii. Proof of current immunity via documentation of immunization or titers for the following:
    - Hepatitis B series
    - MMR (Measles, Mumps and Rubella)
    - VZV (Varicella) vaccine
    - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series)
    - Influenza vaccination
    - A tetanus (Td) booster within the last ten years

### **DMS Lab and Technical Standards:**

In addition to the requirements listed above, students will participate in lab by being scanned and scanning classmates. Instructors will be in close contact with the students to demonstrate scanning protocols. A sonographer must be able to perform the following technical standards: Lift more than 50 pounds routinely; Push and pull routinely; Bend and stoop routinely; Have full use of both hands, wrist and shoulders; Distinguish audible sounds; Adequately view sonograms, including color distinctions; Work standing on feet 80% of time; Interact compassionately and effectively with the sick or injured; Assist patients on and off exam tables; Communicate effectively with patients and other healthcare professionals; Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence.

## CLINICAL MEDICAL ASSISTING (CMA)

In addition to being in good health and physically able to perform the duties and techniques for employment in the medical assisting field, Clinical Medical Assisting applicants are required to provide verification that their immunizations are current, including the Hepatitis B series, or sign an Acknowledgment, Release and Requisition/Declination Form attesting to their understanding that immunizations must be current before certain courses can be taken or activities performed. Blue Cliff College does not prohibit admissions based on this criterion but does fully inform students of limitations that may occur to ensure that students make an informed decision to enroll.

## DENTAL ASSISTING (DA)

Dental Assisting students must be in good health and physically able to perform the duties and techniques required for employment in the Dental Assisting field. In addition, students in the Dental Assisting program must be aware that radiography procedures are an integral part of the curriculum that may cause short or long-term health effects if exposure occurs. Medical conditions should be disclosed with the program director or Director of Education prior to enrollment.

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## **MASSAGE THERAPY (MT)**

Applicants must be at least 18 years of age prior to graduation from the Blue Cliff College Massage Therapy program. In addition to being in good health and physically able to perform the duties and techniques required for employment in the massage therapy field, if a student is pregnant, it is recommended that receiving massages be avoided during pregnancy.

## **COSMETOLOGY/ESTHETICS – (LOUISIANA CAMPUSES)**

In addition to being in good health and physically able to perform the duties and techniques required for employment in the Cosmetology and Esthetics field, students must be at least 16 years of age and meet all state registration requirements per Louisiana Cosmetology Board regulations.

## **COSMETOLOGY – (GULFPORT, MS CAMPUS ONLY)**

Please note that if the enrollee or re-enrollee has a felony, they must be pre-approved by the Mississippi State Board of Cosmetology and Barbering for enrollment or re-enrollment. Please note that part of the Board's pre-approval process may contain submitting 4 letters of recommendation.

## **REQUIREMENTS FOR THE HYBRID PROGRAMS – *(begins page 101)***

Effective August 28, 2024, in addition to the standard admissions requirements, prospective students applying for admission into a program that is offered in the Hybrid format (meaning a portion of the program is delivered online) will also be required to successfully pass the Smarter Measure online assessment with a minimum score of 60%. The SmarterMeasure assessment is to ensure that all students possess the technical skills, access to technology, and learning styles to be successful in an online learning environment.

Applicants who possess a high school diploma or GED, and pass the Wonderlic, but score below 60% on the Technical Competency or Technical Knowledge sections of SmarterMeasure, will be allowed to retake the exam one time without any restrictions. If the applicant fails the assessment a second time, they will have to wait 30 days to retake the SmarterMeasure assessment. The applicant will receive their results via email.

## **REQUIREMENTS FOR THE ONLINE PROGRAMS – *(begins page 113)***

In addition to the general admissions requirements, students applying for fully online programs must meet additional admissions and technical requirements. Please refer to the Online section for program specific information.





# Admission/Application Procedures

1. Complete an application for admission.
2. Provide valid proof of high school completion or the equivalent recognized by the State's Department of Education or by any national or regional accrediting body that is recognized by the U.S. Department of Education. A valid college transcript showing completion of an academic degree from an accredited institution may also be accepted in lieu of high school graduation to fulfill this requirement.
3. Meet with an Admissions Representative.
4. Disclose all felony convictions and/or professional license revocations or suspensions to the college during the application process; additional information may be required. Blue Cliff College does not prohibit admissions based on this criterion but does fully inform students of limitations that may occur to ensure that students make an informed decision to enroll.
5. Meet programmatic entry requirements.
6. Applicants for all programs (*excluding the Practical Nursing – Gulfport program*) must successfully complete the Wonderlic Scholastic Level Exam with the minimum acceptable scores for entrance into their program of interest (*see table below for the minimum acceptable Wonderlic Scholastic Level*).

## WONDERLIC SLE ENTRANCE REQUIREMENT

Program	Score
Clinical Medical Assisting – Hybrid Diploma	12
Cosmetology – Diploma	12
Dental Assisting – Diploma	12
Diagnostic Medical Sonography	18
Esthetics – Diploma	12
Health Information Management, Billing and Coding (HIMBC) – Hybrid Diploma	12
Licensed Practical Nursing (LPN) (Metairie Campus Only)	265
Massage Therapy – Diploma	12
Veterinary Assistant – Diploma	12

7. Applicants for the Practical Nursing (PN) Certificate Program (*Gulfport, MS Campus*) must achieve acceptable scores from one of the listed placement exams:
  - a. TEAS score within two (2) years. Composite score of 58% or greater (*\*see TEAS Entrance Testing Criteria on next page*), or
  - b. ACT score within two (2) years. Composite score of 16 or greater, or
  - c. HESI A2 score within two (2) years. Minimum score of 70-79% in Math, and English Language Comprehension (Reading comprehension, Vocabulary & General Knowledge) (*\*see HESI A2 Entrance Testing Criteria on next page*).
8. Meet with a Financial Aid Representative.



## \* ENTRANCE TESTING CRITERIA

### HESI A2:

1. Candidates must successfully pass all sections of the entrance examination. Information on where to obtain study guides for the administered entrance examination can be obtained by contacting the college.
2. If a candidate fails to pass any section of the entrance examination and elects to retest, only the section(s) failed will need to be retested. The following criteria apply:
  - a. The candidate must retake the examination in accordance with the retake policy of the exam provider or must wait a minimum of 15 days to retest, whichever is greater.
  - b. If a candidate fails to pass the section(s) retesting, they must wait the minimum time in accordance with the retake policy of the exam provider or at least 30 days to retest again, whichever is greater.
  - c. If a candidate fails to pass the section(s) of the entrance exam after the second (2nd) retest attempt, the candidate must wait the minimum of time in accordance with the retake policy of the exam provider or at least one year from the last attempt to retest again, whichever is greater.
3. HESI A2 score within two (2) years with minimum scores of 70-79% in Math, and English Language Comprehension (reading comprehension, vocabulary & general knowledge).

### \*ATI TEAS:

1. ATI's best practice to follow for administering ATI TEAS, to help ensure students' best results, is to limit the number of attempts per year with remediation periods between attempts.
  2. Candidates must successfully pass the ATI TEAS entrance test with a composite score of 58% or greater.
  3. If a candidate fails to pass the entrance test, the following criteria apply:
    - a. The candidate must retake the entrance test in accordance with the recommended best practices per the exam provider, which is to wait a minimum of 2 weeks to retest.
    - b. Candidates should use the waiting period as a remediation period.
    - c. Each candidate is limited to three (3) attempts within a 6-month period.
- *Occupational associate degrees and non-nursing collegiate diplomas are not considered as an academic qualifier nor is it considered for admission into the LPN or Practical Nursing program.*
  - *Prospective nursing students are ranked in order by points earned in the following areas: cumulative GPA from H.S. transcript or GED, college transcript (if applicable), score on nursing admission examination, and work history.*

## ADD / DROP PERIOD

BCC utilizes the seven days following each Start, designated as add/drop period, to continue enrolling prospective students. As such, prospective students may be conditionally accepted during add/drop, however at no time will the student be allowed to start classes until all admissions requirements have been met. If a student fails to meet all admissions requirements or requests to cancel their enrollment, they will be recorded as either a Cancel or Denied Admissions and no charges will be applied. Once a student has met all admissions criteria and attended classes applicable charges may apply (*see page 19 "Cancellation and Tuition Refund Policy" for additional details*).

## ADMISSION FOR APPLICANTS WITH DISABILITIES

Each campus provides a number of special facilities and services for disabled individuals who are qualified for such services by meeting established academic and technical standards requisite to admission and participation in a program of study. The physical facilities available for disabled students include disabled student parking and convenient accessibility to classrooms, laboratories, the Library/Learning Resource Center, student lounge, restrooms and all

support service areas at the college for those students confined to a wheelchair. Students with a qualified impairment of sensory, manual or speaking skills may be assisted with the provision of auxiliary educational aids within the limits of school or outside agency resources. Auxiliary aids include live scribe or other effective methods of making orally delivered materials available to students with hearing impairments.

The college expressly allows for third-party payment for auxiliary aids and services from agencies such as rehabilitation services and/or charitable organizations.

Additionally, the college has a grievance procedure and has designated the President to function as the "Section 504 Coordinator" to assist affected students and employees who have a discrimination complaint regarding handicap issues and to coordinate campus compliance efforts.

## **NOTIFICATION OF ADMISSION ACCEPTANCE**

After the Admissions Interview and completion of the Admission/Application Procedures, an admission decision will be made. Students will then:

1. Complete an Enrollment Agreement defining the tuition and fees for the program, the refund policy, program length and other essential information.
2. Be scheduled to attend a mandatory orientation session.

Both the institutional acceptance and program admission is contingent upon the Admissions Office receiving a copy of the student's final high school transcript/diploma or equivalent before the start of classes.

## **TRANSFER OF CREDIT**

Students who have attended another accredited college may be considered for admission with advanced placement by receiving credit for certain Blue Cliff College courses. Credit for courses presented by transfer students will be evaluated in terms of the quality of the student's work and the relationship of the subject matter to the Blue Cliff College curriculum. Other factors evaluated will include the prior institution and/or program's approvals/ accreditations, the syllabus of the course(s) in question, the grade achieved by the student and the length of time intervening.

### **AT A MINIMUM:**

1. The student must have earned at least a grade of "C".
2. The course must have been completed within the last seven years.
3. The course must have had course content and units of measurement similar to those in the student's program.

Students who plan to transfer to Blue Cliff College are encouraged to contact the Admissions Office as soon as possible so that course planning may take place. Applicants wishing to receive transfer credits must provide all required materials to the designated Blue Cliff College personnel before starting classes. Transfer credit will NOT be considered for a student once the student attends the course, he/she is trying to get credited.

Transfer of courses completed at other colleges is determined on a case-by-case basis by the Campus Director after consulting with the program faculty and/or Director of Education. There are limits on the amount of transfer credits; at a minimum, the final 50% of the program must be completed at Blue Cliff College.

A student wishing to transfer credit from an accredited college (by an accrediting agency recognized by the U.S. Department of Education) must follow the admission and application procedures outlined above and provide, as needed, the following documentation:

1. Official Transcript of the college attended;
2. Catalog or other published description of the course(s) being transferred;
3. Syllabus of each course to be transferred;
4. Approvals, Licensure and Accreditation of Transfer College or program on college letterhead.

After the application materials have been evaluated, students will receive notification of acceptance and academic status that are assigned following the policies governing all students at Blue Cliff College.

Financial credit may be given in these cases. Credits transferred “in” do not affect the student’s grade point average and a grade of “T” will be given for these courses. Credits awarded a grade of “T” will count as credits attempted and credits earned. The college may require that some or all courses accepted for credit be audited at the college to ensure appropriate knowledge and understanding of the course material.

In some cases, Blue Cliff College has entered into articulation agreements with other institutions where we accept credit and clock hours. To see a copy of the articulation agreement, please contact the Director of Education at the campus location.

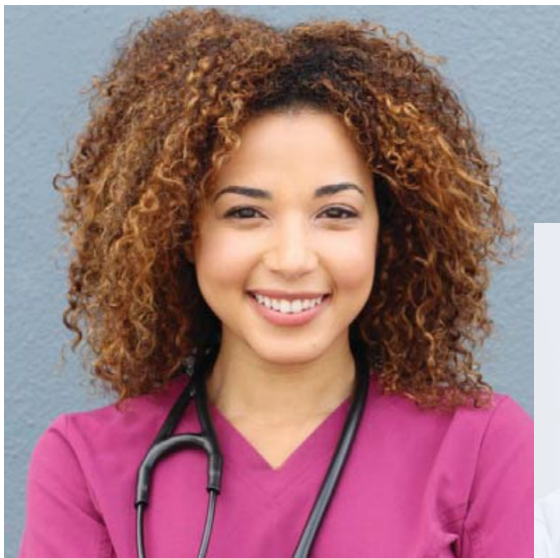
## RE-ADMISSION

Students who have been suspended, terminated, or withdrawn from Blue Cliff College may seek re-admission under certain circumstances by submitting a new application. Students requesting re-admission are required to meet with the Campus Director/Director of Education prior to being allowed reentry. Previous admission and academic records will be reviewed and considered in the final decision about re-admission. Re-admission is not guaranteed.

Previous coursework taken at Blue Cliff College will be evaluated for decisions concerning placement in classes. The college may require additional documentation and is not obligated to readmit a student. New financial aid documentation may be requested. All re-entering students will enter at the prevailing tuition and fee rates and under all policies and program requirements current at the time of re-entrance. Any student returning after any period of non-attendance greater than six months must attend a special orientation session before starting classes.

## STATEMENT OF NON-DISCRIMINATION

Blue Cliff College does not deny admission or discriminate based on age, race, sex, religion, national origin, veteran’s status, disability, or sexual orientation. In addition, the Institution complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and all civil rights laws of the States in which Blue Cliff colleges are located.



# CANCELLATION AND TUITION REFUND POLICY

## Cancellation and Tuition Refund Policy

This portion of the Catalog outlines the obligations and entitlements of the college, and the student should the student withdraw or be terminated from the college before completing the full course of study. Refund amounts due will be refunded within forty-five (45) days of the date of determination of withdrawal or the date of dismissal for cause. A student who is accepted but does not begin classes will be refunded all tuition and fees paid in advance. The refund will be made within forty-five (45) days after the start of the term. Tuition and fees will be credited and refunded according to the following policies and in accordance with applicable state requirements, as well as the requirements of accrediting agencies and the U.S. Department of Education regulations.

Tuition will be calculated for each payment term based on the number of credits/clock hours scheduled for that term: Students will be billed each term for the required tuition; any refund calculations will be based on the current term's tuition and fees. Tuition and fees will be credited and refunded according to the following policies and in accordance with applicable state requirements, as well as the requirements of accrediting agencies and the U.S. Department of Education regulations.

### FEE AND EXPENSES

If a student withdraws from the college, any refund of tuition charges will be based on the portion of attendance completed during the previous and current terms or payment periods of attendance.

Refund for applicants whose applications are rejected: All monies paid by the student will be refunded to applicants whose applications are rejected.

Cancellation within three business days: If at any time within three business days after the date of the signing of the enrollment agreement the student requests cancellation of this agreement, the college will refund all monies paid by the student.

Cancellation of classes by the college: If tuition, fees and/or other charges are collected in advance of the starting date and the college cancels the class, 100% percent (of the tuition, fees and/or other charges paid by the student shall be refunded).

Cancellation after three business days but prior to the commencement of classes: Even after the three-day period, if the student decides to cancel enrollment prior to the commencement of classes, the college will refund all monies paid by the student.

Cancellation by students who have not visited the college facility prior to enrollment: Students who have not visited the college facility prior to enrollment have the opportunity to withdraw without penalty within the three days following either attendance at a regularly scheduled orientation or following a tour of the college facilities and inspection of the college equipment. In these cases, the college will refund all monies paid by the student.

Withdrawal after the commencement of classes: The following sections apply to students who begin a course of study but do not graduate due to voluntary or involuntary withdrawal. Any student who begins classes is obligated for a certain percentage of the tuition. If the tuition has already been paid, the college will refund the excess tuition paid based on the schedule outlined below. If the student is obligated for part or all of their tuition via an installment loan contract, the college will issue credit to the student based on the schedule outlined below, but any remainder due on the installment loan contract remains the responsibility of the student.

### ARKANSAS

For the purposes of computing the amount of tuition credit, the student's last day of class attendance will be considered the last day before withdrawal or the date of dismissal for cause. No written notice of withdrawal is required. Students

who voluntarily or involuntarily withdraw will be asked to complete a withdrawal form and complete an Exit Interview. The college will provide a full refund to any applicant rejected by the college. Students who withdraw or are dismissed from the college will be entitled to a refund of tuition as follows:

1. The registration fee not to exceed one hundred dollars (\$100) paid to the college by the student may be retained as an enrollment or application fee.
2. All tuition paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
3. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
  - a. At completion of less than 25% of the program the refunds shall be made on a pro rata basis.
  - b. At completion of 25% but less than 50% of the program the student shall be refunded not less than 50% of the tuition.
  - c. At completion of 50% but less than 75% of the program the student shall be refunded not less than 25% of the tuition.
  - d. At completion of 75% or more of the program no refund is due the student.

In the case of withdrawal, if the student has paid money in excess of the tuition obligated, the college will refund the excess within 45 days of the date of determination of withdrawal. If the student is obligated to pay tuition and fees beyond the amount of the principal paid under an installment contract, the student will continue to make the scheduled monthly payments until the principal amount paid equals the tuition obligation. If the college cancels or discontinues a scheduled program, the college will refund all tuition, fees and other charges paid by the student.

For information concerning the refund policy for Title IV federal grants and loans, Veterans Affairs, or any other third-party funding agency, please see the Financial Aid Office.

## LOUISIANA

For the purposes of computing the amount of tuition credit, the student's last day of class attendance will be considered the last day before withdrawal or the date of dismissal for cause. No written notice of withdrawal is required. Students who voluntarily or involuntarily withdrawal will be asked to complete a withdrawal form and complete an Exit Interview. The college will provide a full refund to any applicant rejected by the college. Students who withdraw or are dismissed from the college will be entitled to a refund of tuition as follows:

1. After a student has completed less than 15% of the term/payment period, the college shall refund at least 80% of tuition, thereafter;
2. After a student has completed less than 25% of the term/payment period, the college shall refund at least 70% of tuition, thereafter;
3. After a student has completed 25% but less than 50% of the term/payment period, the college shall refund at least 45% of tuition, thereafter;
4. After a student has completed 50% or more of the term/payment period, the college may retain 100% of tuition.

In the case of withdrawal, if the student has paid money in excess of the tuition obligated, the college will refund the excess within 45 days of the date of determination of withdrawal. If the student is obligated for tuition beyond the amount of the principal paid under an installment contract, the student will continue to make the scheduled monthly payments until the principal amount paid equals the tuition obligation. If the college cancels or

discontinues a scheduled program, the college will refund all tuition, fees and other charges paid by the student. The Louisiana Refund policy applies to financial obligation periods less than 300 clock hours in length.

For information concerning the refund policy for Title IV federal grants and loans, Veterans Affairs, or any other third-party funding agency, please see the Financial Aid Office.



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## MISSISSIPPI

For the purposes of computing the amount of tuition credit, the student's last day of class attendance will be considered the last day before withdrawal or the date of dismissal for cause. No written notice of withdrawal is required. Students who voluntarily or involuntarily withdraw will be asked to complete a withdrawal form and complete an exit interview. The college will provide a full refund to any applicant rejected by the college. Students who withdraw or are dismissed from the college will be entitled to a refund of tuition as follows:

### MASSAGE THERAPY ONLY

The total tuition charges shall be divided evenly among the quarters.

If a student withdraws or is discontinued after instruction has begun during the first 25% of any program, the college may retain no more than:

1. (0%) of the quarter's tuition if the termination is during the first week of instruction; or
2. (25%) of the quarter's tuition if the termination is during the second week of instruction; or
3. (50%) of the quarter's tuition if the termination is during the third week of instruction; or
4. (75%) of the quarter's tuition if the termination is during the fourth week of instruction; or
5. 100% of the quarter's tuition if the termination occurs after the fourth week of instruction.

If a student withdraws or is discontinued after instruction has begun during the second or any subsequent quarter of a program the college may retain no more than:

1. (25%) of the quarter's tuition if the termination is during the first week of instruction; or
2. (50%) of the quarter's tuition if the termination is during the second week of instruction; or
3. (75%) of the quarter's tuition if the termination is during the third week of instruction; or
4. (100%) of the quarter's tuition if the termination occurs after the third week of instruction.

For information concerning the refund policy for Title IV federal grants and loans, Veterans Affairs, or any other third-party funding agency, please see the Financial Aid Office.

## ALL OTHER PROGRAMS (MISSISSIPPI)

### REFUNDS TO STUDENTS AFTER COMMENCEMENT OF CLASSES

Contractual obligations beyond 12 months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of 12 months or less shall be as follows:

- After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;
- After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition;
- After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

## WITHDRAWAL FROM THE COLLEGE

While written notice of withdrawal is not required, students planning to withdraw from Blue Cliff College should contact the Director of Education, Program Chair, or Campus Director to initiate the withdrawal process. A formal exit interview with the Financial Aid Office is also necessary to avoid potential issues with future applications for state or federal financial aid.

If the student states that they will attend the next module within the same term, they must have a written confirmation of intent to attend a later mini session or module. Students who withdraw before the completion of 50% of any payment term will have their tuition charges adjusted based on the time, they have attended classes as specified by individual state refund requirements.

The amount of tuition adjustment is based on the percentage of the payment term that has not been completed (*see "Cancellation and Tuition Refund Policy"*). Financial aid will be refunded to the respective sources (federal, state and institution) using the percentages dictated by federal, state or institutional policies. Examples of the application of the refund policy are available upon request from the Financial Aid Representative. If funds are refunded to the student because of a credit balance, the student may be required to repay some of the federal loan that was disbursed. Failure to return federal funds as required may result in loss of eligibility for aid at other schools and colleges. This policy is subject to federal regulations. Contact the Financial Aid Office for details and to learn of any changes to this policy.

## **REFUND POLICY FOR STUDENTS ON DEPARTMENT OF VETERANS AFFAIRS (DVA) BENEFITS**

A pro rata refund policy, as required by Title 38 U.S. Code, Section 3676(e)(13), is administered in the event a veteran or other eligible person fails to enter, withdraws, or discontinues attendance. For more details and to download the refund forms from the Veterans Affairs (VA) Website go to: [http://www.benefits.va.gov/gibill/education\\_programs.asp](http://www.benefits.va.gov/gibill/education_programs.asp).

## **CALCULATING EARNED AID CREDIT HOURS (TERM BASED)**

The percentage of Title IV Aid earned is calculated as follows: The number of days attended by the student divided by the total number of days in the payment period or period of enrollment; The percent of the payment period or enrollment period completed is the percentage of Title IV Funds earned by the student; or the total number of calendar days of enrollment excludes any scheduled breaks of more than five days.

The Return of Title IV Policy applies to students that withdraw on or before the 60% point in the payment period or period of enrollment. Withdrawal after this date will not result in any adjustments to student financial aid. Once a student has completed more than 60% of the payment period or period of enrollment, they have earned 100% of their Title IV aid for the payment period or period of enrollment.

## **OFFICIAL WITHDRAWALS**

Students requesting to withdraw from the college should contact the Registrar's Office to obtain a Blue Cliff College official student status change form. The withdrawal date is also maintained in the college's Student Information Management System. The Office of Financial Aid receives copies of the withdrawal forms from the Registrar's Office.

In the event that a student signs the official withdrawal form and delays in withdrawing and submits the withdrawal form later, the withdrawal date is the documented date of the student's last date of attendance or evidenced last academic related event. Examples of an academic related event include an exam, a tutorial, class assignment completed, attending a required study or lab session.

## **UNOFFICIAL WITHDRAWALS**

Because some students may cease attendance in all of their classes and fail to complete the official withdrawal process, the withdrawal date will be determined by review of the daily attendance report or the student's last date of attendance or a documented academically related activity. Students are administratively withdrawn by the Director of Education if they do not attend class for 14 consecutive calendar days. The Campus Director and Office of Financial Aid ensure that a Return of Title IV has been calculated and processed for all students for whom a calculation is required.

## **HOLIDAYS AND BREAKS**

When holidays and/or breaks are scheduled for five consecutive days or more, those days will not be included in the determination of an official withdrawal. In those cases, the student will not be penalized for missing days in which classes are not held.

## **RETURN OF TITLE IV CALCULATIONS**

When a Title IV Funds recipient withdraws (officially or unofficially), the college is required by federal regulations to calculate the amount of Title IV Funds earned prior to withdrawing. Any aid received in excess of the earned amount is considered unearned. The unearned financial aid must be returned to the Title IV Programs. A copy of the "Return to Title IV Funds" worksheet used for this calculation can be obtained upon request from the Blue Cliff College Office of Financial Aid.



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## RETURN OF TITLE IV FUNDS

The Blue Cliff College Office of Financial Aid and Financial Services, in accordance with federal regulations calculate the return of Title IV Funds for any student receiving Title IV Funds and who withdraws prior to the end of the payment period or period of enrollment. The following types of aid will be considered in the Return of Title IV calculation: Pell Grant, Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans and Federal Direct PLUS Loans.

### CALCULATING EARNED AID CREDIT HOURS (NON-TERM BASED)

The percentage of Title IV Aid earned is calculated as follows: The number of days attended by the student divided by the total number of days in the payment period or period of enrollment; The percent of the payment period or enrollment period completed is the percentage of Title IV Funds earned by the student; or the total number of calendar days of enrollment excludes any scheduled breaks of more than five days.

The Return of Title IV Policy applies to students that withdraw on or before the 60% point in the payment period or period of enrollment. Withdrawal after this date will not result in any adjustments to student financial aid. Once a student has completed more than 60% of the payment period or period of enrollment, they have earned 100% of their Title IV aid for the payment period or period of enrollment.

### CALCULATING UNEARNED AID

The percentage of the Title IV Aid unearned (the amount to be returned to the appropriate Title IV Program) is: 100%, minus the percent earned. There are two categories of unearned aid: unearned aid by the institution and unearned aid by the student.

### CALCULATING RETURN OF TITLE IV AID AMOUNT

Blue Cliff College must return the unearned aid to the Title IV Programs or lender by debiting the student's account. The calculation is as follows:

$$\text{TOTAL REQUIRED INSTITUTIONAL CHARGES} \times \text{UNEARNED AID PERCENTAGE} = \text{AMOUNT TO RETURN TO PROGRAMS}$$

Once the dollar amount of the school portion of the return is determined, it is compared to the total amount of all unearned aid. If the school portion is less than the total unearned aid, then Blue Cliff College must return the amount of the school portion.

If the calculated school portion exceeds the total unearned aid, then Blue Cliff College must return the amount of the total unearned aid.

Financial aid will be returned to the aid program from which it came within 45 days of Blue Cliff College's knowledge that the student withdrew or date of determination of withdrawal. If returned to a loan program, the student's outstanding balance will be reduced by the amount of the return. Aid will be returned in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Direct PLUS Loan
4. Pell Grant
5. Other Title IV Aid

### STUDENT PORTION OF RETURN OF TITLE IV FUNDS

After the school returns the correct amount of aid, any amount of the total unearned aid that remains becomes the student portion of the return. The student portion of the return is calculated by subtracting the amount of the school return from the total unearned aid.

$$\text{TOTAL UNEARNED AID} - \text{SCHOOL RETURN AMOUNT} = \text{STUDENT PORTION OF RETURN}$$

Depending on the remaining sources of aid after the school return, the student portion of the return is distributed back to the aid program from which it was awarded as follows:

## 1. Pell Grant

Any amount of the return allocated to loans is repayable by the student after the student leaves Blue Cliff College and enters repayment according to the terms and conditions of those loans. The student will not be billed for these funds upon withdrawal.

The amount of grant funds due to be returned is the initial amount of grants for the student to return, minus 50% of grant aid disbursed. A student does not have to repay grant overpayments of \$50 or less per program. If the student is identified as withdrawing under circumstances outlined in the Heroes Act of 2003 or the student is deceased, the student portion of unearned grant aid is not returned.

## HOW TO HANDLE OVERPAYMENT

An overpayment occurs when the student receives more aid than he or she was eligible to receive. One kind of overpayment, traditionally called an over award, results from changes in the student's aid package; a second occurs when a student withdraws.

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified that they owe this overpayment. During the 45-day period, students will remain eligible for Title IV Funds.

If no positive action is taken by the student within 45 days of being notified, Blue Cliff College will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV Funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education.

During the 45-day period, the student can make full payment to Blue Cliff College for the overpayment. The college will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV Funds. Please make check payable to Blue Cliff College, Attn: Office of Financial Aid. Please include student ID number on the check or money order to assure proper credit.

If a student is unable to pay their overpayment in full, they can setup a repayment plan with the U.S. Department of Education. Before doing this please contact the Blue Cliff College Office of Financial Aid.

The student will need to make sure that Blue Cliff College has referred the student's situation to the U.S. Department of Education before any repayment plan can be setup.

A student may contact the U.S. Department of Education at:

U.S. Department of Education Student Financial Assistance Programs  
P.O. Box 4222, Iowa City, IA 52245  
Phone: 1 (800) 621-3115 | E-Mail: DCS\_HELP@ed.gov

For questions regarding the overpayment policy, please contact the Office of Financial Aid.

## POST WITHDRAWAL DISBURSEMENT

If the student has accepted his/her Title IV Funding and it has not disbursed, the reason for the non- disbursal will be determined. If any of the following conditions have been met, the aid will be included in the "aid that could have disbursed" section of the calculation to determine if a post-withdrawal disbursement is due:

- a. Federal Pell Grant – ISIR received date with an "official" EFC preceding the withdrawal date and student meets all other eligibility criteria.
- b. Unsubsidized, Subsidized and PLUS Loans – Loan had originated prior to withdrawal date and Master Promissory Note was signed prior to R2T4 calculation date.

If the post-withdrawal disbursement calculation indicates that a post-withdrawal disbursement is due from grant funds and the student has outstanding institutional charges, the funds are automatically applied to the student's account. If the calculation indicates that a post-withdrawal disbursement is due from loan funds or grant funds remain available after being applied to outstanding institutional charges, the student/parent is sent a letter notifying him/her of the amount available. The student/parent is asked to return the letter within 14 days indicating whether he/she wishes to receive the aid and if so, the amount. When a loan is offered, the letter contains language reminding the student of the loan obligation should he/she chooses to receive it.

If the letter is not received within 30 days but is received within applicable late disbursement provisions outlined in 34 CFR 168.164 and the student/parent is requesting disbursement of the funds, Blue Cliff College will disburse the funds.

## **NOTIFICATION**

In addition to notifying students of potential eligibility, letters are mailed to all students and parents (PLUS only) any time aid is returned as a result of the Return to Title IV calculation. Students and parents (PLUS only) are also notified when the aid is adjusted as a result of non-attendance hours. The letters are mailed to the students' permanent address on file with the college.

Note: For students receiving Title IV Federal Student Assistance, in the event of withdrawal, it is possible for the college to earn more of a student's tuition than the student earns in Title IV Assistance under the "Return of Title IV Funds" calculation. In this case, the student is responsible for the difference.

## **FINANCIAL STANDING**

No student will be issued a diploma/degree, unless all of the students' financial obligations to the college have been satisfied.

# FINANCIAL AID

## Applying for Financial Aid

The objective of the Blue Cliff College Financial Aid Office is to assist students in finding ways to make their educational goals a reality. It is important for students to consider their education financing options and understand their obligations when using government financial aid sources. Applications for financial aid should be filed well in advance of the class start. Financial Representatives are available to explain the various forms of aid and to assist students through the application process. If financial assistance is needed beyond the funds that a student or their family are able to provide (including Federal Financial Aid), the necessary loan applications should be filed well in advance of the desired class start date.

Documentation of student age, residency and financial standing will be required, and the amount and type of aid will depend in part on the documents needed.

All financial aid applicants must complete a FAFSA (Free Application for Federal Student Aid) and submit all necessary supporting documentation. Representatives in the Financial Aid Office are available to advise students on all available sources of financial assistance known and/or possibly available.

### ALL STUDENTS WISHING TO APPLY FOR FINANCIAL AID MUST:

1. Complete a FAFSA and required attachments.
2. Provide financial aid transcripts from previously attended post-secondary institutions if requested.
3. Provide all other forms requested by the school's Financial Aid office or the United States Department of Education.
4. Verification
  - All applicants are subject to being selected by the USD OE for verification and, if selected, will be required to submit the information necessary to verify their eligibility to receive Title IV financial aid.
  - Selected applicants must submit the information required to complete their verification no later than 15 days from the date of notification. Applicants who have been selected for verification will be notified by the Financial Aid office in writing.
  - If the applicant or student fails to provide required documentation within the established time frame, then the applicant or student may be treated as a student not eligible for Title IV funds. In such an event, Blue Cliff College may require the student to pay the current amount owed and the student's failure to make such payments may result in the student being dropped.

Students will be notified in writing of the verification results if the results change the student's scheduled award.

- If there is reason to believe the student is attempting to engage in financial aid fraud, the student will be reported to the Regional Office of the Inspector General or the USD OE, or if appropriate, the state or local law enforcement agency having jurisdiction to investigate the matter. Criminal referrals to local or state agencies will be reported on an annual basis to the Inspector General.
- No disbursements of Title IV financial aid will be made prior to the completion of verification.

## FINANCIAL AID RESOURCES

Blue Cliff College has several financial aid resources available to students, including Federal Financial Aid Funds (Title IV), for those who qualify. Blue Cliff College can also offer cash payment plans. Blue Cliff College participates in the Federal Financial Aid Programs listed below.

If a prospective or continuing student wishes to apply for financial assistance beyond direct costs of tuition and fees, Blue Cliff College offers a seminar on financial literacy to ensure that the student understands the implications of taking

on more debt to complete their education. More information may be obtained from the Financial Aid office.

## **FEDERAL DIRECT LOAN PROGRAM (UNSUBSIDIZED)**

These loans enable students who do not qualify for interest subsidies to obtain a student loan. A FAFSA must be filed to establish eligibility. The interest rate is fixed at 4.99 percent. The interest is paid by the student or deferred while the student is in college.

## **FEDERAL DIRECT LOAN PROGRAM (SUBSIDIZED)**

This is a loan for students enrolled at least half time. No principal or interest payments are due until six months after the student graduates or withdraws from the college. The loan carries a fixed interest rate, at 4.99 percent. Direct Subsidized loans have different fixed interest rates depending on the date the first loan disbursement is made (*see Entrance Counseling Guide*). Students must complete a needs analysis that shows demonstrated need and must maintain satisfactory academic progress. Students use the FAFSA to apply and should submit the application to the Financial Aid Office at the college.

## **FEDERAL DIRECT PLUS LOAN PROGRAM**

This long-term fixed interest rate loan is at 7.54 percent and is available to parents of dependent students. Repayment begins within 60 days after final disbursement of the loan. Students use the Federal PLUS Loan Application form to apply and should submit the application to the Financial Aid Office at the college. A FAFSA must be filed to establish eligibility.

## **FEDERAL PELL GRANT**

Federally funded grants, including the Federal Pell Grant, are awarded to those who qualify. Students use the Free Application for Federal Student Aid (FAFSA) to apply.

## **FEDERAL DIRECT CONSOLIDATION LOANS**

Students who have educational loans may apply for a consolidation loan upon graduation or withdrawal from college. Information regarding Consolidation Loans will be provided during the exit interview. For questions prior to the exit interview, students should contact the college's Financial Aid Office.

# **Scholarships**

## **TOPS SCHOLARSHIP PROGRAM**

TOPS (Taylor Opportunity Program for Students) is a program of state scholarships for Louisiana residents who attend either one of the Louisiana Public Colleges and Universities, schools that are a part of the Louisiana Community and Technical College System, Louisiana approved Proprietary and Cosmetology Schools or institutions that are a part of the Louisiana Association of Independent Colleges and Universities. Please note that the TOPS Program is at the discretion of the State of Louisiana Legislative body.

### **WHO IS ELIGIBLE FOR TOPS?**

1. ACT score 17
2. High School GPA above 2.50 (GPA computed on core courses only)
3. Must enroll full-time as a first-time freshman, by the first semester following the first anniversary of high school graduation
4. Specified High School Courses
5. Receives a TOPS AWARD Letter
6. FAFSA by July 1st of High School Grad Year
7. Be a US Citizen or Permanent Resident
8. Meet TOPS Louisiana Residency Requirement
9. Eligible for Opportunity, Performance, Honors
10. Four Year Award

The college is also eligible to participate in other financial aid assistance programs including the Workforce Investment Act, U.S. Department of Veterans Affairs, AmeriCorps and State Vocational Rehabilitation Services. Students who are interested in these programs should contact these agencies directly to determine if they qualify. Contact information can be obtained from the Financial Aid Office.

Note: Financial aid regulations are subject to change. Contact the Financial Aid Office for current information.

## **VETERANS FINANCIAL ASSISTANCE POLICY**

Students who are eligible for financial assistance from the U.S. Department of Veterans Affairs should notify the Admissions Office of their intention to register. The Financial Representative will assist veterans with certification procedures. Students are required by the VA to maintain satisfactory academic progress in pursuit of their educational program and to meet attendance requirements.

## **TITLE 38 UNITED STATES CODE SECTION 3679(E) SCHOOL COMPLIANCE FORM**

### **Part 1**

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institution will be required to sign this compliance form to confirm your compliance with the requirement as outlined.

Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational Institution that has in effect a policy that is inconsistent with the following areas.

Note: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, post-9/11 GI Bill benefits.

- Blue Cliff College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Blue Cliff College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

### **Part 2**

In addition, this statute allows a covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary for the proper certification of enrollment by the educational institution.
4. Blue Cliff College may also require additional payment or impose a fee for the amount that is the difference between the amount of the students’ financial obligation and the amount of the VA education benefit disbursement.

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## FINANCIAL AID ADJUSTMENTS

Adjustment to financial aid can be related to three factors:

1. Receipt of new information concerning a student's FAFSA or clarification of existing information.
2. Voluntary or involuntary withdrawal.
3. Failure to attend an individual course.
4. Failure to successfully complete a course with a passing grade.
5. Schedule changes.
6. Leave of absence.

Students receiving Federal Aid who withdraw before the end of the refund period, or before 60% of the payment period, or period of enrollment, will have their financial aid adjusted on the basis of federal regulations governing Title IV Financial Aid Programs (*see "Return of Title IV Funds"*). If federal funds have been over-disbursed, they will be returned in the following order:

1. Direct Student Loan (unsubsidized)
2. Direct Student Loan (subsidized)
3. Direct PLUS Loan
4. Pell Grant
5. Other Grants and Scholarships
6. Other State and Federal Funds
7. Student, if a credit remains from personal payments.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

To remain eligible for financial aid, a student must meet the Standards of Satisfactory Academic Progress (*see "Satisfactory Academic Progress"*). Students who fail to maintain satisfactory academic progress may be required to return federal funds as required by Department of Education regulations. The student will be responsible for paying back all funds owed regardless of their status with financial aid or termination due to unsatisfactory progress. In addition, students must complete the program within 1.5 times the normal completion time for the program in order to maintain eligibility for Federal Financial Aid. Students who exceed the 1.5 times requirement will be withdrawn from the program.

1. Revenue Sharing Restrictions: Blue Cliff College and its personnel may not receive anything of value from any lending institution in exchange for any advantage sought by the lending institution. Lenders are not permitted to pay a fee or provide other material benefit in order to be included in Blue Cliff's preferred lender list.
2. Gift Restrictions: Blue Cliff personnel who are employed in the financial aid office or who otherwise have responsibilities with respect to student loans may not solicit or accept any gratuity, favor, discount, entertainment, hospitality, loan, or other item of more than nominal value from any lending institution. This includes gifts of services, transportation, lodging, or meals, whether provided in kind, by reimbursement, or by other means. It does not include such items as food, refreshments, training, or informational material furnished as part of professional development activities, or philanthropic contributions to the college that are unrelated to education loans. The same restriction applies to a family member of Blue Cliff College personnel, or to any other individual based on that individual's relationship with personnel, if the gift is given with the knowledge and consent of the personnel and the personnel has reason to believe the gift was given because of the official position of the personnel.
3. Contracting Restrictions: Blue Cliff College personnel who are employed in the financial aid office or who otherwise have responsibilities with respect to student loans shall not accept from any lender or affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services relating to education loans.
4. Loan Assignment and Certification Restrictions: Blue Cliff College and its personnel shall not assign, through award packaging or other means, a first-time borrower's loan to a particular lender, nor refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.



5. **Prohibition on Offers of Funds for Private Loans:** Blue Cliff College and its personnel shall not request or accept from any lender any offer of funds to be used for private education loans in exchange for Blue Cliff College providing concessions or promises to provide the lender with a specified number of loans made, insured, or guaranteed; a specified loan volume; or a preferred lender arrangement. **Staffing Assistance Restrictions:** Blue Cliff College and its personnel shall not request or accept from any lender any assistance with call center staffing or financial aid staffing. No employee or agent of a lender may be employed by Blue Cliff's financial aid office, nor may such employees or agents identify themselves to students as Blue Cliff employees. This does not prohibit Blue Cliff from requesting or accepting professional development training for financial aid employees, written materials to inform borrowers (provided that such materials disclose the identification of any lender involved in their preparation), or services on a short-term, non-recurring basis to assist the college with financial aid-related operations during declared local, state, or federal emergencies.
6. **Advisory Board Compensation Rules:** Blue Cliff College personnel who are employed in the financial aid office or otherwise have responsibilities with respect to student financial aid may serve on an advisory board, commission, or group established by lenders or guarantors. However, such personnel are prohibited from receiving anything of value from the lenders or guarantors for such service, other than reimbursement for reasonable expenses incurred in providing such service.
7. **Preferred Lender List Restrictions:** Blue Cliff College's preferred lender lists are based solely on the best interests of the students and families who may use the list, without regard to financial interests of the college. On all lists, the college will clearly and fully disclose the criteria and process used to select preferred lenders. Students will be told that they have the right and ability to select the lender of their choice regardless of the preferred lender lists.
8. **Loan Resale Disclosure:** Blue Cliff College will not permit a lender to appear on a preferred lender list unless the lender agrees to disclose to the student at the time of the loan any pre-existing agreement to sell the loan to another lender.

# ATTENDANCE POLICIES

## ATTENDANCE POLICIES

**Attendance Requirement Credit Hour Programs** – Students are expected to attend all scheduled classes. In no event may a student miss more than 20% of class days for credit hour programs. A student who hits this trigger will not receive a passing grade for that class. \*1 (*See additional Attendance Requirements at the end of this section.*)

Once a student misses 10% accumulated absences from a course (*whether excused or unexcused*), the student is to be placed on heightened attendance monitoring (*HM*). During the heightened attendance monitoring period the Director of Education must develop a plan for the makeup of hours missed. A makeup time plan must be developed prior to hitting the attendance dismissal trigger stated above.

A student who misses more than 20% of the course days will receive a failing grade for that course.

**Attendance Requirement Clock Hour Programs** - Students are expected to attend all scheduled classes. In no event may a student miss more than 20% of the module hours for clock hour programs. A student who hits this trigger will not receive a passing grade for that module. Students who fail to complete 100% attendance will receive an “I” grade in the current module provided they have completed 80% of attendance in the module. The student may continue to the next module and will be allowed 3-weeks to makeup hours to achieve 100% attendance. Beyond the 3-weeks, the student will receive an “F” grade and must repeat the course. \*1 (*See additional Attendance Requirements at the end of this section.*)

Once a student misses 10% accumulated absences of a course or module (*whether excused or unexcused*), the student is to be placed on heightened attendance monitoring (*HM*). During the heightened attendance monitoring period the Director of Education must develop a plan for the makeup of hours missed. A makeup time plan must be developed prior to hitting the attendance dismissal triggers stated above.

A student who misses more than 20% of course days for credit or clock hour programs will receive a failing grade for that course.

**Clock Hour Students Enrolling During Add/Drop** – Students who start during add/drop week who do not achieve 80% attendance by the end of the module, will be considered by the Director of Education for additional time beyond the end of the module to complete their makeup time. The Director of Education will review the student’s attendance history to ensure that there is a high probability that the student can make up all hours within the allotted 3-weeks beyond the end of the module. This will be done on a case-by-case basis. Once approved for the makeup time, these students will receive an “I” grade for the module. They will be allowed 3 weeks after the end of the module to make up all their time to complete 100% attendance.

### LPN PROGRAM (Metairie, LA Campus Only)

1. In a professional environment, employees are expected to be present and on time. Employees are also expected to report to their employer if they will be late or absent. Instructors will record attendance in every class, lab and clinical rotation and students are expected to attend all scheduled times. A student who is consistently late and/or absent from classes, labs, or clinical rotations may be unable to meet the course requirements and may fail the course. Students who expect to be absent or tardy from class must contact the instructor one hour before the class is scheduled to start to notify the instructor of their absence or tardiness and to make arrangements for makeup time. Missing 2 or more days of class, lab or clinical is equivalent to failing the course.
2. A student who is absent from all of his or her classes for a period of 14 consecutive calendar days during which classes or examinations are in session will be regarded as having withdrawn from the College and will receive a grade of W for each course in which he or she is enrolled (*see College Catalog for details*). The student’s last recorded date of attendance will be used to determine any applicable adjustment to the student’s funding. A student withdrawn for ceasing to attend will not be permitted to re-apply in any subsequent quarter without discussing

academic progress with the Director of Nursing. The student will be considered as a new applicant and will complete the same admission process as any student. This means a complete application process must be followed and submitted. All applicants' documents will be reviewed and voted on by the Nursing Acceptance Committee for potential admission. If re-admitted into the program, the student must meet the requirements of any program modifications that may be in effect at the time of the student's re-admission. This policy does not apply to a student during an approved leave of absence (*see LEAVE OF ABSENCE section*).

3. Any student who does not attend a class, lab, or clinical rotation is responsible for all announcements, assignments, and examinations during the time missed.
4. If a student misses time or assignments in class, lab or clinical rotations, he/she must make up the time or assignments in order to receive a passing grade in the course. Opportunities to make-up time or assignments will be determined at the sole discretion of the Practical Nursing Program faculty and/or Director of Nursing. If a student is expecting to miss a class, lab or clinical rotation, it is the student's responsibility to contact the course instructor one hour before the class, lab or clinical rotation is scheduled to start to notify instructor and develop a make-up plan.
5. If a student is late (after the assigned time for the start of clinical) more than two times, it will count as a clinical absence and any further tardiness or absence may result in clinical failure. If a student is expected to be late for a clinical rotation, the student must notify the clinical instructor one hour before the clinical rotation is scheduled to start and develop a make-up plan.
6. If an instructor deems a student unsafe or unprepared for a clinical assignment (which includes but is not limited to: not having their name tag, habitual tardiness or absences, unprofessional behavior, not properly dressed, or under the influence of anything that makes the student unsafe), the student will be sent home resulting in a clinical absence. It is the student's responsibility to contact the clinical instructor and develop a make-up plan within. Any further clinical absences or dismissals may result in clinical failure.

## PN PROGRAM (Gulfport, MS Campus Only)

### 1. Didactic Attendance Policy

Students are expected to arrive in class on time and to remain in class until it is officially dismissed. If the student arrives late, they may not be allowed to enter until the next break. Any student absent for more than 20% (absences, tardies, and leaving class early) of scheduled contact hours for a particular class may be withdrawn from that class with a grade of "W" or "F". Students absent from more than 20% of the class should contact student services. If any of the 20% is due to mitigating circumstances as listed below, student services, in conjunction with the Director of Nursing, may permit a make-up of missed work given proper documentation is received in a timely manner. Mitigating circumstances include Jury Duty, Military Duty, Illness/Death (immediate family), Court Proceedings (excluding criminal appearances), or other mitigating circumstances as approved by Director of Nursing.

### 2. Clinical Attendance Policy:

Students are allowed to incur one absence in a clinical not to exceed two absences in any semester and no more than one per course. If an absence occurs, the missed time must be made up. If the missed time is not made up per policy, it will be recorded as clinical failure, and the student will be withdrawn from the course. If a student missed more than one clinical in any one course, the student will be withdrawn from the course. Arriving late will result in being dismissed that day from the clinical and will have to make up the entire scheduled day per the make-up policy. If a student leaves the clinical before the scheduled end time, the student will have to make up the entire day. Final determination of mitigating circumstances will be determined by the Director of Nursing.

Students that are late for the clinical will not be allowed to stay, resulting in a recorded absence. If a student is late a second time this will be counted as the second missed day of clinical which is equivalent to failing the course. Time missed must be made up providing there is clinical availability, or the student may be withdrawn from the program. If a student does not attend a scheduled make-up clinical day, this will be counted a second missed clinical in that course and the student will receive a failing grade and dismissed from the course.

*Note: late is defined as not being at the assigned place at the assigned time and prepared to start.*

If an instructor deems a student unsafe or unprepared for a clinical assignment (which includes but is not limited to not having their name tag, tardy or absence, unprofessional behavior, not properly dressed, or under the influence of anything that makes the student unsafe), the student will be sent home resulting in a clinical absence. It is the student's responsibility to contact the clinical instructor and develop a make-up plan within 24 hours of the missed clinical day. Any further clinical absences or dismissals may result in clinical failure.

## ONLINE / HYBRID STUDENTS

The following policy applies to all courses taken via the distance education platform. Attendance is expected in each class a minimum of three times per week. Daily attendance, however, is recommended to maximize student's opportunities for success. Students enrolled in online classes, including hybrid classes that do not require campus attendance, must adhere to the online attendance policy.

Attendance requires active participation that is beyond simply logging into a class and viewing messages or assignments. As defined by the federal government, attendance in online classes must demonstrate active participation as evidenced by engagement in an academic-related activity that provides an opportunity for teaching, learning, and assessment such as the following:

- Student submission of an academic assignment
- Student submission of an exam/quiz
- Documented student participation in an interactive tutorial or computer-assisted instruction
- Student participation in a synchronous class, lecture, activity or office hours that provide an opportunity for student and instructor interaction
- A posting by the student showing the student's participation in an online study group that is assigned by the institution
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course

Attendance is documented every scheduled day of the term and is updated three times per week.

Attendance is mandatory during the first 10 days of a term in each scheduled class. Should a student fail to attend any class within 10 days of the start of class, the student will be unregistered from the course and the student's Title IV Pell eligibility will be recalculated. Based upon the recalculation, the student's Pell eligibility may change, resulting in a refund to the Department of Education for any ineligible disbursements.

Students who fail to post attendance in all of their scheduled classes within 14 days from their Last Date of Attendance (LDA) will be withdrawn from school in accordance with the school's withdrawal policy.

## ARKANSAS STUDENTS

A student may not miss more than 15% of any class for any reason or the class must be repeated. Students may make up time for absences at the discretion of the Director of Education. All missed hours and all missed coursework must be made up before a student can be considered to have completed the class.

**Attendance Requirement** – Students are required to successfully complete 100% of the program hours and pass all courses in order to qualify for graduation.

Students who have not attended the required 1500 hours and successfully completed all required course work will be allowed no more than three additional months from their course completion date to meet the hour requirements. Students not meeting this requirement will be withdrawn from the program.

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## LOUISIANA MASSAGE THERAPY PROGRAMS

Attendance Policy for the Louisiana Campus Massage Therapy Program – In order to satisfactorily complete course requirements to be eligible for licensure, massage school students must have graduated from the school with passing grades and must have attended 100% of class hours in each subject matter offered in the supervised course of instruction, as reflected by attendance records taken at the beginning of each class meeting (*Please see Program Specific Graduation Requirements on page 43*).

### VETERAN'S

Whenever a veteran's absences exceed 20% of the scheduled class meetings, he/she can expect a reduction in or an interruption of benefit payments. The Director of Education may administratively withdraw a student who has missed more than 10% of contact hours (class attendance hours) for the course if the student has not notified the instructor of reasons for the absences prior to reaching the 10% limit. The student is immediately reduced to the appropriate number of hours when his/her Director of Education turns in a VEAR (Veterans Excessive Absenteeism Report) form. Circumstances may occur that will allow the veteran to have his/her benefits reinstated. Students can be reinstated by the Veterans Affairs personnel. Reinstatement can occur only within the academic term in which the VEAR is issued; therefore, each student should be aware of allowable absences at all times.

Veteran's Affairs and other eligible students in receipt of VA education benefits are also subject to all of the other rules, policies and procedures of Blue Cliff College that are contained in this catalog (i.e., attendance, grading, satisfactory academic progress, conduct, etc.).

For more information on VA absentee policies visit the following website: <http://www.gibill.va.gov>.

## ATTENDANCE TRACKING

**P** = Present – student attends class – arrives within 10 minutes of scheduled class start.

**A** = Absent – student who does not attend scheduled class for reason other than leave of absence.

Students who miss more than 3/4 of the scheduled class either through tardiness or leaving early will be considered absent.

**T** = Tardy – student arrives to class 10 minutes after the scheduled start time.

**Attendance Warning** = verbal warning given by classroom instructor and documented on class roster.

**HM** = A student who has reached 10% accumulated absences based on length of the class or module will be placed on heightened attendance monitoring. During this period, a student is expected to be in attendance during all scheduled hours and may be placed on a makeup plan for the module or term at the discretion of the Director of Education. Heightened attendance monitoring requires written notification to the student and signed documentation placed in the student's academic file.

# ACADEMIC STANDARDS AND REQUIREMENTS

## ACADEMIC STANDARDS

### CLASS HOURS:

Day classes are generally held Monday through Friday from 8:00 a.m. to 5:00 p.m. with occasional Saturday and/or Sunday sessions from 9:00 a.m. to 4:00 p.m.

Evening classes are generally held Monday through Friday from 5:00 p.m. to 10:00 p.m. with occasional Saturday and/or Sunday sessions from 9:00 a.m. to 4:00 p.m.

The length of each class period can vary, and the student's program of study ultimately dictates the number and frequency of classes attended.

### ALL PROGRAMS:

1. If a student is late for class or leaves class by 10 minutes or more earlier, it shall constitute a tardy or early departure. If a student comes into class after the halfway point or leaves prior to the halfway point, it shall be considered an absence.
2. Three tardy arrivals and/or early departures in a class shall constitute an absence. In other words, three tardy arrivals and/or early departures in a four-hour class are considered four hours of missed time, or three tardy arrivals and/or early departures in a two-hour class are considered two hours of missed time, etc.
  - a. All exams must be taken as scheduled unless prior approval is granted or unless certain bona fide emergencies arise, in which case approval must come from the Campus Director or Director of Education (*see "Assessment"*).
  - b. All exams, course work, papers, etc., must be completed prior to taking final exams.
3. It is the student's responsibility to promptly contact the instructor to arrange for a makeup exam.
4. Students who do not follow the sign-in/sign-out attendance procedures for each class will not receive credit for attending classes.
5. Students who do not wear appropriate attire will not be allowed in class and therefore will not receive credit for attendance.
6. Classes postponed or cancelled by the college may be held at a later date. The college reserves the right to use term breaks or days off to makeup required classes.
7. It is the student's responsibility to know what the attendance requirements are for individual courses, as there may be different attendance policies for specific classes.

## ASSESSMENT

Various types of assessment methods are used throughout each class at the discretion of the instructor. The criteria upon which the student will be evaluated will be presented at the beginning of each course in the syllabus. Each student must take all the examinations required in each class. All exams must be taken as scheduled unless prior approval is granted, or unless certain bona fide emergencies arise, in that case approval must come from the Campus Director or Director of Education, in that case, exams must be made up within three days of the student's return unless otherwise stipulated.

A loss of academic points and/or an examination fee may be applicable, (*see "Tuition and Fees"*).

## LEAVE OF ABSENCE (LOA)

Blue Cliff College's institutional philosophy is to inspire students to strive for excellence and to achieve maximum personal potential. However, life circumstances can often temporarily pause this journey toward maximum personal

potential. We want all students to know that the College stands behind you 100% and looks forward to your expeditious return.

A leave of absence (LOA) refers to the specific time period during an ongoing program when a student is not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. Depending on the program of study, a LOA may only be requested at the beginning or end of a term for credit hour students and at any time for clock hour students, or during add/drop week (*see below for details*).

A LOA may not be requested in the middle of a term for credit hour programs.

### REASONS FOR LOA:

- A. Personal or medical reasons. Medical (including pregnancy and single parenting issues)
- B. Family Care (childcare, death of family or unexpected medical care of family)
- C. Military Duty
- D. Natural Disaster (per FEMA)
- E. Jury Duty
- F. Scheduling conflicts (failed or repeated course availability)
  - 1. Any conflicts due to rotation scheduling (if applicable).
  - 2. Scheduled break by an externship employer which could result in the student violating the attendance policy.
- G. Student incarcerated during program
  - 1. A student is considered to be incarcerated if she is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor).
  - 2. A student is not considered to be incarcerated if she is in a halfway house or home detention or is sentenced to serve only weekends.
  - 3. Incarcerated students are not eligible for FSA loans. They are also eligible for Pell Grants if not incarcerated in a federal or state penal institution.
- H. Students enter rehabilitation during the program
- I. Other extenuating circumstances beyond student control

A Leave of Absence Application may be obtained from the school's Director of Education, designee or Campus Director. The application must be completed, dated and signed by the student and include the reason for the request along with documentation to support the reason listed. All documentation should be submitted to the college's Director of Education, designee or Campus Director. In rare cases, when the student is not available to sign the document (hospitalization, emergency) the signature of the Director of Education and Campus Director will suffice for approval and completion of request. However, the documentation must be collected at a later date.

Applications are submitted to the Director of Education or designee. A student on academic probation is not eligible for a Leave of Absence.

### DOCUMENTATION:

A handwritten letter from the student or guardian is not acceptable documentation. Documentation must be submitted to the Director of Education for approval.

### CREDIT HOUR PROGRAMS

Students in credit hour programs can request a LOA after the student has completed their 12-week term and has a GPA of 2.0 or higher during which the LOA has been requested. A student in a credit hour program may apply for a LOA only at the end or beginning of a term. LOA cannot be granted in the middle of a term. In the case where a student requests a LOA before the end of the term, the student will be withdrawn from all courses currently attending, and scheduled courses will be unregistered and we will follow R2T4 process described in the "Cancellation and Tuition Refund" section of this catalog.

### CLOCK HOUR PROGRAMS:

Students in a clock hour program can request a LOA after the student has completed their first term of school and



has a GPA of 2.0 or higher. A student in a clock hour program may request a LOA at any time during their tenure. They must return from the LOA at the same time and class which the LOA is being approved.

## **APPROVED LEAVES OF ABSENCE**

A leave of absence is an “approved” leave of absence if:

- It is the only leave of absence granted to the student in a 12-month period;
- The student followed the school’s policy in requesting the leave of absence;
- The school approved the student’s request in accordance with the school’s policy;
- The leave of absence does not involve additional charges by the school;
- If there is a reasonable expectation that the student will return from LOA; and
- In a clock-hour program, a student returning from LOA must resume training at the same point in the academic program that he or she began the LOA.

## **NUMBER OF LEAVES OF ABSENCE IN A 12 MONTH PERIOD**

Only one leave of absence may be granted to a student in a Twelve (12) month period. However, more than one leave of absence may be granted for the limited, well-documented cases due to unforeseen circumstances that are listed above.

Provided that the total number of days of all leaves of absence does not exceed 180 days in any Twelve (12) month period, the college may treat as an approved leave of absence if they are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

A student who is granted an approved leave of absence is considered to remain in an in-school status for Title IV Loan repayment purposes. If a student does not return from an approved leave of absence, the student’s withdrawal date, and the beginning of the student’s grace period, is the last date of academic attendance as determined by the school from its attendance records. One consequence of this is that some or all of a student’s grace period will be exhausted for a Title IV Program Loan. A student who has exhausted his or her grace period and is unable to begin repayment of a loan may apply for a deferment or forbearance of payment. The school will report to the loan holder the student’s change in enrollment status as of the withdrawal date.

## **RETURNING FROM A LEAVE OF ABSENCE**

Both clock hour and credit hour students must return from a leave of absence at the same exact time of their academic departure. For financial aid purposes, a student must return from the LOA during the same payment period/term.

## **DEFINITION OF ACADEMIC TERMS, ACADEMIC YEAR AND CONTACT HOUR**

An academic term is measured in weeks and may contain any number of courses whose grade is entered at the end of the academic term. Academic standing is measured at the end of each term and courses are measured in contact hours. For example, a contact hour represents 60 minutes of possible classroom time, with an allowance of up to 10 minutes of every hour available for classroom breaks. The remaining 50 minutes of each hour is dedicated to training.

An academic year consists of 36 weeks, approximately nine (9) months or 900 clock hours.

## **FULL-TIME AND PART-TIME STATUS**

Programs offered by Blue Cliff College are designed to be pursued on a full-time basis. Blue Cliff College considers a student to be in full-time attendance for any particular 12-week term when carrying a class load of 12 or more credit hours (for credit hour programs) or 24 or more clock hours (for clock hour programs) per week. Below 12 credit hours or 24 clock hours constitute three-quarter, one-half, or less than half-time status depending on the number of credit hours attempted. Any student pursuing less than 12 credit hours or 24 clock hours is considered a part-time student by BCC.

## **DEFINITION OF CLOCK HOUR**

Courses are measured in contact/clock hours and as demonstrated here; a contact/clock hour represents 60 minutes of

possible classroom time with an allowance of up to 10 minutes of every hour available for classroom breaks. The remaining 50 minutes of each hour is dedicated to training.

## UNIT OF CREDIT

In credit hour programs, each subject is given an academic measurement in quarter or semester credit hours. Quarter/semester credit hours attempted and earned are shown on the students' transcript. See individual program descriptions for the credits necessary to fulfill graduation requirements. Classes at Blue Cliff College are given credit based upon the following calculations:

- Lecture classes: one- quarter/semester hour credit is given for every 10/15 classroom hours.
- Lab settings: one- quarter/semester hour credit is given for every 20/30 classroom hours.
- Externship/Clinicals: one- quarter/semester hour credit is given for every 30/45 hours of practical application.

Grades with an incomplete (I) are only assigned for incomplete work, not missing hours (makeup time).

## GRADING SYSTEM AND STANDARDS

A complete record of academic accomplishments is maintained for each student. A copy of the student's academic progress is given to each student at the end of each term. This report contains the current term and cumulative grade point averages (CGPA). Transcripts and/or grade reports of the student's progress may be mailed, posted or given to the student. Students may also obtain a copy of their grades from the Registrar.

If a student wishes to contest a final grade, the challenge must be submitted in writing to the Director of Education or Campus Director within seven days of the end of the term in which the grade was earned. After seven days, no grade changes will be allowed. The challenge must include a detailed explanation of why the student believes the posted grade is incorrect. Documentation such as graded copies of assignments, tests, and quizzes may be submitted to support the claim of an inaccurate grade.

Grades are assigned and recorded at the end of each academic term. Grades of "W" or "F" are not considered passing and must be repeated. Grades of "D" are considered passing for prerequisite purposes and the class may be repeated. Where the "D" is repeated, both grades remain on the student's transcript; however, only the last grade is used in determining the student's CGPA.

Grades with an incomplete (I) are only assigned for incomplete work, not missing hours (makeup time). The program must be completed within 150% of the original program length and repeated courses are applied toward this requirement.

Blue Cliff College uses a four-point grading system, and each letter grade has a numerical equivalent called quality points. Blue Cliff College also employs a 10-point grading scale with grades being determined as follows:

Grade	Grading Scale	Quality Points
A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	60 – 69	1.0
F	Below 60	0.0
I	Incomplete	—
T	Transfer Credit	—
S	Successful Completion	—
U	Unsuccessful Completion	—
W	Withdrawal	—
X	Exempt via exam	—

## GULFPORT, MISSISSIPPI CAMPUS ONLY

To meet the minimum requirements to sit for testing with the Mississippi Board of Massage, Massage Therapy students must obtain at least a C in every course of instruction.

Reference Source: MS State Board of Massage Therapy Rules and Regulations

**TITLE 30 PROFESSIONS AND VOCATIONS PART 2501** Source: Miss Code Ann. § 73-67-15 (1) (e), as amended; § 73-67-15 (1) (m) (ii), as amended; § 73-67-21, as amended; § 73-67-35 (1), as amended; § 73-77-1, as amended Rule 4.2 Educational Requirements. All applicants must meet the requirements set forth in § 73-67-35, as revised, in order to be licensed.

## DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

In all DMS core courses, a C (or 75%) is the lowest passing grade. The percentage equivalents for the grades of A, B, C, and F in these courses are as follows:

Grade	Grading Scale
A	90 – 100%
B	80 – 89%
C	75 – 79%
F	Below 75%

Other policies specific to the DMS Program are found in the DMS Student Handbook.

## LPN (Metairie, LA Campus) AND PRACTICAL NURSING (Gulfport, MS Campus) PROGRAMS

In specified science courses and ALL nursing courses, C (or 80%) is the lowest passing grade. The percentage equivalents for the grades of A, B, C, D, and F in these courses are as follows:

Grade	Grading Scale
A	94 – 100%
B	87 – 93.99%
C	80 – 86.99%
D	73 – 79.99%
F	0% – 72.99%

Other policies specific to the Licensed Practical Nursing and Practical Nursing Programs are found in the Nursing Student Handbooks.

## CALCULATING GRADE POINT AVERAGE (GPA)

Student grade point averages are computed at the end of each academic term. The credits earned for a course are multiplied by the grade's value earned in the course to produce the course's quality points. Quality points for the term are added together and then divided by the total credits to yield the term GPA.

For example:

Course	Credits	Grade	Grade Value	Quality Points
MT116	2	B	3.0	6 (2 X 3)
MT114	3	A	4.0	12 (3 X 4)
MT113	4	C	2.0	8 (4 X 2)
MT112	2	D	1.0	2 (2 X 1)

GPA for this term would be 2.5 (28 total QP divided by 11 total credits)

Note: Cumulative GPA (CGPA) is computed the same way, involving all courses taken to date.

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## TRANSFER CREDITS (T)

Credits accepted from study at other institutions (*see "Transfer Students"*) are recorded as "T". There is no academic value for the "T" grade, and it does not affect academic standing except that it may count toward pursuit of program and may reposition a student on the academic standing GPA chart (*see "Satisfactory Academic Progress"*).

## INDIVIDUAL COURSE WITHDRAWAL (W)

Accepting a schedule is a commitment to pursuing the assigned courses to completion. Because the program is highly structured, withdrawing from a course is only permitted during the following schedule:

- Classes one-three weeks in length: two days after the class begins.
- Classes four-six weeks in length: 10 days after the class begins.
- Classes seven-nine weeks in length: four weeks after the class begins.
- Classes 10-13 weeks in length: six weeks after the class begins.

Should a student stop attending a course during the above schedule for whatever reason, a "W" grade will be assigned. Should a student fail to attend any class, within 14 days of the start of class, the student will be unregistered from the course and the student's Title IV Pell eligibility will be recalculated. Based upon the recalculation, the student's Pell eligibility may change, resulting in a refund to the Department of Education for any ineligible disbursements.

In cases where the student is only scheduled for one course, the student will be withdrawn from the college. This "W" grade has no value and does not affect the Grade Point Average (GPA); however, it is considered an attempted class and will have an adverse impact on academic standing when evaluating Satisfactory Academic Progress (SAP) completion percentages (*see "Satisfactory Academic Progress – Pursuit of Program Section"*).

A maximum of three "W"s per course will be allowed with a maximum of five "W"s for the duration of the program.

## CREDIT BY EXAMINATION (X)

Blue Cliff College recognizes that in exceptional situations, students may have acquired significant knowledge of subject matter and very well-developed skills that are not otherwise evidenced through previous academic experience. In these rare instances, students may be exempt from taking a course through credit by examination.

Students may request credit by examination through their instructor, with requests approved by the campus Director of Education and examinations proctored by the campus Program Chair. Examination, versions/updates will be approved by the President.

The examination will be comprised of a comprehensive written and/or practical examination for the course and the student must achieve a score of 75% or better to receive credit. Examinations will be attempted by the end of the first scheduled class period of the course being challenged; no exemption exams will be proctored after the beginning of the second scheduled class period. Credit by examination may be attempted one time for any approved course. Credit by examination will not be allowed during the last term of studies required for graduation in any program. Credit by examination may not be attempted in any course that the student has previously earned credit or been enrolled.

For exempted classes, students will be awarded academic credit with a grade of "X", with no financial credit. Credits awarded due to credit by examination do not affect the student's grade point average but do count as credits attempted and earned.

## PREREQUISITES

Prerequisites for a course are those courses, tests or requirements that must be completed or fulfilled prior to starting or taking a subsequent course. Prerequisites may also refer to acceptable class standing, prior academic standing, permission of instructor, section determined competencies, or other requirements. Students should check to see that prerequisites have been fulfilled before starting new courses each term. On rare occasions, a request must be made to override prerequisites. The Director of Education must approve this request.

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## REPEATING A COURSE

Grades are assigned and recorded at the end of each academic term. Grades of “W” or “F” are not considered passing and must be repeated. Grades of “D” are considered passing for prerequisite purposes and the class may be repeated. Where the “D” is repeated, both grades remain on the student’s transcript, but only the last grade is used in determining the student’s CGPA. Tuition is charged for repeated courses involving “W” or “F” grades. Course charge will be removed if not taken. The last grade received in the repeated course becomes and will remain the grade of record. Tuition is charged for repeated courses involving “W” or “F” is assigned but after the seven-day change period has expired.

Note: The program must be completed within 150% of the published program length and all grades are used when determining compliance with satisfactory academic progress – pursuit of program requirements.<sup>3</sup>

## ADD / DROP PERIOD (SCHEDULING)

Students may request schedule changes through the seventh day of the term for day students and the seventh day of the term for night students. Any class time missed during the add/drop period is counted toward the fulfillment of the attendance policy and should be made up per the catalog. The assigned credit hour value of any course a student is registered for after this period will be used when determining the number of credits attempted. Students who fail to establish attendance by the end of the drop/add period in a particular course may not be allowed to start the course. Students who fail to establish attendance in any of their courses by the end of the drop/add period may be withdrawn from the school. Please refer to the Census Date Policy below:

### Purpose and Scope

The purpose of this policy is to ensure all credit hour students are scheduled for the entire 12 weeks before Pell is disbursed. This will prevent over and under-award of Pell. The following is an outline of the guidelines used by Financial Aid for eligibility and disbursement of Federal Financial Aid.

- All credit hour students must be scheduled at the beginning of the (12-week) Parent Term.
- There is one add/drop period for the 12-week term (day 7 is the census/transmission date for continuing students and day 10 is the census date for new students. All course changes must be completed by the end of day six for continuing students and by the end of day 9 for new students.
- Only downward schedule adjustments for classes with no attendance will be automatically processed via the add/drop extract to Global.
- Any downward schedule adjustments processed outside the two-defined add/drop period will be manually processed.
- No upward schedule adjustments will be processed outside the first add/drop period.

Schedule changes which occur after the census date (the date on which your enrollment is considered finalized for the term) will cause student’s Pell eligibility to be recalculated, which may cause a loss in funding. Please see the Financial Aid Office for additional questions.

## CHANGE OF PROGRAM

When a student elects to change from one Blue Cliff College program to another, the transcript is evaluated to determine which classes attempted in the previous program that are also required in the new program will be used for determining the student’s GPA, credits earned, credits attempted and standards of satisfactory progress. Tuition adjustments will be made accordingly.

## EXTERNSHIP REQUIREMENTS

Successful completion of all other required courses, as well as final clearance from the Program Chair, Director of Education or Campus Director, is required prior to starting any externship. Being that externships are generally offered during the day only and placement into a particular externship is based upon availability, there is no guarantee that the student’s externship hours will be the same as his or her class hours. The exact times and number of externship hours to be completed weekly by a student will be determined by the externship site, Director of Education, Campus

Director and the number of externship hours required to be completed during the term. While it is preferred that all externship hours be completed within the term for which the student is scheduled, extensions may be granted with the permission of the Director of Education and Campus Director. Program completion dates may vary based upon the weekly hours in the externship and the ultimate completion of the externship hours.

Student evaluation in the externship course is based upon a number of components including skill competencies, workplace competencies, school and workplace attendance, quiz and test grades, as well as professionalism.

Note: Students should know that the Clinical Medical Assisting program at Blue Cliff College may require a series of vaccinations to extern or to become employed at certain facilities.

Note: Students enrolling in any program at Blue Cliff College should be aware that they may be subject to a criminal background check when applying for externship opportunities.

## GRADE POINT AVERAGE FOR COMPLETION

To be eligible for graduation and the awarding of a diploma/degree, a student must have a cumulative GPA of at least 2.0 ("C"), (*see Graduation Requirements*).

## DIPLOMA / DEGREE REQUIREMENTS

To be eligible to receive a Blue Cliff College diploma/degree, the student must have completed the prescribed curriculum for each program as outlined in this catalog (*see Graduation Requirements*).

## GRADUATION / COMPLETION REQUIREMENTS

All candidates must meet the graduation requirements of the catalog in effect at the time of graduation. Blue Cliff College reserves the right to make changes in curricula and/or graduation requirements. However, any time a change is made either in course or program offerings, appendices will be made available to students reflecting alternatives to programs or courses that have undergone significant changes. Students are ultimately responsible for meeting the graduation requirements as indicated in this catalog.

### A student is eligible for graduation if:

They have completed all required coursework, seminars and special projects with a passing grade. They have accumulated the total number of credits required for the program of study being pursued within 150% of the published program length.

- They have completed, at a minimum, the final 50% of the program at Blue Cliff College.
- They have a cumulative grade point average (CGPA) of at least 2.0 for required courses.
- They have met all financial obligations to Blue Cliff College.
- They have returned any and all school materials, equipment and/or resource materials.
- They have submitted all the paperwork required of any department or employee of Blue Cliff College.
- They have received, completed and returned a graduation application.
- They have successfully completed an exit counseling session.

### Program Specific Graduation Requirements

- Massage Therapy students in Mississippi must pass at least a "C" in every course.
- Massage Therapy students in Mississippi must pass the Mississippi State Law Exam.
- Students in all clock hour and credit hour programs, as defined by the State Board, must pass all course work and have attended all required hours.
- Diploma in Cosmetology – 1500 hours
- Diploma in Massage Therapy – Louisiana (Metairie only): 750 hours.
- Louisiana: 600 hours, and Mississippi: 775
- Practical Nursing students are responsible for reviewing their academic status prior to entering the last quarter/semester of the Practical Nursing Program. Students must check the Blue Cliff College Catalog for graduation requirements required by all students. An application for graduation must be filed along with completing the exit interview process during the final quarter/semester of the course work. The nursing faculty



will address students in preparing for graduation in their last quarter/semester regarding information related to applications for graduation and the NCLEX-PN™.

# SATISFACTORY ACADEMIC PROGRESS (SAP)

## SATISFACTORY ACADEMIC PROGRESS (SAP)

All students, including those who participate in Federal Student Aid Programs, must make continued progress in their educational program. This requirement is called Satisfactory Academic Progress (SAP) and will be monitored by the Academic Department. All information from the SAP reporting will be forwarded to the Financial Aid Office to determine the eligibility of Title IV. In accordance with Federal Regulations, Blue Cliff College's policy will be to check Satisfactory Academic Progress minimally at each payment period. Students who fail to maintain satisfactory academic progress for two consecutive payment periods are not eligible to participate in the federal student aid programs unless an appeal of the standards is granted due to mitigating circumstances.

## STANDARDS

The Federal Government has established both qualitative and quantitative SAP requirements. All students must meet both qualitative and quantitative standards in order to satisfy SAP requirements.

### QUALITATIVE STANDARD (MESSAGE THERAPY ONLY)

At the end of each payment period (regardless of how many credits/clock hours the student has accrued); the student must have a minimum 2.0 ("C") cumulative and term grade point average (CGPA).

### QUALITATIVE STANDARD (ALL PROGRAMS EXCEPT MESSAGE THERAPY)

At the end of each payment period (regardless of how many credits/clock hours the student has accrued); the student must have a minimum 2.0 ("C") cumulative grade point average (CGPA).

### QUANTITATIVE STANDARD (ALL PROGRAMS)

The institution must set a maximum time frame in which a student is expected to finish a program and a measure to determine the percentage of credit/clock hours completed versus those attempted. All students must complete a minimum of 67% of the credit/clock hours attempted at the end of each payment period to satisfy the quantitative standard. Under no circumstances may a student attempt more than 150% of the published program length credits/clock hour programs. Students who have transferred in credits or clock hours from another institution may be challenged by the SAP metric depending on the number of remaining terms (payment period). All students must complete the program within 150% of the published length for the program in which he or she enrolled. Students who exceed 150% of the published program length will be withdrawn from the College.

## ACADEMIC STANDING

Cliff College has established benchmarks for a student to achieve during his or her academic program. Report cards are made available to students throughout their program. At a minimum, a student's progress will be monitored at the evaluation points listed below for satisfactory academic progress. If necessary, special tutoring sessions may be arranged (*see Tutoring in this catalog*) and/or the student may be required to attend an additional section of the class if available.

The first time a student fails to meet SAP requirements he or she will be placed on Academic Warning; however, he or she remains eligible for Financial Aid (Title IV). A student on Academic Warning must be academically advised by the Director of Education.

Should a student fail to meet SAP requirements for a second, consecutive payment period, the student will be placed on Federal Aid Suspension (FA suspension). A student on FA suspension is not eligible for Title IV funds. However, a student on FA suspension may appeal his or her status to the Director of Education and consideration will be given for mitigating circumstances, (*see Appeal Process in this catalog*). If the appeal is approved, the student's status will be updated to Probation and the student will regain Title IV funds eligibility. A student on Probation must be academically

advised by the Director of Education and an Academic Plan for success must be formulated for the student.

A student on Probation that fails to meet SAP for a third time will be placed on Academic Dismissal 1. The student will be withdrawn from the college. A student who has been academically dismissed and desires to return to the program must sit out for a complete term (for credit hour programs) or a complete payment period (for clock hour programs). They must go through an appeal process and an Academic Plan for Success must be formulated.

Failure to achieve established benchmarks affects academic standing and could affect eligibility for federal financial aid.

### Credit Hour Programs – Day/Evening

By the End of the Payment Term	Minimum Acceptable Cumulative GPA (Qualitative)	Percentage of Completion Rate (Quantitative)
1st Payment Term	2.0	67%
2nd Payment Term	2.0	67%
3rd Payment Term	2.0	67%

### Clock Hour Programs – Day/Evening

By the End of the Payment Term	Minimum Acceptable Cumulative GPA (Qualitative)	Percentage of Completion Rate (Quantitative)
1st Payment Term	2.0	67%
2nd Payment Term	2.0	67%

## MAXIMUM TIME FRAME ALLOWED FOR PROGRAM COMPLETION (QUANTITATIVE)

The Academic Department will review the quantitative progress after each payment period. The Financial Aid Office will be notified if the student did not meet SAP. In order to continue to receive financial aid, a student must:

### Credit Hour Programs (Massage Therapy only)

- Complete a program of study within 150% of the credits required to graduate. For example, if a program requires 53 credit hours for graduation; a student must complete the program in no more than 79.5 credit hours.
- Successfully complete at least 67% of all attempted credits.
- Must have a 2.0 cumulative and term GPA after each payment period.

### Credit Hour Programs (All Programs except Massage Therapy)

- Complete a program of study within 150% of the credits required to graduate. For example, if a program requires 53 credit hours for graduation; a student must complete the program in no more than 79.5 credit hours.
- Successfully complete at least 67% of all attempted credits.
- Must have a 2.0 cumulative and term GPA after each payment period.

### Clock Hour Programs (Massage Therapy only)

- Complete a program of study within 150% of the clock hours required to graduate. For example, if a program requires 1,500 clock hours for graduation, a student must complete the program in no more than 2,250 clock hours.
- Successfully complete at least 67% of all attempted clock hours.
- Must have a 2.0 (C) cumulative and term GPA after each payment period.

### Clock Hour Programs (All Programs except Massage Therapy)

- Complete a program of study within 150% of the clock hours required to graduate. For example, if a program requires 1,500 clock hours for graduation, a student must complete the program in no more than 2,250 clock hours.
- Successfully complete at least 67% of all attempted clock hours.
- Must have a 2.0 (C) cumulative and term GPA after each payment period.

Program	Published Program Length	Maximum Attempts Credit/Hours Allowed Credits/Units (150% of the Published Program Length)
Clinical Medical Assisting <i>Diploma</i>	53.0 credit hours	79.5 credit hours
Cosmetology <i>Diploma</i>	1500 clock hours 82 credit hours	2250 clock hours 123 credit hours
Dental Assisting <i>Diploma</i>	59.0 credit hours	88.5 credit hours
Diagnostic Medical Sonography <i>Hybrid AAS (Gulfport only)</i>	102 credit hours	153 credit hours
Esthetics <i>Diploma</i>	750 clock hours	1125 clock hours
HIMBC <i>Diploma</i>	65 credit hours	97.5 credit hours
LPN <i>Diploma (Metairie only)</i>	90 credit hours 1714 clock hours	135 credit hours
Massage Therapy <i>Diploma (Gulfport only)</i>	775 clock hours 53.0 credit hours	1162.5 clock hours 79.5 credit hours
Massage Therapy <i>Diploma (Metairie only)</i>	750 clock hours	1125 clock hours
Massage Therapy <i>Diploma</i>	600 clock hours	900 clock hours
Practical Nursing <i>Certificate (Gulfport only)</i>	980 clock hours 44 credit hours	1470 clock hours 66 credit hours
Veterinary Assistant <i>Diploma (Gulfport only)</i>	700 clock hours 50 credit hours	1050 clock hours 75 credit hours

## ACADEMIC WARNING (QUALITATIVE AND QUANTITATIVE)

Failure to achieve both qualitative and quantitative benchmarks after the first payment period places a student on Academic Warning. During this first status, Academic Warning, the student will continue to be eligible for Financial Aid. Satisfactory Academic Progress (SAP) is monitored by the Academic Department. The student will be placed on an Academic Success Plan by the Director of Education. All information from SAP reporting will be forwarded to the Financial Aid Office for review. A student cannot fail any courses while on Academic Warning.

## FINANCIAL AID SUSPENSION AND PROBATION

Failure to achieve both qualitative and quantitative benchmarks for a second consecutive payment period will result in the student losing eligibility for Title IV aid. The student will be placed on FA suspension status and will have to meet with the Financial Aid officer for FA advisement. However, a student on FA suspension status may appeal and if the appeal is approved, the student will be placed on Probation status and will regain Title IV eligibility. The student must meet with the Director of Education for an Academic Success Plan.

If a student does not appeal for the FA suspension status within five days of SAP calculation or if their appeal is not approved, they will not be eligible for Title IV aid and will be responsible for all payments and tuition fees. Students who

fail to go through the appeal process will be withdrawn from the college (*see the appeal process in this catalog*).

## **ACADEMIC PROBATION (QUALITATIVE AND QUANTITATIVE)**

Failure to achieve both qualitative and quantitative benchmarks, for a second consecutive payment period, results in the student's ineligibility for financial aid and academic dismissal. The student can appeal the SAP standing and based on the appeal decision, the student may be approved to return and will be placed on academic probation (*see Appeal Process*). A student on probation status is eligible for Title IV aid.

## **ACADEMIC DISMISSAL 1 (QUALITATIVE AND QUANTITATIVE)**

Students failing to re-establish good standing after an Academic Probation will be placed on Academic Dismissal 1 and withdrawn from the college. If extenuating circumstances contributed to the ongoing poor academic performance, the student may submit an appeal. If the appeal is accepted and it is determined that the student can complete the program within 150% of the published program length, the student may return to pursue the program with eligibility for financial aid, but the student must wait a full term for reinstatement. The student will be placed on an Academic Plan for Success by the Director of Education. The student will return to Academic Probation status. Failure to return to good standing after the appeal has been granted will lead to dismissal from the college. The Campus Director, in consultation with the Director of Education, may also dismiss a student for failing the same course twice, regardless of GPA.

## **NOTIFICATION**

Students who fail either the quantitative or qualitative benchmark for academic progress will be notified in writing within five days of the end of the term. Students who are in their first payment period and are failing to meet Satisfactory Academic Progress requirements are placed on Academic Warning for the next payment period. Students with the Academic Warning status do not need to submit an appeal but must meet with the Director of Education for an Academic advisement. Academic progress for Academic Warning students will be measured again at the end of their next payment period.

Students who are in their second payment period and are failing to meet Satisfactory Academic Progress (SAP) will not qualify for Financial Aid (Title IV). The student will be placed on FA suspension; however, the student can submit an appeal accompanied by all supporting documentation to the Director of Education. If the appeal is approved, the student will be eligible for financial aid for one more payment period and their Status will be changed to Probation. The student will be placed on an Academic Plan for Success by the Director of Education.

## **LETTER GRADES, WITHDRAWALS, INCOMPLETES, TRANSFERS, REPEATS, STANDARD PERIOD OF NON-ENROLLMENT AND REMEDIAL COURSES**

All attempted credits include all graded credits (A, B, C, D, F, S), withdrawn credits (W), incomplete credits (I), unsatisfactory credits (U), exempt courses (X) and audited courses. Once grades are in for Incompletes (I), Satisfactory Academic Progress (SAP) will be recalculated on the student. Transfer credit/clock, remedial and repeated courses will be counted as credit/clock hours attempted.

## **CHANGE OF PROGRAM**

If a student elects to and is approved to change from one Blue Cliff College Program to another, the transcript is evaluated to determine which classes attempted in the previous program are also required in the new program. These transferred courses will be used for determining the student's GPA, credits earned, credits attempted and standards of satisfactory progress. Tuition Adjustments will be made accordingly.

## **APPEAL PROCESS SUMMARY**

A student who loses financial aid eligibility due to failure to meet Satisfactory Academic Progress standards will regain eligibility when the institution determines that he or she is again meeting the standards.

Eligibility may also be regained if the student is approved through the appeal process. The student has five business days from the date of the letter to submit the appeal.

If a student has experienced a significant circumstance and feels the event has impacted his or her ability to make Satisfactory Academic Progress; he or she has the opportunity to file an appeal with the Director of Education (*see Appeal Process*).

**Significant circumstances include:**

1. Death of student's close relative
2. Injury or illness of student
3. Personal tragedy or event

A completed academic progress appeal form must be submitted along with documentation supporting the significant event or circumstance. As part of the appeal process, students must meet with the Director of Education to review the completed academic plan of work. The academic plan of work requires that the transcript is reviewed, and all remaining classes are mapped out.

An appeal form is available in the Director of Education's Office (DOE). The appeal form and all supporting documentation will be reviewed by the Director of Education and the student will receive a written response within 10 business days.

All students who failed to meet SAP requirements in the prior payment period are reviewed at the mid- point of the next payment period, to ensure that students are progressing in their academic standing.

## **REGAINING ELIGIBILITY**

Students who lose their financial aid eligibility because they fail to meet Satisfactory Academic Progress will regain eligibility when it is determined that they are again meeting both the qualitative and quantitative standards. The student is responsible for the payment of tuition and fees until financial aid eligibility is regained.



# STUDENT SERVICES

## STUDENT SERVICES

The goal of Blue Cliff College is to see students succeed while in school and after they graduate. Some of the services that are available to support the educational and job search process are as follows:

### ADVISING

Students who lose their financial aid eligibility because they fail to meet Satisfactory Academic Progress will regain eligibility when it is determined Program Chair (PC), Director of Education and/or Campus Director are available to assist students with academic and non-academic problems that may impede their educational progress. Student Services can assist with non-academic concerns by providing information concerning agencies and organizations that provide assistance with daycare, housing, health, welfare, and crisis intervention services.

Directors of Career and Student Services also direct students with academic and/or attendance issues to the school's Campus Director or Director of Education to address issues relating to the problem. Some academic issues can include but are not limited to make up exams, program or schedule changes, attendance, tardiness, etc. The college makes these services available to the students at no additional cost. The campus also hosts a series of advising sessions designed to give students strategies and guidance on how to handle academic as well as non-academic concerns. Students are informed during orientation of the services the school offers before they begin their first class. This allows them the opportunity to meet with Student Services and address any concerns they may have before it hinders their education. In addition to the above, all Blue Cliff College students have the ability to reach out to a support service called WellConnect® (*see details below*).

### Student Services also handles the following:

- Successful Student Workshops
- Advocacy for students
- Student Events
- Resource fairs
- Guest speakers
- Coordination of student organizations
- Facilitation of graduation

### It is the student's responsibility to:

- Learn the name and office location of the Director of Career and Student Services, Program Chair, Director of Education and/or Campus Director as early as possible in the program,
- Become familiar with general education requirements, graduation requirements and program requirements,
- Schedule appointments to ensure needs are addressed quickly, and
- Consult with an instructor or the Director of Education when he or she is experiencing difficulty, or before changing schedules or programs, transferring to another college, or withdrawing from the college.

### WELLCONNECT

WellConnect is a student resource service that has partnered with Blue Cliff College. WellConnect gives students access to support services provided by one of their experts, licensed counselors, 24 hours a day. They assist with any challenges that may arise during a student's time at Blue Cliff College from time management and test anxiety to feelings of depression or the loss of a loved one. WellConnect counselors also provide coaching support, whether to help students start a budget or find local resources to help with daily living needs such as housing, food and childcare. WellConnect

also has attorneys and financial experts on staff to consult with the students on legal issues, such as divorce, contract language, or child custody questions. Support with a counselor is available 24/7 (<http://www.studentlifetools.com/>) and is just a phone call away at: 1 (866) 640-4777. These services are free and confidential for students and their immediate family enrolled at Blue Cliff College.

## **TUTORING**

Tutoring is available for all courses subject to scheduling. The school may require tutoring for students who are not meeting minimum attendance or academic standards. This service is meant to help students who are experiencing academic difficulty to become independent learners or to satisfy the academic policies. Tutors are available for students who need assistance with either the theory or the technique portion of their classes. Students needing tutoring should see their instructor, the Director of Education, the Director of Career and Student Services or Campus Director.

## **REFRESHER PRIVILEGES**

Graduates who are in good standing have the privilege of returning to refresh their knowledge and skills in coursework previously taken in their program of study. This privilege is available as space permits, and the graduate is responsible for the cost of any additional books and/or any other materials. The graduate must abide by all rules and policies that apply to regularly enrolled students.

## **FINANCIAL AID SERVICES**

Financial Aid Representatives are available to provide information regarding financing tuition and meeting ongoing educational expenses.

## **ORIENTATION**

All incoming students or students returning after a period of non-attendance greater than six months are required to attend an orientation session. This session is designed to review institutional policies and procedures in an effort to help the student prepare for his/her upcoming educational experience.

## **CAREER SERVICES**

Blue Cliff College Career Services supports the mission and philosophy “Commitment... Competency... Career.” Career Services is committed to helping students and alumni successfully navigate the transition from education to employment. As a part of the educational experience at Blue Cliff College, the purpose of our Directors of Career and Student Services is to provide comprehensive services to assist students and alumni in their pursuit of meaningful careers and employment. Blue Cliff Directors of Career and Student Services are the primary resource for building employer, community, and campus partnerships to generate career opportunities.

### **Career Services also handles the following:**

- Career Development Workshops
- Interview Preparation
- Resume Writing Assistance
- Industry Guest Speakers
- Job Fairs
- Job Search Assistance/Job Leads

Note: Students enrolling in any program at Blue Cliff College should be aware that they may be subjected to a criminal background check when applying for employment positions and externship opportunities. Therefore, students should disclose all felony convictions, professional license revocations or suspensions to the college during the application process; additional information may be required.

Note: Students should know that the Cosmetology, Esthetics, Licensed Practical Nursing, and Massage Therapy programs at Blue Cliff College are geared toward licensure/certification/employment in Mississippi and that the requirements in

other states may vary.

Note: Students should know that the Clinical Medical Assisting and Licensed Practical Nursing programs at Blue Cliff College may require a series of vaccinations to extern or to become employed at certain facilities.

Although offering the above-mentioned assistance, Blue Cliff College specifically disclaims any guarantee of job placement for the student upon graduation.

## BOOKSTORE AND SUPPLY CENTER

Some Blue Cliff Colleges may feature bookstores and supply centers that provide an assortment of additional books and supplies pertaining to the individual campus. Massage and health-related products such as tables, chairs, oils, shirts, and aromatherapy supplies are available to students, massage therapists and the public. Specialized supplies for other programs may also be available at different campuses, if applicable.

## STUDENT / INSTRUCTOR RATIO

### Massage Therapy programs:

The student/instructor ratio for theory/lecture classes shall not exceed 20 to one with a maximum of 35 students. The ratio for skills training, laboratory or clinical instruction classes shall not exceed 15 to one with a maximum of 30 students. Any class that exceeds the stated student/ instructor ratios will have the presence of an instructor assistant, but at no time will the aforementioned maximum number of students be exceeded.

### Cosmetology program:

The school will maintain a faculty of at least one instructor per 20 students enrolled, with a maximum of 35 students per instructor per class.

### Mississippi program:

The school will maintain a faculty of at least one instructor per 20 students enrolled. The number of students in laboratory or clinical instruction shall not exceed 15.

### All other programs:

The maximum number of students in a theory/lecture class will not exceed 35. The maximum number of students in a skills training, laboratory or clinical instruction class will not exceed 25.

## TRANSCRIPT REQUESTS

Current or past students, as well as graduates may request, in writing, that a transcript of grades be sent to any party or institution. The college provides two transcripts at no cost to each graduating student. All subsequent transcripts will be sent at a cost of \$10.00 each (*see "Other Fees"*). Transcripts will not be provided for people with outstanding financial obligations to the college. Upon receipt of a properly authorized request and payment of transcript fee, transcripts will be sent by mail within 30 business days. Transcripts will not be made at the time course grades and reports are being processed.

## RECORDS AND CONFIDENTIALITY

The Family Education Rights and Privacy Act of 1974, a federal law, provides that students in post- secondary institutions be extended the right to inspect and review records, files, and other materials that contain information directly related to them. The law specifically denies access to such confidential records to all other parties without the written consent of the student, except under limited and specific circumstances. The Gramm-Leach-Bliley Act, a Federal Trade Commission law applies to how higher education institutions collect, store, and use student financial records (e.g., records regarding tuition payments and/or financial aid) containing personally identifiable information. GLBA regulations include both a Privacy Rule (16 CFR 313) and a Safeguards Rule (16 CFR 314), both of which are enforced by the Federal Trade Commission (FTC) for higher education institutions. Colleges and universities are deemed to be in compliance with the GLBA Privacy Rule if they are in compliance with the Family Educational Rights and Privacy Act

(FERPA). The Safeguards Rule was promulgated in 2002, with compliance required in May 2003. In particular, BCC's plan elements pursuant to which the Institution intends to (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to students and/or customers henceforth referred to as constituents. The plan integrates BCC's policies and procedures and is additional to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including, but not limiting, FERPA. Blue Cliff College is in full compliance with the federal law pertaining to student records (see *"Student Privacy: Family Educational Rights and Privacy Act (FERPA)"* and *"Gramm Leach Bliley Act (GLBA)"*).

## TRANSFERRING BLUE CLIFF COLLEGE CREDIT

Credit acceptance policies vary by institution. Thus, Blue Cliff College cannot guarantee that other colleges will accept our credits. The Director of Education or Campus Director will assist in providing course descriptions and/or other necessary information, which may be useful to graduates wishing to have Blue Cliff College credits evaluated for transfer consideration by other institutions.

## LIBRARY / LEARNING RESOURCE CENTER

The Library/Learning Resource Centers (LRC) located at each facility offer a range of library and media services. Students should regularly use the LRC to enhance the training received in class and to gain exposure to different methods of instruction. The LRC's resources include the college catalog and services such as the Internet and EBook Central, which gives one direct route to an extensive online database of informational resources. Other services and resources provided by the LRC include books, periodicals, information literacy instruction, magazine subscriptions, computer network access and material on various media formats, including videotapes and CDs. Students are encouraged to suggest titles they would like to see added to the LRC's resources. Certain books/resources may be checked out for home use. Theft or defacement of print and non-print LRC materials may result in disciplinary actions.

EBook Central™ resources may be accessed by students from off-campus locations. Online students who have access to Blue Cliff College campus locations can use the library/learning resource centers of those campuses. Online students who do not have access to Blue Cliff College campus locations access through EBook Central™.

It is Blue Cliff College's policy that no copyright protected materials may be copied, either via hard copy or electronically, absent the prior written permission of the author or publisher or as otherwise permitted by applicable law. The copyright laws are complex, and all students must exercise extreme care when considering the proper use of copyrighted materials.

For full Copyright policy please visit:

<https://bluecliffcollege.edu/wp-content/uploads/2019/10/02Copyright.pdf>

## PARKING

Students are required to abide by campus parking policies, as well as local and state laws. Use of parking facilities may require registration and, if so, registration tags must be displayed on all vehicles. Parking tickets or towing fees associated with illegally parked vehicles are the responsibility of the student.

Note: See Campus Safety and Security on the following page.

## HOUSING

Blue Cliff College does not provide or have arrangements with anyone to provide housing or housing assistance to students. However, the Student Services Coordinator can assist students in finding information on furnished and unfurnished apartments, condominiums and houses to rent or buy that are available near campus and throughout the surrounding areas from local realtors.

## CONTINUING EDUCATION UNITS (CEU'S) FOR PROGRAMS

As part of the College's commitment to education, some Blue Cliff campuses offer continuing education opportunities. Please check with the Continuing Education Liaison at the individual campuses for more information.

Blue Cliff College attempts to schedule workshops on the weekends as a convenience to the professionals. Call the campus nearest you to obtain a list of the upcoming workshops or check the website at [www.bluecliffcollege.edu](http://www.bluecliffcollege.edu).

Massage Therapy training falls under the regulations of the Louisiana State Board of Massage Therapy, the Mississippi State Board of Massage Therapy and the National Certification Board of Therapeutic Massage and Bodywork.

Note: These sessions are not within the scope of ACCSC accreditation.

## CAMPUS SAFETY AND SECURITY

Not all Blue Cliff College campuses have designated Security Officers onsite; however, all campuses have a designated CSA (Campus Security Authority). Students should report any criminal activity to the campus CSA that includes the Campus Director, Director of Education and Director of Career and Student Services, who are responsible for reporting any criminal activity to the police or other appropriate authorities. The college policies for securing the building, its classrooms and offices. These policies include securing the facility after the completion of classes, administrative operations and that everyone has left the building.

Blue Cliff College does not accept liability for a student's car, personal or safety while on campus or in parking and/or off-site locations. Students are expected to carry their own medical and personal property insurance and to act accordingly to ensure their own safety.

## EMERGENCY PREPAREDNESS

Blue Cliff College Emergency Preparedness Plan is to comply with the US Department of Education, Office of Postsecondary Education, and the Accrediting Commission of Career Schools and Colleges (ACCSC) and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury, loss of human life, and company resources by training employees, procuring, and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at any of the Blue Cliff College Locations.

Please see your Campus Director for the college's full written emergency preparedness plan.

## CAMPUS SECURITY AND CRIME INFORMATION

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the school to provide information on the campus security policies and procedures, specific statistics on criminal incidents and arrests on campus and make information and statistics available to prospective students and employees upon request. This information may be obtained from the Campus Director.

For a PDF of Blue Cliff's Crime Awareness and Campus Security brochure use the following URL:

[BCC-Annual-Disclosure-Annual-Security-Report-Revised-9.2024.pdf](#)

For the most current PDF of each campus-specific safety and security statistics, please use the following URLs:

### Louisiana

- Alexandria: <https://ope.ed.gov/campussafety/#/institution/details>
- Metairie: <https://ope.ed.gov/campussafety/#/institution/details>

### Mississippi

- Gulfport: <https://ope.ed.gov/campussafety/#/institution/details>

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# Drug and Alcohol Abuse Prevention Policy

## DRUG-FREE, SMOKE-FREE AND GUN-FREE SCHOOL

Blue Cliff College is designated a drug-free, smoke-free and gun-free school. As such, the following activities are prohibited while the student is on the College premises or otherwise engaged in student activities:

- The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs. This includes all forms of narcotics, hallucinogens, depressants, stimulants and other drugs whose use, possession, or transfer is restricted or prohibited by law.
- The possession and use of marijuana by any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of any Blue Cliff College campus, going to and from and attending sponsored functions (either on or off campus), events, and/or externships/clinical. Marijuana is a prohibited controlled substance under federal law, regardless of the use being for medical purposes. If a student is found to have used, possess or to have possessed marijuana in any of the instances stated above, the College will proceed with all actions and consequences that are afforded under any state or federal law, campus drug policy, or any other authority applicable to or adopted by the college.
- The consumption of alcoholic beverages.
- Being under the influence of alcohol, illegal drugs, or controlled substances of any matter during school hours whether or not consumed on college premises and whether or not consumed outside of school hours.
- A student who engages in such behavior will be subject to disciplinary action up to and including expulsion from the College.
- The manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

As a condition of receiving the Federal Pell Grant and other federal financial aid, students are required to maintain a drug free environment. Failure to do so will jeopardize the student's eligibility for funding.

Exceptions: Drugs prescribed by a physician, dentist, or other person licensed by the state or federal government to prescribe or dispense controlled substances or drugs, used in accordance with their instructions, are not subject to the restrictions of this policy. People exempt from carrying firearms are those who are in an enforcement capacity employed by the school.

Smoking is prohibited inside all college buildings.

## SANCTIONS BLUE CLIFF COLLEGE WILL IMPOSE

- (1) Any employee or student found consuming alcohol or drugs on any campus or externship/clinical site shall be subject to disciplinary actions.
- (2) Any employee or student found using, possessing, manufacturing or distributing illegal drugs or transferring alcohol or drugs during normal working/school hours on any campus or externship/clinical site shall be subject to disciplinary action.
- (3) Any employee or student who reports to work or class under the influence of alcohol or drugs shall not be permitted to remain on campus or the externship/clinical site and will be escorted home. The employee or student shall also be subject to disciplinary action.
- (4) Consistent with the Drug-Free Workplace Law, as a condition of employment, all employees are required to abide by the terms of this policy and notify Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Compliance with this policy is a condition of employment and/or acceptance for study; therefore, if an employee or student violates this policy, discipline will be assessed accordingly, and the individual could be subject to termination or expulsion or referral for prosecution.
- (6) In all cases, the Institution abides by local, state and federal sanctions regarding unlawful possession of drugs in



prohibited areas and/or the use of alcohol by individuals who have not attained the legal drinking age. Any drug identified by the law as illegal is included in this program, as are legal prescription drugs that are used in a manner contrary to a doctor's prescription. (Note: The term "Campus" includes any school/college sanctioned activity/function.)

## HEALTH RISKS OF DRUG AND ALCOHOL ABUSE

Alcohol abuse is the leading preventable cause of death in the U.S. at 75,000 deaths per year and drug abuse of prescription drugs has escalated to as serious a national health problem as the use of illegal drugs. The health risks of alcohol and drug abuse can include nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, increased heart rate, anxiety, panic attacks, psychosis, addiction and fatal overdose.

**Below are some specific risks related to the use of alcohol and illegal drugs:**

- (1) Alcohol: can cause loss of concentration and judgment, poor attendance and punctuality and inability to manage work or school responsibilities. Personal dangers can range from liver and kidney disease to alcoholism.
- (2) Amphetamines: can cause feelings of being rushed and causes users to push themselves beyond their capacity. Personal dangers range from disruption of family life to serious health problems such as kidney and liver disease.
- (3) Barbiturates: can slow mental reflexes, causing danger when mental alertness is required. Personal dangers range from disruption of family life to serious health problems such as kidney and liver disease.
- (4) Cocaine: causes temporarily false feelings of superhuman powers, impairing judgment and decision-making abilities. It also causes emotional problems, mood swings and lack of dependability. Personal dangers include damage to the respiratory and immune systems, malnutrition, seizures and loss of brain functions.
- (5) Hallucinogens (PCP, LSD, Ecstasy): can cause the user to hallucinate, thereby distorting what is being said or heard. Also causes sudden changes in behavior that may include attacks on others, loss of concentration and memory loss long after the dose has worn off.
- (6) Heroin: causes total disinterest in safety. Dirty needles and other paraphernalia can spread diseases such as HIV/AIDS. Personal dangers include damage to personal productivity and relationships and an overdose can cause coma or death. Heroin is always addictive, even in small amounts and withdrawal is difficult and painful.
- (7) Marijuana: slows reflexes, reduces mental power, causes forgetfulness and impairs judgment. Personal dangers include possible damage to lungs, reproductive system and brain functions.

## COUNSELING, TREATMENT AND REHABILITATION PROGRAMS

Blue Cliff College supports programs that aid in the prevention of substance abuse. Students and employees are encouraged to seek assistance for substance abuse problems. Many health insurance plans include drug, alcohol and mental health services. If you need help in finding a treatment center, the Federal Substance Abuse and Mental Health Services Administration (SAMHSA) offers a free service to help you locate a facility near you. The toll-free Treatment Referral Hotline can be reached 24 hours a day, seven days a week; 1 (800) 622-HELP (4357). You can also access their treatment facility location online at: <https://www.samhsa.gov/find-treatment>. Additional resources for counseling, treatment and rehabilitation include:

- Al-Anon: 1 (800) 356-9996
- American Council on Alcoholism Helpline: 1 (800) 527-5344
- Hotline: 1 (800) COCAINE
- National Council on Alcoholism: 1 (800) NCA-CALL

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## REVIEW AND DISTRIBUTION

This Drug and Alcohol Abuse Prevention Program Policy will be reviewed biennially (in even-numbered years) to determine its effectiveness. During the review an analysis of the effectiveness of the methodology will be reviewed in addition to the sanctions imposed therein.

The Drug and Alcohol Abuse Prevention Policy will be distributed to employees and students annually. Blue Cliff College Compliance Administrator will be responsible for emailing the policy to all students through the Student Information Management System. Blue Cliff College Human Resources will distribute the policy to employees.

For a PDF of the Blue Cliff College Drug and Alcohol Abuse Prevention Policy in its entirety use the following URL:  
<https://www.bluecliffcollege.edu/about/policies-disclosures/>



# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Conduct

The submission of an application for admission to Blue Cliff College represents a voluntary decision by a prospective student. Acceptance for admission to the College represents the extension of the privilege to join the Blue Cliff College academic community. Students may remain part of the College as long as they fulfill academic and behavioral expectations as outlined in the catalog, as announced by the College authorities and as posted on bulletin boards. When students are closely associated in an academic community, externally imposed restraints on behavior are necessary to maintain order and fairness and to protect the majority from possible inconsistent behavior of those who infringe on the rights of others.

Blue Cliff College maintains policies and rules that are consistent with its announced educational objectives and that are related to the accomplishment and protection of these objectives. Any student unable or unwilling to abide by college policies and rules may expect disciplinary action by the College. The College may dismiss any student whose conduct is unsatisfactory and shall be under no liability for such action. Degrees of disciplinary action in the College include reprimand, probation and dismissal (*see "Disciplinary Standards"*).

The general policy of Blue Cliff College is that for a first offense, the instructor will determine an appropriate penalty, with a possible penalty of "F" for the course. For a second offense, the Instructor, Director of Education and Campus Director will determine an appropriate penalty, up to and including dismissal from the College. Depending on the nature and severity of the offense, the College reserves the right to impose the maximum penalty even in the case of a first offense.

### The College defines the following as disciplinary offenses:

1. **Academic Dishonesty:** submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing a college academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to dishonestly obtain grades, honors, and awards.
2. Students should always ensure that their work is original. If AI is used to generate any form of content or ideas, it should be cited in the assignment. Using an AI (ChatGPT, Open AI, Chatbox, etc.) to generate essays, solve problems, code, or complete assignments and presenting them as your own is a form of academic dishonesty.
3. **Falsification:** willfully providing college offices or officials with false, misleading, or incomplete information; intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a College official or an emergency service agency; misusing, altering, forging, falsifying, or transferring to another person college-issued identification; forging, or altering without proper authorization, official college records or documents or conspiring with or inducing others to forge or alter without proper authorization college records or documents.
4. **Identification and Compliance:** willfully refusing to or falsely identifying oneself, willfully failing to comply with a proper order or summons when requested by an authorized college official.
5. **College Facilities and Services:** acting to obtain fraudulently-by deceit, by unauthorized procedures, by bad checks, by misrepresentation-goods, services, or funds from college departments or student organizations or individuals acting in their behalf; misuse, alteration, or damage of fire-fighting equipment, safety devices, or other emergency equipment or interference in the performance of those specifically charged with carrying out emergency services; wrongful use of college properties or facilities.
6. **Cyber Bullying:** "Cyber bullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular

telephone, text messaging device and personal digital assistant.

7. Bullying: "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:
  - a. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or
  - b. Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics.
8. Misusing a college academic record: taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, and awards.
9. Disorderly Conduct on the Campus: threats to, physical abuse of, or harassment that threatens to or endangers the health, safety, or welfare of a member of the Blue Cliff College community; breach of the peace; physically assaulting another; fighting; obstructing or disrupting teaching, administrative, or public service functions; obstructing or disrupting disciplinary procedures or authorized college activities; vandalism.
10. Theft and Property Damage: theft or embezzlement of, destruction of, damage to, unauthorized possession of, or wrongful sale or gift of property belonging to the college, a member of the college community, or a campus guest.
11. College Rules: violating college policies and rules, which have been posted or publicized and announced, provisions contained in college contracts with students shall be deemed "rules" under this code.
12. Weapons on Campus: possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate campus functions, activities, or assemblies; or using firearms, incendiary devices, explosives, articles, or substances calculated to intimidate, disturb, discomfort, or injure a member of the college community.
13. Violations of Federal or State Laws of Special Relevance to the College: When the violation of federal or state law, including but not limited to those governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson occurs on campus, the offense will also constitute an offense against the college. If a student is suspected of being under the influence of drugs while on Campus or participating in a college sponsored event, the student may be requested to submit to drug testing at their expense. Before resuming classes, the student must produce a drug test document that states the student tested negative for drugs. The student will not be permitted to return to class until this document is provided to the Campus Director.
14. Disruptive Noise: Making noise or causing noise to be made in any manner that disturbs classes, meetings, office procedures and other authorized college activities.
15. Food and Drink: Except for water during clinics, there is no food or drink allowed in any classroom at any time. The Clinic Supervisor or other school personnel have the right to discontinue the keeping of water during clinics should it become necessary to do so.
16. Attempt to Injure or Defraud: To make, forge, print, reproduce, copy, or alter any record, document, writing, or identification used or maintained by the college when done with intent to injure, defraud, or misinform.
17. Persistent Violations: Repeated conduct or action in violation of the above code is relevant in determining an applicant's or a student's membership in the college.

The expectation of professionalism begins when the student makes an application to the college for admission. In addition, Blue Cliff College students are expected to conduct themselves at all times as professional, mature ladies and gentlemen, ethical in their actions, manners

## Classroom and Campus Code of Conduct

1. No discussions of the affinity orientation or sexual preferences of the students, staff or faculty of the college will take place, or be tolerated, in the classroom, or on the campus.

2. If classroom or campus discussions turn toward questionable subject matter, ask these questions: Is it the truth? Is it respectful? Is it germane to the discussion? Does it foster learning? If the answer to any of the above questions is 'no', immediately change the topic.
3. Misogynistic, racist, sexist, anti-religious, intolerant or discriminatory comments will not be allowed in the classroom, or on the campus and may result in immediate dismissal from class and campus and further disciplinary action.
4. Classes will begin on time. Early dismissal is forbidden, unless expressed permission is granted by the Program Chair, or Director of Education.
5. Blue Cliff College is an alcohol and illegal substance/drug-free environment. Any use of controlled substances on campus is forbidden. Suspected intoxication will result in immediate dismissal from class and campus and may result in further disciplinary action.
6. Physical threats, threatening or intimidating language, or the use of profanity of any kind is forbidden and may result in immediate dismissal from class and campus and further disciplinary action.
7. Any behaviors that interfere in the learning process will not be tolerated in the classroom, or on the campus.
8. Children are not allowed in the classroom or on campus during instruction.
9. The college remains a sanctuary of academic freedom and collegiality; as such, divergent viewpoints and folkways will not be tolerated.
10. Faculty and staff members are not allowed to use their personal pages to 'friend' active students via social networking websites.
11. The faculty controls the classroom at all times, with no exceptions.

## GENERAL DRESS CODES FOR STUDENTS

Modesty and good taste are considered the principal guidelines for students while on campus. It is the student's responsibility to himself or herself with the dress code and standards of grooming policies of specific programs, especially those relating to clinic interactions that have been established by the college. Students are informed during orientation of the dress code and the standards of grooming policies of specific programs, especially those relating to clinic interaction that have been established by the College. Failure to comply with the dress code may result in reprimand; probation; suspension and/or dismissal (*see "Student Rights and Responsibilities"*). There will be no exceptions and anyone not following the dress code will not be allowed to participate in class and will not receive credit for attendance.

## PROGRAM SPECIFIC DRESS CODES

- Clinical Medical Assisting/Medical Assisting: Proper attire includes scrubs and lab coat, as well as white closed heel and toe athletic shoes.
- Cosmetology/Esthetics: Proper attire includes a black scrubs/lab coat and enclosed heel and toe shoes. Each student must wear a school identification badge. A red smock will be worn by students who pass the written test.
- Dental Assisting: Proper attire includes scrubs, pants and top, as well as white closed heel and toe athletic shoes.
- Massage Therapy: Proper attire includes scrubs and/or a Blue Cliff College golf shirt or T-shirt for all classes, as well as closed heel and toe shoes.
- License Practical Nursing (LPN): Proper attire includes a grey scrub top and bottom with Blue Cliff emblem, and black enclosed heel and toe shoes. Each student must wear his/her name badge for on campus classes and Clinicals. Only a white lab coat is acceptable for clinicals.
- Diagnostic Medical Sonography (DMS): Proper attire includes scrubs with Blue Cliff emblem and closed heel and toe shoes. Shoes should be comfortable; rubber soled and cover the entire foot. Because canvas shoes will absorb chemicals or infectious fluids, they are not allowed in lab. Leather or a synthetic, fluid-impermeable material is required. Each student must wear his/her name badge for on campus classes and Externship.
- Practical Nursing (Gulfport, MS Campus Only): Proper attire includes a gray scrub top and bottom with Blue Cliff

College emblem and all white leather or black closed-toe uniform shoes. Each student must wear his/her name badge for on campus classes and clinicals. Only a white lab coat is acceptable for clinicals.

- Veterinary Assistant: Proper attire includes scrubs and lab coat, as well as white closed heel and closed toe athletic shoes.

## CLINIC DRESS CODE

A specific dress code exists for Supervised Clinical Practice or Clinical/Externships in Massage Therapy, Cosmetology, Clinical Medical Assisting, Nursing, Diagnostic Medical Sonography, and Veterinary Assistant programs and must be followed at all times. There will be no exceptions and anyone not following the dress code will not be allowed to participate in the clinic/externships and will not receive credit for attendance. All jewelry will be removed for hygiene and safety reasons when in clinic or technique classes.

## WORKPLACE VIOLENCE POLICY

### Student Policy

Blue Cliff College is dedicated to ensuring the prevention of any campus violence and to upholding a secure learning environment for both students and faculty members.

Blue Cliff College has a zero-tolerance policy for any form of violence on campus. Students who engage in fighting or conduct that may endanger others will be expelled from Blue Cliff College. Expulsion procedures are outlined in the Student Handbook under Student Rights and Responsibilities, Student Conduct, and Classroom and Campus Code of Conduct.

In addition, any conduct that threatens, intimidates, or coerces another student or faculty member will not be tolerated.

Blue Cliff College firmly upholds the principle that all students must be treated with courtesy and respect at all times, without exception.

## DISCIPLINARY STANDARDS

The following are the various degrees of disciplinary standards that can be imposed on students. Students charged with disciplinary offenses have the right of due process and appeal (*see "Appeals of Student Discipline"*).

1. Reprimand: An oral or written warning, depending on the circumstances of the case. Compliance with the policy in question or cessation of wrongful behavior is required immediately. Non-compliance may result in Probation or Dismissal.
1. Probation: A special status with conditions imposed for a limited time after determination of policy violation or behavioral misconduct. Immediate and permanent compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Dismissal.
2. Dismissal: An indefinite dismissal/suspension from school. If after evaluating the evidence received and considering the safety and wellbeing of students, faculty and College property, the Campus Director believes that there is an indication that a student's misconduct will be repeated or continued or pose serious threat to students, faculty and college property, he or she will immediately dismiss/suspend a student from school.

Note: The College will confiscate any goods used or possessed in violation of college regulations, rules or policies or local, state, or federal laws.

## VIOLATIONS AND APPEALS OF STUDENT DISCIPLINE

If the College receives accusations or allegations from students, faculty, staff, or guests of the College about alleged violations of any disciplinary standard, the complainant will be directed to first attempt resolution, informally and directly, with the person who is at the source of the complaint. If that attempted informal/mediated resolution is not productive or acceptable to the complainant, the complainant should proceed with the steps outlined below:

1. File a written, signed and dated complaint against the student, instructor, or school official. The Campus Director will respond in writing within 14 days of receipt of the original complaint to the complainant and copy the supervisor of the instructor or school official. Should this not satisfactorily resolve the complaint, the complainant



should;

2. File a written, signed and dated complaint with the Blue Cliff College Corporate Office at the following address: 12251 Bernard Pkwy, Gulfport, MS 39503. The President and the Corporate Director of Compliance will collect all documentation relevant to the matter, contact human resources as needed, meet as appropriate and respond in writing within 14 days of receipt of the original complaint, with a copy sent to the Campus Director. Should this not satisfactorily resolve the complaint, the complainant may consider;
3. Contact the appropriate accrediting agency and/or the state agency that licenses the school. Names, addresses, and phone numbers are listed in the following sections.

## STUDENT COMPLAINT / GRIEVANCE PROCEDURE

Issues may arise about which reasonable people will disagree. Blue Cliff College has developed a systematic and equitable process to resolve student complaints and grievances.

A grievance is defined as a difference or dispute between a student and the college or its employees with respect to the application of rules, policies, procedures, and regulations. Students with a grievance need to raise their concerns within 10 calendar days of the event that gave rise to the grievance to ensure that a settlement is made in a timely fashion.

- **Classroom Matters:** Students with grievances concerning non-academic matters, e.g., financial aid, should direct the matter to the appropriate departmental supervisor. Should the grievance remain unresolved, the student will be advised to submit the matter in writing to the Campus Director. The Campus Director may review the matter with all the parties concerned and may meet with the student. A decision will be returned within seven days of receipt of the written grievance.
- **Other Academic Matters:** Students with grievances concerning academic policies, procedures, or regulations not related to the classroom should discuss their concerns with their Director of Education or Campus Director.
- **Non-Academic Matters:** Students with grievances concerning non-academic matters, e.g., financial aid, should direct the matter to the appropriate departmental supervisor. Should the grievance remain unresolved, the student will be advised to submit the matter in writing to the Campus Director.
  - The Campus Director may review the matter with all the parties concerned and may meet with the student.
  - A decision will be returned within seven days of receipt of the written grievance.
- **For All Matters:** If unsatisfied with the decision of the Campus Director, students may write to the President of the Blue Cliff College system. Please direct all inquiries to:

Education Management Inc. dba Blue Cliff College  
12251 Bernard Pkwy, Gulfport, MS 39503  
Attn: Blue Cliff College President

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) 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 ACCSC. All complaints considered by ACCSC 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 Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to ACCSC at the address listed below. A copy of the Commission's Complaint Form is available and may be obtained by contacting the Campus Director.

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201  
(703) 247-4212 | [www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

State of Louisiana: Student complaints relative to actions of school officials may be addressed to the Louisiana Board of Regents, Division of Planning, Research and Performance, Proprietary Schools Section, 1201 North Third Street, Suite 6-200, Baton Rouge, LA 70802 – (225) 342-4253, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials

- Cosmetology  
Louisiana Board of Cosmetology  
11622 Sunbelt Court, Baton Rouge, LA 70809  
(225) 756-3404
- Louisiana Board of Massage Therapy  
2645 O'Neal Lane, Building C, Suite E, Baton Rouge, LA 70816  
(225) 756-3488
- Louisiana State Board of Practical Nurse Examiners  
17373 Perkins Road Baton Rouge, LA 70810  
<https://lsbn.boardsofnursing.org/complaint>

State of Mississippi: Student complaints should be directed in writing to the State of Mississippi Commission on Proprietary School and College Registration, 3825 Ridgewood Road, Jackson, MS 39211 (601) 432-6185.

- Mississippi State Board of Cosmetology and Barbering  
239 North Lamar Street, Suite 301, Jackson, MS 39201  
(601) 432-6185
- Mississippi State Board of Massage Therapy  
P.O. Box 20, Morton, MS 39117  
(601) 732-6038
- Mississippi Board of Nursing  
713 S. Pear Orchard, Road, Plaza II #300, Ridgeland, MS 39157  
(601) 957-6300 – Office | (601) 957-6301 – Fax



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## TITLE IX POLICY:

Blue Cliff College prohibits sex discrimination in any education program or activity that it operates and that individuals may report concerns or questions to the Title IX Coordinator. The full notice of nondiscrimination can be found on the college's website: <https://www.bluecliffcollege.edu/about/policies-disclosures/>

## STUDENT PRIVACY:

### Family Educational Rights and Privacy Act (FERPA):

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), students have the right to examine certain files, academic records and documents maintained by the college that pertain to them. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

1. The Registrar supervises records. Students may request a review of their records at the Registrar's office. Such review will be allowed during regular business hours under appropriate supervision.
2. A copy of the records may be obtained for a fee of \$1 per page. When grades are included, the transcript fee applies.
3. Students may request that the school amend its education records on the grounds that they are inaccurate, misleading, or in violation of their right to privacy.

Challenging records for purposes of correcting or deleting any of the contents must be done in writing with the reason fully stated. Grades and course evaluations can only be challenged on the grounds that they are improperly recorded. Challenges must be made within 90 days of the student's last date of attendance.

### The procedure is:

- a. The Director of Education and/or Campus Director will review the written challenge and meet with the student to allow the student a full and fair opportunity to present evidence relevant to the disputed issues. The school's Director will then make the final recommendation.
- b. A copy of the challenge and/or written explanation of the contents will then be included as part of the student's permanent record.
- c. "Directory Information" listing name, address, telephone number, date and place of birth, program of study, dates of attendance and diploma/degree awarded may be provided to third parties by the school unless the request to omit such information is presented in writing within 10 days of enrollment.
- d. The following items are exempt from FERPA:
  - i. All Parents' financial information and other financial need data.
  - ii. All Records about students made by teachers or administrators are maintained by and accessible only to the teachers or administrators.
  - iii. All Campus security records.
  - iv. All Employment records for school employees who are not also current students.
  - v. All Records compiled or maintained by physicians, psychiatrists, psychologists or other recognized professionals and paraprofessionals acting or assisting in such capacities for treatment purposes and that are available only to persons providing the treatment.
- e. The College will not disclose academic, personal, or financial information to any entity or individual outside the college without first receiving a written release from the student, unless permitted by the FERPA, with the exception of the accrediting commissions and government agencies as authorized by law.

## GRAMM – LEACH – BLILEY ACT (“GLBA”) FINANCIAL INFORMATION SECURITY PLAN

### Overview:

This document summarizes the Blue Cliff College (BCC) comprehensive written information security plan mandated by the Federal Trade Commission’s Safeguards Rule and the Gramm – Leach – Bliley Act (“GLBA”). In particular, this document describes the plan elements pursuant to which the Institution intends to (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to students and/or customers henceforth referred to as constituents. The plan integrates BCC’s policies and procedures listed below and is additional to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including, but not limiting, FERPA.

### Financial Information Security Plan:

1. Usernames and passwords protect electronic access to customer financial information. The college has two security officers (Director of Information Technology (DIT) and Corporate Staff Accountant) for the college’s integrated administrative software program. A security officer is the owner of the data for that department and is the person responsible for the safeguarding of that data. The DIT grants access to the network, and the Corporate Staff Accountant grants access to software used for data management.
2. Passwords are not to be shared by other users.
3. Access to financial information on the network, i.e., Word and Excel documents, is safeguarded with access rights granted by the Director of Information Technology to only the files relevant to that user for his/her work.
4. All users must log off their computer terminals when they are away from their work area.
5. Computer terminals used to display financial information are not to be left unattended with that information still displayed.
6. Placement of computer terminals is to be done in such a way as to prevent casual viewing by unauthorized personnel.
7. Printed copies of student financial information are to be handled only by authorized personnel and kept in areas with restricted access.
8. Printed copies of the student or customer financial information are not to be left in the open on desks when desks are unattended for extended periods.
9. Printed documentation that is older than five (5) years is moved to an offsite storage facility.
10. Printed documentation that is current (less than five (5) years) is kept on campus in fireproof lockable cabinets.
11. In the event of a security system breach:
  - a. Passwords for breached software are immediately changed
  - b. A full reinstall of the operating system before reinserting into the Institution’s network.

# PROGRAMS OF STUDY – FACE TO FACE

## Programs of Study and Course Descriptions

Program	Quarter or Semester Credits	Clock Hours	Months to Complete Day/Evening
Cosmetology <i>Diploma (Day/Evening) (Louisiana &amp; Mississippi campuses)</i>	82 QCH	1500	12/19
Dental Assisting <i>Diploma (Day/Evening) (Metairie &amp; Gulfport Campuses)</i>	59 QCH	958	11/15
Esthetics <i>Diploma (Day/Evening) (Louisiana Campuses)</i>		750	6/9
Licensed Practical Nursing <i>Diploma (Day) (Metairie, LA Campus Only)</i>	90 QCH	1714	15
Massage Therapy <i>Diploma (Day/Evening) (Metairie, LA Campus Only)</i>	52 QCH	750	9/15
Massage Therapy <i>Diploma (Day/Evening) (Alexandria, LA Campus Only)</i>		600	6/9
Massage Therapy <i>Diploma (Day/Evening) (Gulfport, MS Campus Only)</i>	53 QCH	775	9/15
Practical Nursing <i>Certificate (Day) (Gulfport, MS Campus Only)</i>	44 SCH	980	12
Veterinary Assistant <i>Diploma (Day) (Gulfport, MS Campus Only)</i>	50 QCH	700	10

# COSMETOLOGY

(Offered at Alexandria & Metairie, LA, and \*Gulfport, MS Campuses)

*Metairie is the main campus.*

*Alexandria and Gulfport are branch campuses of Metairie.*

The Cosmetology Diploma program is designed to provide competency-based knowledge, scientific/art principles and hands-on fundamentals associated with the cosmetology industry. Blue Cliff's program combines lectures in cosmetology theory with "hands-on" practice in the salon. It also introduces students to professional standards, aspects of personal and career development and the legal and ethical responsibilities of workers who interact physically with clients and apply cosmetics. Blue Cliff's approach provides a simulated salon environment that enables students to develop manipulative skills and knowledge that can lead to an entry-level career in the field of Cosmetology. Graduates of the cosmetology program are eligible to take examinations required for licensure as a Cosmetologist.

Employment opportunities may include beauty salons, spas and other related businesses such as a stylist, salon manager or owner, color specialist, skin or nail specialist, educator, platform or makeup artist, manufacturer's representative, cosmetic salesperson and more. The normal completion time for the day program is 12 months and for the evening program, 19 months. Upon successful completion of the 1500 clock hour program and all other graduation requirements, the program culminates in the awarding of a Cosmetology Diploma.

Becoming licensed as a Cosmetologist is necessary for employment in the field.

\* Currently only offering a 12-month Cosmetology Program.

## Required Courses in the Diploma in Cosmetology Program

Content Courses		CH/QCH
COS 100	Introduction to Cosmetology	(120/7.5)
COS 101	Fundamentals of Haircare	(120/7)
COS 102	Haircutting 1	(120/6.5)
COS 103	Haircutting 2	(120/6.5)
COS 104	Hairstyling	(120/6.5)
COS 105	Texturizing Services	(90/5)
COS 106	The Salon Business	(30/1.5)
COS 107	Hair Color	(120/6.5)
COS 108	Skin Care	(120/7)
COS 109	Nails	(120/6.5)
COS 110	Skills Enhancement	(80/4)
COS 111	Skills Enhancement	(80/4)
COS 112	Skills Enhancement	(80/4)
COS 113	Skills Enhancement	(180/9.5)
Total		1500/82



## DIPLOMA IN COSMETOLOGY PROGRAM COURSE DESCRIPTION

### COS 100 Introduction to Cosmetology

120 Contact Hours – 7.5 Credits

This module covers the world of cosmetology, the variety of career opportunities and the history and evolution of the field. This module also covers bacterium types, classifications, movement, growth and reproduction, infections and infectious agents, immunity and AIDS. The student gains knowledge in prevention and control, contamination and decontamination, sterilization, disinfection, OSHA, types and use of disinfectants, disinfectant safety, sanitation, antiseptics and universal precautions. Content also covers cell growth and metabolism, tissues, organs and the importance of anatomy and physiology to the cosmetology profession. The module also covers the use of electricity, electrical measurements, safety devices, safety of electrical equipment, electrotherapy, modalities, polarity, phoresies, high frequency current and light therapy. Orientation, Life Skills, Professional Image, Communication, Infection Control, Anatomy I, Anatomy II, Principles of Chemistry and Principles of Electricity are all topics within this course.

### COS 101 Fundamentals of Hair Care

120 Contact Hours – 7 Credits

This module covers hair distribution, divisions, composition, color, hair growth, hair analysis, scalp care and manipulations, general hair and scalp treatments, hair loss, emotional impact of hair loss, hair loss treatments and disorders of the hair and scalp. The module also studies shampooing, rinsing and conditioning, including pH balance and its importance in shampoo selection. Students perform proper client draping, scalp manipulations, shampoo procedures and conditioning procedures. This module also allows students to study the five elements of hair design and the five principles of hair design. Students will identify different facial shapes and perform design hairstyles to enhance or camouflage facial features. Properties of the Hair and Scalp, Principles of Hair Design, Shampooing, Conditioning and Rinses, as well as Fundamentals of Haircutting are all topics within this course.

### COS 102 Haircutting 1

120 Contact Hours – 6.5 Credits

This module covers haircutting technique, including terms used, general rules, tools, geometry in cutting, controlling tools, safety in haircutting and scalp and hair analysis sectioning: four-section parting, five-section parting and effective head and scissor position. The second part of the module covers head form, reference points, areas of the headlines and cutting line. Client consultation, sanitation and disinfection guidelines are also covered along with general haircutting tips, procedures for blunt haircut and 45-degree elevation. Blunt Cut and Graduated Cut are emphasized in this course.

### COS 103 Haircutting 2

120 Contact Hours – 6.5 Credits

*Prerequisite: COS102 Haircutting 1*

This course is a continuation of COS102 and covers Uniformed Layer (90-degree) Cut, Long Layered (180-degree) Cut and Men's Clipper Cut; all with finish shots. Students gain knowledge in cutting curly hair, as well as other cutting techniques including fringe, razor cutting, slide cutting, shears-over-comb, texturizing and trimming facial hair.

### COS 104 Hairstyling

120 Contact Hours – 6.5 Credits

Students perform wet hairstyling and thermal hair straightening. Hairstyling considerations for men are also covered. Wet Hairstyling, Thermal Hairstyling and Straightening, Braiding and Braid Extensions and Wigs, Weaves and Hair Enhancements will be discussed.

### COS 104 Hairstyling

120 Contact Hours – 6.5 Credits

Students perform wet hairstyling and thermal hair straightening. Hairstyling considerations for men are also covered. Wet Hairstyling, Thermal Hairstyling and Straightening, Braiding and Braid Extensions and Wigs, Weaves and Hair Enhancements will be discussed.

## COS 105 Texturizing Services

90 Contact Hours – 5 Credits

This module covers the purpose of chemical hair relaxing, soft curl permanents and different products used in hair relaxing. Students study the difference between sodium hydroxide relaxers and thio relaxers. Students perform the three basics steps in hair relaxing and the procedures used for soft curl perm. This module also studies permanent waving, including the chemistry of products used in permanent waving, the relationship between hair structure, perm chemistry and perming techniques. Students perform client consultation and hair analysis, proper rod selection and sectioning, parting and wrapping procedures. Safety precautions will also be discussed. Fundamentals of Chemical Treatment Services, Permanent Wave and Chemical Hair Relaxers will be discussed.

## COS 106 The Salon Business

30 Contact Hours – 1.5 Credits

This module allows the student to gain knowledge relating to cosmetology business development including location, written agreements, business plans, regulations, business laws and insurance. The types of salon ownership and the importance of recordkeeping and salon layout will be discussed. The Salon Business, Seeking Employment and On the Job are topics of discussion in this course.

## COS 107 Hair Color

120 Contact Hours – 6.5 Credits

This module allows the student to gain skill in hair coloring technique. Students learn principles of color theory and relate them to hair color. This course covers the four basic categories of hair color and their chemical effects on the hair. Hair lighteners and the application of temporary, semi-permanent and permanent colors are also covered. In the second part of the module, students will cover special effects hair coloring techniques. Single and double process application and precautions to follow during and after hair coloring. Fundamentals of Hair Color, Hair Coloring Procedures and Hair Coloring Special Effects are discussed in this course.

## COS 108 Skin Care

120 Contact Hours – 7 Credits

This module studies the histology of the skin and the structure, composition and function of the skin. The aging process and the factors that influence aging of the skin are also covered. Students learn terms relating to skin disorders and which disorders can be treated in a salon and that should be referred to a physician. This module also covers facial treatments, facial massage procedures and face, chest, back neck manipulations. Treatments for oily and acne prone skin and customer designed mask. Microderm abrasion, chemical exfoliants and skin care products are also covered. Students perform procedures for basic facials and hair removal. In addition to these topics, cosmetic applications will also be covered during this module. It will focus on facial make-up application, including preparation of cosmetics, make-up techniques for multicultural clients, facial features, lash and brow tinting, artificial eyelashes and safety precautions. Students perform basic make-up procedures for any occasion, basic application of corrective make-up and application and removal of artificial eyelashes. Histology of the Skin, Hair Removal, Facial Make-up and Facials – Electrotherapy will be discussed.

## COS 109 Nails

120 Contact Hours – 6.5 Credits

This module gives the student the ability to become a good nail technician. The student is taught the five basic nail shapes and demonstrates the proper use of implements, cosmetics and materials used in manicuring and pedicuring. Students perform massage techniques when giving a manicure or pedicure; and demonstrate proper procedures and sanitary and safety precautions for a manicure and pedicure. This module also covers pre- and post- service procedures for nail tips, nails wraps, gels and acrylics over forms and tips; removing nail wraps, nail wrap maintenance and repair, fill for acrylic nails and safety precautions involved. Nail art will also be covered. Nail Care, Manicuring, Pedicuring and Advanced Nail Techniques will be discussed in this course.

### **COS 110 Skills Enhancement**

80 Contact Hours – 4 Credits

Students engage in Senior Coursework, which consists of 80 hours of enhancing and perfecting of skills required for the State Board Exam in the clinic setting. Students practice on mannequins and live clients in a salon setting at the school.

### **COS 111 Skills Enhancement**

80 Contact Hours – 4 Credits

Students engage in Senior Coursework, which consists of 80 hours of enhancing and perfecting of skills required for the State Board Exam in the clinic setting. Students practice on mannequins and live clients in a salon setting at the school.

### **COS 112 Skills Enhancement**

80 Contact Hours – 4 Credits

Students engage in Senior Coursework, which consists of 80 hours of enhancing and perfecting of skills required for the State Board Exam in the clinic setting. Students practice on mannequins and live clients in a salon setting at the school.

### **COS 113 Skills Enhancement**

180 Contact Hours – 9.5 Credits

Students engage in Senior Coursework, which consists of 180 hours of enhancing and perfecting of skills required for the State Board Exam in the clinic setting. Students practice on mannequins and live clients in a salon setting at the school.



# DENTAL ASSISTING

(Offered at Gulfport, MS and Metairie, LA Campuses)

The Dental Assisting Diploma program prepares students for entry-level positions as a chair-side dental assistant and dental business office assistant. The competencies for this course follow the duties and responsibilities of a dental assistant as outlined by the Louisiana State Board of Dentistry. Topics of study include anatomy and physiology, dental health and nutrition, oral histology, tooth form and structure, preventive dentistry, infection control, dental laboratory procedures, radiography, orthodontics, patient care, healthcare laws and regulations (OSHA and HIPAA) and general dental office administration and management. There is an externship component as a culminating course that enables the student to be placed in an actual supervised dental office setting. The student will be encouraged to attain Louisiana's "Expanded Duty Dental Assistant" certification upon graduation, and the student will be encouraged to attain Mississippi's "Certified Dental Assistant" certification upon graduation. The normal completion time for the 59-quarter credit hour day program is 11 months.

Upon successful completion of the program and all other graduation requirements, a diploma in Dental Assisting will be awarded.

Mississippi students are required by the Mississippi State Board of Examiners to obtain a valid Mississippi Radiology Permit prior to exposing radiographs. Due to there being an externship component included in the curriculum, students will be required to obtain a permit prior to externship.

## Required Courses in the Dental Assisting Program

Content Courses		CH/QCH
DA 101 A	Introduction to Dental Assisting Lecture	(44/4)
DA 101 B	Introduction to Dental Assisting Lab	(44/2)
DA 102	Dental Science 1	(44/4)
DA 103 A	Preclinical and Chair-Side Dental Assisting 1	(44/3)
DA 103 B	Preclinical and Chair-Side Dental Assisting 2	(44/2)
DA 120	Nutrition and Dental Health	(44/4)
DA 122 A	Dental Materials 1A	(44/3)
DA 122 B	Dental Materials 1B	(44/2)
DA 219	Dental Science 2	(44/4)
DA 223 A	Dental Materials 2A	(44/3)
DA 223 B	Dental Materials 2B	(44/2)
DA 231 A	Dental Radiology A	(44/3)
DA 231 B	Dental Radiology B	(44/2)
DA 260	Dental Materials 3	(44/3)
DA 232	Dental Office Management	(44/3)
DA 240	Dental Assisting Externship	(210/7)
MED 201	Healthcare Compliance	(44/4)
PSY 102	Therapeutic Communications	(44/4)
Total		958/59

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## DIPLOMA IN DENTAL ASSISTING PROGRAM COURSE DESCRIPTION

### DA 101 A Introduction to Dental Assisting Lecture

44 Contact Hours – 4 Credits

Prerequisite: None

These courses provide the student with a fundamental knowledge of dental and medical terminology, dental practices and dental specialties. The history of the profession, the role(s) of the dental assistant including professional and legal responsibilities, patient communication and essential office relations are addressed. The student will also be trained in the skills of basic patient care to include vital signs, microbiology, infectious control and safety protocols.

### DA 101 B Introduction to Dental Assisting Lab

44 Contact Hours – 2 Credits

Prerequisite: None

These courses provide the student with a fundamental knowledge of dental and medical terminology, dental practices and dental specialties. The history of the profession, the role(s) of the dental assistant including professional and legal responsibilities, patient communication and essential office relations are addressed. The student will also be trained in the skills of basic patient care to include vital signs, microbiology, infectious control and safety protocols.

### DA 102 Dental Science 1

44 Contact Hours – 4 Credits

This course discusses the principles of oral health and nutrition, patient motivation and education in the process and prevention of dental decay and periodontal disease, design and management of a plaque control program, brushing, flossing, adjunctive aids and dietary counseling. The fundamentals of the anatomy and physiology of the human skull, arteries, veins, musculature and nervous structures of the head and neck as well as embryology, histology and tooth morphology are taught. The importance and appropriate procedures of dental charting are also addressed. *Prerequisite: None*

### DA 103 A Preclinical and Chair-Side Dental Assisting 1

44 Contact Hours – 3 Credits

Prerequisite: DA 101 Introduction to Dental Assisting

These courses introduce students to initial concepts in pre-chair-side dental assisting. Topics include dental pharmacology, emergency management, how to prepare for patients' arrivals, understanding the dental facility, as well as the roles and responsibilities of the dental assistant. Students gain instruction in the proper use, maintenance and safety of equipment in a dental office. Understanding of instrumentation and procedural setups are also addressed along with the management of pain and anxiety. Upon completion of these courses, the student will be CPR and AED certified and trained in basic first aid skills.

### DA 103 B Preclinical and Chair-Side Dental Assisting 2

44 Contact Hours – 2 Credits

Prerequisite: DA 101 Introduction to Dental Assisting

These courses introduce students to initial concepts in pre-chair-side dental assisting. Topics include dental pharmacology, emergency management, how to prepare for patients' arrivals, understanding the dental facility, as well as the roles and responsibilities of the dental assistant. Students gain instruction in the proper use, maintenance and safety of equipment in a dental office. Understanding of instrumentation and procedural setups are also addressed along with the management of pain and anxiety. Upon completion of these courses, the student will be CPR and AED certified and trained in basic first aid skills.

### DA 120 Nutrition and Dental Health

44 Contact Hours – 4 Credits

Prerequisite: DA 101 Introduction to Dental Assisting

This course teaches the three main factors in dental health (general nutrition, fluoride and plaque control) and how to communicate this information to patients to improve their dental health. The latest research and recent changes in preventive dentistry are discussed.

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### DA 122 A Dental Materials 1A

44 Contact Hours – 3 Credits

Prerequisite: DA 102 Dental Science 1

These courses provide students with an introduction to the theory and application of the structure, properties and procedures utilized in a dental office pertaining to dental materials. Students gain experience in using basic laboratory materials and are able to demonstrate fundamental techniques used in the dental office. Topics include understanding and application of skills involved with casts, impressions, provisional materials, restorative materials and procedures and prosthodontics.

### DA 122 B Dental Materials 1B

44 Contact Hours – 2 Credits

Prerequisite: DA 102 Dental Science 1

These courses provide students with an introduction to the theory and application of the structure, properties and procedures utilized in a dental office pertaining to dental materials. Students gain experience in using basic laboratory materials and are able to demonstrate fundamental techniques used in the dental office. Topics include understanding and application of skills involved with casts, impressions, provisional materials, restorative materials and procedures and prosthodontics.

### DA 219 Dental Science 2

44 Contact Hours – 4 Credits

Prerequisite: DA 102 Dental Science 1

In this course, the dental assisting student learns the structure and forms of human teeth and their location in the mouth as well as the eruption schedule and function of each tooth in the primary and permanent dentition and related terminology. The student will also learn the process of inflammation, identification of oral lesions, oral diseases and related biological, physical and chemical agents, hormonal, developmental and nutritional disturbances. Pharmacology and drugs associated with treating diseases, their use in dentistry, related terms, parts of a prescription and types of anesthetics are also covered.

### DA 223 A Dental Materials 2A

44 Contact Hours – 3 Credits

Prerequisite: DA 122 Dental Materials 1

These courses provide students with intermediate level knowledge and skills necessary to function in a dental office. Topics include Restorative Techniques, Gingival Retraction, Preventative Procedures and Expanded Functions. Students are trained in upper-level tasks including but not limited to utilizing dental dams, matrix and wedge, coronal polish, understanding gingival retraction, learning and understanding use of sealants, liners, bases and cavity varnishes.

### DA 223 B Dental Materials 2B

44 Contact Hours – 2 Credits

Prerequisite: DA 122 Dental Materials 1

These courses provide students with intermediate level knowledge and skills necessary to function in a dental office. Topics include Restorative Techniques, Gingival Retraction, Preventative Procedures and Expanded Functions. Students are trained in upper-level tasks including but not limited to utilizing dental dams, matrix and wedge, coronal polish, understanding gingival retraction, learning and understanding use of sealants, liners, bases and cavity varnishes.

### DA 231 A Dental Radiology A

44 Contact Hours – 3 Credits

Prerequisite: DA 122 Dental Materials 1

These courses are an introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs. Students will gain a basic understanding of the biological and physiological effects of radiation and be able to describe and utilize key terminology related to radiology in the dental office, practice the clinical safety procedures, be instructed in the function and placement of equipment and related materials, such as, films and imagery related to these films. Students safely demonstrate basic procedures including paralleling and bisecting angle techniques and occlusal x-ray exposure.



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### DA 231 B Dental Radiology B

44 Contact Hours – 2 Credits

Prerequisite: DA 122 Dental Materials 1

These courses are an introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs. Students will gain a basic understanding of the biological and physiological effects of radiation and be able to describe and utilize key terminology related to radiology in the dental office, practice the clinical safety procedures, be instructed in the function and placement of equipment and related materials, such as, films and imagery related to these films. Students safely demonstrate basic procedures including paralleling and bisecting angle techniques and occlusal x-ray exposure.

### DA 232 Dental Office Management

44 Contact Hours – 3 Credits

Prerequisite: None

This course is the evaluation of general office procedures specifically designed for the dental setting. Topics covered include appointment management, telephone communication, business office procedures, reimbursement documentation, supply inventory management and maintenance, federal and state guidelines regarding healthcare providers, people management concepts, legal and ethical considerations as well as basic office equipment operation.

### DA 240 Dental Assisting Externship

210 Contact Hours – 7 Credits

Prerequisite: All coursework must be completed.

Under the direct supervision of qualified dental personnel in a dental office or clinic and the school's externship coordinator, dental assisting students participate in a 210-hour externship to practice skills learned in the classroom. Specific training goals and objectives are prepared prior to the start of the externships. Externs are evaluated by supervisory personnel at regularly scheduled intervals, not to exceed the first 105 hours and upon completion of the 210 hours.

### DA 260 Dental Materials 3

44 Contact Hours – 3 Credits

Prerequisite: DA223 Dental Materials

This course provides students with advanced level knowledge and skills necessary to function in a dental office. Topics include Restorative Techniques, Gingival Retraction, Preventative Procedures and Expanded Functions. Students are trained in upper-level tasks including but not limited to utilizing dental dams, matrix and wedge, coronal polish, understanding gingival retraction, learning and understanding use of sealants, liners, bases and cavity varnishes.

### MED 201 Healthcare Compliance

44 Contact Hours – 4 Credits

Prerequisite: DA 219 Dental Science 2

This course provides an in-depth study of healthcare laws and regulations including OSHA and HIPAA standards and associated compliance procedures as applicable in an allied health setting.

### PSY 102 Therapeutic Communications

44 Contact Hours – 4 Credits

Prerequisite: None

This course focuses on communication, learning theories and practical application of therapeutic communication in a variety of patient situations. It also presents basic communication skills and approaches appropriate for all age groups. Topics covered will include stress, anger, suicide, depression, drug dependency, abuse, loss and grief. Extensive practical exercises will be used to enhance learning and retention.

# ESTHETICS

(Offered at Alexandria and Metairie, LA Campuses)

The Blue Cliff College Esthetics Diploma program is designed to provide the scientific knowledge, artistic principles and hands-on practice needed to become a skin care professional. Students are introduced to industry professional standards, to aspects of personal and career development and to the legal and ethical responsibilities of workers who interact physically with the public.

Blue Cliff's approach provides a simulated environment that enables students to develop the skills and knowledge that can lead to an entry-level career in Esthetics. Graduates of this program are eligible to take examinations required for licensure as an Esthetician.

Employment opportunities for graduates who achieve licensure as professional estheticians may include spas, salons, cruise ships, department stores, representatives of product lines and many other settings.

The licensed esthetician might consult and perform procedures such as analyzing customer's skin care needs, discussing treatments and products, performing facials, advising on skin care and makeup techniques and promoting skin care products.

The normal completion time for the day program is six and a half months and for the evening program it is nine- and three-quarter months. Upon successful completion of the program and all other graduation requirements, a diploma in Esthetics will be awarded.

Becoming licensed as an Esthetician is necessary for employment in the field.

## Required Courses in the Esthetics Program

Content Courses		CH
EST 100	Introduction to Esthetics	(120)
EST 101	Intermediate Esthetics	(120)
EST 102	Advanced Esthetics	(120)
EST 103	Makeup and Hair Removal	(120)
EST 104	Spa Management and Professional Development	(36)
EST 105 A	Skills Enhancement	(120)
EST 105 B	Skills Enhancement	(90)
EST 105 C	Skills Enhancement	(24)
Total		750

Note: There are specific courses within each of the content course areas that include both theory and practice hours.

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## ESTHETICS PROGRAM COURSE DESCRIPTION

### EST 100 Introduction to Esthetics

120 Contact Hours

*Prerequisite: None*

This module covers an overview of the history of skin care and the esthetics profession and opportunities. Professional practices pertaining to infection control, personal hygiene and public health and safety within the scope of EPA and OSHA regulations are presented. Basic bacteriology and knowledge of other infectious agents and associated communicable diseases are covered along with the methods of facility sanitation are included. The module also presents the scientific background of esthetics, including anatomy and physiology, skin pathologies and conditions and basic chemistry and electricity concepts.

### EST 101 Intermediate Esthetics

120 Contact Hours

*Prerequisite: EST100 Introduction to Esthetics*

This module covers the proper preparation of the treatment room, trolley and client and contraindications of treatment. Students are also taught how to perform skin analysis, basic facials and treatments and to perform spa massage techniques. In addition, students will learn about product ingredients and the proper use of equipment and products relating to these various treatments.

### EST 102 Advanced Esthetics

120 Contact Hours

*Prerequisite: EST101 Intermediate Esthetics*

This module emphasizes the application of body exfoliation, body tanning, deep cleansing back treatment and slimming body wraps, which will be demonstrated by the students. Students will also learn advanced applications for equipment and products. The content also includes aromatherapy, body wraps, spa treatments, clinical skin care procedures and peels and other advanced procedures.

### EST 103 Makeup and Hair Removal

120 Contact Hours

*Prerequisite: None*

This module introduces the students to types of cosmetics and their uses, the understanding of cosmetics color therapy and consulting with clients to determine their needs and preferences. Students will be able to identify different facial types and demonstrate procedures for basic corrective makeup. Students will demonstrate basic makeup procedures for any occasion and the application and removal of artificial lashes. This module also focuses on the morphology of hair and its growth stages and temporary and permanent hair removal. Students gain knowledge in identifying and utilizing hair removal equipment, tools and accessories, conditions that contraindicate hair removal, client consultation and room set-up.

### EST 104 Spa Management and Professional Development

36 Contact Hours

*Prerequisite: None*

This module covers the skills necessary to meet the daily and long-term challenges of successfully managing in today's spa environment. Students learn about the different services offered by a variety of spa types and the key elements of internal and external marketing. They are taught the elements of effective management including motivation of staff and the maintenance of long-term strategic vision and drive. Students also learn about the marketing and selling of products and retail services. An in-depth study of State Cosmetology Board Laws and Regulations and the requirements for licensure are presented as well as the legal and confidentiality aspects of maintaining client records. Within the module there is also a focus on preparing the student for an esthetician career. The student learns professional standards and ethical practices and the keys to successful interaction with clients, supervisors and co-workers. Workplace competencies are discussed along with the elements of successful job search, including resume writing, interview techniques and job search strategies.

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### EST 105 A Skills Enhancement

120 Contact Hours

*Prerequisite: None*

This course allows the student to sharpen esthetics skills in various areas that they have received instruction while reviewing for the State Board Certification Exam. Students will demonstrate mastery of the concepts and applications presented in the first 30 weeks of the program by correctly performing all skills standards and performance indicators on mannequins and clients on the school floor.

### EST 105 B Skills Enhancement

90 Contact Hours

*Prerequisite: None*

This course allows the student to sharpen esthetics skills in various areas that they have received instruction while reviewing for the State Board Certification Exam. Students will demonstrate mastery of the concepts and applications presented in the first 30 weeks of the program by correctly performing all skills standards and performance indicators on mannequins and clients on the school floor.

### EST 105 C Skills Enhancement

24 Contact Hours

*Prerequisite: None*

This course allows the student to sharpen esthetics skills in various areas that they have received instruction while reviewing for the State Board Certification Exam. Students will demonstrate mastery of the concepts and applications presented in the first 30 weeks of the program by correctly performing all skills standards and performance indicators on mannequins and clients on the school floor.



# LICENSED PRACTICAL NURSING (LPN)

(Offered at Metairie, LA Campus Only)

The Licensed Practical Nursing program prepares students in the cognitive, psychomotor and behavior learning domains for a career as a Practical Nurse. The curriculum is designed to challenge students to solve problems, develop critical thinking skills, and to understand legal, ethical, moral and cultural issues of today's health care communities. The Practical Nurse works under the direction of the Physician or Registered Nurse to provide patient care to assist with patient education, manage team nursing patient care delivery, and supervise unlicensed assistive personnel. The diploma program prepares the graduate to pursue entry-level positions in the following healthcare facilities such as hospitals, nursing homes, mental health institutions, private homes, community health clinics, and public health departments.

The normal completion time for the program is 15 months. Upon successful completion of the program and all other graduation requirements, a diploma in Practical Nursing will be awarded and graduates will be prepared to sit for the NCLEX-PN™ exam\*.

\*Becoming licensed as a Practical Nurse is necessary for employment in the field.



### Required Courses in the Licensed Practical Nursing (LPN) Diploma Program

Content Courses		CH/QCH
AH 100	Introduction to Practical Nursing	(36/2.5)
BIO 101	Anatomy & Physiology 1	(36/2.5)
BIO 102	Anatomy & Physiology 2	(36/2.5)
BIO 103	Introduction to Microbiology	(30/2)
COM 104	Computer Applications for Allied Health	(30/1.5)
MED 101	Medical Terminology 1	(30/2)
MED 102	Medical Terminology 2	(30/2)
MED 103	Ethics of Patient Care	(36/2.5)
NUR 100	Diet & Nutrition	(30/2)
NUR 101	Practical Nurse Fundamentals	(72/5)
NUR 102	Practical Nurse Fundamentals Lab	(18/0.5)
NUR 103	Pharmacology & Medication Delivery	(96/6)
NUR 104	Applied Math for Nursing – Dosage Calculations	(64/4.5)
NUR 105	Geriatric Nursing	(54/3.5)
NUR 106	Geriatric Nursing Clinical	(60/2)
NUR 107	Medical-Surgical Nursing & Pathophysiology 1	(60/3.5)
NUR 108	Medical-Surgical Nursing & Pathophysiology 1 Clinical	(180/6.5)
NUR 109	Medical-Surgical Nursing & Pathophysiology 2	(72/4.5)
NUR 110	Medical-Surgical Nursing & Pathophysiology 2 Clinical	(180/6.5)
NUR 111	Medical-Surgical Nursing & Pathophysiology 3	(72/5)
NUR 112	Medical-Surgical Nursing & Pathophysiology 3 Clinical	(180/6.5)
NUR 113	Maternal & Newborn Nursing	(36/2.5)
NUR 114	Maternal & Newborn Nursing Clinical	(40/1.5)
NUR 115	Pediatric Nursing	(30/2)
NUR 116	Pediatric Nursing Clinical	(40/1.5)
NUR 117	Practical Nursing Capstone	(33/2)
NUR 118	Principles of Mental Health Nursing	(32/2)
NUR 119	Principles of Mental Health Nursing Clinical	(45/1.5)
NUR 120	IV Therapy	(32/2)
PPD 100	Professional Development	(24/1.5)
Total		1714/90

## LICENSED PRACTICAL NURSING (LPN) PROGRAM COURSE DESCRIPTION

### AH 100 Introduction to Practical Nursing

36 Contact Hours – 2.5 Credits

*Pre or Co-requisite: None*

This course introduces the unique world of the healthcare workplace from the physician's office to specialized clinics, nursing homes, rehabilitation centers and hospitals. Students learn the societal purposes of healthcare institutions and the roles of professionals at all levels including communication and reporting relationships and protocols. Teamwork,



professionalism and the ethics of patient care are emphasized, and attention is paid to the importance of documentation at every level. This course provides students with instruction and guidance in the identification and personal development of those qualities and personal characteristics needed to practice practical nursing safely, effectively and with compassion, including increased and ongoing development of self-awareness, sound judgment, prudence, ethical thinking and behaviors, problem solving and critical thinking abilities. Student will learn the history, trends, and the evolution of practical nursing, information related to practical nursing organizations, and an introduction to the laws and rules governing practical nursing practice in Louisiana. Students will also become certified in Basic Life Support (CPR/first aid).

### **MED 101 Medical Terminology 1**

30 Contact Hours – 2 Credits

*Pre or Co-requisite: None*

This course introduces the student to the importance of proper use of medical terminology through prefixes, suffixes and roots of medical terms and the vocabulary associated with human organ systems and their pathologies. Patient histories and medical reports are used to establish the healthcare context in which these terms are employed.

### **MED 102 Medical Terminology 2**

30 Contact Hours – 2 Credits

*Prerequisite: MED 101 Medical Terminology 1*

*Corequisite: None*

This course presents the student with a logical step-by-step method for building a medical vocabulary. Students will learn to recognize and build medical terms and apply them within the healthcare setting.

### **MED 103 Ethics of Patient Care**

36 Contact Hours – 2.5 Credits

*Pre or Co-requisite: None*

This course introduces basic ethical and legal principles governing healthcare practice including privacy, safety, patient rights, malpractice and disclosure. Also covered are sensitive patient care issues. This course provides concepts of personal and family growth and development and an understanding of the unique manner in which people build and define relationships, families, and communities. Instruction is designed to assist the student to identify and respect the unique abilities and qualities of people as they participate and function in society. The student is made aware of the rights of patients to make their own health care decisions, how to support patient decisions, and how to support patient decisions through the utilization of local, state and national health resources. Students are guided in coursework designed to increase awareness of and respect for variations in cultural, religious, spiritual, educational, and socio-economic histories and experiences. Students will understand how these variations impact health, illness and patient participation in the health care delivery system.

### **BIO 101 Anatomy and Physiology 1**

36 Contact Hours – 2.5 Credits

*Pre or Co-requisite: MED 101 Medical Terminology 1*

This course introduces students to the body structure and function, providing an understanding of the basic anatomy and physiology of the human body and deviations from the normal. Students will learn cell structure and function, tissue structure and function, and the basics of homeostasis, metabolism, biological regulation and the immune system. The anatomy and normal functioning of the digestive, urinary, respiratory and blood/lymph systems are also covered.

### **BIO 102 Anatomy and Physiology 2**

36 Contact Hours – 2.5 Credits

*Prerequisite: BIO 101 Anatomy and Physiology 1*

*Corequisite: None*

This course continues the anatomy and normal functioning of organ systems including the brain/central nervous system, cardiovascular system, endocrine system, integumentary, musculoskeletal and male/female reproductive systems.

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## BIO 103 Introduction to Microbiology

30 Contact Hours – 2 Credits

*Pre or Co-requisite: None*

This course provides students with a basic understanding of microbes including their role in health and illness, modes of transmission, reproduction, and methods of control or destruction, with an instructional focus on concepts essential for the safe performance of nursing procedures and for the prevention of illness and/or the transfer of disease to others.

## COM 104 Computer Applications for Allied Health

30 Contact Hours – 1.5 Credits

*Pre or Co-requisite: None*

This course provides information and skills to familiarize the student with computer basics and functions such as keyboarding, Word, Excel, Power Point, electronic documentation, and accessing the electronic health record.

## NUR 100 Diet & Nutrition

30 Contact Hours – 2 Credits

*Pre or Co-requisite: None*

This course is designed to introduce the nursing student to clinical dietary and nutritional principles and their role for proper growth and development as well as maintenance of health. Through the processes of understanding and application students will learn how these factors influence a patient's overall health status across the life span. This course describes concepts of proper nutrition for all age groups and addresses diet modifications for therapeutic purposes.

## NUR 101 Practical Nurse Fundamentals

72 Contact Hours – 5 Credits

*Prerequisite: None*

*Corequisite: NUR 102 Practical Nurse Fundamentals Lab*

This course explores entry-level nursing skills with emphasis on nursing care principles, holistic care of adults, and basic microbiology as it applies to infection control, as well as basic care and assessment skills including vital signs and documentation. The course includes a historical overview of nursing and an introduction to the health care system. Basic nursing skills in the lab are applied to experiences in the clinical facilities. Application in the laboratory setting of basic theoretical principles and therapeutic skills used in nursing practice will be emphasized. A lab component is included in this course. This course will explore the role of the practical nurse in the nursing process, including care planning, health assessment techniques, and documentation. This course introduces health promotion, nutrition, and homeostasis mechanisms. Additional topics include utilizing the nursing process, performing assessments, data collection, and providing patient education concepts and techniques. Documentation in the lab is applied to experiences in the clinical facilities. A lab component is included in this course.

## NUR 102 Practical Nurse Fundamentals Lab

18 Contact Hours – 0.5 Credits

*Prerequisite: None*

*Corequisite: NUR 101 Practical Nurse Fundamentals*

This lab component is an extension of NUR 101 Practical Nurse Fundamentals allowing students to apply skills and theoretical knowledge to experiences in the laboratory setting in preparation for clinical rotations. This course has an emphasis on the application of basic nursing skills such as handwashing and proper donning of personal protective equipment.

## NUR 103 Pharmacology & Medication Delivery

96 Contact Hours – 6 Credits

*Prerequisite or Corequisite: NUR 104 Applied Math for Nursing – Dosage Calculations*

This course introduces students to drug therapy foundations for the delivery of safe patient care. In addition, this course examines various types of medication, uses, contraindications, adverse reactions, dosage, routes, herbal remedies and patient education. Emphasis on the basic principles of administering medications, universal precautions, and modes of delivery are included. Instruction in skills and techniques related to safe and effective delivery of drugs including dosage

calculation, generic and brand equivalents, diagnostic testing, and legal and safety considerations.

### **NUR 104 Applied Math for Nursing – Dosage Calculations**

64 Contact Hours – 4.5 Credits

*Prerequisite: None*

*Corequisite: NUR 103 Pharmacology & Medication Delivery*

This course provides instruction in and practice of mathematical concepts relevant to the nursing profession. Topics include fractional values, calculations, conversions, ratios, and proportion, as well as critical analysis of numerical data and statistical reports. Dosage calculations are included in this course.

### **NUR 105 Geriatric Nursing**

54 Contact Hours – 3.5 Credits

*Prerequisite: NUR 101 Practical Nursing Fundamentals/Corequisite: NUR106 Geriatric Nursing Clinical*

This course will introduce the maturing/elderly adult patient including physical and psychological needs, and diseases and disorders common in the aging patient population. In addition, the physiological effects of aging and physical risks and safety are emphasized. A lab component is included in this course.

### **NUR 106 Geriatric Nursing Clinical**

60 Contact Hours – 2 Credits

*Prerequisite: NUR 102 Practical Nursing Fundamental Lab*

*Corequisite: NUR 105 Geriatric Nursing*

This clinical component is an extension of NUR 105 Geriatric Nursing allowing students to apply skills to experiences in a variety of clinical settings. Students will integrate basic principles related to characteristics of the aging population, concepts of geriatric nursing care, theories of aging, and ethical and legal aspects of geriatric nursing into the care of the aging adult.

### **NUR 107 Medical-Surgical Nursing & Pathophysiology 1**

60 Contact Hours – 3.5 Credits

*Prerequisite: MED 101 Medical Terminology I*

*Corequisite: NUR 108 Medical Surgical Nursing & Pathophysiology 1 Clinical*

This course is designed to present information to students related to nursing care of patients with more common medical-surgical conditions utilizing a nursing process approach. Integration of theory, rationale, and specific nursing interventions for acutely ill patients of all ages and their families, along with deviations from the normal state of health is included in this course.

### **NUR 108 Medical-Surgical Nursing & Pathophysiology 1 Clinical**

180 Contact Hours – 6.5 Credits

*Prerequisite: None*

*Corequisite: NUR107 Medical-Surgical Nursing & Pathophysiology 1*

This clinical component is an extension of NUR 107 Medical-Surgical Nursing & Pathophysiology 1 with an emphasis on prioritization, decision making and critical thinking in addition to health management, maintenance and prevention of illness; care of the patient as a whole, pharmacology and diet therapy are introduced.

### **NUR 109 Medical-Surgical Nursing & Pathophysiology 2**

72 Contact Hours – 4.5 Credits

*Prerequisite: NUR 107 Medical-Surgical Nursing & Pathophysiology 1*

*Co-requisite: NUR 110 Medical-Surgical Nursing & Pathophysiology 2 Clinical*

This course focuses on theory, rationale, and specific nursing interventions from previous courses and a continuation of the utilization of the nursing process in caring for acute/chronically ill patients with an emphasis on pathophysiology. Consideration will be given to the physiological, cognitive, psychosocial and spiritual need of the patient. A lab component is included in this course.

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## NUR 110 Medical-Surgical Nursing & Pathophysiology 2 Clinical

180 Contact Hours – 6.5 Credits

*Prerequisite:* NUR 108 Medical Surgical Nursing & Pathophysiology 1 Clinical

*Co-requisite:* NUR 109 Medical Surgical Nursing & Pathophysiology 2

This clinical component is an extension of NUR 109 Medical-Surgical Nursing and Pathophysiology 2 with advanced utilization of the nursing process in the care of acute/chronically ill patients. Emphasis will be on prioritization, decision-making, critical thinking, and patient safety related to pharmacology and nutrition. Focus will include application of skills and theoretical knowledge to experiences in a clinical facility.

## NUR 111 Medical-Surgical Nursing & Pathophysiology 3

72 Contact Hours – 5 Credits

*Prerequisite:* NUR 109 Medical-Surgical Nursing & Pathophysiology 2

*Co-requisite:* NUR112 Medical-Surgical & Pathophysiology 3 Clinical

This course builds on the content presented in NUR 107 Medical-Surgical Nursing & Pathophysiology 1 and NUR 109 Medical-Surgical Nursing & Pathophysiology 2. This course includes concurrent theory and clinical experience applying the nursing process to the care of patients with reproductive, neurological/sensory, musculoskeletal, genitourinary, and gastrointestinal disorders with emphasis on pathophysiology, nursing care and patient management.

## NUR 112 Medical-Surgical Nursing & Pathophysiology 3 Clinical

180 Contact Hours – 6.5 Credits

*Prerequisite:* NUR 110 Medical-Surgical Nursing & Pathophysiology 2 Clinical *Co-requisite:* NUR111 Medical-Surgical Nursing & Pathophysiology 3

This clinical component is an extension of NUR 111 Medical-Surgical & Pathophysiology 3 with an emphasis on applying the nursing process learned in theory to the clinical setting. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple patients experiencing serious illness in health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are utilized while the student begins to make interdependent practical nursing decisions.

## NUR 113 Maternal & Newborn Nursing

36 Contact Hours – 2.5 Credits

*Prerequisite:* NUR 107 Medical-Surgical Nursing & Pathophysiology 1/*Co-requisite:* NUR 114 Maternal & Newborn Nursing Clinical

This course will explore the care of the mother patient and newborn for normal delivery as well as those with complications. A study of labor, delivery, and postpartum care, including pregnancy and neonatal care and intervention for families experiencing a normal childbirth will be emphasized.

## NUR 114 Maternal & Newborn Nursing Clinical

40 Contact Hours – 1.5 Credits

*Prerequisite:* NUR 108 Medical-Surgical Nursing & Pathophysiology 1 Clinical/*Corequisite:* NUR 113 Maternal & Newborn Nursing

This clinical component is an extension of NUR 113 Maternal & Newborn Nursing with the emphasis of the holistic approach in caring for the antepartum, intrapartum, postpartum patient and newborn. Maternal/ Newborn pharmacology, labs and diagnostic testing and nutrition will be discussed. Students will learn the application of skills and theoretical knowledge to experiences in a variety of healthcare settings.

## NUR 115 Pediatric Nursing

30 Contact Hours – 2 Credits

*Prerequisite:* NUR 107 Medical-Surgical Nursing & Pathophysiology 1/*Corequisite:* NUR 116 Pediatric Nursing Clinical

This course will relate common health alterations during childhood and adolescence, including related special care needs indicated by developmental status, with emphasis on the practical nurse as the care provider. In addition, it will relate growth and development, physical, emotional and social needs of the pediatric patient and the family. Pediatric pharmacology and nutrition are emphasized. Focus on common pediatric disorders along with the theory, rationale and specific nursing interventions is covered.

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## NUR 116 Pediatric Nursing Clinical

40 Contact Hours – 1.5 Credits

*Prerequisite: NUR 108 Medical-Surgical Nursing & Pathophysiology 1 Clinical/Corequisite: NUR 115 Pediatric Nursing*

This clinical component is an extension of NUR 115 Pediatric Nursing allowing students to apply assessment skills to experiences in a variety of clinical settings. Students will explore the nursing care of healthy children and adolescents as well as those exhibiting common health problems. This course covers practical application of knowledge and skills in the nursing care of children and families with children. Using the nursing process and the language of nursing, students will care for the family with children as a unit, considering behavioral, life cycle, genetic, and environmental factors.

## NUR 117 Practical Nursing Capstone

33 Contact Hours – 2 Credits

This course reviews the practical nurse's role in the nursing process focusing on professional issues in the industry. A total program review will be presented with emphasis on preparation for the NCLEX-PN examination. Examinations will be given to assess the student's readiness for the NCLEX-PN™.

## NUR 118 Principles of Mental Health Nursing

32 Contact Hours – 2 Credits

*Prerequisite: None/Co-requisite: NUR 119 Principles of Mental Health Nursing Clinical*

This course is an introduction to fundamental concepts in psychology. Following an introduction to the history of psychology in the West and the major current schools of psychology, the course will provide an introduction to current psychological practice relating to human development, children and families, psychological illness, motivation, personality, learning and perception.

## NUR 119 Principles of Mental Health Nursing Clinical

45 Contact Hours – 1.5 Credits

*Prerequisite: None/Corequisite: NUR 118 Principles of Mental Health Nursing*

This course is designed to provide the student with the opportunity to examine mental health concepts and related nursing interventions. Utilizing a nursing process framework, students are introduced to theoretical models of behavior, classifications and symptomatology of mental disorders, and the various treatment modalities associated with mental health care. Emphasis is placed on the student's ability to apply the nursing process with selected patients. Through individual and group supervision, the student is encouraged to develop awareness of his/her own behavior and its impact on others.

## NUR 120 IV Therapy

32 Contact Hours – 2 Credits

This course prepares students to provide safe and effective care for patients requiring intravenous (IV) therapy, in accordance with the scope of practice for Licensed Practical Nurses (LPNs) in the state of Louisiana. Students will gain the knowledge and skills necessary to manage and administer IV therapy solutions and medications. Course topics include Anatomy and physiology of the circulatory system, Techniques for IV insertion and maintenance, Administration of blood products, Central line access and care, Total Parenteral Nutrition (TPN) administration, Identification and management of complications, Accurate and thorough documentation of IV procedures, Calculation of IV medication dosages, Aseptic techniques for setting up and maintaining IV equipment, Best practices for caring for patients with special considerations. Upon completion, students will be equipped to perform IV therapy procedures safely and competently within their LPN scope of practice.

## PPD 100 Professional Development

24 Contact Hours – 1.5 Credits

*Pre or Co-requisite: None*

This course prepares students for career success. Important aspects of workplace dynamics are also covered including attitude, timeliness, dress code, professionalism, teamwork involved when interacting with co-workers, supervisors, doctors, nurses and other healthcare professionals. Professional associations and the value of certification and continuing education are also discussed.

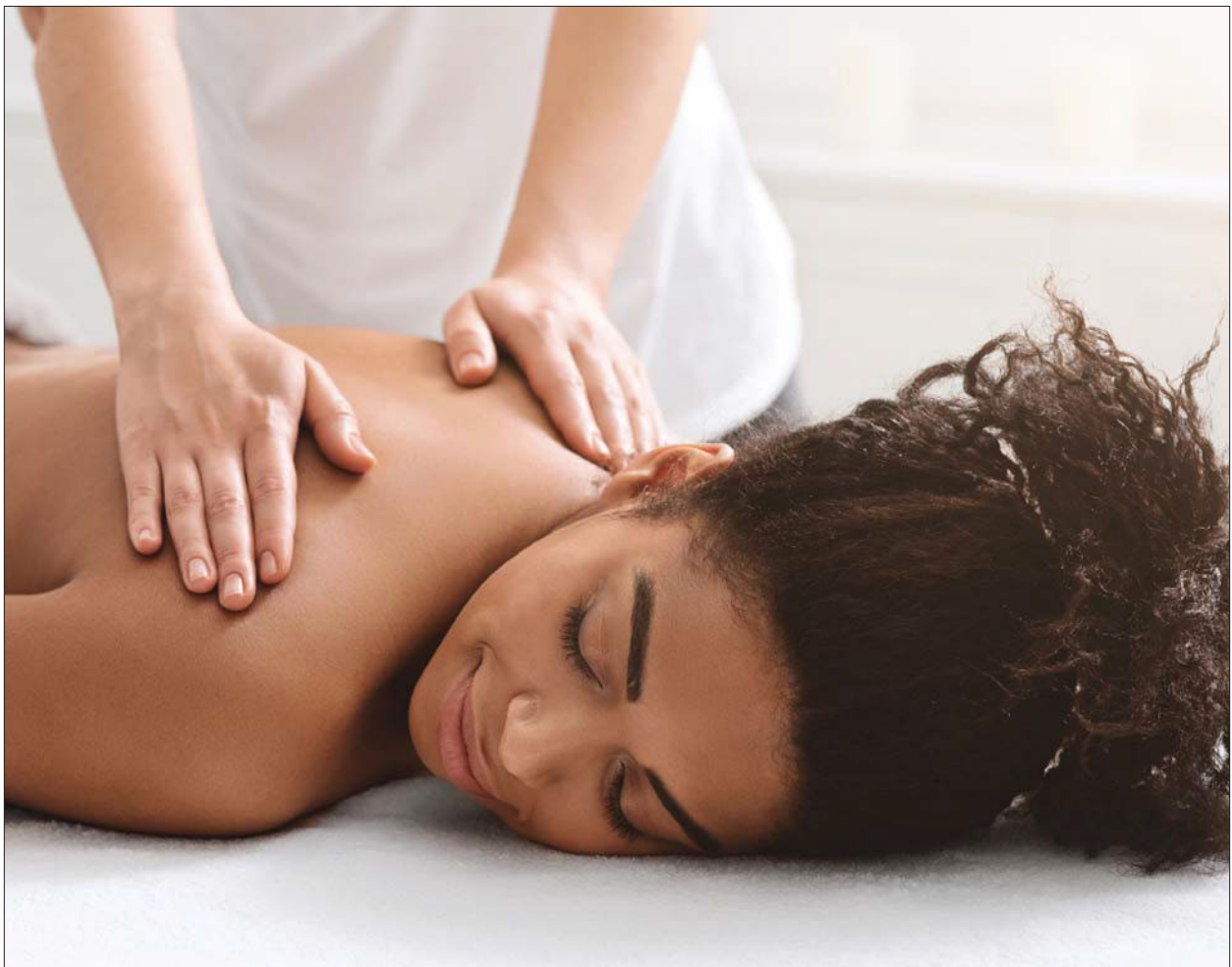


# MASSAGE THERAPY

(Offered at Metairie, LA Campus Only)

The Massage Therapy Diploma program provides a solid foundation in anatomy, physiology and pathophysiology that form the basis for training in specific massage techniques. Hands-on techniques include Swedish massage, Deep Tissue, Neuromuscular Therapy, Sports Massage, Basic Shiatsu and Supervised Clinical Practice. The diploma program prepares students for entry-level positions in the massage therapy industry. Our graduates pursue a variety of jobs including private practice, athletic team massage therapist, massage therapist in a hospital, athletic club massage therapist, on-site massage therapist, massage therapist in a hair salon, assistant to physical therapists or chiropractors and massage therapist on cruise ships. Successful completion of this diploma program qualifies the graduate to test for massage therapy licensure or registry in Louisiana and Mississippi and provides eligibility to sit for the National Certification Board for Massage and Bodywork Licensure Examination (MBLEx).

Note: Individual state requirements for licensure, certification or registration may vary. The normal completion time for the day program is 9 months and for the evening program, 15 months. Upon successful completion of 52 quarter credits at the Louisiana campuses and all other graduation requirements, the program culminates in the awarding of a Massage Therapy Diploma.





## Required Courses in the Massage Therapy Program

Content Courses	CH/QCH
MT 111      Anatomy, Physiology and Pathophysiology 1	(40/4)
MT 112      Palpatory Anatomy 1	(30/2)
MT 113      Massage 1: Swedish Techniques	(60/4)
MT 114      Hydrotherapy	(20/1)
MT 115      Massage Laws, Legislation and Ethics	(10/1)
MT 116      Therapeutic Communications	(20/2)
MT 117      Tai Chi	(20/1)
MT 118      CPR/First Aid/HIV	(25/2.25)
MT 119      Care for Self	(10/1)
MT 120      Medical Terminology	(20/2)
MT 121      Anatomy, Physiology and Pathophysiology 2	(40/4)
MT 122      Palpatory Anatomy 2	(30/2)
MT 123      Massage 2: Integrating Deep Tissue Techniques	(50/3)
MT 124      Prenatal Massage	(20/1)
MT 125      Supervised Clinical Practice 1	(35/1.75)
MT 126      Chair Massage	(20/1)
MT 127      Sports Massage	(20/1)
MT 128      Supervised Clinical Practice 2	(35/1.75)
MT 130      Reflexology	(20/1)
MT 131      Anatomy, Physiology and Pathophysiology 3	(40/4)
MT 133      Massage 3: Neuromuscular Therapy	(50/3)
MT 135      Supervised Clinical Practice 3	(35/1.75)
MT 136      Basic Shiatsu	(40/2.25)
MT 137      Subtle Body Energies	(20/1)
MT 138      Marketing	(25/2.5)
MTCS 129      Massage Community Service	(15/.75)
Total	750/52

## DIPLOMA IN THE MASSAGE THERAPY PROGRAM COURSE DESCRIPTION

### MT 111 Anatomy, Physiology and Pathophysiology 1

40 Contact Hours – 4 Credits

This course provides an introduction to the structure of the human body including medical terminology, body planes and directional terms and movements, as well as basic physiological concepts and pathologies.

### MT 112 Palpatory Anatomy 1

30 Contact Hours – 2 Credits

This course provides the identification of bony landmarks and the origins and insertions of muscles while integrating knowledge of muscle anatomy with muscle palpation and movement.

### MT 113 Massage 1: Swedish Techniques

60 Contact Hours – 4 Credits

This course provides introduction to Swedish massage techniques, recognized as the fundamental basis for many other forms of massage therapy.

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### MT 114 Hydrotherapy

20 Contact Hours – 1 Credits

This course provides an introduction to the effective and appropriate use of various forms of hydrotherapy. Completion of this course will enable the student to make effective use of hydrotherapy as part of a comprehensive therapeutic program.

### MT 115 Massage Laws, Legislation and Ethics

10 Contact Hours – 1 Credit

This course provides an overview of law and ethics pertaining to massage therapy while addressing state and local regulations, including requirements for licensure.

### MT 116 Therapeutic Communications

20 Contact Hours – 2 Credits

This course will provide communication training for professional massage therapists to enhance the effective client/practitioner relationship as well as documentation skills.

### MT 117 Tai Chi

20 Contact Hours – 1 Credit

This course introduces Tai Chi as a method to ensure proper body mechanics for massage therapists.

### MT 118 CPR/First Aid/HIV

25 Contact Hours – 2.25 Credits

This course provides students Cardio-Pulmonary Resuscitation (CPR)/First Aid Certification, in conjunction with HIV awareness and disease transmission prevention for the massage therapist.

### MT 119 Care for Self

10 Contact Hours – 1 Credit

This course provides the basic principles for care of body/mind/spirit while fostering an understanding that working in the healing arts requires a deep knowledge of oneself.

### MT 120 Medical Terminology

20 Contact Hours – 2 Credits

This course provides the student with a strong knowledge base of medical terminology that is essential for anyone entering the healthcare profession.

### MT 121 Anatomy, Physiology and Pathophysiology 2

40 Contact Hours – 4 Credits

*Prerequisite: MT111 Anatomy, Physiology and Pathophysiology 1*

This course provides a continuation of the study of the human body and its systems. Each system concludes with the pathological conditions and the associated implications for massage.

### MT 122 Palpatory Anatomy 2

30 Contact Hours – 2 Credits

*Prerequisite: MT112 Palpatory Anatomy 1*

This course provides a continuation of the Palpatory 1 with identification of bony landmarks and the origins and insertions of muscles while integrating knowledge of muscle anatomy with muscle palpation and movement.

### MT 123 Massage 2: Integrating Deep Tissue Techniques

50 Contact Hours – 3 credits

*Prerequisites: MT113 Massage 1: Swedish Techniques*

This course provides an introduction to deep tissue massage and introduces Myofascial release techniques.

### MT 124 Prenatal Massage

20 Contact Hours – 1 Credit

This course provides an introduction to prenatal massage and reflexology as part of an exploration of methods for accommodating a variety of clients with special needs.

### MT 125 Supervised Clinical Practice 1

35 Contact Hours – 1.75 Credit

*Prerequisite: MT113 Massage 1: Swedish Techniques*

This course provides a supervised clinical experience of Swedish massage techniques on members of the public in a simulated work environment.

#### MT 126 Chair Massage

20 Contact Hours – 1 Credit

This course provides an overview of techniques used by massage therapists to perform chair massage.

#### MT 127 Sports Massage

20 Contact Hours – 1 Credit

*Prerequisite: MT113 Massage 1: Swedish Techniques*

This course provides an overview of techniques used by massage therapists to perform sports massage in the classroom and at off-campus athletic events.

#### MT 128 Supervised Clinical Practice 2

35 Contact Hours – 1.75 Credit

*Prerequisite: MT123 Massage 2: Integrating Deep Tissue Techniques*

This course provides a supervised clinical experience of Deep Tissue massage techniques on members of the public in a simulated work environment.

#### MT 130 Reflexology

20 Contact Hours – 1 Credit

This course provides an overview of reflexology techniques used by massage therapists as part of a comprehensive therapeutic program. Students will learn how to perform a basic reflexology routine and how to incorporate reflexology techniques into a comprehensive therapeutic program.

#### MT 131 Anatomy, Physiology and Pathophysiology 3

40 Contact Hours – 4 Credits

*Prerequisite: MT121 Anatomy, Physiology and Pathophysiology 2*

This course provides a continuation of the study of the human body and its systems. Each system concludes with the pathological conditions and the associated implications for massage.

#### MT 133 Massage 3: Neuromuscular Therapy

50 Contact Hours – 3 Credits

*Prerequisite: MT123 Massage 2: Integrating Deep Tissue Techniques*

This course provides an introduction to a therapeutic approach utilizing neurological and muscular principles. Specific applications are practiced alleviating common disorders and muscle lengthening.

#### MT 135 Supervised Clinical Practice 3

35 Contact Hours – 1.75 Credit

*Prerequisite: MT133 Massage 3: Neuromuscular Therapy*

This course provides a supervised clinical experience of Neuromuscular Therapy massage techniques on members of the public in a simulated work environment.

#### MT 136 Basic Shiatsu

40 Contact Hours – 2.25 Credits

This course provides an introduction to the basic art of Shiatsu that combines Eastern and Western techniques to address the body/mind/spirit.

#### MT 137 Subtle Body Energies

20 Contact Hours – 1 Credit

This course provides an introduction to the human energy fields and their relationship to modern scientific principles in the fields of holistic health and energy-based therapies.

#### MT 138 Marketing

25 Contact Hours – 2.5 Credits

This course provides the student with an introduction to individual marketing and business skills to empower them to become both employable and successful in the massage therapy profession.

## MTCS 129 Massage Community Service

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15 Contact Hours – .75 credit

*Prerequisite: MT116 Chair Massage*

This course provides students with a variety of activities in order to interact with members of the public in community event settings that may be spread over more than one term.

# MASSAGE THERAPY

(Offered at Gulfport, MS Campus Only)

*Gulfport is a branch campus of Metairie.*

The Massage Therapy Diploma program provides a solid foundation in anatomy, physiology and pathophysiology that form the basis for training in specific massage techniques. Hands-on techniques include Swedish massage, Deep Tissue, Neuromuscular Therapy, Sports Massage, and Supervised Clinical Practice. The diploma program prepares the student for entry-level positions in the massage therapy industry. Our graduates pursue a variety of jobs including private practice, athletic team massage therapist, massage therapist in a hospital, athletic club massage therapist, on-site massage therapist, and massage therapist in a hair salon. Successful completion of this diploma program qualifies the graduate to test for massage therapy licensure or registry in Louisiana and Mississippi and provides eligibility to sit for the National Certification Board for Massage and Bodywork Licensure Examination (MBLEEx).

## Required Courses in the Massage Therapy Program

Content Courses		CH/QCH
MT 111	Anatomy, Physiology and Pathophysiology 1	(40/4)
MT 112	Palpatory Anatomy 1	(40/2)
MT 113	Massage 1: Swedish Techniques	(60/4)
MT 114	Complementary Modalities 1	(25/1)
MT 115	Massage Laws, Legislation and Ethics	(20/2)
MT 116	Therapeutic Communications	(20/2)
MT 117	Tai Chi	(20/1)
MT 118	CPR/First Aid/HIV	(25/1)
MT 119	Care for Self	(10/1)
MT 120	Medical Terminology	(20/2)
MT 121	Anatomy, Physiology and Pathophysiology 2	(40/4)
MT 122	Palpatory Anatomy 2	(30/3)
MT 123	Massage 2: Integrating Deep Tissue Techniques	(60/4)
MT 124	Complementary Modalities 2	(25/1.5)
MT 125	Supervised Clinical Practice 1	(35/1)
MT 126	Chair Massage	(20/1)
MT 127	Sports Massage	(20/1)
MT 128	Supervised Clinical Practice 2	(35/1)
MT 131	Anatomy, Physiology and Pathophysiology 3	(60/6)
MT 133	Massage 3: Neuromuscular Therapy	(60/4)
MT 135	Supervised Clinical Practice 3	(35/1)
MT 137	Subtle Body Energies	(20/1)
MT 138	Marketing	(35/3.5)
MTCS 129	Massage Community Service	(20/1)
Total		775/53

Note: Individual state requirements for licensure, certification or registration may vary. The normal completion time for the day program is nine months and for the evening program, 15 months. Upon successful completion of 775 clock hours and all other graduation requirements, the program culminates in the awarding of a Massage Therapy Diploma.

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## MASSAGE THERAPY PROGRAM COURSE DESCRIPTION

### MT 111 Anatomy, Physiology and Pathophysiology 1

40 Contact Hours – 4 Credits

This course provides an introduction to the structure of the human body including medical terminology, body planes and directional terms and movements, as well as basic physiological concepts and pathologies.

### MT 112 Palpatory Anatomy 1

40 Contact Hours – 2 Credits

This course provides introduction to Swedish massage techniques, recognized as the fundamental basis for many other forms of massage therapy.

### MT 113 Massage 1: Swedish Techniques

60 Contact Hours – 4 Credits

This course provides introduction to Swedish massage techniques, recognized as the fundamental basis for many other forms of massage therapy.

### MT 114 Complementary Modalities 1

25 Contact Hours – 1 Credit

This course provides an introduction to the effective and appropriate use of various forms of hydrotherapy. Completion of this course will enable the student to make effective use of hydrotherapy as part of a comprehensive therapeutic program.

### MT 115 Massage Laws, Legislation and Ethics

20 Contact Hours – 2 Credits

This course provides an overview of law and ethics pertaining to massage therapy while addressing state and local regulations, including requirements for licensure.

### MT 116 Therapeutic Communications

20 Contact Hours – 2 Credits

This course will provide communication training for professional massage therapists to enhance the effective client/practitioner relationship as well as documentation skills.

### MT 117 Tai Chi

20 Contact Hours – 1 Credit

This course provides an introduction to Tai Chi as a method to ensure proper body mechanics for massage therapists.

### MT 118 CPR/First Aid/HIV

25 Contact Hours – 1 Credit

This course provides students Cardio-Pulmonary Resuscitation (CPR)/First Aid Certification, in conjunction with HIV awareness and disease transmission prevention for the massage therapist.

### MT 119 Care for Self

10 Contact Hours – 1 Credit

This course provides the basic principles for care of body/mind/spirit while fostering an understanding that working in the healing arts requires a deep knowledge of oneself.

### MT 120 Medical Terminology

20 Contact Hours – 2 Credits

This course provides the student with a strong knowledge base of medical terminology that is essential for anyone entering the healthcare profession.

### MT 121 Anatomy, Physiology and Pathophysiology 2

40 Contact Hours – 4 Credits

*Prerequisite: MT111 Anatomy, Physiology and Pathophysiology 1*



This course provides a continuation of the study of the human body and its systems. Each system concludes with the pathological conditions and the associated implications for massage.

### MT 122 Palpatory Anatomy 2

30 Contact Hours – 3 Credits

*Prerequisites: MT112 Palpatory Anatomy 1*

This course provides a continuation of the Palpatory 1 with identification of bony landmarks and the origins and insertions of muscles while integrating knowledge of muscle anatomy with muscle palpation and movement. [MT](#)

### 123 Massage 2: Integrating Deep Tissue Techniques

60 Contact Hours – 4 credits

*Prerequisites: MT113 Massage 1: Swedish Techniques*

This course provides an introduction to deep tissue massage and introduces Myofascial release techniques.

### MT 124 Complementary Modalities 2

25 Contact Hours – 1.5 Credits

This course provides an introduction to prenatal massage and reflexology as part of an exploration of methods for accommodating a variety of clients with special needs.

### MT 125 Supervised Clinical Practice 1

35 Contact Hours – 1 Credit

*Prerequisite: MT113 Massage 1: Swedish Techniques*

This course provides a supervised clinical experience of Swedish massage techniques on members of the public in a simulated work environment.

### MT 126 Chair Massage

20 Contact Hours – 1 Credit

This course provides an overview of techniques used by massage therapists to perform chair massage.

### MT 127 Sports Massage

20 Contact Hours – 1 Credit

*Prerequisite: MT113 Massage 1: Swedish Techniques*

This course provides an overview of techniques used by massage therapists to perform sports massage in the classroom and at off-campus athletic events.

### MT 128 Supervised Clinical Practice 2

35 Contact Hours – 1 Credit

*Prerequisite: MT123 Massage 2: Integrating Deep Tissue Techniques*

This course provides a supervised clinical experience of Deep Tissue massage techniques on members of the public in a simulated work environment.

### MTCS 129 Massage Community Service

20 Contact Hours – 1 Credit

*Prerequisite: MT116 Chair Massage*

This course provides students with a variety of activities in order to interact with members of the public community events that may be spread over more than one term.

### MT 131 Anatomy, Physiology and Pathophysiology 3

60 Contact Hours – 4 Credits

*Prerequisites: MT121 Anatomy, Physiology and Pathophysiology 2*

This course provides a continuation of the study of the human body and its systems. Each system concludes with the pathological conditions and the associated implications for massage.

### MT 133 Massage 3: Neuromuscular Therapy

60 Contact Hours – 4 Credits

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*Prerequisite: MT123 Massage 2: Integrating Deep Tissue Techniques*

This course provides an introduction to a therapeutic approach utilizing neurological and muscular principles. Specific applications are practiced alleviating common disorders and muscle lengthening.

### **MT 135 Supervised Clinical Practice**

35 Contact Hours – 1 Credit

*Prerequisite: MT133 Massage 3: Neuromuscular Therapy*

This course provides a supervised clinical experience of Neuromuscular Therapy massage techniques on members of the public in a simulated work environment.

### **MT 137 Subtle Body Energies**

20 Contact Hours – 1 Credit

This course provides an introduction to the human energy fields and their relationship to modern scientific principles in the fields of holistic health and energy-based therapies.

### **MT 138 Marketing**

35 Contact Hours – 2.5 Credits

This course provides the student with an introduction to individual marketing and business skills to empower them to become both employable and successful in the massage therapy profession.

# MASSAGE THERAPY

(Offered at Alexandria, LA Campus)

*Alexandria is a branch campus of Metairie.*

The Massage Therapy Diploma program provides a solid foundation in anatomy, physiology and pathophysiology that form the basis for training in specific massage techniques. Hands-on techniques include Swedish massage, Deep Tissue, Neuromuscular Therapy, Sports Massage, Basic Shiatsu and Supervised Clinical Practice. The diploma program prepares the student for entry-level positions in the massage therapy industry. Our graduates pursue a variety of jobs including private practice, athletic team massage therapist, massage therapist in a hospital, athletic club massage therapist, on-site massage therapist, massage therapist in a hair salon, assistant to physical therapists or chiropractors and massage therapist on cruise ships. Successful completion of this diploma program qualifies the graduate to test for massage therapy licensure or registry in Louisiana and Mississippi and provides eligibility to sit for the National Certification Board for Massage and Bodywork Licensure Examination (MBLEx).

## Required Courses in the Massage Therapy Program

Content Courses*		CH
MTS 01	Massage Science Theory I	(125)
MTW 01	Western Applications and Techniques I	(75)
MTP 01	Special Populations and Services	(50)
MTP 02	Eastern Philosophy and Techniques	(50)
MTS 02	Massage Science Theory II	(75)
MTW 02	Western Applications and Techniques II	(50)
MTB 01	Massage Business and Communication	(50)
MTC 01	Clinical Practice	(125)
Total		600

Note: Individual state requirements for licensure, certification or registration may vary. The normal completion time for the day program is 6 months and for the evening program, 9 months. Upon successful completion of 600 clock hours at the Louisiana campuses and all other graduation requirements, the program culminates in the awarding of a Massage Therapy Diploma.

\*There are specific courses within each of the content course areas that include both theory and practice hours.

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## MASSAGE THERAPY PROGRAM COURSE DESCRIPTION

### MTS 01 Massage Science Theory I

125 Clock Hours

This course provides an introduction and overview to the anatomy, physiology, and pathophysiology that the student will require to effectively assess clients' medical histories and conditions prior to performing bodywork. The student will gain an understanding of how all body systems work together to assist in maintaining health and wellness. It includes an overview of medical terminology and universal precautions which is essential for anyone entering an associated health profession. Students will gain an understanding of body mechanics and its importance in bodywork.

### MTS 02 Massage Science Theory II

75 Clock Hours

This course provides identification of bony landmarks, actions, insertions, and origins of muscles while integrating knowledge of muscle anatomy and physiology with palpation and movement. The student will practice using basic techniques to palpate soft tissue and perform manual muscle contraction and lengthening in a supervised classroom/clinical environment.

### MTW 01 Western Applications and Techniques I

75 Clock Hours

This course covers the history of the massage profession while giving the student a knowledge base of the origins of massage applications, manipulations, and techniques. The student will learn and practice the basic strokes of massage application, gain a further understanding of body mechanics for oneself, and practice adaptable massage application routines that promote general health and wellness. It includes the effective and appropriate use of various forms of aroma therapy (essential oils) and hydrotherapy. Students will gain hands-on experience in a supervised classroom/clinical environment.

### MTW 02 Western Applications and Techniques II

50 Clock Hours

This course is a continuation of massage applications, manipulations, and techniques with a focus on accessing and assessing the deeper layers of muscle tissue and fascia to relieve muscular dysfunctions and pain. The student will learn and practice several modalities that incorporate the basic strokes learned in MTW01 to assist clients with reaching their goals of improved quality of life and increased flexibility, mobility, and range of motion. It includes the effective and appropriate use of various forms of aroma therapy (essential oils) and hydrotherapy. Students will continue to have hands-on experience in a supervised classroom/clinical environment.

### MTP 01 Special Populations and Services

50 Clock Hours

This course is designed to give the student an understanding of different populations (Athletes, Prenatal, Geriatrics, Infants and Adolescents) that may require special services and attention in the application of massage. It includes instruction in the modification of learned techniques to perform a seated massage. It includes the effective and appropriate use of various forms of aroma therapy (essential oils) and hydrotherapy on the various populations. Students will gain some hands-on experience in a supervised classroom/clinical environment.

### MTP 02 Eastern Philosophy and Techniques

50 Clock Hours

This course provides an introduction to Traditional Chinese Medicine (TCM) and other concepts that address the body/mind/spirit connection such as acupressure, reflexology, human energy field therapies, and Shiatsu. Students will gain an understanding of how to effectively use established massage techniques while incorporating emotional and mental connection to the bodywork for the benefit of clients' overall wellness. Students will gain some hands-on experience in a supervised classroom/clinical environment.

### MTB 01 Massage Business and Communication

50 Clock Hours

In this course the student will receive an overview of business operations, law and ethics, self-care, and therapeutic communication pertaining to massage therapy with an understanding of state specific regulations and requirements for licensure.

### MTC 01 Clinical Practice

125 Clock Hours

This course provides a supervised clinical experience of all learned massage techniques on members of the public in a simulated work environment. The student will be required to work with clients from intake to follow-up care and rebooking after massage session. Students will be required to complete 50 one-hour sessions with appropriate documentation as part of the course. This course is designed to assist in building the student therapist's endurance and stamina for the workplace by providing consecutive massages. Students will also have subject matter review opportunity and instructor feedback to assist with MBLEx preparation.



# PRACTICAL NURSING

(Offered at Gulfport, MS Campus Only)

*Gulfport is a branch campus of Metairie.*

The Practical Nursing certificate program prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences, and of nursing procedures that do not require the skills, judgement, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, advanced practice registered nurse (APRN), licensed physician, or licensed dentist.

Students who complete the program requirements as identified by the Mississippi Community College Board will be eligible to take the National Council Licensure Examination for Licensed Practical/Vocational Nurses® (NCLEX-PN)\*. The graduates of the program function as a provider of care and a member of a profession. This curriculum references the Client Needs and Integrated Processes Categories from the Test Plan for the National Council Licensure Examination for Licensed Practical/Vocational Nurses®.

The normal completion time for the 44-semester credit hours, 980 clock-hours program is twelve months for the day program. Upon successful completion of the program and all other graduation requirements, a certificate in Practical Nursing will be awarded.

## Required Courses in the Certificate in Practical Nursing (PN) Program

Content Courses		CH/SCH
Semester 1:		
PNV1213	Body Structure and Function	(45/3)
PNV1443	Nursing Fundamentals and Clinical	(330/13)
Semester 2:		
PNV1682	Adult Health Nursing Concepts & Clinical	(300/12)
PNV1524	IV Therapy & Pharmacology	(75/4)
Semester 3:		
PNV1728	Specialty Areas in Nursing	(140/8)
PNV1914	Nursing Transition	(90/4)
Total		980/44

\*Becoming licensed as a Practical Nurse is necessary for employment in the field.



## **CERTIFICATE IN PRACTICAL NURSING PROGRAM COURSE DESCRIPTION**

### **PNV1213 BODY STRUCTURE AND FUNCTION**

45 Contact Hours – 3.0 Semester Credit Hours

This course is a study of body structure and function including each system of the body.

### **PNV1443 Nursing Fundamentals and Clinical**

330 Contact Hours – 13.0 Semester Credit Hours

This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span, as well as demonstration and supervised practice of the fundamental skills related to practical nursing.

### **PNV1728 Specialty Areas in Nursing**

140 Contact Hours – 8.0 Semester Credit Hours

This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum period as well as infancy through adolescence. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental and social well-being of the client and family experiencing a mental health alteration.

### **PNV1524 IV Therapy & Pharmacology**

75 Contact Hours – 4.0 Semester Credit Hours

This course provides the student with principles of IV therapy and pharmacology. Principles covered in the course include the administration of medication, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse.

### **PNV1682 Adult Health Nursing Concepts & Clinical**

300 Contact Hours – 12.0 Semester Credit Hours

This course is designed to provide the student with the basic theory and clinical experiences needed to provide safe and effective care to the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems and the knowledge to prepare for the role transition from student to practical nurse.

### **PNV1914 Nursing Transition**

90 Contact Hours – 4.0 Semester Credit Hours

This course facilitates the transition of the student to the role of an entry level Licensed Practical Nurse and the preparation for the National Council Licensure Examination® (NCLEX-PN).

# VETERINARY ASSISTANT

(Offered at Gulfport, MS Campus Only)

*Gulfport is a branch campus of Metairie.*

The Veterinary Assistant diploma program is designed to prepare students for entry-level employment as an assistant to a Veterinarian or Veterinary Technician. The program will provide students with a foundation of knowledge in ethics and law, animal anatomy and physiology, medical terminology, and animal care activities. Through hands-on learning, students will learn to keep medical and imaging records, offer client education, assist with nursing duties, prepare for surgeries, and assist in a routine exam. This program also includes an externship experience.

Blue Cliff's approach provides a simulated environment that enables students to develop skills and knowledge to perform a variety of tasks in customer/client service and education; front desk and clerical responsibilities; preparation of exam rooms; and assisting in areas of filling scripts, setting up lab work, and assisting with nursing and animal care. Veterinary Assistants work under the supervision of veterinarians and veterinary technicians, through the establishment of standard levels of knowledge, practical experience, and skills. Employment opportunities for graduates may include veterinary clinics, animal hospitals, animal shelters, research institutions, or mobile veterinary units.

The normal completion time for the program is ten months. Upon successful completion of the program and all other graduation requirements, a Veterinary Assisting diploma will be awarded, and graduates will be eligible to sit for the Certified Veterinary Assistant (CVA) national certification offered through the American Allied Health (AAH).

## Required Courses in the Veterinary Assistant Program

Content Courses	QCH/CH
VAT 100 Introduction to Veterinary Assisting	(6/60)
VAT 110 Veterinary Medical Terminology	(6/60)
VAT 120 Anatomy and Physiology of Animals	(6/60)
VAT 130 Veterinary Laboratory Procedures	(4.5/60)
VAT 140 Veterinary Pharmacology	(4.5/60)
VAT 150 Veterinary Radiology	(4.5/60)
VAT 170 Veterinary Clinical Procedures	(5/70)
VAT 180 Veterinary Hospital and Surgical Procedures	(4.5/60)
PPD 100 Professional Development	(3/30)
VAT 200 Veterinary Assistant Externship	(6/180)
Total	50/700

Note: There are specific courses within each of the content course areas that include both theory and practice hours.

## **VETERINARY ASSISTANT PROGRAM COURSE DESCRIPTIONS**

### **VAT100 Introduction to Veterinary Assisting**

60 Contact Hours - 6 Credits

This class will introduce students to the role of the Veterinary Assistant as a member of an animal care team. Emphasis will be on OSHA, safety protocols, cleaning and disinfection. This class is designed to familiarize students with general veterinary office procedures. Students will learn to greet clients, answer the telephone, schedule appointments, admit patients, perform basic filing, and maintain and retrieve medical records. Students will also understand basic invoicing, billing, and payment and account procedures. Topics in human-animal bond, professional and appropriate appearance and language in the workplace are discussed. Students will also learn the correct use of electronic communication in the veterinary care center.

### **VAT110 Veterinary Medical Terminology**

60 Contact Hours - 6 Credits

Students will learn the structure of medical terms and abbreviations. Large and small breed recognition, identifying normal and abnormal animal behavior, and proper restraint of large and small animals are also discussed. Animal behavior, and proper restraint of large and small animals are also discussed.

### **VAT120 Anatomy and Physiology of Animals**

60 Contact Hours - 6 Credits

In this course, students will learn animal body systems and major organs. Grooming, nutrition, basic health care management, and animal sexing are also discussed in this course.

### **VAT130 Veterinary Laboratory Procedures**

60 Contact Hours – 4.5 Credits

In this course, students will learn how to properly obtain and handle voided urine and fecal samples, assist in obtaining blood samples for procedures, and how to prepare and set up various laboratory tests and laboratory equipment. Handling of deceased animals will also be covered in this course. Lab included.

### **VAT140 Veterinary Pharmacology**

60 Contact Hours – 4.5 Credits

In this course, an overview of drugs will be discussed to familiarize students with common generic and brand name medications. Classes of medications and medical abbreviations associated with prescriptions, reading and filling prescriptions, and dosing and dispensing will be discussed. Students will also learn basic administration of medications. Lab included.

### **VAT150 Veterinary Radiology**

60 Contact Hours – 4.5 Credits

Students will learn the safety measures related to diagnostic imaging, as well as, labeling, filing, processing and development of images for diagnostic purposes. Lab included. Prerequisite(s): VAT110.

### **VAT170 Veterinary Clinical Procedures**

70 Contact Hours – 5 Credits

In this course, students will understand and learn the proper procedure to perform a physical examination on an animal. Students will also learn how to assist in the restraint and positioning of animals. Basic nursing skills such as nail trims, external anal gland expressions, external ear cleaning, and bathing will be discussed. Animal CPR is also taught. Lab included. Prerequisite(s): VAT110.

### **VAT180 Veterinary Hospital and Surgical Procedures**

60 Contact Hours – 4.5 Credits

In this course, students will understand basic surgical preparation, including equipment, sterilization methods, asepsis, common surgical instruments and suture material, positioning, scrubbing, maintenance of surgical logs, and proper

operating room sanitation and etiquette. In the course, students will also learn about basic cleanliness and orderliness of a veterinary facility. Lab included. Prerequisite(s): VAT110.

### PPD 100 Professional Development

30 Contact Hours – 3 Credits

This course prepares students for externship and job search success. Resumes are prepared and students learn interview and job search techniques. Important aspects of workplace dynamics are also covered including: attitude, timeliness, dress code, professionalism, employee rights and responsibilities, teamwork and protocols involved when interacting with co-workers, supervisors, doctors, nurses and other health care professionals. Professional associations and the value of certification and continuing education are also discussed.

### VAT200 Veterinary Assistant Externship

180 Contact Hours – 6 Credits

In this course, students will work in a live animal care setting for 180 hours. A qualified veterinary care professional supervises the student during this activity. Prerequisite(s): Completion of all core courses.

## PROGRAMS OF STUDY - HYBRID

Program	Credit Hours	Clock Hours	Months to Complete
Diploma			
Clinical Medical Assisting (CMA) – Hybrid Diploma (Day)	53	780	9
Clinical Medical Assisting (CMA) – Hybrid Diploma (Evening)	53	780	15
Diagnostic Medical Sonography (DMS) – Hybrid (AAS) (Day)	102	2030	19



# HYBRID TECHNICAL REQUIREMENTS

## HYBRID LEARNING PLATFORM AND CANVAS TECHNICAL REQUIREMENTS

Canvas runs on Windows, Mac, iOS, Android, or any other device\* with a modern web browser.

### Browsers

Supported desktop browsers include the last two versions of:

- Chrome
- Safari (Mac Only)
- Firefox

*While Canvas supports the latest 2 versions of Internet Explorer, you are highly encouraged to use Chrome, Safari, or Firefox for the best user experience. As of May 24th, 2014, Canvas no longer supports any version of Internet Explorer older than IE10.*

### Plugins

Canvas requires the following browser components:

- Flash is required for media recording, streaming, viewing, and uploading.
- The Java plug-in is required for several features in Canvas.
- Adobe Acrobat Reader is required to view documents in your browser.

### Computer Hardware Requirements

You are required to have use of a computer system with the following specifications and components\*\*:

- Use a computer that is 5 years old or newer when possible
- 2+ GHz processor
- 1GB+ RAM
- Minimum of 512kbps Internet connection
- Web camera
- Mobile Devices

While Canvas is supported on Android and iOS mobile devices, it is optimized for desktop displays. Since Canvas uses flash, certain features may not be available to you on your mobile device. Using your desktop to submit assignments, discussion posts, and take quizzes is highly recommended.

Will Canvas Work On My Mobile Device?

\* Canvas is optimized for desktop displays.

\*\* Your instructor may require additional hardware or software for your course.



# CLINICAL MEDICAL ASSISTING (CMA)- HYBRID

(Offered at Alexandria and Metairie, LA, and Gulfport, MS Campuses)

*Alexandria and Gulfport are branch campuses of Metairie.*

The Diploma in Clinical Medical Assisting program provides an in-depth study of the medical science of the human body including anatomy, physiology and pathology of the body systems, clinical techniques including examining room procedures, medical lab procedures, medical terminology, and administrative procedures. The diploma program prepares the graduate to pursue entry-level positions in the healthcare field working in clinical and/or administrative setting under a variety of titles: Medical Assistants, Medical Receptionist, Medical Office Administrator, Medical Technician, Cardiac Technician amongst others.

An externship provides an opportunity to practice skills in a workplace environment. Graduates can sit for a medical assistant certification examination and work in single or multi-physician practices, outpatient centers and hospitals. The normal completion time for the day program is nine months and for the evening program, 15 months. Upon successful completion of 53 quarter credit hours and all other graduation requirements, the program culminates in the awarding of a Clinical Medical Assisting Diploma.

## Required Courses in the Clinical Medical Assisting (CMA) Hybrid Program

Content Courses		CH/QCH
AH 100	Introduction to the Healthcare Workplace	(30/3)
<b>BIO 101</b>	<b>Anatomy and Physiology 1</b>	<b>(30/3)</b>
<b>BIO 102</b>	<b>Anatomy and Physiology 2</b>	<b>(30/3)</b>
IT 101	Computer Fundamentals	(40/2)
MOA 101	Medical Office Procedures 1	(50/4)
MOA 102	Medical Coding and Insurance	(50/4)
<b>MED 101</b>	<b>Medical Terminology 1</b>	<b>(30/3)</b>
MED 103	CPR / First Aid	(10/1)
MED 104	Introduction to Clinical Procedures	(50/4)
MED 105	Medical Techniques and Procedures 1	(50/3)
MED 106	Phlebotomy / Laboratory Procedures 1	(50/4)
MED 107	Pharmacology for the Medical Assistant	(50/4)
MED 205	Medical Techniques and Procedures 2	(50/3)
MED 206	Phlebotomy / Laboratory 2	(50/3)
<b>PPD 100</b>	<b>Professional Development</b>	<b>(30/3)</b>
MED 299	Medical Assisting Externship	(180/6)
Total		780/53

Note: Courses in **bold** are approved to be offered online.

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## DIPLOMA IN CLINICAL MEDICAL ASSISTING (CMA) – HYBRID PROGRAM

### COURSE DESCRIPTION

#### AH 100 Introduction to the Healthcare Workplace

30 Contact Hours – 3 Credits

This course introduces the unique world of the healthcare workplace from the physician's office to specialized clinics, nursing homes, rehabilitation centers and hospitals. Students learn the societal purposes of healthcare institutions and the roles of professionals at all levels including communication and reporting relationships and protocols. Teamwork, professionalism and the ethics of patient care are emphasized, and attention is paid to the importance of documentation at every level. The clinical and administrative roles of medical assistants are discussed in detail.

#### BIO 101 Anatomy and Physiology 1

30 Contact Hours – 3 Credits

*Pre or Co-requisite: MED 101 Medical Terminology 1*

This course introduces cell structure and function, tissue structure and function and the basics of homeostasis, metabolism, biological regulation and the immune system. The anatomy and normal functioning of the digestive, urinary, respiratory and blood/lymph systems are also covered.

#### BIO 102 Anatomy and Physiology 2

30 Contact Hours – 3 Credits

This course continues the anatomy and normal functioning of organ systems including the brain/central nervous system, cardiovascular system, endocrine system, integumentary, musculoskeletal and male/female reproductive systems.

#### IT 101 Computer Fundamentals

40 Contact Hours – 2 Credits

This course provides information and skills to familiarize the student with computer basics and functions such as keyboarding, Word, Excel and PowerPoint.

#### MOA 101 Medical Office Procedures 1

50 Contact Hours – 4 Credits

*Pre or Co-requisite: AH100 Introduction to the Health Care Workplace*

Students become familiar with the set-up of a typical physician or clinic office and learn the essential front office tasks including telephone techniques, scheduling, new patient procedures, document management, daily cash transactions and office technology. Basic medical office computer processes are introduced through medical office software. Communication skills, professionalism and the importance of documentation are emphasized.

#### MOA 102 Medical Coding and Insurance

50 Contact Hours – 4 Credits

*Prerequisite: AH100 Introduction to the Healthcare Workplace*

This course introduces the structure of the U.S. health insurance system, the various types of private policies and government-sponsored Medicare, Medicaid, Workers' Compensation and related programs. Students learn the basics of the medical coding system using ICD-10 and CPT, the proper methods of completing a variety of insurance forms and strategies for interacting with public and private insurers. Students engage in laboratory practice using medical office software systems and learn how to link insurance data processing to the patient billing system.

#### MED 101 Medical Terminology 1

30 Contact Hours – 3 Credits

Students learn the important prefixes, suffixes and roots of medical terms and the vocabulary associated with human organ systems and their pathologies. Patient histories and medical reports are used to establish the healthcare context in which these terms are employed.

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### MED 103 CPR / First Aid

10 Contact Hours – 1 Credit

Students prepare for and take certification tests for CPR and first aid under the direction of a certified instructor.

### MED 104 Introduction to Clinical Procedures

50 Contact Hours – 4 Credits

This course introduces students to the clinical setting and to standard procedures they will perform independently or with the physician. Following an introduction to the infection process and immune function, students learn regulations and standard precautions for clinical safety and how to apply principles of medical asepsis, disinfection and sanitization in a clinical setting. Students are introduced to taking a medical history and obtaining vital signs and key measurements including body temperature, blood pressure, pulse, respiration, height and weight.

### MED 105 Medical Techniques and Procedures 1

50 Contact Hours – 3 Credits

*Prerequisite: AH 100 Introduction to the Healthcare Workplace; MED 104 Introduction to Clinical Procedures/ Pre or Co-requisite: BIO 102 Anatomy and Physiology 2*

This course provides skills for assisting physicians in conducting examinations and common procedures associated with obstetrics/gynecology, pediatrics, male reproduction, gerontology and basic diagnostic techniques for body systems. Students learn patient preparation, exam set-up, patient instruction and the role of the medical assistant in specialized examinations and procedures. Students will learn CPR and first aid techniques.

### MED 106 Phlebotomy / Laboratory Procedures 1

50 Contact Hours – 4 Credits

*Prerequisites: AH 100 Introduction to the Healthcare Workplace; MED 104 Introduction to Clinical Procedures; Pre or Co-requisite: BIO 102 Anatomy and Physiology 2*

This lab-based course provides an overview of the medical laboratory including OSHA and CLIA guidelines, requisitions and reports, specimen processing and microscope usage and maintenance. Students then learn techniques for collecting urine and blood samples. Venipuncture and capillary puncture are practiced extensively in a laboratory setting.

### MED 107 Pharmacology for the Medical Assistant

50 Contact Hours – 4 Credits

This lecture course provides instruction in pharmacology concepts. Students will learn measurement systems and dosage calculations, drug classifications, the principles and procedures of medication administration and the primary state and federal health and safety laws and regulations. Students will be able to identify the most commonly used medications and their actions, uses, contraindications, adverse reactions, dosage and route of administration. The role of the medical assistant in medication administration and patient education is covered.

### MED 205 Medical Techniques and Procedures 2

50 Contact Hours – 3 Credits

*Prerequisite: MED 105 Medical Techniques and Procedures 1*

This course covers a range of technical knowledge and skills that relate to working in a physician's office including preparation for minor surgery, instructing patients in therapeutic modalities including rehabilitative use of durable medical equipment and basic 12-lead electrocardiography (ECG). The basics of nutrition are also covered, and students learn the nature and purposes of diagnostic imaging.

### MED 206 Phlebotomy / Laboratory Procedures 2

50 Contact Hours – 3 Credits

*Prerequisite: MED 106 Phlebotomy/Laboratory Procedures 1*

This course develops laboratory skills needed to conduct a number of standard blood, urine, sputum, semen and microbiological tests. Students review the physiology and pathology of body systems involved and practice in a laboratory setting using standard equipment.

### PPD 100 Professional Development

30 Contact Hours – 3 Credits

This course prepares students for externship and job search success. Resumes are prepared and students learn interview and job search techniques. Important aspects of workplace dynamics are also covered including attitude, timeliness, dress code, professionalism, employee rights and responsibilities, teamwork and protocols involved when interacting with co-workers, supervisors, doctors, nurses and other healthcare professionals. Professional associations and the value of certification and continuing education are also discussed.

### MED 299 Medical Assisting Externship

180 Contact Hours – 6 Credits

An important aspect of training in the medical assisting field is actual clinical experience enabling the application of textbook and lab principles to an actual professional setting. Externships meet the need for practical experience and serve as a capstone. Students are placed in supervised clinical positions during this module. These positions will rotate students through a range of practical applications related to the specific competencies in their program and give students a chance to observe doctors, nurses, medical assistants and other health professionals engaged in routine healthcare practices. Supervisors report weekly on student attendance, skill competencies, comportment and professionalism.



# DIAGNOSTIC MEDICAL SONOGRAPHY (DMS) - HYBRID

## ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

(Offered at Gulfport, MS Campus Only)

*Gulfport is a branch campus of Metairie.*

The Diagnostic Medical Sonography program provides introductory and advanced training in ultrasound procedures. The diagnostic medical sonographer explains the sonographic procedure to the patient, prepares the patient for the examination, and then administers it. The sonographer assists the physician by providing pertinent anatomical, physiological, and/or pathological sonographic data and images necessary to diagnose a variety of medical conditions and diseases.

This program offers courses in general education to provide a well-rounded set of skills in all aspects of sonography. Students will learn basic sonography knowledge and history, gain an understanding of the different ultrasound specialty areas, and complete clinical rotations at healthcare facilities.

Graduates from this associate program may work in entry-level sonography positions in private medical offices, clinics, hospitals, healthcare facilities, or diagnostic labs that offer ultrasonic imaging. The normal completion time for the day program is nineteen (19) months. Upon successful completion of 102 quarter credit hours and all graduation requirements, students will be awarded a Diagnostic Medical Sonography AAS degree. Upon completion, graduates may obtain certification from the American Registry for Diagnostic Medical Sonography (ARDMS)\*.

*\*Applicants must meet education and clinical experience prerequisites as well as pass ARDMS exams to earn credentials as Registered Diagnostic Medical Sonographer (RDMS). Becoming registered as a sonographer is required for employment in the field.*

Program Total: 2030 Clock Hours  
102 Quarter Hours



**Required Courses in Associate of Applied Science in  
Diagnostic Medical Sonography (DMS) Program – Hybrid Program**

Content Courses		CH/QCH
DMS 190	Introduction to Sonography	(40/2.5)
DMS 200	Small Parts Sonography 2	(30/2)
DMS 201	Ultrasound Physics 1	(30/2)
DMS 202	Ultrasound Physics 2	(50/3.5)
DMS 203	Abdominal Sonography 1	(50/3)
DMS 203L	Abdominal/Small Parts Scan Lab 1	(120/6)
DMS 205	Small Parts Sonography 1	(30/2)
DMS 206	Abdominal Sonography 2	(50/2)
DMS 206L	Abdominal/Small Parts Scan Lab 2	(120/6)
DMS 208	GYN Sonography	(60/4)
DMS 208L	GYN Scan Lab	(80/4)
DMS 209	OB Sonography	(60/4)
DMS 209L	OB Scan Lab	(80/4)
DMS 210	Vascular Sonography 1	(30/2)
DMS 210L	Vascular Scan Lab 1	(80/4)
DMS 211	Vascular Sonography 2	(30/2)
DMS 211L	Vascular Scan Lab 2	(80/4)
DMS 212	Clinical Rotation 1	(160/5)
DMS 213	Clinical Rotation 2	(160/5)
DMS 214	Clinical Rotation 3	(240/8)
DMS 215	Clinical Rotation 4	(240/8)
<b>MED 101</b>	<b>Medical Terminology 1</b>	<b>(30/2)</b>
<b>MED 108</b>	<b>Ethics of Patient Care</b>	<b>(30/2)</b>
BIO 112	Human Anatomy and Physiology	(40/4)
<b>ENG 101</b>	<b>English Composition</b>	<b>(50/5)</b>
MAC 200	College Algebra	(30/3)
<b>PPD 100</b>	<b>Professional Development</b>	<b>(30/2)</b>
Total		2030/102

Note: Courses offered online are marked on the chart by a **bold** font.

All DMS courses are taught in logical and progressive order and sequence:

- Prerequisite courses must be successfully completed to advance to the next level course. This is to ensure a student's comprehension of the background and foundational skills necessary for mastering each subject.
- Corequisite courses are designed to enhance the learning experience of the primary course(s), providing additional skills, or knowledge necessary for comprehensive understanding.



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## DIAGNOSTIC MEDICAL SONOGRAPHY (DMS) PROGRAM – HYBRID

### PROGRAM COURSE DESCRIPTION

#### DMS 190 Introduction to Sonography

40 Contact Hours – 2.5 Credits

*Prerequisite: None/Corequisite: None*

This course provides the new student with a basic knowledge of the history and evolution of sonography, a description of career opportunities for sonographers, and an introduction to the vocabulary, scan planes, ergonomics and landmarks used in sonography as well as demonstrations of basic patient care essentials such as acquiring vital signs and moving patients. Also, the course will provide discussions regarding communication with the patient and infection control.

#### DMS 200 Small Parts Sonography 2

30 Contact Hours – 2 Credits

*Prerequisite: DMS205, DMS203, DMS203L/Corequisite: DMS206, DMS206L*

This course provides the student with an understanding of pediatric sonography applications. In addition, the course will provide the student with an understanding of musculoskeletal sonography applications.

#### DMS 201 Ultrasound Physics 1

30 Contact Hours – 2 Credits

*Prerequisite: DMS190, DMS205, DMS203, DMS203L/Corequisite: None*

This course provides students with knowledge for the understanding of diagnostic ultrasound physics, by discussing definitions and relationships of ultrasound wave motion, frequency, and wavelength, and interactions with human tissues. This covers the interactive characteristics of refraction, reflection, scattering, absorption, and attenuation, transducer construction and types, machine instrumentation, color and spectral Doppler, and bio-effects.

#### DMS 202 Ultrasound Physics 2

50 Contact Hours – 3.5 Credits

*Prerequisite: DMS201/Corequisite: None*

This course provides students with knowledge for the understanding of diagnostic ultrasound physics, by discussing definitions and relationships of ultrasound wave motion, frequency, and wavelength, and interactions with human tissues. This covers the interactive characteristics of refraction, reflection, scattering, absorption, and attenuation, transducer construction and types, machine instrumentation, color and spectral Doppler, and bio-effects. This course will provide the student with the knowledge to pass the ARDMS SPI registry.

#### DMS 203 Abdominal Sonography 1

50 Contact Hours – 3 Credits

*Prerequisite: DMS190/Corequisite: DMS205, DMS203L*

This course will give the student knowledge and an understanding of normal sonographic appearance and anatomy of the abdominal structures. Scanning protocols and pathologic conditions seen in sonographic procedures are covered. This course will include study of the pancreas, gallbladder, biliary tract, urinary tract, adrenal glands, and abdominal vessels.

#### DMS 203L Abdominal/Small Parts Scan Lab 1

120 Contact Hours – 6 Credits

*Prerequisite: DMS190/Corequisite: DMS205, DMS203*

This is a lab class involving developing hands-on scanning skills for abdominal sonography protocols.

#### DMS 205 Small Parts Sonography 1

30 Contact Hours – 2 Credits

*Prerequisite: DMS190/Corequisite: DMS203, DMS203L*

This course provides the student with an understanding of the anatomy, physiology and common pathology, as well as sonographic appearance of the thyroid and parathyroid glands, the male and female breast, the prostate gland, the scrotum and its contents.

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## DMS 206 Abdominal Sonography 2

50 Contact Hours – 3 Credits

*Prerequisite:* DMS203, DMS203L, DMS205/*Corequisite:* DMS206L

This course will give the student knowledge and an understanding of normal sonographic appearance and anatomy of the abdominal structures. Scanning protocols and pathologic conditions seen in sonographic procedures are covered. This course will cover the spleen, gastrointestinal tract, liver, abdominal spaces and pathologies, ultrasound guidance procedures, and pleural space sonographic applications.

## DMS 206L Abdominal/Small Parts Scan Lab 2

120 Contact Hours – 6 Credits

*Prerequisite:* DMS203, DMS203L, DMS205/*Corequisite:* DMS206

This is a lab class involving developing hands-on scanning skills for the abdominal sonography protocols.

## DMS 208 GYN Sonography

60 Contact Hours – 4 Credits

*Prerequisite:* DMS200, DMS206, DMS206L/*Corequisite:* DMS208L

This course covers transabdominal and transvaginal imaging. Sonographic scanning protocols and scanning techniques will be covered for evaluating the non-pregnant female pelvis. Infertility and oncology will be given special attention.

## DMS 208L GYN Scan Lab

80 Contact Hours – 4 Credits

*Prerequisite:* DMS200, DMS206, DMS206L/*Corequisite:* DMS208

This is a lab class that develops hands-on scanning skills for the GYN sonography protocols.

## DMS 209 OB Sonography

60 Contact Hours – 4 Credits

*Prerequisite:* DMS208, DMS208L/*Corequisite:* DMS209L

This course covers the development of humans, from conception to birth. Origin and development of organs and tissues are discussed to include common birth defects regarding timing and various types of insults. Also covered will be the normal anatomy and sonographic appearance of the pregnant uterus, ovaries, placenta, and fetus at all stages of pregnancy. Transabdominal and transvaginal imaging will be discussed. Dating and clinical stages of pregnancy, complications, and possible pathologies will also be covered. The course will provide students with an understanding of the timing of specific exams utilized in screening the fetus sonographically for birth defects as well as the role of color Doppler in evaluating the fetus and placenta. Sonographic scanning protocols and techniques will be covered for evaluating the fetus at all stages.

## DMS 209L OB Scan Lab

80 Contact Hours – 4 Credits

*Prerequisite:* DMS208, DMS208L/*Corequisite:* DMS209

This lab class develops hands-on scanning skills for the OB sonography protocols.

## DMS 210 Vascular Sonography 1

30 Contact Hours – 2 Credits

*Prerequisite:* DMS200, DMS206, DMS206L/*Corequisite:* DMS210L

The anatomy and physiology of the venous and arterial systems of the upper and lower limbs, abdomen, and extracranial and intracranial systems are reviewed, with pathologic processes and ultrasound findings discussed in detail. The course will provide an understanding of hemodynamic flow concepts and sonographic scanning techniques and protocols.

## DMS 210L Vascular Scan Lab 1

80 Contact Hours – 4 Credits

*Prerequisite:* DMS200, DMS206, DMS206L/*Corequisite:* DMS210

This is a lab class which develops hands-on scanning skills for the vascular duplex ultrasound exam protocols.

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## DMS 211 Vascular Sonography 2

30 Contact Hours – 2 Credits

*Prerequisite: DMS210, DMS210L/Corequisite: DMS211L*

The anatomy and physiology of the venous and arterial systems of the upper and lower limbs, abdomen, extracranial and intracranial systems are reviewed, along with pathologic processes and ultrasound findings discussed in detail. The course will provide an understanding of hemodynamic flow concepts and sonographic scanning techniques and protocols.

## DMS 211L Vascular Scan Lab 2

80 Contact Hours – 4 Credits

*Prerequisite: DMS210, DMS210L/Corequisite: DMS211*

This lab class develops hands-on scanning skills for the vascular duplex ultrasound exam protocols.

## DMS 212 Clinical Rotation 1

160 Contact Hours – 5 Credits

*Prerequisite: DMS200, DMS206, DMS206L/Corequisite: None*

During this phase, the student will be placed in an externship at a hospital, imaging clinic, or doctor's office, where the objective is that the student should be involved with procedures, under the supervision of a physician or sonographer. This course allows the student to experience hands-on procedures and observe abnormal pathology.

## DMS 213 Clinical Rotation 2

160 Contact Hours – 5 Credits

*Prerequisite: DMS210, DMS210L, DMS212/Corequisite: None*

During this phase, the student will be placed in an externship at a hospital, imaging clinic, or doctor's office, where the objective is that the student should be involved with procedures, under the supervision of a physician or sonographer. This course allows the student to experience hands-on procedures and observe abnormal pathology.

## DMS 214 Clinical Rotation 3

240 Contact Hours – 8 Credits

*Prerequisite: DMS 211, DMS 211L, DMS 213/Corequisites: None*

During this phase, the student will be placed in an externship at a hospital, imaging clinic, or doctor's office, where the objective is that the student should be involved with procedures, under the supervision of a physician or sonographer. This course allows the student to experience hands-on procedures and observe abnormal pathology.

## DMS 215 Clinical Rotation 4

240 Contact Hours – 8 Credit

*Prerequisite: DMS 208, DMS 208L, DMS 214/Corequisite: None*

During this phase, the student will be placed in an externship at a hospital, imaging clinic, or doctor's office, where the objective is that the student should be involved with procedures, under the supervision of a physician or sonographer. This course allows the student to experience hands-on procedures and observe abnormal pathology.

## MED 101 Medical Terminology 1

30 Contact Hours – 2 Credits

*Prerequisite: None/Corequisite: None*

Students learn the important prefixes, suffixes and roots of medical terms and the vocabulary associated with human organ systems and their pathologies. Patient histories and medical reports are used to establish the health care context in which these terms are employed.

## MED 108 Ethics of Patient Care

30 Contact Hours – 2 Credits

*Prerequisite: None/Corequisite: None*

This course introduces basic ethical and legal principles governing health care practice including privacy, safety, patient rights, malpractice, and disclosure. Also covered are sensitive patient care-related issues.

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## BIO 112 Human Anatomy and Physiology

40 Contact Hours – 4 Credits

*Prerequisite: None/Corequisite: None*

This course covers the study of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems in the maintenance of a stable internal state. The course includes a discussion of pathological conditions and diseases throughout the course.

## ENG 101 English Composition

50 Contact Hours – 5 Credits

*Prerequisite: None/Corequisite: None*

This course provides instruction in college level writing, covering grammatical skills, rhetorical issues, and cognitive abilities necessary to produce effective academic prose.

## MAC 200 College Algebra

30 Contact Hours – 3 Credits

*Prerequisite: None/Corequisite: None*

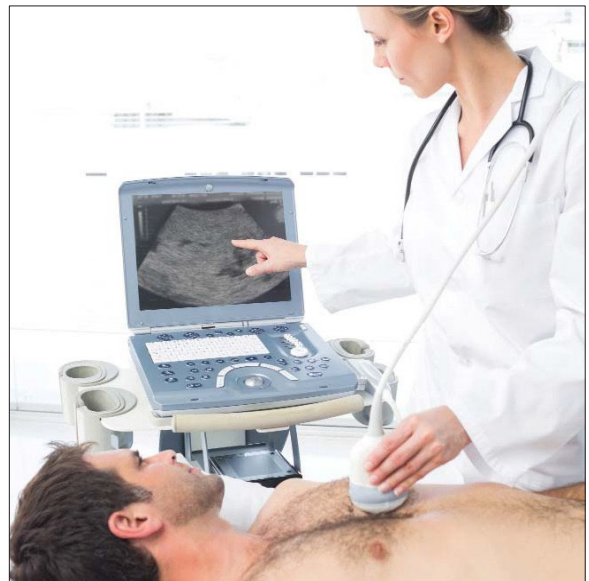
This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included.

## PPD 100 Professional Development

30 Contact Hours – 2 Credits

*Prerequisite: None/Corequisite: None*

This course prepares students for externship and job search success. Resumes are prepared and students learn interview and job search techniques. Important aspects of workplace dynamics are also covered including attitude, timeliness, dress code, professionalism, employee rights and responsibilities, teamwork and protocols involved when interacting with co-workers, supervisors, doctors, nurses and other health care professionals. Professional associations and the value of certification and continuing education are also discussed.



# ONLINE PROGRAMS OF STUDY

## Online Admission Requirements

All prospective students for Clinical and Administrative Medical Assisting, Health Information Management, Billing and Coding, and Medical Office Administration must participate in the Student Success Course.

Additionally, effective August 28, 2024, prior to enrollment, all prospective students for Clinical and Administrative Medical Assisting, Health Information Management, Billing and Coding, and Medical Office Administration must successfully pass the Wonderlic entrance exam and the Smarter Measure online assessment to ensure that all students possess the technical skills, access to technology, and learning styles to be successful in an online learning environment.

## PROGRAM ADMISSION REQUIREMENTS

Prior to being admitted into the Clinical and Administrative Medical Assisting AOS degree program, the prerequisite is that a student must have graduated from any iteration of BCC's or BCC affiliated schools' Clinical Medical Assisting diploma, Medical Assisting diploma, or any other approved program per the articulation agreement.

In rare cases, students may not receive the full transfer of credits to satisfy the prerequisite requirement, they will be admitted to the on-ground Clinical Medical Assisting program at their local Blue Cliff College and receive the applicable transfer of credit. Upon successful completion of the required prerequisites, the student may choose to transfer to the Clinical and Administrative Medical Assisting AOS program and complete their degree online.

Documentation including the application and enrollment agreement will be completed through the school's student management system, VIAS.

## Admission / Application Procedures

Prior to enrollment, all prospective students must:

1. Complete and sign an application for admission.
2. Provide valid proof of high school completion or the equivalent recognized by the State's Department of Education or by any national or regional accrediting body that is recognized by the U.S. Department of Education. A college transcript showing completion of an academic degree from an accredited institution may also be accepted in lieu of high school graduation to fulfill this requirement.
3. Disclose all felony convictions to the college during the application process; additional information may be required.
4. Demonstrate the availability of financial resources (including financial aid) for meeting tuition and fee obligations.
5. Successfully pass the Wonderlic entrance exam with a minimum score as outlined below:

Program	Score
Clinical and Administrative Medical Assisting (CAMA) – AOS	14
Health Information Management, Billing and Coding (HIMBC) – AOS	15
Health Information Management, Billing and Coding (HIMBC) – Diploma	15
Medical Office Administration (MOA) – Diploma	14

6. Successfully pass the SmarterMeasure online assessment with a minimum score of 60%\*.

*\*Applicants who possess a high school diploma or GED, and pass the Wonderlic, but score below 60% on the Technical Competency or Technical Knowledge sections of SmarterMeasure, will be allowed to retake the exam one time without any restrictions. If the applicant fails the assessment a second time, they will have to wait 30-days to retake the SmarterMeasure assessment. The applicant will receive their results report via email.*

## TRANSFER STUDENTS

Clinical and Administrative Medical Assisting and Health Information Management, Billing and Coding AOS degree programs: *Students completing or transferring any credits from any iteration of Blue Cliff College "D" grades will be accepted and transferred in accordance with the "Repeating a Course Policy on pages 44 and 160 of the catalog".*

## Technical Requirements for Online Students

Students enrolled in online classes will need access to a computer, access to the Internet, and a supported Web browser. The following are the recommended minimum computer hardware and software configurations for online coursework.

<b>Operating System:</b> Windows PC RECOMMENDED Windows 10 64bit MINIMUM: Windows7 (64-bit) or newer	Apple Macintosh RECOMMENDED Windows 10 64bit MINIMUM: Windows 7 (64-bit) or newer
<b>Internet Connection:</b> Windows PC 512kbps or better	Apple Macintosh 512kbps or better
<b>Productivity Tools:</b> Windows PC Microsoft Office 2013	Apple Macintosh Microsoft Office 2011/2016
<b>Processor Type:</b> Windows PC MINIMUM 2 Ghz or faster	Apple Macintosh MINIMUM 2 Ghz or faster
<b>Operating System:</b> Windows PC MINIMUM 4 GB RAM RECOMMENDED 8 GB RAM or 64 GB Flash Drive	Apple Macintosh MINIMUM 4 GB RAM RECOMMENDED 8 GB RAM or 64 GB Flash Drive
<b>Hard Drive Storage:</b> Windows PC RECOMMENDED 250 GB or greater	Apple Macintosh RECOMMENDED 250 GB or greater
<b>Monitor:</b> Windows PC 1024x768 or greater	Apple Macintosh 1024x768 or greater
<b>Windows Browser:</b> Windows PC Chrome 106 and 107 Firefox 105 and 106 (Extended Releases are not supported) Edge 104 and 105	Apple Macintosh Safari 15 and 16 Google Chrome 106 and 107 Firefox 105 and 106 (Extended Releases are not supported)
<b>Additional Software:</b> Windows PC Microsoft® Office 2016 or later for a personal computer (PC)	Apple Macintosh Microsoft® Office 2016 for a Mac
An up-to-date installation of Adobe® Reader	An up-to-date installation of Adobe® Reader
An up-to-date installation of the Adobe® Flash plug-in	An up-to-date installation of the Adobe® Flash plug-in
An up-to-date installation of Java® may be required for some courses	An up-to-date installation of Java® may be required for some courses
A system enabled to allow installation of browser plug-ins as required	A system enabled to allow installation plug-ins as required
Local administrative privileges to operating system may be required	Local administrative privileges to operating system may be required
A current antivirus application (updated regularly)	A current antivirus application (updated regularly)



# 1+1 MATRICULATION AND BLOCK TRANSFER CREDIT POLICY

## CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING – AOS PROGRAM ADMISSION REQUIREMENTS:

Prior to being admitted into the Clinical and Administrative Medical Assisting AOS program, the prerequisite is that a student must have graduated from any iteration of the BCC's or BCC affiliated schools' Clinical Medical Assisting, Medical Assisting or any other approved diploma program per the articulation agreement or BCC 1+1 matriculation policy.

In rare cases, students may not receive full transfer of credits to satisfy the prerequisite requirement, students will be admitted to the on-ground Clinical Medical Assisting program at their local Blue Cliff College and receive applicable transfer of credit. Upon successful completion of the required prerequisites, the student may choose to transfer to Clinical and Administrative Medical Assisting AOS program and complete their degree online.

All of the documentation to include the application and enrollment agreement will be completed through DocuSign.

## 1+1 MATRICULATION FOR ASSOCIATE OF OCCUPATIONAL STUDIES (AOS) CANDIDATES

Blue Cliff College will accept a diploma for entry into the Associate of Occupational Science (AOS) degree in Clinical and Administrative Medical Assisting (CAMA) or Health Information Management, Billing and Coding (HIMBC), provided that the diploma meets the specified standards or additional prerequisites identified below.

- For students who have completed an accredited diploma program in Medical Assisting, Health Information or Medical Billing and Coding, who enroll in a Blue Cliff College associate's degree in a similar program area (i.e., Clinical and Administrative Medical Assisting (CAMA) or Health Information Management, Billing and Coding (HIMBC)) may be awarded a block credit transfer by the following criteria:

### AT A MINIMUM:

- The diploma program must have been completed within the last seven (7) years. If the diploma was obtained over seven years ago, the student needs to have verifiable work experience in the medical assisting, health information or medical billing and coding industry within the last five years and be approved by the Dean of Education.
- Should the student not have verifiable work experience within the last five years, the student may also enroll if he/she has an AAMA-CMA, AMT-RMA, AHIMA, AAPC or comparable professional credential and an earned diploma in a similar program. If so, the student needs to submit his/her membership cards, showing it as current.
- Blue Cliff College CMA diploma graduates will receive actual credits of up to 53 quarter credits toward their CAMA AOS degree program.
- Blue Cliff College CMA diploma graduates enrolling onto the HIMBC-AOS degree program will receive actual credits of up to 20 quarter credits.
- Blue Cliff College HIMBC diploma graduates will receive actual credits of up to 65 quarter credits toward their HIMBC AOS degree program.
- A block of up to 48 quarter credits for graduates from outside institutions will be awarded to students enrolling into the Clinical and Administrative Medical Assisting (CAMA) AOS degree program.
- A block of up to 49 quarter credits for graduates from outside institutions will be awarded for students enrolling into the Health Information Management, Billing and Coding (HIMBC) degree program.
- There are, however, limits to the amount of transfer credits accepted into our programs; at a minimum, the final fifty percent (50%) of the program must be completed at Blue Cliff College. Should the total earned credits of diploma program fall below the maximum acceptable level allowed by each program, the remaining credits must be fulfilled by taking additional courses at Blue Cliff College.

## Sample Transfer Credit Acceptance Model

Diploma Program	Diploma Credit Earned	Maximum Transfer Credits Accepted	Required Credits for BCC – AOA Degree	Total Credits Remaining
BCC – CMA	53	53	97	44
BCC – HIMBC	65	65	99	34
BCC – CMA to HIMBC AOS	20	20	99	79
Outside Institution –Medical Assisting	50	48	97	49
Outside Institution –Billing and Coding	50	49	99	50

## ATTENDANCE REQUIREMENT – ONLINE / HYBRID STUDENTS

The following policy applies to all courses taken via the distance education platform. Attendance is expected in each class a minimum of three times per week. Daily attendance, however, is recommended to maximize student's opportunity for success. Students enrolled in online classes, including hybrid classes that do not require campus attendance, must adhere to the online attendance policy.

Attendance requires active participation that is beyond simply logging into a class and viewing messages or assignments. As defined by the federal government, attendance in online classes must demonstrate active participation as evidenced by engagement in an academic-related activity that provides an opportunity for teaching, learning, and assessment such as the following:

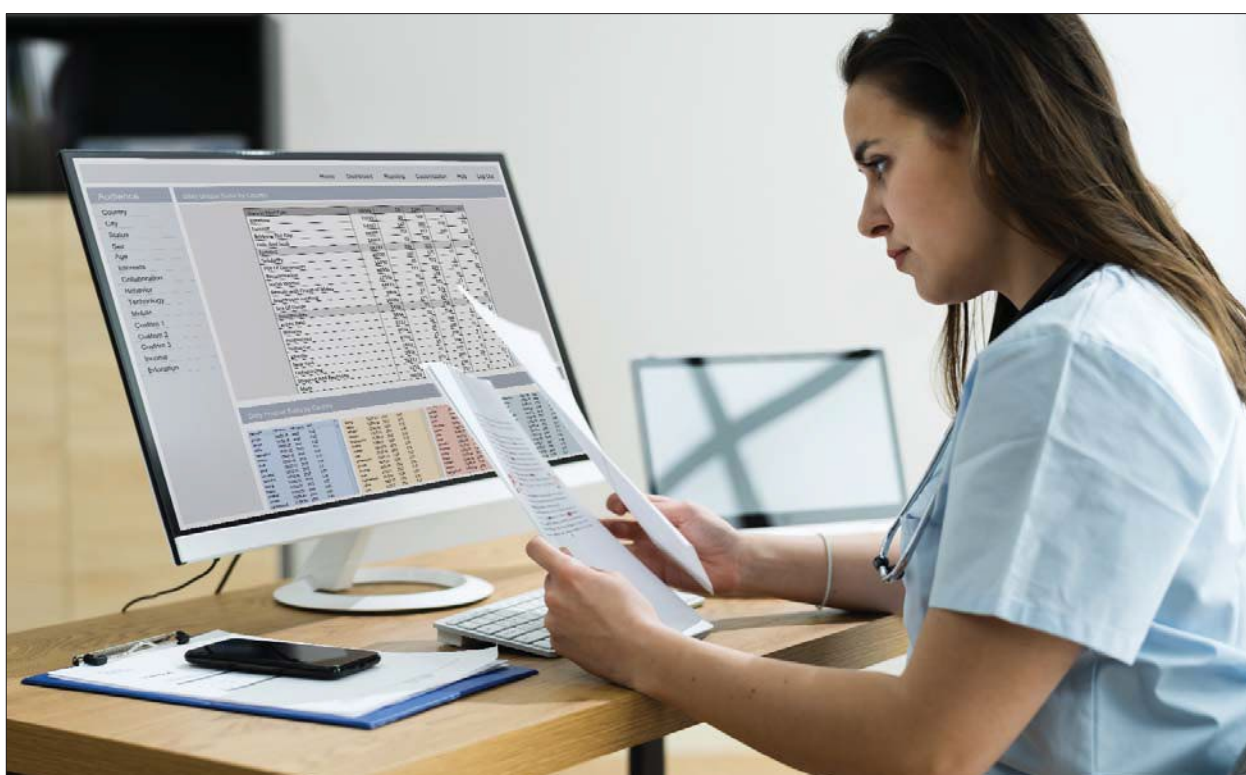
- Student submission of an academic assignment
- Student submission of an exam/quiz
- Documented student participation in an interactive tutorial or computer-assisted instruction
- Student participation in a synchronous class, lecture, activity or office hours that provide an opportunity for student and instructor interaction
- A posting by the student showing the student's participation in an online study group that is assigned by the institution
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course

# ONLINE PROGRAMS OF STUDY

## PROGRAMS OF STUDY AND COURSE DESCRIPTIONS – ONLINE PROGRAMS

Program	Number of Credit/ Clock Hours*	Months to Complete
Clinical and Administrative Medical Assisting (CAMA) – AOS	97 QCH	18
Health Information Management, Billing and Coding (HIMBC) – AOS	99 QCH	19.5
Health Information Management, Billing and Coding (HIMBC) – Diploma	65 QCH /850 CH	15
Medical Office Administration (MOA) – Diploma	36 QCH/535 CH	9

\*QCH: Quarter Credit Hours/SQH: Semester Credit Hours/CH: Clock Hours



# CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING (CAMA) - ONLINE

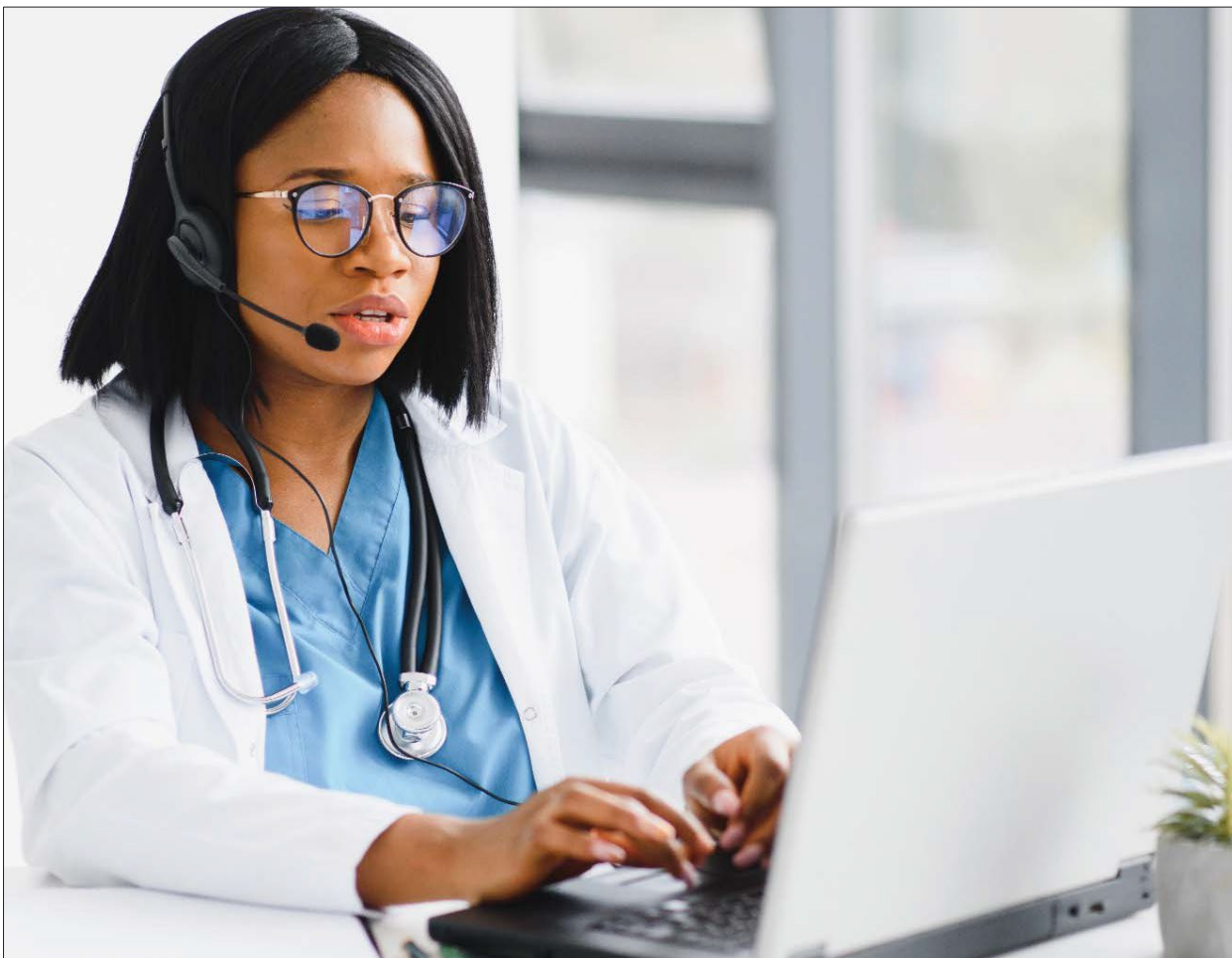
## ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM

(Not currently approved in all states. Please contact us for the latest list of approved states.)

The Clinical and Administrative Medical Assisting program focuses on the clinical skills and administrative skills needed to assist physicians and nurses in a physician's office and other health care settings. Students learn patient vital signs, standard examinations, phlebotomy/hematology techniques, laboratory procedures and electrocardiography (ECG).

Students also learn basic medical office administration procedures including reception, patient scheduling, coding and insurance, and electronic health record management. General education courses in bio- science, psychology, English and communications prepare a well-rounded graduate capable of career advancement and lifelong learning. An externship provides an opportunity to practice skills in a workplace environment. Graduates can sit for a medical assistant certification examination and work in entry level positions at single or multi-physician practices, outpatient centers and hospitals.

The normal completion time for the 97-credit hour program is 18 months. Upon successful completion of the program and all other degree program requirements, an Associate of Occupational Studies Degree in Clinical and Administrative Medical Assisting will be awarded.



### Required Courses for Clinical and Administrative Medical Assisting

Content Courses		CH/QCH
AH 100	Introduction to the Health Care Workplace	(30/3)
BIO 101	Anatomy and Physiology 1	(30/3)
BIO 102	Anatomy and Physiology 2	(30/3)
BIO 201	Physiology of Disease	(30/3)
COM 201	Technical Writing for Business	(50/5)
ENG 101	English Composition	(50/5)
IT 101	Computer Fundamentals	(40/2)
PSY 101	Principles of Psychology	(50/5)
PSY 201	Developmental Psychology	(50/5)
MAT 101	Applied Mathematics for Business	(50/5)
MOA 101	Medical Office Procedures 1	(50/4)
MOA 102	Medical Coding and Insurance	(50/4)
MOA 201	Medical Office Procedures 2	(50/4)
MOA 202	Electronic Health Records	(50/4)
MOA 203	Advanced Medical Coding	(20/2)
MED 101	Medical Terminology 1	(30/3)
MED 103	CPR / First Aid	(10/1)
MED 104	Introduction to Clinical Procedures	(50/4)
MED 105	Medical Techniques and Procedures 1	(50/3)
MED 106	Phlebotomy/Laboratory Procedures 1	(50/4)
MED 107	Pharmacology for the Medical Assistant	(50/4)
MED 108	Ethics of Patient Care	(30/3)
MED 205	Medical Techniques and Procedures 2	(50/3)
MED 206	Phlebotomy/Laboratory Procedures 2	(50/3)
MED 222	Clinical Review	(30/3)
MED 299	Medical Assisting Externship	(180/6)
PPD 100	Professional Development	(30/3)
Total		1240/97

# CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING (AOS) PROGRAM

## COURSE DESCRIPTION – ONLINE

### AH 100 Introduction to the Health Care Workplace

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

This course introduces the unique world of the health care workplace from the physician's office to specialized clinics, nursing homes, rehabilitation centers and hospitals. Students learn the societal purposes of health care institutions and the roles of professionals at all levels including communication and reporting relationships and protocols. Teamwork, professionalism and the ethics of patient care are emphasized, and attention is paid to the importance of documentation at every level. The clinical and administrative roles of medical assistants are discussed in detail.

### BIO 101 Anatomy and Physiology 1

30 Contact Hours – 3 Credits

*Pre or Co-requisite: MED101 Medical Terminology 1*

This course introduces cell structure and function, tissue structure and function, and the basics of homeostasis, metabolism, biological regulation and the immune system. The anatomy and normal functioning of the digestive, urinary, respiratory and blood/lymph systems are also covered.

### BIO 102 Anatomy and Physiology 2

30 Contact Hours – 3 Credits

*Prerequisite: BIO 101 Anatomy and Physiology 1/Corequisite: None*

This course continues the anatomy and normal functioning of organ systems including: the brain/central nervous system, cardiovascular system, endocrine system, integumentary, musculoskeletal and male/female reproductive systems.

### BIO 201 Physiology of Disease

30 Contact Hours – 3 Credits

*Prerequisite: BIO 102 Anatomy and Physiology 2/Corequisite: None*

Building on the Basic Anatomy and Physiology course, students learn the disorders associated with body systems and the causes, symptoms and treatments of diseases commonly encountered in physician's offices and outpatient settings.

*Prerequisites: BIO 102 Anatomy and Physiology 2*

### COM 201 Technical Writing for Business

50 Contact Hours - 5 Credits

*Pre or Co-requisite: None*

Medical personnel routinely produce memos and reports and are expected to engage in effective communication with patients, colleagues and supervisors in person, by phone, email and letter. This course examines the elements of effective, courteous and ethical workplace and technical written and verbal communication.

### ENG 101 English Composition

50 Contact Hours – 5 Credits

*Pre or Co-requisite: None*

This course provides instruction in college level writing, covering grammatical skills, rhetorical issues, and cognitive abilities necessary to produce effective academic prose.

### IT 101 Computer Fundamentals

40 Contact Hours – 2 Credits

*Pre or Co-requisite: None*

This course provides information and skills to familiarize the student with computer basics and functions such as keyboarding, MS Word, Excel, and PowerPoint.



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## PSY 101 Principles of Psychology

50 Contact Hours – 5 Credits

*Pre or Co-requisite: None*

This course is an introduction to fundamental concepts in psychology. Following an introduction to the history of psychology in the West and the major current schools of psychology, the course will provide an introduction to current psychological practice relating to human development, children and families, psychological illness, motivation, personality, learning and perception.

## PSY 201 Developmental Psychology

50 Contact Hours – 5 Credits

*Prerequisite: PSY 101 Principles of Psychology/Corequisite: None*

Research shows that illness can be caused or worsened by psychological conditions including depression, stress and anxiety and that illness can add to the psychological burden creating a cause-effect feedback loop. This course surveys issues in mind - body health and then discusses how health and wellness can be promoted and maintained through practices that promote a positive outlook and good habits. The positive psychological and health value of mindfulness, meditation, relaxation techniques, exercise, healthy eating, good sleep habits and other essentials of self-care are described, and students learn simple stress and anxiety reducing self-care techniques which can be easily transferred to patients and clients.

## MAT 101 Applied Mathematics for Business

50 Contact Hours – 5 Credits

*Pre or Co-requisite: None*

This course enhances the student's ability to perform basic office tasks such as bookkeeping, payroll, budgeting, banking, and personal finance. Mathematical skills underlying these functions are reviewed and honed. Topics covered ensure that the student is able to meet the needs of a growing business while developing financial organizational skills.

## MOA 101 Medical Office Procedures 1

50 Contact Hours – 4 Credits

*Pre or Co-requisite: AH 100 Introduction to the Health Care Workplace*

Students become familiar with the set-up of a typical physician or clinic office and learn the essential front office tasks including telephone techniques, scheduling, new patient procedures, document management, daily cash transactions and office technology. Basic medical office computer processes are introduced through medical office software. Communication skills, professionalism and the importance of documentation are emphasized. *Pre or Co-requisite: AH 100 Introduction to the Health Care Workplace*

## MOA 102 Medical Coding and Insurance

50 Contact Hours – 4 Credits

*Prerequisite: AH 100 Introduction to the Health Care Workplace, MOA101 Medical Office Procedures/Pre- or Co-requisite MOA202 Electronic Health Records*

This course introduces the structure of the U.S. health insurance system, the various types of private policies and government-sponsored Medicare, Medicaid, Workers Compensation and related programs. Students learn the basics of the medical coding system using ICD-10 and CPT, the proper methods of completing a variety of insurance forms and strategies for interacting with public and private insurers. Students engage in laboratory practice using medical office software systems and learn how to link insurance data processing to the patient billing system.

## MOA 201 Medical Office Procedures 2

50 Contact Hours – 4 Credits

*Pre or Co-requisite: None*

This course serves as a capstone experience in the administrative dimension of the medical assisting field. Students will use their skills in billing, coding, insurance, scheduling and medical recordkeeping to carry out work assignments and projects in a simulated workplace environment using standard medical office software. Through interaction with the instructor/supervisor, students gain an integrative understanding of medical office functions and the role of the office



manager.

## MOA 202 Electronic Health Records

50 Contact Hours – 4 Credits

*Prerequisite: MOA 101 Medical Office Procedures 1/Corequisite: None*

This course introduces the concepts and techniques underlying the current global transition from paper-based to electronic health records management systems aimed at providing universal, real-time access to patient records.

## MOA 203 Advanced Medical Coding

20 Contact Hours – 2 Credits

*Prerequisite: MOA102 Medical Coding and Insurance/Corequisite: None*

Students continue the study of codes concentrating on the more complex diagnoses and procedures involved in hospital settings. Medical terminology associated with these codes is reviewed.

## MED 101 Medical Terminology 1

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

Students learn the important prefixes, suffixes and roots of medical terms and the vocabulary associated with human organ systems and their pathologies. Patient histories and medical reports are used to establish the health care context in which these terms are employed.

## MED 103 CPR / First Aid

10 Contact Hours – 1 Credit

*Pre or Co-requisite: None*

Students prepare for and take certification tests for CPR and first aid under the direction of a certified instructor.

## MED 104 Introduction to Clinical Procedures

50 Contact Hours – 4 Credits

*Pre or Co-requisite: None*

This course introduces students to the clinical setting and to standard procedures they will perform independently or with the physician. Following an introduction to the infection process and immune function, students learn regulations and standard precautions for clinical safety and how to apply principles of medical asepsis, disinfection and sanitization in a clinical setting. Students are introduced to taking a medical history and obtaining vital signs and key measurements including body temperature, blood pressure, pulse, respiration, height and weight.

## MED 105 Medical Techniques and Procedures 1

50 Contact Hours – 3 Credits

*Prerequisite: AH 100 Introduction to the Health Care Workplace; MED 104 Introduction to Clinical Procedures/Pre or Co-requisite: BIO 102 Anatomy and Physiology 2*

This course provides skills for assisting physicians in conducting examinations and common procedures associated with obstetrics/gynecology, pediatrics, male reproduction, gerontology and basic diagnostic techniques for body systems. Students learn patient preparation, exam set-up, patient instruction and the role of the medical assistant in specialized examinations and procedures. Students will learn CPR and first Aid techniques.

## MED 106 Phlebotomy / Laboratory Procedures 1

50 Contact Hours – 4 Credits

*Prerequisite: AH 100 Introduction to the Health Care Workplace; MED 104 Introduction to Clinical Procedures/Pre or Co-requisite: BIO102 Anatomy and Physiology 2*

This lab-based course provides an overview of the medical laboratory including OSHA and CLIA guidelines, requisitions and reports, specimen processing, and microscope usage and maintenance. Students then learn techniques for collecting urine and blood samples. Venipuncture and capillary puncture are practiced extensively in a laboratory setting.

## MED 107 Pharmacology for the Medical Assistant

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50 Contact Hours – 4 Credits

*Pre or Co-requisite: None*

This lecture course provides instruction in pharmacology concepts. Students will learn measurement systems and dosage calculations, drug classifications, the principles and procedures of medication administration and the primary state and federal health and safety laws and regulations. Students will be able to identify the most commonly used medications and their actions, uses, contraindications, adverse reactions, dosage and route of administration. The role of the medical assistant in medication administration and patient education is covered.

### MED 108 Ethics of Patient Care

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

This course introduces basic ethical and legal principles governing health care practice including privacy, safety, patient rights, malpractice and disclosure. Also covered are sensitive patient care-related issues.

### MED 205 Medical Techniques and Procedures 2

50 Contact Hours – 3 Credits

*Prerequisite: MED 105 Medical Techniques and Procedures 1*

This course covers a range of technical knowledge and skills that relate to working in a physician's office including preparation for minor surgery, instructing patients in therapeutic modalities including rehabilitative use of durable medical equipment and basic 12-lead electrocardiography (ECG). The basics of nutrition are also covered, and students learn the nature and purposes of diagnostic imaging.

### MED 206 Phlebotomy / Laboratory Procedures 2

50 Contact Hours – 3 Credits

*Prerequisite: MED 106 Phlebotomy/Laboratory Procedures 1*

This course develops laboratory skills needed to conduct a number of standard blood, urine, sputum, semen and microbiological tests. Students review the physiology and pathology of body systems involved and practice in a laboratory setting using standard equipment.

### MED 222 Clinical Review

30 Contact Hours – 3 Credits

*Prerequisite: MED205 Medical Techniques and Procedures 2; MED206 Phlebotomy/ Hematology 2*

This capstone course reviews clinical theory and practice to prepare students for their externship experience and for the clinical component of certification tests in medical assisting and phlebotomy.

### MED 299 Medical Assisting Externship

180 Contact Hours – 6 Credits

*Prerequisite: Satisfactory completion of all coursework except for PPD100 Professional Development which could be a co-requisite*

An important aspect of training in the medical assisting field is actual clinical experience enabling the application of textbook and lab principles to an actual professional setting. Externships meet the need for practical experience and serve as a capstone. Students are placed in supervised clinical positions during this module. These positions will rotate students through a range of practical applications related to the specific competencies in their program and give students a chance to observe doctors, nurses, medical assistants and other health professionals engaged in routine health care practices. Supervisors report weekly on student attendance, skill competencies, comportment and professionalism.

### PPD 100 Professional Development

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

This course prepares students for externship and job search success. Resumes are prepared and students learn interview and job search techniques. Important aspects of workplace dynamics are also covered including attitude, timeliness, dress code, professionalism, employee rights and responsibilities, teamwork and protocols involved when

interacting with co-workers, supervisors, doctors, nurses and other health care professionals. Professional associations and the value of certification and continuing education are also discussed.

# HEALTH INFORMATION MANAGEMENT, BILLING AND CODING (HIMBC) - ONLINE

## ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM

(Not currently approved in all states. Please contact us for the latest list of approved states.)

The program will provide an advanced study of software applications, medical insurance and billing, medical office administration, as well as an in-depth study of the medical science of the human body including anatomy, physiology and pathology of the body systems, and medical terminology. Students will develop skills in organizing, maintaining, and evaluating health records as well as have the ability to code patients' medical information for insurance purposes and use computer programs to tabulate and analyze data to improve patient care, provide documentation for legal actions, or provide data for use in research studies.

The program also offers courses in general education to provide a well-rounded set of skills in all aspects of medical office administration. Courses include medical administrative procedures, medical coding and insurance, data management, health care information security and privacy, reimbursement methodologies, medical forms and insurance, billing and collection processes and advanced software applications. General education courses include health statistics, oral and written communication and business math.

Graduates from this associate program may work in entry-level positions as health information technicians in administrative settings in doctors' offices, hospitals, and clinics; additionally, graduates are also prepared to work in nursing care facilities, outpatient care centers, and home health care services. The normal completion time for the day program is nineteen point five (19.5) months. Upon successful completion of 99 quarter credit hours and all other graduation requirements, the program culminates in the awarding of a Health Information Management, Billing and Coding AOS degree.



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**Required courses in Associate of Occupational studies in Health Information  
Management, Billing and Coding (HIMBC) Program**

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Content Courses		CH/QCH
BIO 101	Anatomy and Physiology 1	(30/3)
BIO 102	Anatomy and Physiology 2	(30/3)
COM 101	Oral and Written Communication	(30/3)
MAT 201	Business Math	(30/3)
MAT 202	Health Statistics	(40/4)
MED 101	Medical Terminology 1	(30/3)
MED 102	Medical Terminology 2	(30/3)
HIM 100	Introduction to Health Information Management	(30/3)
HIM 101	Medical Administrative Procedures	(50/3)
HIM 102	Introduction to Data Management	(40/2)
HIM 103	Health Information Security and Privacy	(30/3)
HIM 104	Medical Billing and Coding 1	(70/4)
HIM 105	Reimbursement Methodologies	(50/3)
HIM 106	Electronic Health Records 1	(60/4)
HIM 107	Medical Forms and Insurance	(30/3)
HIM 108	Pharmacology for Health Information Management	(30/3)
HIM 109	Patient Billing and Collection Processes	(30/3)
HIM 110	Electronic Health Records 2	(60/4)
HIM 111	Medical Billing and Coding 2	(70/4)
HIM 112	Medical Billing and Coding 3	(70/5)
HIM 201	Advanced Software Applications	(70/5)
HIM 202	Health Information Research	(30/3)
HIM 203	Advanced Medical Billing and Coding	(70/5)
HIM 204	Quality Assurance	(40/4)
HIM 205	Chart Auditing	(40/4)
HIM 206	Principles of Management	(30/3)
HIM 207	Capstone	(80/6)
PPD 100	Professional Development	(30/3)
Total		1230/99

## HEALTH INFORMATION MANAGEMENT, BILLING AND CODING (AOS) PROGRAM COURSE DESCRIPTIONS – ONLINE

### BIO 101 Anatomy and Physiology 1

30 Contact Hours – 3 Credits

*Pre or Co-requisite: MED 101 Medical Terminology*

This course introduces cell structure and function, tissue structure and function, and the basics of homeostasis, metabolism, biological regulation and the immune system. The anatomy and normal functioning of the digestive, urinary, respiratory and blood/lymph systems are also covered.

### BIO 102 Anatomy and Physiology 2

30 Contact Hours – 3 Credits

*Prerequisite: BIO 101 Anatomy and Physiology 1/Corequisite: None*

This course continues the anatomy and normal functioning of organ systems including: the brain/central nervous system, cardiovascular system, endocrine system, integumentary, musculoskeletal and male/female reproductive systems.

### COM 101 Oral and Written Communication

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

Medical personnel routinely produce memos and reports and are expected to engage in effective communication with patients, colleagues and supervisors in person, by phone, email and letter. This course examines the elements of effective, courteous and ethical workplace and technical written and verbal communication.

### MAT 201 Business Math

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

This course enhances the student's ability to perform basic office and finance tasks. Basic mathematical skills are reviewed and honed.

### MAT 202 Health Statistics

40 Contact Hours – 4 Credits

*Pre or Co-requisite: None*

Introduction to basic statistical principles and calculations as applied in the health care environment, procedures for collection and reporting statistics and quality control basics.

### MED 101 Medical Terminology 1

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

This course introduces the student to the importance of proper use of medical terms through prefixes, suffixes and roots of medical terms and the vocabulary associated with human organ systems and their pathologies. Patient histories and medical reports are used to establish the health care context in which these terms are employed.

### MED 102 Medical Terminology 2

30 Contact Hours – 3 Credits

*Prerequisite: MED 101 Medical Terminology 1/Corequisite: None*

This course presents the student with logic step-by-step method for building a medical vocabulary. Students will learn to recognize and build medical terms and apply them within the health care setting.

### HIM 100 Introduction to Health Information Management

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*



This course provides an introduction to health records systems with emphasis on record completion, maintenance, and preservation. The course will also discuss the relationship between health information management, delivery systems, patient information privacy, regulatory issues, documentation practices, reimbursement, information management, quality improvement, utilization management, and the role of the HIM professional within the health care workplace.

### HIM 101 Medical Administrative Procedures

50 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

This course introduces the procedures needed to efficiently function in a medically oriented office environment and the office operations required in meeting today's industry demands.

### HIM 102 Introduction to Data Management

40 Contact Hours – 2 Credits

*Pre or Co-requisite: None*

This course teaches how to use computers for information and communication by using common software applications in the execution of work processes.

### HIM 103 Health Information Security and Privacy

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

This course introduces policies and procedures concerning the protection of the confidentiality and integrity of a patient's record and health information.

### HIM 104 Medical Billing and Coding 1

70 Contact Hours – 4 Credits

*Pre or Co-requisite: None*

This course offers an introduction to the principals of coding diseases using ICD (International Classification of Disease), clinical modification and the impact of coding for reimbursement at an introductory level.

### HIM 105 Reimbursement Methodologies

50 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

This course provides that coding is imperative for proper reimbursement from insurance companies, as well as why medical necessity is imperative for proper reimbursement; billing and collection practices, and reimbursement guidelines, including the audit and appeals process.

### HIM 106 Electronic Health Record 1

60 Contact Hours – 4 Credits

*Pre or Co-requisite: None*

Provides practical experience in the use of software programs commonly used in health information, including master patient index, chart tracking, abstracting, encoders, and groupers, release of information, birth registration, and incomplete record management system. Emphasis on the use of spreadsheet and database programs and the manipulation and use of health information.

### HIM 107 Medical Forms and Insurance

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

This course identifies the major types of third-party health insurance providers, private and governmental health, disability, workers compensation and liability insurance. Provides practical application, completion, review, correction and submission of insurance billing forms; CMS-1500 and UB04; and assuring coding compliance with established national and organizational coding guidelines.

### HIM 108 Pharmacology for Health Information Management

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30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

This course introduces the general study of drug classifications, uses and effects as required to perform health data tasks.

### HIM 109 Patient Billing and Collection Processes

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

This course will explore the standard procedures involved in billing patients for their financial responsibility and the standard collection process according to the Fair Debt Collection Practices Act and Telephone Consumer Protection Act.

### HIM 110 Electronic Health Records 2

60 Contact Hours – 4 Credits

*Prerequisite: HIM 106 Electronic Health Records 1/Corequisite: None*

This course will provide instruction and application in data content structure; collection, storage and retrieval of health information; analysis, interpretation, and presentation of health data; information technology and systems; various registries and ancillary departments.

### HIM 111 Medical Billing and Coding 2

70 Contact Hours – 4 Credits

*Prerequisite: HIM 104 Medical Billing and Coding 1/Corequisite: None*

This course will provide an introduction to the principal mechanics of coding procedures according to CPT (Current Procedural Terminology) and its relationship to the medical profession's financing administration at an introductory level.

### HIM 112 Medical Billing and Coding 3

70 Contact Hours v 5 Credits

*Prerequisite HIM 111 Medical Billing and Coding 2/Corequisite: None*

This course will explore more complex issues related to ICD and CPT coding for both acute and non-acute health care settings. Prospective payment systems and DRG's (Diagnosis Related Groups) will be introduced as well as coding for prospective payment utilizing computer encoders and groupers will be emphasized.

### HIM 201 Advanced Software Applications

70 Contact Hours – 5 Credits

*Pre or Co-requisite: None*

Explores the integration of health care practice with computer technology and information science. Students will identify, gather, process, and manage information obtained and accessed via advanced information technology. Issues related to the protection of privacy, confidentiality, ethics, and security of information in the health care environment will be evaluated.

### HIM 202 Health Information Research

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

Addresses the design, deployment, and maintenance of health care information systems and examines the application of health care practices in the information systems field. Students will complete a research project where an information system solution will be developed for a sample health care organization. The project will focus on privacy, security, confidentiality, and usability.

### HIM 203 Advanced Medical Billing and Coding

70 Contact Hours – 5 Credits

*Prerequisite HIM 112 Medical Billing and Coding III/Corequisite: None*

This course provides in-depth and comprehensive coverage of the CPT coding system by section; ICD-10-CM coding,

HCPCS coding and DRG's. End-of-lesson exercises, practice quizzes, and coding tips reinforce participant knowledge retention.

### HIM 204 Quality Assurance

40 Contact Hours – 4 Credits

*Pre or Co-requisite: None*

Introduction of policy issues and managerial methods as they relate to quality and safety in health care organizations. Collection, organization and presentation of data for quality management, utilization management, risk management and other related studies.

### HIM 205 Chart Auditing

40 Contact Hours – 4 Credits

*Pre or Co-requisite: None*

To satisfy Medicare requirements, documentation must match that of the service provided and must be cross checked to ensure that accurate billing is performed. Selecting the appropriate codes and level of care requirements can be challenging. This course will cover the key elements of medical chart auditing from validating examination, decision-making and surgical documentation for every patient chart to reporting and initiating corrective action plans.

### HIM 206 Principles of Management

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

This course provides students with an overview of concepts and issues related to health care leadership. It is generally a required course for any subsequent health care management courses. Through the examination of management topics and health care situations, the student will explore the skills and knowledge needed to be successful in a diverse health care environment. Topics include health care leadership, organizational design as it relates to the uniqueness of health care organizations, managing professionals, and diversity in the workplace.

### HIM 207 Capstone

80 Contact Hours – 6 Credits

*Prerequisite: Successful completion of all other required courses, as well as the permission of the Program Chair, Director of Education or Campus Director*

This course will assist students in preparing for the certification exam. Test practice exams as well as strategies for exam taking will be covered. Students in this course will apply their knowledge and skills gained throughout their program curriculum. Students will code a variety of medical records from hospitals, clinician offices, and/or other health care settings to prepare them for employment in the health information management industry.

### PPD 100 Professional Development

30 Contact Hours – 3 Credits

*Pre or Co-requisite: None*

This course prepares students for capstone and career success. Important aspects of workplace dynamics are also covered including attitude, timeliness, dress code, professionalism, teamwork involved when interacting with co-workers, supervisors, doctors, nurses and other health care professionals. Professional associations and the value of certification and continuing education are also discussed.

# HEALTH INFORMATION MANAGEMENT, BILLING AND CODING (HIMBC) DIPLOMA - ONLINE

(Not currently approved in all states. Please contact us for the latest list of approved states.)

The Blue Cliff College Diploma Program in Health Information Management, Billing and Coding (HIMBC) provides a basic study of software applications, medical insurance and billing, medical office administration, as well as a comprehensive study of the medical science of the human body including anatomy and medical terminology. The diploma program prepares the graduate for entry-level positions in the healthcare field as a coding specialist, insurance claims specialist/representative, front desk/receptionist and billing and collections. Graduates will have the ability to code patients' medical information for insurance purposes and use computer programs to tabulate and analyze data to improve patient care. The normal completion time for the 65-credit hour program is 15 months. Upon successful completion of the program and all other graduation requirements, a diploma in Health Information Management, Billing and Coding will be awarded.

## Required Courses in the Diploma in Health Information Management, Billing and Coding (HIMBC)

Content Courses		CH/QCH
BIO 101	Anatomy and Physiology 1	(3/30)
BIO 102	Anatomy and Physiology 2	(3/30)
MED 101	Medical Terminology 1	(3/30)
MED 102	Medical Terminology 2	(3/30)
HIM 100	Introduction to Health Information Management	(3/30)
HIM 101	Medical Administrative Procedures	(3/50)
HIM 102	Introduction to Data Management	(2/40)
HIM 103	Healthcare Information Security and Privacy	(3/30)
HIM 104	Medical Billing and Coding 1	(4/70)
HIM 105	Reimbursement Methodologies	(30/50)
HIM 106	Electronic Health Records 1	(4/60)
HIM 107	Medical Forms and Insurance	(3/30)
HIM 108	Pharmacology for Health Information Management	(3/30)
HIM 109	Patient Billing and Collection Processes	(3/30)
HIM 110	Electronic Health Records 2	(4/60)
HIM 111	Medical Billing and Coding 2	(4/70)
HIM 112	Medical Coding and Billing 3	(5/70)
HIM 207	Capstone	(6/80)
PPD 100	Professional Development	(3/30)
Total		65/850

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## HEALTH INFORMATION MANAGEMENT, BILLING AND CODING (HIMBC) PROGRAM COURSE DESCRIPTIONS – ONLINE DIPLOMA

### BIO 101 Anatomy and Physiology 1

3 Credits – 30 Contact Hours

*Pre- or Co-requisite: MED 101 Medical Terminology I.*

This course introduces cell structure and function, tissue structure and function, and the basics of homeostasis, metabolism, biological regulation and the immune system. The anatomy and normal functioning of the digestive, urinary, respiratory and blood/lymph systems are also covered.

### BIO 102 Anatomy and Physiology 2

3 Credits – 30 Contact Hours

*Prerequisite: BIO 101 Anatomy and Physiology 1*

This course continues the anatomy and normal functioning of organ systems including the brain/central nervous system, cardiovascular system, endocrine system, integumentary, musculoskeletal and male/female reproductive systems.

### MED 101 Medical Terminology 1

3 Credits – 30 Contact Hours

*Pre- or Co-requisite: None*

This course introduces the student to the importance of proper use of medical terms through prefixes, suffixes and roots of medical terms and the vocabulary associated with human organ systems and their pathologies. Patient histories and medical reports are used to establish the healthcare context in which these terms are employed.

### MED 102 Medical Terminology 2

3 Credits – 30 Contact Hours

*Prerequisite Med 101 Medical Terminology 1/ Corequisite: None*

This course presents the student with logic step by step method for building a medical vocabulary. Students will learn to recognize and build medical terms and apply them within the healthcare setting.

### HIM 100 Introduction to Health Information Management

30 Contact Hours – 3 Credits

*Pre- or Co-requisite: None*

This course provides an introduction to health records systems with emphasis on record completion, maintenance, and preservation. The course will also discuss the relationship between health information management, delivery systems, patient information privacy, regulatory issues, documentation practices, reimbursement, information management, quality improvement, utilization management, and the role of the HIM professional within the healthcare workplace.

### HIM 101 Medical Administrative Procedures

50 Contact Hours – 3 Credits

*Pre- or Co-requisite: None*

This course introduces the procedures needed to efficiently function in a medically oriented office environment and the office operations required in meeting today's industry demands.

### HIM 102 Introduction to Data Management

40 Contact Hours – 2 Credits

*Pre- or Co-requisite: None*

This course teaches how to use computers for information and communication by using common software applications in the execution of work processes.

### HIM 103 Healthcare Information Security and Privacy

30 Contact Hours – 3 Credits

*Pre- or Co-requisite: None*

This course introduces policies and procedures concerning the protection of the confidentiality and integrity of a patient's record and health information.

### HIM 104 Medical Billing and Coding 1

70 Contact Hour – 4 Credits

*Pre- or Co-requisite: None*

This course offers an introduction to the principals of coding diseases using ICD (International Classification of Disease), clinical modification and the impact of coding for reimbursement at an introductory level.

### HIM 105 Reimbursement Methodologies

50 Contact Hours – 3 Credits

*Pre- or Co-requisite: None*

This course provides an introduction to reimbursement methods. Proper coding is imperative for proper reimbursement from insurance companies. Emphasis will be placed on the importance of documenting medical necessity and proper diagnosis which are imperative for proper reimbursement. Billing and collection practices, reimbursement guidelines, and the audit and appeals process will be covered in this course.

### HIM 106 Electronic Health Records 1

60 Contact Hours – 4 Credits

*Pre- or Co-requisite: None*

Provides practical experience in the use of software programs commonly used in health information, including master patient index, chart tracking, abstracting, encoders, and groupers, release of information, birth registration, and incomplete record management system. Emphasis is placed on the use of spreadsheet and database programs and the manipulation and use of health information.

### HIM 107 Medical Forms and Insurance

30 Contact Hours – 3 Credits

*Pre- or Co-requisite: None*

This course identifies the major types of third-party health insurance providers, private and governmental health, disability, workers compensation and liability insurance. Provides practical application, completion, review, correction and submission of insurance billing forms; CMS-1500 and UB04; and assuring coding compliance with established national and organizational coding guidelines.

### HIM 108 Pharmacology for Health Information Management

30 Contact Hours – 3 Credits

*Pre- or Co-requisite: None*

This course introduces the general study of drug classifications, uses and effects as required in performing health data tasks.

### HIM 109 Patient Billing and Collection Processes

30 Contact Hours – 3 Credits

*Pre- or Co-requisite: None*

This course will explore the standard procedures involved in billing patients for their financial responsibility and the standard collection process according to the Fair Debt Collection Practices Act and Telephone Consumer Protection Act.

### HIM 110 Electronic Health Records 2

60 Contact Hours – 4 Credits

*Prerequisite: HIM 106 Electronic Health Records 1*

This course will provide instruction and application in data content structure; collection, storage and retrieval of health information; analysis, interpretation, and presentation of health data; information technology and systems; various registries and ancillary departments.

### HIM 111 Medical Billing and Coding 2



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4 Credits – 60 Contact Hours

*Prerequisite: HIM 104 Medical Coding and Billing 1*

This course will provide an introduction to the principal mechanics of coding procedures according to CPT (Current Procedural Terminology) and its relationship to the medical profession's financing administration at an introductory level.

### HIM 112 Medical Billing and Coding 3

70 Contact Hours – 5 Credits

*Prerequisite: HIM 111 Medical Coding and Billing 2*

This course will explore more complex issues related to ICD and CPT coding for both acute and non-acute health care settings. Prospective payment systems and DRG's (Diagnosis Related Groups) will be introduced as well as coding for prospective payment utilizing computer encoders and groupers will be emphasized.

### HIM 207 Capstone

80 Contact Hours – 6 Credits

*Prerequisite: Successful completion of all other required courses, as well as the permission of the Program Chair, Director of Education or Campus Director*

Students in this course will gain experience applying advanced medical coding skills. Students will code a variety of medical records from hospitals, clinician offices, and/or other health care settings. The training provided in this course integrates coding and classification systems, health care functions, medical disease and treatment, and health care reimbursement at an advanced level to prepare the student for employment in the health information management industry as a medical coder.

### PPD 100 Professional Development

30 Contact Hours – 3 Credits

*Pre- or Co-requisite: None*

This course prepares students for externship and career success. Important aspects of workplace dynamics are also covered including attitude, timeliness, dress code, professionalism, teamwork involved when interacting with co-workers, supervisors, doctors, nurses and other healthcare professionals. Professional associations and the value of certification and continuing education are also discussed

# MEDICAL OFFICE ADMINISTRATION - DIPLOMA - ONLINE

(Not currently approved in all states. Please contact us for the latest list of approved states.)

The Diploma in Medical Office Administration provides graduates with the skills needed to perform successfully in today's medical office environment. The student is provided with the necessary medical office skills and theory to enable them to understand the day-to-day demands of the medical office environment. The curriculum is designed so that the graduate is prepared for employment in an entry level administrative position in a physician's office, specialized clinic, nursing home, rehabilitation center or hospital.

Upon successful completion of the program and all other graduation requirements a Diploma in Medical Office Administration will be awarded. The normal completion time for the 36-credit diploma program is 9 months.

## Required courses in the Medical Office Administration

Content Courses		CH/QCH
COM 101	Business Communication	(45/3)
IT 101	Computer Fundamentals	(45/3)
MOA 100	Introduction to Medical Office Administration	(45/3)
MOA 101	Medical Administrative Procedures	(45/3)
MOA 102	Medical Office Management	(45/3)
MOA 103	Professionalism in the Medical Office	(45/3)
MOA 104	Law & Ethics in the Healthcare Workplace	(45/3)
MOA 105	Medical Language	(30/2)
MOA 106	Billing & Collection Procedures	(50/3.5)
MOA 107	Electronic Health Records	(50/3.5)
MOA 108	Medical Office Administration Capstone	(90/6)
Total		535/36



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## **DIPLOMA IN MEDICAL OFFICE ADMINISTRATION (MOA) – ONLINE DIPLOMA**

### **COM 101 Business Communication**

3 Credits – 45 Contact Hours

Personnel routinely produce memos and reports and are expected to engage in effective communications with colleagues and supervisors in person, by phone, email and letter. This course examines the elements of effective, courteous and ethical workplace and technical written and verbal communication.

### **IT 101 Computer Fundamental**

3 Credits – 45 Contact Hours

This course introduces computer basics and functions such as keyboarding, Word, Excel, and PowerPoint in the execution of work processes.

### **MOA 100 Introduction to Medical Office Administration**

3 Credits – 45 Contact Hours

This course provides an introduction to the medical office administrative work environment from the physician's office to specialized clinics, nursing homes, rehabilitation centers and hospitals. The medical office administrator's role will be discussed in detail and how it aligns within the healthcare institutions.

### **MOA 101 Medical Administrative Procedures**

3 Credits – 45 Contact Hours

This course introduces the procedures needed to efficiently function in a medically oriented office environment and the office operations required in meeting today's industry demands.

### **MOA 102 Medical Office Management**

45 Contact Hours – 3 Credits

This course prepares students for entry level supervision of the medical office. Common business practices will be explored such as basic office and financial tasks to include budgeting, planning and organizing, decision-making, staffing and motivation.

### **MOA 103 Professionalism in the Medical Office**

45 Contact Hours – 3 Credits

This course prepares students for career success. Important aspects of workplace dynamics are also covered including attitude, timeliness, dress code, professionalism, and teamwork when interacting with office personnel and healthcare professionals. Professional associations and the value of certification and continuing education are also discussed.

### **MOA 104 Law & Ethics in the Healthcare Workplace**

45 Contact Hours – 3 Credits

This course introduces basic ethical and legal principles governing healthcare practices including privacy, safety, and patient rights. The confidentiality and integrity of patient's record and health information will also be discussed.

### **MOA 105 Medical Language**

30 Contact Hours – 2 Credits

This course introduces the important prefixes, suffixes and roots of medical terms and the vocabulary associated with human organ systems and their pathologies.

### **MOA 106 Billing and Collection Procedures**

50 Contact Hours – 3.5 Credits

This course will explore the standard billing and collection procedures involved in billing patients and major types of health insurance providers. The Fair Debt Collection Practices Act and Telephone Consumer Protection Act will also be discussed.

### MOA 107 Electronic Health Records

50 Contact Hours – 3.5 Credits

This course will provide entry level experience in the use of software programs commonly used in a healthcare environment. Emphasis will be placed on master patient index, chart tracking, abstracting, release of information, and incomplete record management.

### MOA 108 Medical Office Administration Capstone

90 Contact Hours – 6 Credits

Students in this course will be tasked with situations that will allow them to test and apply the knowledge gained throughout their curriculum. Training in this course integrates business communications, office management, law and ethics, billing and collections, and the day-to-day office administrative procedures.



# TUITION AND FEES

# TUITION AND FEES

## Financial Information

All tuition and fees are due prior to the start of classes unless otherwise agreed to under the terms of an approved financial payment agreement. Students are not allowed to start classes until the college receives all necessary documents and signatures, and an approved financial payment agreement is secured. Below is a list of the general tuition and fees normally encountered.

Program	Number of Credit Hours /Clock Hours***	Tuition Rate Per Hour	Tuition	Fees	Program Graduation	Total Cost
Clinical Medical Assisting <i>Hybrid Diploma</i>	53 QCH/780 CH	\$278.15	\$14,742	\$1,891	\$50	\$16,683
Cosmetology* <i>Diploma</i>	82 QCH/1500 CH	\$299.00	\$24,518	\$1,891	\$50	\$26,459
Dental Assisting <i>Diploma – (GPT &amp; MET Only)</i>	59 QCH/958 CH	\$315.50	\$18,615	\$2,207	\$50	\$20,872
Diagnostic Medical Sonography <i>Hybrid AAS – (GPT Only)</i>	102 QCH/2030 CH	\$301.47	\$30,750	\$5,724	\$50	\$36,524
Esthetics* <i>Diploma – (ALX &amp; MET Only)</i>	NA/750 CH	\$14.66	\$10,998	\$2,255	\$50	\$13,303
Health Information Management, Billing and Coding <i>Hybrid Diploma – (ALX Only)</i>	65 QCH/950 CH	\$361.05	\$23,468	\$1,891	\$50	\$25,409
License Practical Nursing <i>Diploma – (MET Only)</i>	90 QCH/1714 CH	\$315.19	\$28,367	\$2,574	\$50	\$30,991
Massage Therapy <i>Diploma – (ALX Only)</i>	NA/600 CH	\$16.64	\$9,984	\$1,261	\$50	\$11,295
Massage Therapy <i>Diploma – (GPT Only)</i>	53 QCH/775 CH	\$18.70	\$14,493	\$1,261	\$50	\$15,804
Massage Therapy <i>Diploma – (MET Only)</i>	52 QCH/750 CH	\$20.23	\$15,173	\$1,261	\$50	\$16,484
Practical Nursing <i>Certificate – (GPT Only)</i>	44 SCH/980 CH	\$554.00	\$24,376	\$3,535	\$50	\$27,961
Veterinary Assistant <i>Diploma – (GPT Only)</i>	50 QCH/700 CH	\$320.00	\$16,000	\$1,000	\$50	\$17,050

\* Students enrolled in the Cosmetology and Esthetics programs offered in the state of Louisiana will incur a \$10 out of pocket registration fee that must be made payable to the Louisiana Board of Cosmetology.

\*\*QCH: Quarter Credit Hours/SQH: Semester Credit Hours/CH: Clock Hours

Note: Tuition may be rounded to the nearest dollar.



## REPEATING A COURSE

Tuition is charged for repeated courses involving “W” or “F” grades. The last grade received in the repeated course becomes and will remain the grade of record. Tuition is charged at the time of repeat for repeated courses involving “W” or “F” grades at the time the “W” or “F” is assigned but after the seven-day change period has expired.

## FEES AND EXPENSES:

Graduation Application Fees	\$50
Louisiana Board of Cosmetology registration fee	\$10
Program Fees <i>Textbooks, materials and equipment</i>	Varies by program – <i>(see chart beginning on page 141)</i>
National Medical Assisting exam	fee included in tuition
National Medical Office Administration exam fee	fee included in tuition
State and National Massage Therapy exam <i>Each massage therapy student will be issued a massage table or chair within their third quarter for day students, and within the fifth quarter for night students</i>	fee included in tuition
State and National Cosmetology exam	fee included in tuition
State and National Esthetics exam	fee included in tuition
General DMS Sonography Registry exam <i>(Refer to chart for Background Check, Drug Screen, and other related program fees)</i>	fee included in tuition
NCLEX-PN Examination fee <i>(Refer to Catalog for Background Check, Drug Screen, and other related program fees)</i>	fee included in tuition
National Veterinary Assistant Certification exam	fee included in tuition

**Note: To receive this benefit, all graduation requirements must have been fulfilled and the exam must be taken within 90 days of graduation. The institution will identify the testing agency.**

## OTHER FEES:

Student ID replacement	\$5
Official transcript (beyond two issued upon completion)	\$10

Note: Tuition for repeated courses is based on the cost per credit or clock hour at the time of the repeat.

## PROGRAM FEE3S AND EXPENSES

### DIAGNOSTIC MEDICAL SONOGRAPHY (Gulfport, MS Campus Only)

Description	Cost	Student's Responsibility	School's Responsibility
Background Check	\$39.25	—	√
Drug Screen	\$50	√	√
General Sonography Registry	\$225	—	√
Wonderlic	\$12	—	√
Physical Examination	TBD	√	—
Immunizations	TBD	√	—

### PN PROGRAM (Gulfport, MS Campus Only)

Description	Cost	Student's Responsibility	School's Responsibility
*MSBON Background Check (Enrollment)	\$75.00/per check	√	—
MSDH Background Check (Licensure)	\$75	—	√
**HESI A2 Entrance Exam	\$55	√	√
ATI TEAS Entrance Exam	\$70	—	√
Physical Examination	TBD	√	—
Drug Screen	\$50	—	√
Immunizations	TBD	√	—
Nursing Pin	\$25	—	√
NCLEX-PN Examination (First attempt only)	\$200	—	√
*MSBON Licensure Application Fee	\$60	√	—
Graduation Fee	\$50	√	—

\* Fees for the MSBON Licensure Application Fee and MSBON Background check are not billed to the student's account. Students must pay these fees with a debit or credit card at the time of registration.

\*\* The first attempt at the HESI A2 OR TEAS examination is paid for by school. Any subsequent examinations are paid for by applicant/student.

### LPN PROGRAM (Metairie, LA Campus Only)

Description	Cost	Student's Responsibility	School's Responsibility
Background Check <i>Note: Students will need one background check upon enrollment into the LPN Program and one upon graduation.</i>	\$39.25	√	—
2 Drug Screens (Admissions & Clinicals) <i>Note: If student is requested by college to do additional drug screens, the cost will be paid by Blue Cliff.</i>	\$60	√	—
Right to Review	\$26	—	—
Fingerprinting	\$0	√	—
LSBPNE Admission Application Fee	\$50	√	—
LSBPNE Licensure Application Fee	\$127.50	√	—
*HESI A2 Entrance Examination	\$53	—	√
Physical Examination	TBD	√	—
Immunizations	TBD	√	—
Nursing Pin	\$25	—	√
NCLEX-PN Examination (First attempt only)	\$200	—	√

\* The first attempt at the HESI A2 examination is paid for by the school. Any subsequent examinations are paid for by the applicant/student.

## ONLINE PROGRAMS TUITION AND FEES

### Tuition Information

All tuition and fees are due prior to the start of classes unless otherwise agreed to under the terms of an approved financial payment agreement. Students are not allowed to start classes until the college receives all necessary documents and signatures and an approved financial payment agreement is secured. Below is a list of the general tuition and fees normally encountered.

### ONLINE PROGRAM COST

Program	Number of Hours*	Tuition Rate Per Hour	Tuition	Program Fees	Laptop	Total Cost
Clinical and Administrative Medical Assisting – (AOS) <i>(ALX Only)</i>	97 QCH	\$351.68	\$34,113	\$1,261	\$525	\$35,899
Health Information Management, Billing and Coding – (AOS) <i>(ALX Only)</i>	99 QCH	\$377.24	\$37,347	\$1,261	\$525	\$39,133
Health Information Management, Billing and Coding (HIMBC) – <i>Diploma (ALX Only)</i>	65 QCH/850 CH	\$361.05	\$23,468	\$1,891	_____	\$25,359
Medical Office Administration (MOA) – <i>Diploma (ALX Only)</i>	36 QCH/535 CH	\$288.94	\$10,402	\$1,314	_____	\$11,716

\*QCH: Quarter Credit Hours/SQH: Semester Credit Hours/CH: Clock Hours

Note: Tuition may be rounded to the nearest dollar.

Tuition Costs and credit hours required for completion of the programs will vary depending on the amount of accepted transferred credits. The above tuition prices do not include costs associated with any failed or repeated course costs. Prices are subject to change. Cost and Credit hours include core requirements and general education.

## PROGRAM COST FOR VETERANS

Per the Department of Defense, this tuition chart is being provided to reflect the cost per credit/clock hours for each eligible program offered by Blue Cliff College for veterans. Credit hours calculation for the Cosmetology program is provided in Financial Aid credit hours.

Program	Credit Hours	Clock Hours	Tuition per Credit/ Clock Hours	Total Tuition	Program Fees	Graduation Fees	Total Costs
Clinical Medical Assisting <i>Day/Evening</i>	53		\$278.15	\$14,742	\$1,891	\$50	\$16,683
Cosmetology <i>Clock Hour</i>		1500	\$16.35	\$24,518	\$1,891	\$50	\$26,459
Cosmetology <i>Credit Hour</i>	75		\$299.00	\$24,518	\$1,891	\$50	\$26,459
Dental Assisting <i>(GPT &amp; MET Only)</i>	59		\$315.50	\$18,615	\$2,207	\$50	\$20,872
Diagnostic Medical Sonography <i>(GPT Only)</i>	102	2030	\$300.00	\$30,600	\$5,724	\$50	\$36,524
Esthetics <i>(ALX &amp; MET Only)</i>		780	\$14.10	\$10,998	\$2,255	\$50	\$13,303
Health Information Management, Billing and Coding <i>(ALX Only)</i>	65		\$361.05	\$23,468	\$1,891	\$50	\$25,409
Licensed Practical Nursing <i>(MET Only)</i>	90		\$315.19	\$28,367	\$2,574	\$50	\$30,991
Massage Therapy <i>(ALX Only)</i>	53	775	\$16.64	\$9,984	\$1,261	\$50	\$11,295
Massage Therapy <i>(GPT Only)</i>	53	775	\$18.70	\$14,493	\$1,261	\$50	\$15,804
Massage Therapy <i>(MET Only)</i>	52	750	\$20.23	\$15,173	\$1,261	\$50	\$16,484

\* Per the Department of Defense, this tuition chart is being provided to reflect the cost per credit/clock hours for each eligible program offered by Blue Cliff College for Veterans. Cosmetology Credit Hours are listed as Financial Aid Credit Hours.

## ACADEMIC CALENDARS

# Academic Calendar – 2025

## (COSMETOLOGY TRACK 1 – LOUISIANA & MISSISSIPPI)

### Winter 2025

Campus	Quarter Dates	Programs
Gulfport, Alexandria & Metairie	1/13/2025-4/9/2025	Cosmetology Day,
Breaks/Holidays:	Winter Break: 1/8/25-1/10/25 MLK Day: 1/20/2025 Mardi Gras: 3/3/25-3/4/25 Spring Break: 4/10/25-4/11/25	

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Spring 2025

Campus	Quarter Dates	Programs
Gulfport, Alexandria & Metairie	4/14/2025-7/9/2025	Cosmetology Day
Breaks/Holidays:	Memorial Day: 5/26/2025 Juneteenth Day: 6/19/2025 Independence Day: 7/4/2025	

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Summer 2025

Campus	Quarter Dates	Programs
Gulfport, Alexandria & Metairie	7/14/2025-10/6/2025	Cosmetology Day
Breaks/Holidays:	Summer Break: 7/10/2025-7/11/2025 Labor Day: 9/1/2025	

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Fall 2025

Campus	Quarter Dates	Programs
Gulfport, Alexandria & Metairie	10/7/2025-1/12/2026	Cosmetology Day
Breaks/Holidays:	Thanksgiving Break: 11/27/2025-11/28/2025 Christmas Break: 12/22/2025-12/26/2025 New Year's Break: 12/31/2025-1/2/2026	

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.



# Academic Calendar – 2025

## (COSMETOLOGY TRACK 2 – LOUISIANA & MISSISSIPPI)

### Winter 2025

Campus	Program	12 Week Credit Dates
All Campuses	Cosmetology-Day	3/13/2025-6/9/2025
Breaks/Holidays:		MLK Day: 1/20/2025 Mardi Gras: 3/3/25-3/4/25 Spring Break: 4/10/25-4/11/25

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Spring 2025

Campus	Program	12 Week Credit Dates
All Campuses	Cosmetology-Day	6/10/2025-9/8/2025
Breaks/Holidays:		Spring Break: 6/10/2025-9/8/2025 Juneteenth Day: 6/19/2025 Independence Day: 7/4/2025 Summer Break: 7/10/25-7/11/25

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Fall 2025

Campus	Program	12 Week Credit Dates
All Campuses	Cosmetology-Day	12/4/2025-3/12/2026
Breaks/Holidays:		Thanksgiving Break: 11/27/2025-11/28/2025 Christmas Break: 12/22/2025-12/26/2025 New Year's Break: 12/31/2025-1/02/2026

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Summer 2025

Campus	Program	12 Week Credit Dates
All Campuses	Cosmetology Day	9/9/2025-12/3/2025
Breaks/Holidays:		Labor Day: 9/1/2025

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

# 2025 Quarter (12 Weeks) Academic Calendar

## (LOUISIANA & MISSISSIPPI)

### Winter 2025

Campus	Quarter Dates	Programs
ALL Campuses	1/13/2025-4/9/2025	All Programs
Breaks/Holidays:	MLK Day: 1/20/2025 Mardi Gras: 3/3/25-3/4/25 Spring Break: 4/10/2025-4/11/2025	

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Spring 2025

Campus	Quarter Dates	Programs
ALL Campuses	4/14/2025-7/9/2025	All Programs
Breaks/Holidays:	Memorial Day: 5/26/2025 Juneteenth Day: 6/19/2025 Independence Day: 7/4/2025 Summer Break: 7/10/2025-7/11/2025	

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Summer 2025

Campus	Quarter Dates	Programs
ALL Campuses	7/14/2025-10/6/2025	All Programs
Breaks/Holidays:	Labor Day: 9/1/2025	

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Fall 2025

Campus	Quarter Dates	Programs
ALL Campuses	10/7/2025-1/12/2026	All Programs
Breaks/Holidays:	Thanksgiving Break: 11/27/2025-11/28/2025 Christmas Break: 12/22/2025-12/26/2025 New Year's Break: 12/31/2025-1/2/2026	

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

# 2025 Eight Weeks Academic Calendar

## (LOUISIANA & MISSISSIPPI)

### Winter 2025

Campus	Program	8 Week Dates
All Campuses	Esthetics-Day	1/13/2025-2/10/2025
	(clock hour)	2/11/2025-3/12/2025
		3/13/2025-4/9/2025
Breaks/Holidays:		Winter Break: 1/8/25-1/10/25 MLK Day: 1/20/2025 Mardi Gras: 3/3/25-3/4/25

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Spring 2025

Campus	Program	8 Week Dates
All Campuses	Esthetics-Day	4/14/2025-5/9/2025
	(clock hour)	5/12/2025-6/9/2025
		6/10/2025-7/9/2025
Breaks/Holidays:		Spring Break: 4/10/2025-4/11/2025 Memorial Day: 5/26/2025 Juneteenth Day: 6/19/2025 Independence Day: 7/4/2025

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Fall 2025

Campus	Program	8 Week Dates
All Campuses	Esthetics-Day	10/7/2025-11/3/2025
	(clock hour)	11/4/2025-12/3/2025
		12/4/2025-1/12/2026
Breaks/Holidays:		Thanksgiving Break: 11/27/2025-11/28/2025 Christmas Break: 12/22/2025-12/26/2025 New Year's Break: 12/31/2025-1/02/2025

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Summer 2025

Campus	Program	8 Week Dates
All Campuses	Esthetics-Day	7/14/2025-8/8/2025
	(clock hour)	8/11/2025-9/8/2025
		9/9/2025-10/6/2025
Breaks/Holidays:		Summer Break: 7/10/25-7/11/2025 Labor Day: 9/1/2025

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

# 2025 Six Weeks Academic Calendar

(LOUISIANA & MISSISSIPPI)

## Winter 2025

Campus	Programs	6 Week Dates
ALL Campuses	CMA, DA, HIMBC, MOA, EST-Night, & Cosmo-Night	1/13/2025-2/24/2025 2/25/2025-4/9/2025
Breaks/Holidays:		MLK: 1/20/2025 Mardi Gras: 3/3/2025-3/4/2025 Spring Break: 4/10/2025-4/11/2025
Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		

## Spring 2025

Campus	Programs	6 Week Dates
ALL Campuses	CMA, DA, HIMBC, MOA, EST-Night, & Cosmo-Night	4/14/2025-5/22/2025 5/27/2025-7/9/2025
Breaks/Holidays:		Memorial Day: 5/26/2025 Juneteenth Day: 6/19/2025 Independence Day: 7/4/2025 Summer Break: 7/10/2025-7/11/2025
Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		

## Summer 2025

Campus	Programs	6 Week Dates
ALL Campuses	CMA, DA, HIMBC, MOA, EST-Night, & Cosmo-Night	7/14/2025-8/21/2025 8/25/2025-10/6/2025
Breaks/Holidays:		Labor Day: 9/1/2025
Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		

## Fall 2025

Campus	Programs	6 Week Dates
ALL	CMA, DA, HIMBC, MOA, EST-Night, & Cosmo-Night	10/7/2025-11/17/2025 11/18/2025-2/26/2026
Breaks/Holidays:		Thanksgiving Break: 11/27/2025-11/28/2025 Christmas Break: 12/22/2025-12/26/2025 New Year's Break: 12/31/2025-1/2/2026
Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		

# 2025 Quarter Academic Calendar – LPN Program

## (LOUISIANA ONLY)

### Winter 2025

Campus	Quarter Dates	Programs
Metairie	2/3/2025-5/1/2025	LPN
Breaks/Holidays:		MLK Day: 1/20/2025 Mardi Gras: 3/3/25-3/4/25 Spring Break: 4/10/2025-4/11/2025

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Spring 2025

Campus	Quarter Dates	Programs
Metairie	5/2/2025-7/31/2025	LPN
Breaks/Holidays:		Memorial Day: 5/26/2025 Juneteenth Day: 6/19/2025 Independence Day: 7/4/2025 Summer Break: 7/10/2025-7/11/2025

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Summer 2025

Campus	Quarter Dates	Programs
Metairie	8/1/2025-10/24/2025	LPN
Breaks/Holidays:		Labor Day: 9/1/2025

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

### Fall 2025

Campus	Quarter Dates	Programs
Metairie	10/27/2025-2/2/2026	LPN
Breaks/Holidays:		Thanksgiving Break: 11/27/2025-11/28/2025 Christmas Break: 12/22/2025-12/26/2025 New Year's Break: 12/31/2025-1/2/2026

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

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# January 2025 Academic Calendar – PN Program

(MISSISSIPPI ONLY)

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## Term 1 2025

Campus	Semester Dates	Programs
Gulfport	1/6/2025-4/22/2025	PN
Breaks/Holidays:		MLK Day: 1/20/2025 Mardi Gras: 3/4/25 Spring Break: 4/23/2025-5/4/2025

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

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## Term 2 2025

Campus	Semester Dates	Programs
Gulfport	5/5/2025-8/22/2025	PN
Breaks/Holidays:		Memorial Day: 5/26/2025 Juneteenth Day: 6/19/2025 Independence Day: 7/4/2025 Summer Break: 8/25/2025-8/29/2025

Note: The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

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## Term 3 2025

Campus	Semester Dates	Programs
Gulfport	9/2/2025-12/16/2025	PN
Breaks/Holidays:		Labor Day: 9/1/2025 Thanksgiving Break: 11/27/2025-11/28/2025

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# 2026 Academic Calendar – Louisiana & Mississippi

## Quarter

Academic Calendar – 2026 (Louisiana & Mississippi)			
Winter 2026			
Campus	Quarter Dates	Programs	
ALL	1/13/2026 - 4/10/2026	ALL	
Breaks/Holidays:			MLK Day: 1/19/2026 Mardi Gras: 2/17/2026 Spring Break: 4/9/2026- 4/10/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			
Academic Calendar – 2026 (Louisiana & Mississippi)			
Spring 2026			
Campus	Quarter Dates	Programs	
ALL	4/13/2026 - 7/8/2026	ALL	
Breaks/Holidays:			Memorial Day: 5/25/2026 Juneteenth Day: 6/19/2026 Independence Day: 7/3/2026 Summer Break: 7/9/2026- 7/10/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			
Academic Calendar – 2026 (Louisiana & Mississippi)			
Summer 2026			
Campus	Quarter Dates	Programs	
ALL	7/13/2026 - 10/5/2026	ALL	
Breaks/Holidays:			Labor Day: 9/7/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			
Academic Calendar – 2026 (Louisiana & Mississippi)			
Fall 2026			
Campus	Quarter Dates	Programs	
ALL	10/6/2026 – 1/8/2027	ALL	
Breaks/Holidays			Thanksgiving Break: 11/26/2026-11/27/2026 Christmas Break: 12/23/2026-12/25/2026 New Year's Break: 12/31/2026-1/4/2027
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			



# 2026 Academic Calendar – Louisiana & Mississippi

## 12 Week - Mid Start

Academic Calendar – 2026 Mid-Start (Louisiana & Mississippi)		
26 Winter- Feb		
Campus	Programs	12 Week Dates
ALL	CMA, DA, DT, & HIMBC, CAMA, MOA, Est- Night, Cosmo- Night	3/2/2026 - 5/21/2026
Breaks/Holidays:		Spring Break: 4/09/2026- 4/10/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		

Academic Calendar – 2026 Mid-Start (Louisiana & Mississippi)		
26 Spring - May		
Campus	Programs	12 Week Dates
ALL	CMA, DA, DT, & HIMBC, & CAMA, MOA, Est- Night, Cosmo- Night	5/26/2026 - 8/20/2026
Breaks/Holidays:		Memorial Day: 5/25/2026 Juneteenth Day: 6/19/2026 Independence Day: 7/3/2026 Summer Break: 7/09/2026- 7/10/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		

Academic Calendar – 2026 Mid-Start (Louisiana & Mississippi)		
26 Summer-Aug		
Campus	Programs	12 Week Dates
ALL	CMA, DA, DT, & HIMBC, & CAMA, MOA, Est-Night, Cosmo- Night	8/24/2026 - 11/16/2026
Breaks/Holidays:		Labor Day: 9/7/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		

Academic Calendar – 2026 Mid-Start (Louisiana & Mississippi)		
26 Fall-Nov		
Campus	Programs	12 Week Dates
ALL	CMA, DA, DT, & HIMBC, & CAMA, MOA, Est-Night, Cosmo- Night	11/17/2026 – 2/24/2027
Breaks/Holidays:		MLK: 1/18/2027 Mardi Gras: 02/09/2027 Thanksgiving Break: 11/26/2026 - 11/27/2026 Christmas Break: 12/23/2026 - 12/25/2026 New Year's Break: 12/31/2026 - 1/4/2027
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		

# 2026 Academic Calendar – Louisiana & Mississippi

## Track 1

Academic Calendar – 2026 (Louisiana & Mississippi)		
<b>Winter 2026</b>		
Campus	Quarter Dates	Programs
Gulfport, Alexandria & Metairie	1/13/2025 - 4/10/2026	Cosmetology Day
Breaks/Holidays:		Winter Break: 1/8/2026-1/9/2026 MLK Day: 1/19/2026 Mardi Gras: 2/17/2026 Spring Break: 4/9/2026 - 4/10/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		
Academic Calendar – 2026 (Louisiana & Mississippi)		
<b>Spring 2026</b>		
Campus	Quarter Dates	Programs
Gulfport, Alexandria & Metairie	4/13/2026 - 7/8/2026	Cosmetology Day
Breaks/Holidays:		Memorial Day: 5/25/2026 Juneteenth Day: 6/19/2026 Independence Day: 7/3/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		
Academic Calendar – 2026 (Louisiana & Mississippi)		
<b>Summer 2026</b>		
Campus	Quarter Dates	Programs
Gulfport, Alexandria & Metairie	7/13/2026 -10/5/2026	Cosmetology Day
Breaks/Holidays:		Summer Break: 7/9/2026 -7/10/2026 Labor Day:9/7/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		
Academic Calendar – 2026 (Louisiana & Mississippi)		
<b>Fall 2026</b>		
Campus	Quarter Dates	Programs
Gulfport, Alexandria & Metairie	10/6/2026 - 1/8/2027	Cosmetology Day
Breaks/Holidays		Thanksgiving Break: 11/26/2026 - 11/27/2026 Christmas Break: 12/23/2026-12/25/2026 New Year's Break:12/31/2025-1/4/2027
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		

# 2026 Academic Calendar – Louisiana & Mississippi

## Track 2

Academic Calendar – 2026 Track 2 (Louisiana & Mississippi)		
Winter 2026		
Campus	Program	12 Week Credit
Gulfport, Alexandria & Metairie	Cosmetology-Day	3/13/2026 - 6/8/2026
Breaks/Holidays:		MLK Day: 1/19/2026 Mardi Gras: 2/17/2026 Spring Break: 4/9/2026- 4/10/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		
Academic Calendar – 2026 (Louisiana & Mississippi)		
Spring 2026		
Campus	Program	12 Week Credit
Gulfport, Alexandria & Metairie	Cosmetology-Day	6/9/2026 - 9/4/2026
Breaks/Holidays:		Memorial Day: 5/25/2026 Juneteenth Day: 6/19/2026 Independence Day: 7/3/2026 Summer Break: 7/9/2026 -7/10/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		
Academic Calendar – 2026 (Louisiana & Mississippi)		
Summer 2026		
Campus	Program	12 Week Credit
Gulfport, Alexandria & Metairie	Cosmetology-Day	9/8/2026 - 12/2/2026
Breaks/Holidays:		Labor Day: 9/7/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		
Academic Calendar – 2026 (Louisiana & Mississippi)		
Fall 2026		
Campus	Program	12 Week Credit
Gulfport, Alexandria & Metairie	Cosmetology-Day	12/3/2026- 3/10/2027
Breaks/Holidays		Thanksgiving Break: 11/26/2026 - 11/27/2026 Christmas Break: 12/23/2026 -12/25/2026 New Year's Break: 12/31/2026 – 01/04/2027
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		

# 2026 Academic Calendar – DMS Program

Academic Calendar – 2026 (Mississippi)			
Winter 2026			
Campus	Quarter Dates	Programs	
Gulfport	2/3/2026 – 4/30/2026	DMS	
Breaks/Holidays:			MLK Day: 1/19/2026 Mardi Gras: 2/27/2026 Spring Break: 4/09/2026 - 4/10/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			

Academic Calendar – 2026 (Mississippi)			
Spring 2026			
Campus	Quarter Dates	Programs	
Gulfport	5/4/2026 - 7/29/2026	DMS	
Breaks/Holidays:			Memorial Day: 5/25/2026 Juneteenth Day: 6/19/2026 Independence Day: 7/3/2026 Summer Break: 7/9/2026- 7/10/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			

Academic Calendar – 2026 (Mississippi)			
Summer 2026			
Campus	Quarter Dates	Programs	
Gulfport	7/30/2026 -10/22/2026	DMS	
Breaks/Holidays:			Labor Day:9/7/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			

Academic Calendar – 2026 (Mississippi)			
Fall 2026			
Campus	Quarter Dates	Programs	
Gulfport	10/26/2026 – 1/27/2027	DMS	
Breaks/Holidays			Thanksgiving Break: 11/26/2026 - 11/27/2026 Christmas Break: 12/23/2026-12/25/2026 New Year's Break:12/31/2026-1/4/2027
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			

## 2026 Academic Calendar – LPN Program (Metairie Only)

Academic Calendar – 2026 (Louisiana)			
Winter 2026			
Campus	Quarter Dates	Programs	
Metairie	2/3/2026 – 4/30/2026	LPN	
Breaks/Holidays:			MLK Day: 1/19/2026 Mardi Gras: 2/17/2026 Spring Break: 4/9/2026 - 4/10/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			

Academic Calendar – 2026 (Louisiana)			
Spring 2026			
Campus	Quarter Dates	Programs	
Gulfport	5/4/2026 - 7/29/2026	LPN	
Breaks/Holidays:			Memorial Day: 5/25/2026 Juneteenth Day: 6/19/2026 Independence Day: 7/3/2026 Summer Break: 7/9/2026- 7/10/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			

Academic Calendar – 2026 (Louisiana)			
Summer 2026			
Campus	Quarter Dates	Programs	
Gulfport	7/30/2026 -10/22/2026	LPN	
Breaks/Holidays:			Labor Day:9/7/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			

Academic Calendar – 2026 (Louisiana)			
Fall 2026			
Campus	Quarter Dates	Programs	
Gulfport	10/26/2026 – 1/27/2027	LPN	
Breaks/Holidays			Thanksgiving Break: 11/26/2026 - 11/27/2026 Christmas Break: 12/23/2026-12/25/2026 New Year's Break:12/31/2026-1/4/2027
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			

## 2026 Academic Calendar- 8 Week

Academic Calendar – 2026 (Louisiana)			
Winter 2026			
Campus	Program	8 Week Dates	
Alexandria & Metairie	Esthetics-Day	1/13/2026 - 2/10/2026 2/11/2026 - 3/12/2026 3/13/2026 - 4/8/2026	
Breaks/Holidays:			Winter Break: 1/8/2026-1/09/2026 MLK Day: 1/19/2026 Mardi Gras: 02/17/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			
Academic Calendar – 2026 (Louisiana)			
Spring 2026			
Campus	Program	8 Week Dates	
Alexandria, & Metairie	Esthetics-Day	4/13/2026 - 5/11/2026 5/12/2026 - 6/9/2026 6/10/2026 - 7/8/2026	
Breaks/Holidays:			Spring Break: 4/09/2026 - 4/10/2026 Memorial Day: 5/25/2026 Juneteenth Day: 6/19/2026 Independence Day: 7/3/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			
Academic Calendar – 2026 (Louisiana)			
Summer 2026			
Campus	Program	8 Week Dates	
Alexandria & Metairie	Esthetics-Day	7/13/2026 - 8/10/2026 8/11/2026 - 9/8/2026 9/9/2025 - 10/5/2026	
Breaks/Holidays:			Summer Break:709/26 - 7/10/2026 Labor Day: 9/7/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			
Academic Calendar – 2026 (Louisiana)			
Fall 2026			
Campus	Program	8 Week Dates	
Alexandria & Metairie	Esthetics-Day	10/6/2026 - 11/3/2026 11/4/2026 - 12/3/2026 12/4/2026 – 12/30/2026	
Breaks/Holidays			Thanksgiving Break: 11/26/2026 - 11/27/2026 Christmas Break: 12/23/2026 -12/25/2026 New Year’s Break:12/31/2026 – 01/04/2027
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			

# January 2026 Academic Calendar

## PN Program (Mississippi Only)

Academic Calendar – 2026 (Mississippi)			
Term 1 2026			
Campus	Program	8 Week Dates	
Gulfport	PN	1/5/2026 – 4/24/2026	
Breaks/Holidays			MLK Day: 1/19/2026 Mardi Gras: 2/17/26 Spring Break: 4/27/2026-5/1/2025
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			
Academic Calendar – 2026 (Mississippi)			
Term 2 2026			
Campus	Program	8 Week Dates	
Gulfport	PN	5/4/2026 – 8/21/2026	
Breaks/Holidays			Memorial Day: 5/25/2026 Juneteenth Day: 6/19/2026 Independence Day: 7/4/2026 Summer Break: 8/24/2026-8/28/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			
Academic Calendar – 2026 (Mississippi)			
Term 3 2026			
Campus	Program	8 Week Dates	
Gulfport	PN	8/31/2026 – 12/18/2026	
Breaks/Holidays			Labor Day: 9/7/2026 Thanksgiving Break: 11/26/2026-11/27/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			



# August 2025 Academic Calendar

## PN Program (Mississippi Only)

Academic Calendar – 2025 (Mississippi)			
Term 1 2025			
Campus	Program	8 Week Dates	
Gulfport	PN	8/25/2025-12/11/2025	
Breaks/Holidays			Labor Day: 9/1/2025 Thanksgiving Break: 11/27/2025-11/28/2025
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			
Academic Calendar – 2025 (Mississippi)			
Term 2 2025			
Campus	Program	8 Week Dates	
Gulfport	PN	12/15/2025-4/7/2026	
Breaks/Holidays			Christmas Break: 12/24/2024- 12/25/2024 New Year's Break: 1/1/2026 MLK Day: 1/19/26 Mardi Gras: 2/17/26
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			
Academic Calendar – 2025 (Mississippi)			
Term 3 2025			
Campus	Program	8 Week Dates	
Gulfport	PN	4/13/2026-7/31/2026	
Breaks/Holidays			Memorial Day: 5/25/2026 Juneteenth Day: 6/19/2026
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.			

**NOTES:**  
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