



# 2024 - 2025 CATALOG



**BELIEVING IN BRIGHTER FUTURES**

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#### CNI COLLEGE VALUES

- Achieve the highest integrity at all times.
- Provide excellence at every opportunity.
- Practice dignity, respect, humility, and justice at all times
- Create an environment of positive forward thinking and fun energy.
- Contribute to the highest good of the community and employers that we serve
- Embrace and drive change with passion

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**MESSAGE TO STUDENTS**

Dear New Student,

Welcome to CNI College! We are delighted that you have chosen CNI College as your learning institution. Everyone associated with CNI College is looking forward to working with you and providing the guidance necessary to assist you in your future endeavors.

This College Catalog has been designed to answer your questions about school policies, regulations, and academic expectations. The catalog has been sent electronically to you before your orientation for you to read, review and become familiar with it.

We ask that you read the CNI College Catalog and sign the acknowledgement form given to you in the orientation packet to signify your agreement to abide by the said rules, regulations, policies, and procedures. The CNI College Catalog is also available online on the college's website:

<http://cnicollege.edu/page/student-services/required-disclosures/>

It is your responsibility to read and understand the rules, regulations, policies and procedures that govern CNI College. If you have any questions regarding the College Catalog, please feel free to ask at the orientation.

Remember, your future begins here at CNI College. Your new profession will require you to adhere to professional standards and behavior as will CNI College during your training.

The faculty and administration wish you the very best success.

James Buffington  
President/CEO, CNI College

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\*Please note, in case of an emergency where classes cannot be held on campus, students must take direction from their Program Directors and Instructors regarding online education. Please check your emails and Canvas platform daily for guidance and directions. Be sure we have your current phone number. Feel free to call the college and leave a message and someone will get back with you as soon as possible. Please refer to the CNI College website for any emergency bulletins from the President of CNI College. Your health, safety, and continuance of education for your success is extremely important to us. We are always here to guide and support you.

Please refer to Addendum for the Online Learning Environment on page 50.

**COLLEGE INFORMATION**

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**HISTORY AND OWNERSHIP**

Career Networks Institute dba as CNI College was established in 1994 as a private postsecondary vocational education center for allied health in Santa Ana, California. The school was moved to the City of Orange campus in 1997 in order to provide more spacious accommodations and an environment more conducive to learning. The school expanded to the Costa Mesa campus location in 2003 to continue our commitment to excellence in education. On May 4th, 2009, the main campus moved back to the City of Orange campus to house all classrooms and administrative offices in one location.

As of January 7, 2019, the campus is relocated to 1610 East St. Andrew Place, Suite 200, Santa Ana, CA in one state of the art building to accommodate growth and continue excellence in education.

CNI College is owned by Career Networks Institute, Incorporated, as a California Corporation and was established in 1994.

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**FACILITIES**

CNI College is conveniently located at 1610 East Saint Andrew Place, Suite 200 - Santa Ana, CA 92705. The College's facility provides approximately 52,000 square feet of classroom, laboratory, and office space.

The facilities include spacious classrooms as well as fully equipped medical laboratories for MSN Nursing, RN to BSN Nursing, BSN Nursing, Vocational Nursing, AOS Surgical Technology, and AOS Magnetic Resonance Imaging as well as nursing simulation laboratories. CNI College also has skill-based laboratories and computer labs. An on-campus library with internet access is available to all CNI College students during regularly scheduled college hours. CNI College also provides assistance to the students through Career Services, Student Services, Financial Aid Advisors, Admissions Advisors, Registrars, IT Department, Student Success Center and a full Administrative Staff.

All students have access to the Campus Library and Librarian daily. Students also have access to the Library Information Resources Network (LIRN) online library database and our Consortium Librarian Service with their own access code. The LIRN Virtual Library Collection consists of an expanded academic database consisting of holdings from arts and humanities to social sciences, science, and technology, offering a comprehensive and high-quality service to support the colleges licensing and accreditation requirements for all of the needs of each program offered. There is a librarian available from LIRN Monday through Friday to answer questions via phone, online or email and will guide students with their research or questions. On weekends, students can email the Consortium Librarian Services and receive a response at the beginning of the next week.

CNI College is contracted with St. Joseph Burlew Medical Library which is a medical library located in the city of Orange where students may do research, study, and get assistance from the Librarian during the week. Students may also communicate with the librarian through email, online, or phone. All the librarian services available to CNI College students are explained in the orientation before classes begin with information sheets.

The Student Union is open during school hours. The vending machines provide a variety of snacks and refreshments. Students are encouraged to use the lounges when eating and asked to respect the rights of all students for a clean environment. Smoking is prohibited within the College. Ample parking is available, and twenty-four (24) hour security is in place.

In keeping with the high educational standards of CNI College, the equipment used affords students the opportunity to develop a practical, working knowledge of the equipment and materials they will be using on the job. The campus facility and the equipment it utilizes fully comply with all state and local ordinances and regulations, including those requirements for fire safety, building safety, and health safety

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## MISSION

CNI College is committed to providing excellent academic educational opportunities in allied health disciplines for the intellectual, social, and professional development of a diverse student population. CNI is devoted to the community we serve and committed to our graduates' successful employment in the healthcare field.

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## INSTITUTIONAL LEARNING OUTCOMES (ILOS)

1. Demonstrate critical thinking through examination of ideas and evidence before formulating an opinion or conclusion.
2. Demonstrate effective communication skills both oral and written.
3. Demonstrate computer proficiency and literacy.
4. Demonstrate working with diverse populations and respecting their perspectives culture and socio-economic status.
5. Achieve programmatic learning outcomes of one's discipline.
6. Describe ethical standards and legal guidelines associated with one's chosen career field.

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## APPROVALS, ACCREDITATIONS, & MEMBERSHIPS

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### APPROVAL

1. Bureau for Private Postsecondary Education (BPPE), Physical Address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; (888)370-7589; <http://www.bppe.ca.gov> (CNI College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE)).

CNI College is a private institution, approved to operate by the California Department of Consumer Affairs Bureau for Private Postsecondary Education pursuant to California Education Code Section 94302. The department's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

2. State of California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 1747 N. Market Blvd., Suite 225, Sacramento, CA 95833; Phone: (916) 263-7800; Fax: (916) 263-7857; [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)
3. California State Approving Agency for Veterans Education, (CSAAVE) 1227 O Street, Suite 314 Sacramento, CA 95814 Phone: (916) 503-8317; Fax: (916) 653-1035; [www.csaave.ca.gov/](http://www.csaave.ca.gov/)
4. State of California Board of Registered Nursing (BRN) 1747 North Market Blvd, Suite 150, Sacramento, CA 95834; (916) 322-3350 Mailing address: P.O. Box 944210, Sacramento, CA 94244-2100. <http://www.rn.ca.gov/>
5. United States Department of Education  
CNI College is authorized by the U.S. Department of Education for participation in the Federal Supplemental Educational Opportunity Grants, Federal Pell Grants, and Federal Student Loans.

## ACCREDITATIONS

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1. Accrediting Bureau of Health Education Schools (ABHES), Institutional Accreditation. 6116 Executive Blvd. Rockville, MD, 20852; Phone: (301) 209-7550; Email: [info@abhес.org](mailto:info@abhес.org); [www.abhes.org](http://www.abhes.org).

**Note:** The American Registry of Radiologic Technologists (ARRT) is approved under ABHES for CNI AOS MRI Graduates to sit for their National Examination. 1255 Northland Drive, St. Paul, MN 55120. Phone: (651) 687-0048; <https://www.arrt.org>.

2. American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) Programmatic Accreditation; 2444 NW 8<sup>th</sup> Street Delray Beach, FL 33445. Phone: (561) 450-6880; Fax: (561) 256-5045; Email: [armrit@msn.com](mailto:armrit@msn.com); [www.armrit.org](http://www.armrit.org).
3. The baccalaureate degree program in nursing at CNI College is accredited by the Commission on Collegiate Nursing Education. 655 K Street NW, Suite 750, Washington, DC 20001. Phone: (202) 887-6791.

## MEMBERSHIPS

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1. California Association of Private Postsecondary Schools (CAPPS). Phone: (916) 447-5500; Fax: (916) 440-8970; [www.cappsonline.org](http://www.cappsonline.org).
2. Association of Surgical Technologists (AST). Phone: (800) 637-7433; Fax: (303) 694-9169; [www.ast.org](http://www.ast.org).
3. Better Business Bureau (BBB). Phone: (909) 825-7280; Fax: (909) 825-6246; [www.la.bbb.org](http://www.la.bbb.org).
4. Library and Information Resources Network, Inc. (LIRN). Phone: (727) 536-0214; Fax: (727) 530-3126.

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## FACULTY

CNI College faculty members are selected for their academic qualifications and their professional experience. In this way, CNI College faculty can provide a healthy balance of textbook theory and educational application to the classroom. Many of the faculty have advanced degrees, hold industry certifications, and have excelled in their field of endeavors. As professionals in the fields in which they teach, these faculty members bring to CNI College students the benefits of their practical professional experience. CNI College supports academic freedom, cultural diversity and intellectual exploration for our faculty and students.

The Provost and Chief Academic Officer oversees all of the delivery of education, Deans, Associate Deans, Program Directors, Director of Online Education, Assistant Program Directors, Librarians, IT, Student Success Center, Clinical Managers, Clinical Coordinators, Faculty, Theory, Clinical Instructors, and Program Assistants are all a support team for the delivery of excellent education at all times.

## CNI PROGRAM OFFERINGS

Program	CIP	Credits	Clock Hours	Weeks		Award
Vocational Nursing Diploma (Day)	51.3901	58.5	1560	52	*	Diploma
RN to BSN Degree Completion (Online)	51.3801	65	710	50	*	Bachelor of Science in Nursing
Bachelor of Science in Nursing (Day)	51.3801	180	2460	130	*	Bachelor of Science in Nursing
AOS MRI Degree (Day, Eve)	51.0920	101	1746	75	*	Associate of Occupational Science Degree in MRI Technology
AOS ST Degree (Day, Eve)	51.0909	115	1730	79	*	Associate of Occupational Science Degree in ST
Master of Science in Nursing	51.3802	52	640	70	*	Master of Science in Nursing

(\*) This course is eligible to participate in the USDE Title IV programs.

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## STATEMENT OF NON-DISCRIMINATION

CNI College does not discriminate based on race, creed, color, religion, sex, sexual orientation, gender expression, gender identity, disability, age, marital status, national origin, or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in its education programs or activities.

Further, CNI College is required by Title IX of the Higher Education Act not to discriminate based on sex in such a manner. Questions regarding Title IX may be referred to the School Title IX coordinator. The School's Title IX coordinator is James K. Buffington, he may be contacted at (714) 437-9697 or by email at [jbuffington@cnicollege.edu](mailto:jbuffington@cnicollege.edu).

## CNI COLLEGE DIVERSITY AND INCLUSION STATEMENT

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CNI College is committed to inclusiveness for all students, faculty, and administration. Diversity is not limited and includes culture, gender, ethnicity, sexual orientation, gender expression/gender identity, learning styles, and physical abilities. CNI College supports academic freedom, cultural diversity and intellectual exploration for our faculty and students.

CNI Core Values stress dignity, respect, humility, and justice at all times.

## TITLE IX POLICY

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### What is Title IX?

**Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities, including sexual harassment at institutions that receive federal financial assistance.**

1. Students, instructors, and staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any School-related activity. Sexual harassment is defined as unwelcome sexual advances (including sexual violence), requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:
  - Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment education, or participation in the school's programs or activities, or
  - Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in the school's programs or activities, or
  - Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct or
  - Such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in the school's programs or activities.
  - Sexual Exploitation. When a person takes advantage of another without that individual's consent for the initiator's own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.
2. Sexual and Interpersonal Violence, includes, but not limited to:
  - Non-consensual Sexual Contact. Kissing or touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition, a “course through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- Cases that meet the Title IX definition or criteria for sexual harassment, including allegations of sexual and interpersonal violence, will be addressed using the Title IX Policy. All other cases of sexual misconduct will be managed under another policy. Determinations on which policy will be utilized will be made by the Title IX Coordinator.
- Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member and or other College employee should bring the matter to the attention of the Title IX Coordinator.
- The College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.
- The institution will protect the confidentiality of victims and other necessary parties including supportive measures and in Clery Act reporting.

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#### ADMINISTRATION BUSINESS HOURS

9:00 AM to 5:00 PM - Monday through Friday

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#### SCHOOL CATALOG

Prior to enrollment CNI College will provide a prospective student with an electronic copy of the school catalog by directing them to the college’s website at <http://cnicollege.edu/page/student-services/required-disclosures/> for their review and sending the students an electronic copy of the catalog.

CNI College updates this catalog annually or as needed. If any change to the educational programs, services, procedures, or policies required by statute or regulatory boards will be implemented before the annual update, they will be reflected at the time they are made through supplements or inserts accompanying the catalog.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement, is also sent electronically before orientation. We ask that you read the CNI College Catalog and sign the acknowledgement form given to you in the orientation packet to signify your agreement to abide by the said rules, regulations, policies, and procedures. It is your responsibility to read and understand the rules, regulations, policies, and procedures that govern CNI College. If you have any questions regarding the College Catalog, please feel free to ask at the orientation.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.



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CLASS SCHEDULE

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AOS MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGY

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**Quarters 1 and 2 include required general education and online courses.**

- |           |  |
|-----------|--|
| Quarter 1 | COMP 101 Computer Applications meets on Mondays from 1:00PM – 5:00PM Theory online via Zoom. Cameras must be on.<br>ENG 101 and MTH 101 are online courses delivered asynchronously  |
| Quarter 2 | Mondays, Tuesdays, from 4:00PM– 10:00PM Theory via Zoom, cameras must be on.<br>All students must be in attendance on Zoom for the full six (6) hours on their assigned nights to get credit. BIO 201 Anatomy & Physiology is an online course.  |
| Quarter 3 | Mondays, Tuesdays, from 4:00PM– 10:00PM Theory via Zoom, cameras must be on.<br>Saturday or Sunday – 8:30am – 5:00pm at assigned Lab (alternating weekend)<br>Saturday or Sunday – 8:30am – 5:00pm at assigned MRI Lab including simulation cases. (alternating weekend)   |
| Quarter 4 | Thursday, and Friday – 4:00 PM – 10:00 PM Theory online via Zoom, cameras must be on<br>Students will attend two of these days depending on which group they are assigned to.<br>Saturday or Sunday – 8:30am – 5:00pm at assigned MRI Lab (every other weekend) including simulation cases.  |
| Quarter 5 | Thursday and Friday – 4:00PM-10:00PM via Teams – MRI Cross Sectional Anatomy<br>Saturday or Sunday – 8:30AM -5:00PM at assigned MRI Lab (every other weekend) including simulation cases.  |
| Quarter 6 | <b><u>Externship-1000 Hours including credit for 250 hours of Corsmed Simulation cases completed, and ARMRI/ARRT Competencies completed and signed off at sites.</u></b><br>Externship hours range from Monday through Sunday between the hours of 6:00 AM – 11:00 PM and will vary depending upon site. Students may be scheduled from 8-10 hours per day.<br><b>Externship requires a mandatory 40 hours per week at the clinical site.</b><br><b><u>Capstone Course</u></b><br>Saturday 9:30am – 1:30pm online via Zoom Cameras must be on.<br><b>This mandatory capstone course is 10 weeks and takes place over 40 hours.</b> |

**Students will attend five (5) mandatory hands-on labs (8 hours each) each quarter as assigned on Saturday and or Sunday during quarter MRIT301/302, MRIT401 and MRIT 501. Students must be present in each lab to receive credit.**

This schedule may vary slightly depending on requirements.

Breaks must be used appropriately. Students are expected to attend the full lecture time and return from breaks in a punctual manner. Returning from breaks late or departing the classroom before being dismissed for a break will result in disciplinary action and time lost from attendance hours.

Each student is required to attend the scheduled session that they enrolled for and will not be allowed to attend a different session without prior written approval from the Director of AOS MRI Technology. If a student needs to change to a different session, this change will be permanent.

Note: Schedules for weeks with holidays will be modified and will include extra hours and different days of the week to make up hours and labs. Please see Director of Program for schedules.

**Please Note: All exams for synchronous online via zoom or teams are held on campus, no exceptions, students must come to campus to take exams on the date and time it is scheduled. Any make-up exams, if allowed, will be scheduled on a specific date and time. Make-up Exams must be taken on that date, no exceptions. The maximum score a student may achieve on any make-up exam is 70%.**

Note: AOS Surgical Technology and AOS MRI externship sites do not allow externship rotation for pregnant students. Students will need to take a leave of absence if applicable or drop out of the program and then reenroll in the program after the pregnancy with a medical clearance to complete the program requirements. This is a CNI College policy and there will be no exceptions, it is for your safety.

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**AOS SURGICAL TECHNOLOGY**

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**Quarters 1 and 2 include required general education and online courses.**

- Quarter 1: COMP 101 Computer Applications meet on Mondays from 6:00PM - 10:00PM (online via Zoom), cameras must be on. ENG 101 and MTH 101 are online courses delivered asynchronously.
- Quarter 2: BIO 201 Anatomy & Physiology Monday and Tuesday 4:00PM – 10:00PM Theory (online via Zoom), cameras must be on.
- Quarter 3: Tuesday and Wednesday 4:00PM - 10:00PM Theory online via Zoom Saturday 8:30AM - 11:30PM Theory online via Zoom, cameras must be on.
- Quarter 4: Thursday and Friday 4:00PM - 10:00PM online Theory via Zoom, cameras must be on.  
Saturday 8:30AM - 5:00PM Lab on Campus  
Sunday 9:00AM - 1:00PM Theory online via Zoom (alternating), cameras must be on.
- Quarter 5: Wednesday and Thursday 4:00PM – 8:30PM online Theory via Zoom, cameras must be on.  
Saturday 8:30AM - 5:00PM Lab on Campus
- Quarter 6: Monday 4:00PM – 9:00PM Lab on Campus,  
Tuesday 4:00PM – 9:00PM Lab on Campus,  
Wednesday and Thursday 4:00PM - 9:00PM Lab/Theory on Campus.  
Friday 8:00AM - 4:30PM Lab on Campus

**Please Note:** All exams for synchronous online via zoom or teams are held on campus, no exceptions, students must come to campus to take exams on the date and time it is scheduled. Any make-up exams, if allowed, will be scheduled on a specific date and time. Make-up Exams must be taken on that date, no exceptions. The maximum score a student may achieve on any make-up exam is 70%.

**Externship**

Externship hours range from Monday through Friday between the hours of 6:00 AM – 10:00 PM and will vary depending upon site. Externship requires at least 32 hours weekly.

**Capstone**

The mandatory capstone course takes place on Fridays from 9:00am -12:00pm (on campus).

The schedule for quarters 1-6 schedule as stated above may vary slightly depending on requirements.

Breaks must be used appropriately. Students are expected to attend the full lecture time and return from breaks in a punctual manner. Returning from breaks late or departing the classroom before being dismissed for a break will result in disciplinary action and time lost from attendance hours.

**Note:** Schedules for weeks with holidays will be modified and will include extra hours and different days of the week to make up hours and labs. Please see Program Director for schedules.

**Note:** AOS Surgical Technology sites do not allow externship rotation for pregnant students. Students will need to take a leave of absence if applicable or drop out of the program and then reenroll in the program after the pregnancy with a medical clearance to complete the program requirements. This is a CNI College policy and there will be no exceptions. It is for your safety.

**VOCATIONAL NURSING**

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Terms 1A & 1B:	Monday, Tuesday, & Wednesday – 8:30 AM – 3:00 PM Thursday & Friday – 8:30 AM – 5:00 PM
Term 2:	Monday, Tuesday, & Wednesday – 8:30 AM – 3:00 PM Thursday, & Friday – 6:45 AM – 3:15 PM <b>or</b> 2:45 PM – 11:15 PM*
Term 3:	Monday and Tuesday – 8:30 AM – 3:00 PM Wednesday – 8:30 AM – 3:00 PM <b>or</b> 6:45 AM – 3:15 PM <b>or</b> 2:45 PM – 11:15 PM* Thursday and Friday – 6:45 AM – 3:15 PM <b>or</b> 2:45 PM – 11:15 PM*
Term 4:	Monday & Tuesday – 8:30 AM – 3:00 PM Wednesday, Thursday, & Friday – 8:30 AM – 3:00 PM <b>or</b> 6:45 AM – 3:15 PM <b>or</b> 2:45 PM – 11:15 PM*

Schedule is subject to change without notice as a result of changes in clinical situations and other circumstances beyond programmatic control. Hours may vary depending on instructor and subject. See the schedule below for more details.

\*Shift times may vary from day to day throughout the term. Schedules will be assigned by the Program Director and Clinical Coordinator based on the needs of the clinical site.

**BACHELOR OF SCIENCE IN NURSING (BSN)**

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Theory, lab, and clinical activities may be scheduled any day of the week including weekends; days may have varying start and end times (including evenings and nights). Student schedules may vary from quarter to quarter. To obtain exact times for classes offered, please check with the program director prior to enrollment. Students will be notified of their schedule in advance of each quarter's start.

- Clinical experience depends on site availability and may be scheduled any day of the week other than theory days including weekends; days may have varying start and ending times (including evenings and nights).
- Schedule may vary from quarter to quarter.
- Students are required to attend NCLEX-RN review each week during the thirteenth quarter of the program.

\*Externships and clinical rotations are scheduled for various timeframes, Monday through Sunday, according to the needs of the specific program. Externship and clinical hours are set by the host site.

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## VOCATIONAL NURSING CLASS SCHEDULE

Term	Monday	Tuesday	Wednesday	Thursday	Friday
One A	8:30 am - 3:00 pm	8:30 am - 3:00 pm	8:30 am - 3:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm
One B *	8:30 am - 3:00 pm	8:30 am - 3:00 pm	8:30 am - 3:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm
Two *	8:30 am - 3:00 pm	8:30 am - 3:00 pm	8:30 am - 3:00 pm	6:45 am - 3:15 pm or 2:45 pm - 11:15 pm	6:45 am - 3:15 pm or 2:45 pm - 11:15 pm
Three *	8:30 am - 3:00 pm	8:30 am - 3:00 pm	8:30 am - 3:00 pm or 6:45 am - 3:15 pm or 2:45 pm - 11:15 pm	6:45 am - 3:15 pm or 2:45 pm - 11:15 pm	6:45 am - 3:15 pm or 2:45 pm - 11:15 pm
Four *	8:30 am - 3:00 pm	8:30 am - 3:00 pm	8:30 am - 3:00 pm or 6:45 am - 3:15 pm or 2:45 pm - 11:15 pm	8:30 am - 3:00 pm or 6:45 am - 3:15 pm or 2:45 pm - 11:15 pm	8:30 am - 3:00 pm or 6:45 am - 3:15 pm or 2:45 pm - 11:15 pm

- Days and times for classroom, lab, and clinical activities will vary by term. To obtain exact times for classes offered, please check with the Program Director prior to enrollment. Student schedules may vary from term to term. Students will be notified of their schedule in advance of the next term start.
- Class times and breaks are scheduled in accordance with the Board of Vocational Nursing and Psychiatric Technician rules and regulations.
- Hours may vary depending on instructor and subject.
- Schedule is subject to change without notice as a result of changes in clinical situations and other circumstances beyond programmatic control.
- Clinical rotations may include 12-hour shifts and/or weekend shifts (e.g., 7am to 7pm).

**RN TO BSN DEGREE COMPLETION PROGRAM – BACHELOR OF SCIENCE DEGREE IN NURSING**

Quarters	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Quarter 1	8:30 AM PST						11:59 PM PST
Quarter 2	8:30 AM PST						11:59 PM PST
Quarter 3	8:30 AM PST						11:59 PM PST
Quarter 4	8:30 AM PST						11:59 PM PST
Quarter 5	8:30 AM PST						11:59 PM PST
Quarter 6	8:30 AM PST						11:59 PM PST
Quarter 7	8:30 AM PST *	*	*	*	*	*	* 11:59 PM PST
* Practicum hours will vary according to site and rotation							

Note: \* Practicum hours depend on site availability and may be scheduled any day of the week including weekends; days may have varying start and ending times (including evenings and nights). Please refer to RN to BSN Student Handbook for Practicum Forms

**MASTER OF SCIENCE IN NURSING PROGRAM – MASTER OF SCIENCE DEGREE IN NURSING (MSN)**

Quarters	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Quarter 1	8:30 AM PST						11:59 PM PST
Quarter 2	8:30 AM PST						11:59 PM PST
Quarter 3	8:30 AM PST						11:59 PM PST
Quarter 4	8:30 AM PST						11:59 PM PST
Quarter 5	8:30 AM PST						11:59 PM PST
Quarter 6	8:30 AM PST *	*	*	*	*	*	11:59 PM PST*
Quarter 7	8:30 AM PST *	*	*	*	*	*	11:59 PM PST*
* Practicum hours will vary according to site and rotation							

Note: \* Practicum hours depends on site availability and may be scheduled any day of the week including weekends; days may have varying start and ending times (including evenings and nights). Please refer to MSN Student Handbook for Practicum Forms

## BACHELOR OF SCIENCE DEGREE IN NURSING (BSN) PROGRAM SCHEDULE

Quarters	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Zoom Synchronous 8:30 AM – 10:30 AM Online	Online	Online	Online	Online	Online	Online
2	08:30 AM – 05:00 PM On-Campus	Online	Online	Online	Online	Online	Online
3	Online	08:30 AM – 05:00 PM On-Campus	Online	Online	Online	Online	Online
4	Online	Online	08:30 AM – 05:00 PM On-Campus	Online	Online	Online	Online
5	Online	Online	Online	Online	Online	Online	Online
6	*08:30 AM – 03:00 PM Lab Online	08:30 AM – 12:30 PM 01:30 PM – 04:30 PM On-Campus	*08:30 AM – 03:00 PM Lab Online	*08:30 AM – 03:00 PM Lab Online	*08:30 AM – 03:00 PM Lab Online	Online	Online
7	-	08:30 AM – 12:30 PM 1:30 PM – 04:30 PM On-Campus	08:30 AM – 2:00 AM On-Campus	-	-	-	-
8	**06:30 AM – 07:00 PM	**06:30 AM – 07:00 PM	08:30 PM – 12:30 PM 1:30 PM – 4:30 PM On-Campus	**06:30 AM – 07:00 PM	**06:30 AM – 07:00 PM	**06:30 AM – 07:00 PM	-
9	***06:30 AM – 07:00 PM	***06:30 AM – 07:00 PM	***06:30 AM – 07:00 PM	8:30 AM – 12:30 PM 1:30 PM – 5:30 PM On-Campus	***06:30 AM – 07:00 PM	***06:30 AM – 07:00 PM	-
10	***06:30 AM – 07:00 PM	***06:30 AM – 07:00 PM	***06:30 AM – 07:00 PM	8:30 AM – 12:30 PM 1:30 PM – 4:30 PM On-Campus	***06:30 AM – 07:00 PM	***06:30 AM – 07:00 PM	-
11	****06:30 AM – 07:00 PM Online	****06:30 AM – 07:00 PM Online	****06:30 AM – 07:00 PM Online	****06:30 AM – 07:00 PM Online	08:30 AM – 12:30 PM On-Campus	****06:30 AM – 07:00 PM Online	Online
12	~~06:30 AM – 07:00 PM	~~06:30 AM – 07:00 PM	~~06:30 AM – 07:00 PM	~~06:30 AM – 07:00 PM	8:30 AM – 11:30 PM 12:30 PM – 4:30 PM On-Campus	~~06:30 AM – 07:00 PM	-
13	08:30 AM – 12:30 PM 1:30 PM – 4:30 PM On-Campus	-	-	-	-	-	-

\* Students are scheduled one (1) skills day a week; and the last 3 weeks, a skills day will be replaced with a clinical experience. The schedule may be consecutive weeks or every other week.

\*\* Students are scheduled two (2) skills days a week; and 1 clinical day a week + 2 simulation (total of 4 simulations per quarter).

\*\*\* Students are scheduled two (2) clinical days a week + 2 simulation (total of 8 simulations per quarter).

\*\*\*\* Students are scheduled one (1) clinical day a week + 1 simulation (total of 4 simulations per quarter).

~~ Students are scheduled for two (2) preceptorship clinical.

**Clinical and Simulation days and times may vary each quarter.**

**Please refer to your course schedule per quarter.**

**All course dates and times are subject to change.**

Breaks must be used appropriately. Students are expected to attend the full lecture time and return from breaks in a punctual manner. Returning from breaks late or departing the classroom before being dismissed for a break will result in time lost from attendance hours.

## SCHOOL HOLIDAYS & IN-SERVICE DAYS

(ALL DATES SUBJECT TO CHANGE – NO SCHOOL FOR STUDENTS ON THESE DAYS)

**NOTE: The schedule below is tentative, and all dates are subject to change.**

\* Faculty In-service training dates to be determined (held two times a year)

(Student schedules may be rescheduled due to in-services and holidays)

2024 - 2025	
January 1, 2024	New Year's Day
December 25, 2023 – January 2, 2024	Winter Break
January 2, 2024	First day of school after winter break
January 15, 2024	Martin Luther King Jr. Day
February 19, 2024	President's Day
May 27, 2024	Memorial Day
July 4, 2024	Independence Day
September 2, 2024	Labor Day
November 28 – 29, 2024	Thanksgiving holiday
December 22, 2024 – January 5, 2025	Winter Break ( <b>Back to School January 6, 2025</b> )
January 6, 2025	First day of school after Winter Break

2025 - 2026	
January 1, 2025	New Year's Day
December 22, 2024 - January 5, 2025	Winter Break
January 6, 2025	First day of school after Winter Break
January 20, 2025	Martin Luther King Jr. Day
February 17, 2025	President's Day
May 26, 2025	Memorial Day
July 4, 2025	Independence Day
September 1, 2025	Labor Day
November 27 – 28 2025	Thanksgiving holiday
December 24, 2025 – January 4, 2026	Winter Break ( <b>Back to School January 5, 2026</b> )
January 5, 2026	First day of school after Winter Break



**ADMISSIONS**

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**ADMISSIONS POLICY FOR APPLICANTS WITH FELONY CONVICTIONS, MISDEMEANORS, OR PROBATIONS**

CNI College always wants to do what is in the best interest of prospective students.

**Felony:**

The College **does not accept** admissions applications from prospective students with felony convictions. CNI College does not believe that students should make a substantial investment of time, money, and potential debt if the ability to secure employment in the field of training is unlikely.

If your program requires clinical rotations and/or externship, facilities will not allow students with felony backgrounds. If you have a felony conviction, please disclose that information to your Admissions Advisor and they can provide further assistance. If a student acquires a felony while currently enrolled, he/she must immediately inform the Program Director and sign a *Conviction Waiver* from as part of the enrollment continuation decision and/or disenrollment process.

**Misdemeanor:**

CNI College reserves the right to deny or accept admissions applications from prospective students with misdemeanor convictions. Certain misdemeanors may prevent a student from successfully completing a program due to clinical site rotation and/or externship, please note that some facilities might not allow students with misdemeanor backgrounds. CNI College does not believe that students should make a substantial investment of time, money and potential debt if the ability to secure employment and/or apply for board examination in the field of training might be denied.

If you have a misdemeanor, please disclose that information to your Admissions Advisor for further assistance. If a student acquires a misdemeanor while currently enrolled, he/she must immediately inform the Program director and sign a *Conviction Waiver* form as part of the enrollment continuation decision and/or disenrollment process.

**Probationary Status on a Felony Conviction or Misdemeanor:**

CNI College **does not accept** admissions application from prospective students who are on probation.

If you are currently on probation, please disclose that information to your Admissions Advisor for further assistance.

CNI College reserves the right to deny or accept admissions applications from prospective students, once the probationary period has ended.

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**ADMISSIONS POLICY**

1. All applicants are required to complete a potential student questionnaire form for admission.
2. Applicants to CNI College must attend an initial personal interview with a CNI College Admissions Advisor and receive a tour of the campus.
3. Applicants must be at least 17 years of age to be considered for admission. Parents and significant others are encouraged to attend initial interview and tour.
4. A \$100 non-refundable applicant fee is required to apply for the BSN program. There is no application fee for the other programs.
5. An applicant who is a high school graduate, who has earned a General Education Development (GED) certificate, or who has earned a foreign degree that has been credentialed for 12th grade proficiency may apply for enrollment in any of the programs offered at CNI College.
6. An applicant who is a high school graduate, who has earned a General Education Development (GED) certification, or who has earned a foreign degree that has been credentialed for 12th grade proficiency must take and pass the Wonderlic (SLE) exam. The Wonderlic is a national standardized exam recognized by the U.S. Department of Education. At the time of enrollment, the entrance exam test must have been successfully completed at the current composite score (as listed below) and dated within five (5) years of the program's start date. Applicants who can provide documentation of one of the following are exempt from the entrance exam testing: SAT score of 1220 or above achieved within five years of the date of application to CNI College; ACT score of 17 or above achieved within five years of the date of application to CNI College; Verified bachelor's degree or higher.

7. The minimum passing scores for exams are:

Wonderlic Scholastic Level Exam (SLE)	Minimum Score
AOS Surgical Technology	17
AOS Magnetic Resonance Imaging (MRI) Technology	18
Vocational Nursing	18
TEAS VII Entrance Exam	Minimum Score
Vocational Nursing	50.0%
BSN Program	58.0%

Applicants who fail the entrance exam must wait a minimum of 1 calendar day prior to retaking an alternative version of the exam. If the applicant fails all 3 versions of the Wonderlic exam, he/she must wait a minimum of 30 days from the last attempt prior to retesting.

Passing entrance exam scores for all programs are valid for five (5) years. In case of a student that drops from a program and subsequently returns to the same or different program or transfers from a diploma program to a degree program within three years, the reentering student may be required to retest in order to meet the current minimum testing requirements.

Some programs may have additional or different testing requirements. Please review the information provided for specific programs listed above.

8. Applicants to the Vocational Nursing Program who take the TEAS VII must pass the TEAS VII entrance exam with a minimum score of 50.0% to be considered for admission. Applicants who test at CNI College and who do not achieve a minimum score of 50.0% on the TEAS VI entrance exam must wait a minimum of 30 days to retake the entrance exam. Applicants who test at CNI College and who do not achieve the minimum score of 50.0% on the TEAS VII entrance exam on the second attempt must wait 6 months before retaking the exam for a third time. Applicants who fail to achieve the required minimum score of 50.0% on the TEAS VII entrance exam for a third time will not be allowed to retake the entrance exam for admission to the Vocational Nursing Program.
9. A student applicant to the Vocational Nursing Program of CNI College must successfully take the Pre-Vocational Nursing Program Academic Preparatory Course (ATI SmartPrep) as a learning activity before beginning the Vocational Nursing Program
10. LVN 45 Unit options tracks admission applicant must meet all of the general requirements of the Bachelor of Science in Nursing Degree Program including completion of a potential student questionnaire form for admission. See LVN 45 Unit options admission requirements policy and procedures in BSN Student Handbook. Upon completion of the criteria set forth in the policy, applicants seeking admission to the program who have held a LVN licensure may apply for the LVN 45-unit track. Acceptance into the program is based all meeting all of the criteria and **seating availability**. See page 22 for more information.
11. All applicants must complete financial arrangements prior to admission. If applicable, financial aid applications must be completed.
12. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
13. Documentation of any required health examinations, pathology test, and/or immunizations must be presented. In addition, full disclosure of any known medical conditions that will adversely affect the safe completion of the selected

program is required.

14. Vocational Nursing, AOS Surgical Technology, AOS Magnetic Resonance Imaging applicants must successfully complete all the requirements for admissions into the program as well as be accepted for Admission to the programs.
15. To comply with the request from community and clinical agencies the AOS MRI Technology, Vocational Nursing, RN to BSN, MSN, BSN, AOS Surgical Technology programs require a background check after students are admitted. All students in these programs must obtain a background clearance prior to beginning clinical practicum or externship. The admission advisor will provide the applicant with information on how to obtain this clearance at their own expense. Applicants should discuss any concern regarding licensing eligibility, such as having a criminal background, with their admissions advisor. Any applicant who receives a positive result on a controlled substance screen during the background check process will have to re-apply for admission to the next starting cohort for the program to which he or she originally applied. As part of the re-application process the applicant will have to complete the controlled substance screen again. If the applicant tests positive a second time, he or she will be denied admission to any program at the college.
16. All RN to BSN Degree Completion Program applicants must have graduated from an Associate Degree Nursing Program and have a clear current California State License to be considered for Admissions to the Program. No entrance exam is required.
17. To be considered for admission to the MSN Program, all applicants the must show proof of the following:
  - A Bachelor of Science in Nursing from a program fully accredited by CCNE, ACNE or CNEA.
  - 3.0 or above on all previous coursework or the last 60.0 credits completed. Applications from RNs with a GPA of less than 3.0 may be considered on an individual basis.
  - Official transcripts from all previous educational institutions are required.
  - Two professional references required from colleagues or supervisors who can attest to the applicant's knowledge, skill, and potential aptitude for graduate study.
  - Personal statement (no more than two pages and no less than one page double-spaced) that will give the admissions committee a better understanding of the following:
    - Why you are choosing this particular program of study.
    - Your plans upon completion of the degree.
    - How your current work experience will enhance your experience in this program.
  - Curriculum vitae or resume.
  - Copy of current unencumbered US/CA RN license required.
  - Copies of any Advanced Practice Nursing licensure and certification documents.
  - While specific experience is not required for applicants to track, previous work-related experience may make an applicant more competitive.
  - International applicants must possess a BSN (or its equivalent) and current US/CA RN license.
  - Applicants wishing to submit their foreign Associate's bachelor's or master's degree transcripts, or transcripts for prerequisite courses, must have them evaluated by the Commission on Graduate of Foreign Nursing Schools (CGFNS, see below). All foreign transcripts evaluated by any other evaluation service will not be accepted as part of the enrollment process. Admissions documentation for students from foreign countries is to be translated and certified to be at least equivalent to the credential required by the school's admission criteria.
  - **CGFNS contact:**

**Commission on Graduate of Foreign Nursing Schools**  
**3600 Market Street, Suite 400, Philadelphia, PA 19104-2651; (215) 222-8454; [www.cgfns.org](http://www.cgfns.org)**

### General Admissions for all Programs

All applicants should request an appointment for a personal interview with an admissions representation from the College to gain a better understanding of the institution and to view its facilities and equipment. The College reserves the right to defer admission of potentially eligible candidates to the next term if credentials are not submitted after established deadlines or if enrollment limits have been reached. The College reserves the right to cancel or postpone classes due to low enrolment after notification to those already enrolled. An Applicant may be denied admission to the school if the school determines that.

- (1) One aspect of the applicant's background will disqualify them from licensure and/or employment in the field to their chosen program.
  - (2) That the applicant has violated, or contributed to the violation of, any of the school policies.
18. All programs, whether residential, blended, or delivered exclusively through online distance education, are offered only to California residents. CNI College's programs do not operate outside the institution's home state of California.
  19. All applicants to distance education programs must demonstrate that they have sufficient computer skills and are competent to succeed in distance education courses. While all new students attend institutional orientation prior to the first day of class, all students will also attend a mandatory orientation that may either take place on campus or online to prepare for blended/distance education courses and programs to introduce them to the online environment and teach them how to navigate the learning management system.
  20. The evidence of high school graduation or its equivalent is supplied to the institution before enrollment is completed and the student's first class or lesson begins, and as permissible may be a signed attestation of graduation.
  21. **CNI College has not entered into an articulation or transfer of credits agreement with any other college or university.**

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### ACCEPTANCE TO THE COLLEGE

Upon completion of the required documents for admission, the College administration will review the information and inform the applicant of his/her enrollment status.

CNI College reserves the right to deny admissions to any applicant and to change entrance requirements without prior notice.

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### ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTION

CNI College does not offer ESL instruction. Students must be able to read, write, speak, understand, and communicate in English. All CNI College Programs are taught in English.

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## REASONABLE ACCOMMODATIONS

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, CNI College abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in the programs and services offered by CNI College “solely by reason of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability, has consulted with the CNI College Disability Compliance Coordinator (DCC), and is determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

CNI College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service of the college. To request auxiliary aids or services, please contact the CNI College Disability Compliance Coordinator in writing at [DCC@CniCollege.edu](mailto:DCC@CniCollege.edu). Students are required to submit requests with supporting documentation at least six (6) weeks prior to the beginning of the first day of classes or as soon as practical. Students who do not disclose or request accommodations approval **before** enrollment to the college may need to withdraw from their training program for failure to disclose to the college their needs and/or requests in advance for approval.

## ACADEMIC POLICIES & INFORMATION

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### ATTENDANCE/TARDINESS, MAKE-UP STANDARDS, & ATTENDANCE PROBATION

Regular attendance and punctuality will help develop good habits necessary for successful careers. All scheduled hours of class must be attended on campus or an assigned clinical site. If a student misses a class, he or she must make up the hours and assignments, tests and quizzes missed according to each program's policies before progressing to the next module, term, or quarter. All make-up hours and work must be completed on campus and submitted the same day as completed to be accepted. Students must sign in for all make-up hours and be signed off by a CNI College Official before leaving the campus. All make-up hours and assignments can be made up only after a student misses the class not prior to the absence. All students must follow the above protocol for makeup hours to receive credit.

Attendance must be maintained at an average of 66.67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

Students are encouraged to schedule medical, dental, personal, or legal appointments outside of their scheduled school hours and should notify the school if they plan to be absent. The student will still be marked absent, tardy, or as having left early if they miss class due to medical, dental, personal, or legal appointments.

Absences will negatively affect the student's modular, quarter/term grade. Absences equal to or in excess of 10% of any module, quarter/term will require the student to be placed on Attendance Probation. The student would remain on probation until the end of their current module/term provided the student remains in compliance with the terms of his/her probation.

Students who have been absent from their scheduled classes for fourteen consecutive calendar days, not including scheduled school holidays, will be dropped from the training program (except those who are required to participate in military duties: Students must provide CNI College with written documentation verifying the required military duty and length of service requested).

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as having left early on their attendance record. Students who accumulate a total of four late arrivals and/or early departures will accrue one day of absence on their attendance record. In addition, excessive tardiness or leaving early may lead to probation or dismissal from the College due to unprofessionalism.

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any test missed because of an absence must be made with the instructor and approved by the school administration. **Make-up/Retake test scores will be a minimal passing score.** A student who misses externship hours will have their externship hours extended at designated site assigned by the director to complete their required hours in order to meet the objectives of the program and/or be assigned additional days during the week.

Students who have been terminated for violating the attendance policy may be reentered through the appeal process. To be eligible to reenter students must wait for one complete module, quarter or term and the course must be available with available seating. Normally approval for reentry will be granted only once.

**For MSN, RN to BSN, BSN, Vocational Nursing, AOS Surgical Technology, AOS MRI Technologist please refer to the program's student handbook for specific guidelines for online attendance/attendance/tardiness and make-up standards.**

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#### ASYNCHRONOUS ONLINE ASSIGNMENT ATTENDANCE POLICY AND PROCEDURES

The official start day for all courses is Monday. Access to courses may begin on Friday before the Monday start day. Students may begin access to readings, course navigation, and IT communication, but may not submit any coursework before Monday start date.

All students are required to complete the **Week 1 Introduction Activity by Monday, 11:59 PM PST**. **Participation in the Week 1 Introduction Activity is mandatory as part of the confirmation process enrollment.**

Success in the course is dependent on the student's active participation throughout the course. To be **considered present in the online classroom for attendance**, the student must participate in the following classroom activities during the week they are assigned:

- Discussion Initial Post (IP) by **Wednesday 11:59 PM PST**,
- Discussion peer responses by **Friday 11:59 PM PST**,

All other assignments/exams are due on Sunday 11:59PM PST or scheduled time.

- Paper assignments (course assignments), course exercises, and quizzes by **Sunday 11:59 PM PST**
- Quizzes and Exams by **Sunday 11:59 PM PST**
- Final Exam (Week 10) by Tuesday 12 PM Noon PST

It is the responsibility of the student to notify the instructor at the beginning of the week when the class requirements will not be met due to an extenuating circumstance (such as physical injury, death of immediate family, disasters). The student must complete the week's requirements to prevent disruption in academic progression.

Students are expected to complete all exams, assignments, and course requirements at the scheduled time stated in the syllabus. Any course requirement that is turned in late.

- within one day will be subject to a 10% deduction
- within two days will be subject to a 20% deduction
- on the third day will receive a zero

## ATTENDANCE STATUS

A full-time student in a semester credit program is expected to complete 24 semester credit hours in a period of not less than 30 instructional weeks. A full-time student in a quarter credit program is expected to complete 36 quarter credit hours in a period of not less than 30 instructional weeks. A three-quarter time, a half-time and a less than half-time enrollment is calculated based on the student load per semester or quarter.

A full-time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 26 instructional weeks attending a minimum of 24 clock hours per week. A half-time or less than half-time enrollment is calculated based on the student workload in a payment period.

## CLASS & PRACTICE HOURS – CREDIT PROCEDURE

Students at CNI College record their attendance on the roster by entering their names and time to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour. Students receive credit for task/operation/project completed after each action is verified by an instructor with a backup roster for verification.

## DEFINITION OF CREDIT

### Semester Credits:

For the Vocational Nursing Diploma Program

In semester courses, 15 lecture hours equal one unit of credit; 30 lab hours equal one unit of credit; and 45 practicum or externship hours equal one unit of credit.

### Quarter Credits:

For the MSN Program, BSN, RN to BSN Degree Completion Program, AOS Surgical Technology Program and AOS Magnetic Resonance Imaging Program which are quarter credit programs, 10 lecture hours equal one quarter credit; 20 science lab hours equal one quarter credit; and 30 clinical/skills lab/simulation hours equal one quarter credit.

## CLOCK TO CREDIT HOUR CONVERSION

CNI College operates on a 50-minute clock hour. The College awards credit hours/unit for completion as stated above.

## TRANSFER OF CREDIT

### TRANSFER OF CREDIT FROM CNI COLLEGE TO OTHER COLLEGES

#### Notice Concerning Transferability of Units and Degrees Earned at Our School:

Units earned in CNI's programs will not be transferable to any other college or university. In addition, any degree, diploma, or certificate earned in any of our CNI programs will not serve as a basis for obtaining a higher-level degree at another college or university.

The transferability of credits you earn at CNI College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in any programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, prior to enrollment at CNI College, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CNI College to determine if your credits or degree, diploma or certificate will transfer.



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**TRANSFER OF CREDIT TO CNI COLLEGE**

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CNI College will consider credits earned from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) provided the student can produce course descriptions from the originating institution's catalog of the units earned and the courses are comparable to those offered by CNI College. Official transcripts must also be provided by the transferring student applicant.

The institution will maintain a written record of the previous education and training of veterans and eligible persons. The record will clearly indicate that credit has been granted and a Credit Granting Form will be signed by the student and the Program Director and placed in the student's file. The Guide to the Evaluation of Educational Experiences in the Armed Services (American Council of

Education) will be consulted for recommendations on transfer of credit. For Bachelor of Science in Nursing Degree (BSN) applicants please refer to the student's handbook for transfer/challenge/advance placement for military trained health healthcare personnel.

**MASTER OF SCIENCE IN NURSING** - No transfer of credits shall be granted to students applying to this program.

**To be considered for admission, all applicants must show proof of:**

A Bachelor of Science in Nursing from a program fully accredited by CCNE, ACNE or CNEA /Unencumbered Current US/CA RN License

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**BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM**

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Transfer credit shall be granted to students who have successfully completed an equivalent course or courses from an accredited college or university. Acceptance of transfer credits will be at the discretion of the Nursing and Education Departments.

Students may apply up to a total of 49 transferable credits to the BSN Program within the General Education and Science Curriculum (ENG 100 Written Communication/4 Units), (ENG 110 Interpersonal Communications/2 Units), (ENG 120 Oral Communication/4 Units), (MATH 100 College Algebra/4 Units), (MATH 200 Statistics/5 Units) (PSY 100 Introduction to Psychology/4 Units), (PSY 200 Developmental Psychology/4 Units), and (SOC 300 Introduction to Sociology/4 Units). Credit for General Education (GE) courses will only be granted if the courses were taken within 10 (ten) calendar years of the student's start date and a grade of C (2.00 or above) was earned).

Science courses will only be granted if the courses were taken within 5 (five) calendar years of the student's start date and a grade of B or higher was earned. The following may be transferred in. BIO 100 Human Anatomy (6 units), BIO 110 Human Physiology (6 units), and BIO 120 Microbiology (6 units) can be transferred in.

Transfer credits will not be granted for nursing program core curriculum.

Prior to admission the candidate must sign a request for transfer credit form and provide Admissions with an official transcript of record from the accredited institution(s) in which the prior courses were taken, as well as the catalog course description and/or syllabus of all courses for which transfer credit is being requested. **Please refer to the Bachelor of Science in Nursing Degree student's handbook for policy.**

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**LVN TO BSN 45 QUARTER CREDIT OPTION GUIDELINES**

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All general education courses that are considered prerequisites to BSN core nursing courses must be completed within five (5) years prior to enrollment to the LVN 45 Quarter Credit Option. These courses can be transferred from other institutions. Transferred courses will be credited and be graded as "credit." Admission to the LVN 45 Quarter Credit Option is by space availability only. The option at CNI College is 43 quarter units. See page 79-80 in BSN Program for further information.



## AOS MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGY

### ***Transfer from an Accredited Institution***

Transfer credit will only be granted for courses equivalent to those required in the AOS Magnetic Resonance Imaging (MRI) Technology program and that were completed at an accredited institution. Acceptance of transfer credits will be at the discretion of the AOS MRI and Education Departments. Credit for General Education (GE) courses will only be granted if the courses were taken within **10 (ten)** calendar years of the student's start date and a grade of **C (2.0)** or above was earned (ENG 101 Written Communication/4 Units) and (MTH 101 College Mathematics/4 Units). Transfer credit will not be granted for COMP 101 Computer Applications or BIO 201 Anatomy and Physiology.

Prior to admission the candidate must sign a request for transfer credit form and provide the Registrar with an official transcript of record from the accredited institution(s) in which the prior courses were taken, as well as the catalog course description and/or syllabus of all courses for which transfer credit is being requested. **Please refer to the AOS MRI Student Handbook for policy.**

### ***Transfer Credits for CNI Graduates that were enrolled in the MRIT Diploma Program***

CNI College Graduates from the MRIT Diploma Program may qualify to enroll in the AOS Magnetic Resonance Imaging (MRI) Technology program and be able to take the General Education and Capstone courses to complete the Associate of Occupational Science degree if they were enrolled in the MRIT Diploma Program as of June 10, 2019, when the time of the AOS Magnetic Resonance Imaging (MRI) Technology program was launched. CNI Graduates must have a current CPR, IV Access, and immunizations, which they are responsible for completing prior to admission into the AOS Magnetic Resonance Imaging (MRI) Technology Program. An updated background check must also be completed prior to the externship in the AOS Magnetic Resonance Imaging (MRI) Technology Program. Students will be denied re-enrollment if they have demonstrated attendance, academic, and/or conduct issues indicating an inability to successfully complete a program at the college.

### **Transfer Credits for Former CNI Graduates of the MRIT Diploma Program.**

**Diploma Transfer Students must take 200 hours externship.**

#### **General Education Requirements:**

##### **Term 1:**

College Mathematics	40 hours
Computer applications	40 hours
Written communication	40 hours

##### **Term 2:**

Bio 201 Anatomy and Physiology	120 hours
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##### **Core Requirement**

##### **Term 6:**

MRIT-602 40 hours of Capstone Course	40 hours
MRIT-601E Clinical Externship	200 hours

During 601E, the student must complete the **17 Mandatory and 11 ARRT Clinical Competency Requirements to be eligible to sit for the ARRT Exam.**

CNI College Graduates who completed the MRIT Diploma Program within the last three years and are currently working as an MRI Technologist may qualify to enroll in the AOS Magnetic Resonance Imaging (MRI) Technology program to complete the Associate of Occupational Science degree. CNI Graduates must have a current CPR, IV Access, and physical examination/immunizations, which they are responsible for completing prior to admission into the AOS Magnetic Resonance Imaging (MRI) Technology Program. An updated background check must also be completed during the program. Students will be denied re-enrollment if they have, they have demonstrated attendance, academic, and/or conduct issues indicating an inability to successfully complete a program at the college.

Please review the ARRT Appendix II rules and regulations regarding qualifying to sit for the ARRT exam available through the ARRT website. It is the student's responsibility to meet all ARRT rules and regulations to qualify to sit for the ARRT exam, which must be taken within three (3) years of graduation. **Please refer to the AOS MRI Degree student's handbook for policy.**

## AOS SURGICAL TECHNOLOGY

### ***Transfer from an Accredited Institution***

Transfer credit will only be granted for courses equivalent to those required in the AOS Surgical Technology program and that were completed at an accredited institution. Acceptance of transfer credits will be at the discretion of the AOS ST and Education Departments. Credit for General Education (GE) courses will only be granted if the courses were taken within **10 (ten)** calendar years of the student's start date and a grade of **C (2.0)** or above was earned (ENG 101 Written Communication/4 Units) and (MTH 101 College Mathematics/4 Units). Transfer credit will not be granted for COMP 101 Computer Application or BIO 201 Anatomy and Physiology.

Prior to admission the candidate must sign a request for transfer credit form and provide the Registrar with an official transcript of record from the accredited institution(s) in which the prior courses were taken, as well as the catalog course description and/or syllabus of all courses for which transfer credit is being requested. **Please refer to the AOS ST Student Handbook for policy.**

### ***Transfer Credits for CNI Graduates that were enrolled in the ST Diploma Program***

CNI College Graduates from the ST Diploma program may qualify to enroll in the AOS Surgical Technology program and be able to take the General Education and Capstone courses to complete the Associate of Occupational Science degree if they were enrolled in the ST Diploma Program at the time of the AOS Surgical Technology program launch on June 10, 2019. A review of competencies will be completed to determine if Capstone course requirements have been met. Based upon the assessment, additional externship hours may be required to check off of any procedures needed to satisfy competency/case requirements. This will include an additional fee. CNI Graduates must have a current CPR and physical examination/immunizations, which they are responsible for completing prior to admission into the AOS Surgical Technology Program. An updated background check must also be completed prior to the externship. Students will be denied re-enrollment if they have demonstrated attendance, academic, and/or conduct issues indicating an inability to successfully complete a program at the college. **Please refer to the AOS ST Degree student's handbook for policy.**

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## CREDIT GRANTING POLICY – VOCATIONAL NURSING

Advanced standing may be granted to students who have successfully completed a course or courses and provided documentation to demonstrate compliance with Board of Vocational Nursing and Psychiatric Technicians (BVNPT) policy. Advanced standing may be granted for the following experience:

- Completed courses in an accredited vocational nursing or registered nursing school.
- Completed courses in an accredited Psychiatric Technician school.
- Completed courses in the Armed Services.
- Completed C.N.A. certification.
- Courses for advanced standing must have been completed within the last five (5) years.
- Nursing courses will be evaluated as to content and hours appropriate to the school's curriculum.
- Students who wish advanced standing must submit all documentation including official transcripts to the DON/ADON prior to admission.
- Students will be required to take an ATI PN Fundamentals Proctored Exam and must pass with a grade of level 2 or higher.

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## CREDIT GRANTING PROCEDURE FOR SPECIFIC AREAS

Advanced standing may be granted for the following experience.

- Completed courses in an accredited vocational or registered nursing school.
- Prior to admission students must submit all transcripts including hours and course description.
- Upon review of documentation, the DON/ADON or Nursing Department Designee will administer both an exam and practicum to validate understanding of content of challenged portions of the curriculum.
- On successful completion of the validation, students will receive credit for the portion of the program.

- Completed courses in an accredited Psychiatric Technician School.
- Prior to admission student must submit all transcripts including hours and course description showing completion of the fundamentals of the Psychiatric Technician Program.
- Upon review of documentation, the DON/ADON or Nursing Department Designee will administer both an exam and practicum to validate the content of the (Term I) portion of the program.
- Upon successful completion of the validation, students will receive credit for Term I and be placed in Term II.

#### Completed courses in the Armed Services.

- Prior to admission the student will submit all certificates, documentation of hours served and the letter from the Commanding Officer attesting to rank and status.
- Upon review of documentation, the DON/ADON or Nursing Department Designee will administer both an exam and practicum to validate understanding of content of the challenged portion of the curriculum.
- Student will then receive credit for the portion of the program. Completed Certified Nursing Assistant (CNA) Certification.
- Prior to admission the student will submit proof of current certificate issued by the Department of Health Services.
- Upon review of documentation, the DON/ADON or Nursing Department Designee will administer an exam to validate the theoretical content in term IA.
- If Student passes the exam, they will then receive credit for Term IA and will be allowed to start in VN Term IB. **Please refer to the VN student's handbook for policy.**

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### CREDIT GRANTING FOR CHALLENGE

Applicants with relevant knowledge and or skills acquired in a non-traditional setting including non-certified nursing assistants.

- Application must be completed 30 days prior to admission date.
- Applicants will successfully pass a written and performance examination.
- Applicant must pass a competency based objective examination for the course being challenged.

Credit will be granted if the applicant meets all minimum requirements equivalent to those required of a student completing the course.

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### RN TO BSN PROGRAM

CNI College requires specific coursework to be completed prior to admission into the RN to BSN degree program. RNs may receive up to 107 quarter credits for an ADN Degree and must possess a clear California RN License. Only college-level coursework will be considered for transfer credit. All coursework must have been taken at an institution accredited by an agency recognized by the United States Department of Education.

Acceptance of transfer credits will be at the discretion of the Nursing and Education Departments. Credit for General Education (GE) courses will only be granted if the courses were taken within **10 (ten)** calendar years of the student's start date (Eng 301 Professional Writing/5 Units) and (MTH 300 Statistics/4 Units). Please refer to RN to BSN Handbook for any further information and RN to BSN Program details in this catalog. Students will be denied re-enrollment if they have demonstrated attendance, academic, and/or conduct issues indicating an inability to successfully complete a program at the college.

Requirements for entrance to the RN to BSN Degree Completion program are:

- Preferred overall 2.5 GPA (out of 4.0) – official transcripts required for verification.
- Minimum grade of “C” (2.0) on all degree requirement course work
- Minimum grade of “C” (2.0) on all nursing coursework, preferred GPA of 2.5
- Applicant's Statement of Purpose
- Personal interview (may be a face-to-face, online, or conference call interview)
- Verification of valid California RN License. License must be current and clear.
- Verification of current certification in CPR

- One year's work experience recommended.
- Background Check (contracted by CNI)
- Health clearance requirements needed prior to enrollment.

All enrolled students are required to have a current and unobstructed RN license in California prior to being enrolled in the practicum course; a current and unobstructed RN license is required for BSN degree completion and will be verified again prior to the practicum course and graduation. Failure to present a valid RN license will result in dismissal from CNI College until the RN license is current and unobstructed.

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#### PROGRAM TRANSFER.

Extensive procedures are followed to direct each student to the program of study best suited to his/her individual goals and abilities. However, a student may request a transfer between college programs.

Program transfers may be granted only under special circumstances. Students are required to apply in writing to the provost for any program change. Only one program transfer may be granted to each student. The student may be assessed and an additional fee for a program transfer may apply.

Not applicable to the Vocational Nursing Diploma Program.

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#### CREDIT FOR EXPERIENTIAL LEARNING

CNI College does not offer credit for experiential learning for diploma programs. As applicable, previous education for all Veterans and eligible persons is evaluated for transfer credit.

In the AOS MRI, and AOS ST Programs competency-based credit shall be granted for knowledge and/or skills acquired through experience and education. Credit shall be determined by written and when appropriate practical examinations.

\*Refer to AOS MRI, and AOS ST Student Program Handbooks for specific information regarding this option.

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#### ADVANCED PLACEMENT

CNI College does not award academic credit for advance placement testing.

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#### GRADING SYSTEM FOR AOS MRI & AOS ST GENERAL EDUCATION COURSES, MSN, AND BSN GENERAL EDUCATION COURSES

##### **AOS MRI GE/AOS ST GE Courses**

COMP 101	Computer Application
ENG 101	Written Communication
MTH 101	College Mathematics
BIO 201	Anatomy & Physiology

Course grades are to be determined by using the following percentages. Rounding up of final grades is permitted in the CNI grading scale (i.e., if a student receives a 79.5% grade, the grade for the course is a "B"). Course withdrawal will not affect a student's grade point average (GPA). Only letter grades are posted to the student's official College transcript. Clinical/Externship and Practicum are graded pass/Fail.

A = 90-100%	4.0	W = Withdrawal
B = 80-89.5%	3.0	I = Incomplete
C = 70-79.5%	2.0	
F = < 70%	.0	

### RN to BSN and BSN - Excludes Nursing Core Courses

GE Courses – Minimum Grade of **C (2.0)** is required to pass the following GE/Science courses:

ENG 100	Written Communication
ENG 110	Interpersonal Communication
ENG 120	Oral Communication
ENG 200	Professional Writing
MATH 100	College Algebra
MATH 200	Statistics
MATH 300	Applied Statistics
PSY 100	Introduction to Psychology
PSY 200	Developmental Psychology
SOC 300	Introduction to Sociology
BIO 100	Human Anatomy
BIO 110	Human Physiology
BIO 120	Microbiology
BIO 200	Biochemistry
BIO 309	Pathophysiology

Course grades are to be determined by using the following percentages. Rounding up of final grades is permitted in the CNI grading scale (i.e., if a student receives a 79.5% grade, the grade for the course is a “B”). Course withdrawal will not affect a student’s grade point average (GPA). Only letter grades are posted to the student’s official College transcript.

A = 90-100%	4.0	W = Withdrawal
B = 80-89.5%	3.0	I = Incomplete
C = 70-79.5%	2.0	
F = < 70%	.0	

**Note: MSN students must have a cumulative GPA of 3.0 (80 – 89.5%) of all courses taken each quarter to pass.**

### GRADING SYSTEM FOR AOS MRI COURSES & AOS ST COURSES

The grading system outlined below is used for all courses. Only letter grades are posted to the student’s official College transcript.

Rounding up of final grades is permitted in the CNI grading scale (i.e., if a student receives a 79.5% grade, the grade for the course is a “B”).

A	=	90 – 100%	4.0	W	=	Withdrawal
B	=	80 – 89.5%	3.0	I	=	Incomplete
C	=	70 – 79.5%	2.0			
F	=	< 70%	.0			

Course withdrawal will not affect a student’s grade point average (GPA).

Externship is grading on a pass/fail and must be completed to pass the course.

### GRADING SYSTEM FOR LVN, RN TO BSN CORE NURSING AND BSN CORE NURSING COURSES

A	=	90 – 100%	4.0	W	=	Withdrawal
B	=	80 – 89.5%	3.0	I	=	Incomplete
C	=	75 – 79.5%	2.0			
F	=	< 75%	.0			

## INCOMPLETE GRADES

Incomplete grades cannot be given as a final grade and will affect the student's GPA until a final grade is assigned. However, at the end of the module or term, students may be granted a maximum extension not exceeding 7 school days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of "F" for the module, quarter, or term.

## LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a leave of absence (LOA) from the program.

An LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. A leave of absence may be granted for up to 180 days. (Leaves are limited to a total of 180 days within a 12-month period; the 12 months begin from the first day the student goes on the first leave.) Please note, Vocational Nursing students are not available to take an LOA during Term 1A, as stated in the Vocational Nursing Student Handbook.

Students will not be assessed additional tuition charges while on their leave of absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the academic progress status they held.

Students cannot attend any clinical, externship, lab, or theory class while on leave of absence. Students cannot make up any schoolwork while they are on leave of absence.

Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated.

Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert back to the first day of the leave. In these cases, the loan payment will be due as stated on the promissory note.

LOA's may also affect the scheduled progression of the student's program. If a student does not return from an LOA as scheduled, the rotation of the remaining courses may not be immediately available. Many courses have prerequisites and may not be taken without completing these requirements. LOA's are scheduled based on the student's progression in the program; CNI College will not be held liable for students who extend or alter the original LOA Contract. Students may have to wait months until the course comes around again to take and there is available seating after an LOA. CNI College cannot promise you will stay on the schedule you enrolled with.

## GRADUATION AWARDS (DIPLOMA/DEGREES)

When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of 2.0, 2.5, or 3.0 (70%/75%/80%) or better depending on which program they are enrolled in, he/she receives a corresponding award certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate state examination, licensure, and graduation awards (degree or diploma).

When Vocational Nursing (Diploma), RN to BSN Completion Degree (BSN Degree), BSN Program (BSN Degree) and MSN Program students complete the graduation requirements of their course of study with a GPA of 2.5 or 3.0 (75% or 80% for MSN) or better they are awarded their diploma or degree depending on their program of completion. Refer to the program's student handbook for specific guidelines.

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### BSN PINNING CEREMONY

Commencement ceremonies recognize the efforts of the CNI College graduates. Upon successful completion of their programs, graduates are encouraged to attend a commencement ceremony. Graduates who choose to participate in the ceremony are required to pay a graduation fee for their cap and Gown. Graduates must also be in good financial standing with CNI College to attend the ceremony. Graduates wishing to participate in the Nursing Pinning Ceremonies must also pay the additional charge.

CNI College desires to plan a Pinning Ceremony for each of the BSN cohorts. For this to take place there must be at least 80% participation from the cohort. There is an additional charge for the Pinning Ceremony. Each student in the cohort must also pay a designated non-refundable deposit to commit to the Pinning Ceremony and be checked off with the Graduation requirements to be eligible to participate in the Pinning Ceremony. Pinning Ceremony paperwork will be distributed in Quarter 8 with all the specifics for the Pinning Ceremony.

BSN Students must complete all the graduation requirements as stated in the BSN Student Handbook in order to participate in the Pinning Ceremony.

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### GRADUATE REFRESHER COURSES

CNI College offers its graduates skill refresher courses. Courses may be audited at no additional charge, subject to space and equipment availability. The cost of any books, supplies, and/or other materials will be the responsibility of the graduate. Upon requesting a refresher course, graduates will meet with the Program Director and/or Director of Education for an assessment of the graduate's specific needs. In order to audit the course, the graduates must have graduated from the college within the previous 12 months.

## ACADEMIC PROGRESS STANDARDS FOR STUDENT ACHIEVEMENT

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### REQUIRED STUDY TIME

Typically, two hours of study time are required for each hour in class. Students are encouraged to form study groups to foster interaction and the learning process. The instructor will be available to assist those students who desire to form a study group.

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### SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS (SAP) STANDARDS

Students' academic progress will be measured when the student has successfully completed  $\frac{1}{2}$  of the credits (earned a passing grade of 70% or higher in all courses) and  $\frac{1}{2}$  of the weeks in the program. In order to maintain satisfactory progress, students must:

- Have a Cumulative Grade Average of 70 percent or better in AOS ST, AOS MRI (on a scale of 0-100 percent) or 75 percent or higher in the Vocational Nursing, and 75% or higher in the RN to BSN, and 75% or better in BSN science and non-science general education courses and a 75% in BSN core nursing courses. MSN students must maintain a cumulative 80% for the MSN Program.
- Progress at a satisfactory rate toward completion of their program; at the end of the evaluation period, the student must have successfully completed 66.67% of all attendance scheduled.
- Complete the training programs within 150 percent of the published program lengths (see Maximum CompletionTime).



To calculate cumulative grade point average (CGPA) the grade percentage is multiplied by the credits for the module in which the grade was received to get the total quality points for the module. The total number of quality points is added together for all modules attempted to date and divided by the total credits attempted to date to get the CGPA. Non-Punitive (Pass/Fail) grades are not used to calculate CGPA.

The rate of progress toward completion of the diploma program is calculated by dividing the cumulative number of credit hours the student has successfully completed in the program by the cumulative number of credit hours attempted by the student in the program. The cumulative number of credit hours attempted in the program includes every repeated course. The cumulative number of credit hours attempted in a program does not include remedial courses, audited courses or courses taken that are pre-requisite to the program. Transfer and proficiency/challenge exam credits are counted as both attempted and successfully completed. Credits for courses from which a student has withdrawn and received a (WF) are counted as attempted and not successfully completed.

Conditions for interruptions for unsatisfactory progress/dismissal policy and probationary period for VA students are program specific. The institution will notify the VA of any break in training in a timely manner for the VA to determine the point in time when VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory progress. No more than two terms, quarters, or modules on probation will be permitted depending on the program enrolled.

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## EVALUATION PERIODS

Student receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course.

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

If at the end of a payment period following the period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

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## APPEAL PROCESS.

The student who wishes to appeal the non-satisfactory progress status, must initiate the process by submitting a written request to the Office of the Provost of the institution. The request is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.

The Provost shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his/her case. The committee shall consist of three (3) current



staff members and two (2) current students as needed. They will provide a written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

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## REINSTATEMENT

A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.

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## RE-ENROLLMENT

Students accepted for re-enrollment into the program of study will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal. Students will be denied re-enrollment if they have demonstrated attendance, academic, and/or conduct issues indicating an inability to successfully complete a program at the college. Unpaid balances from previous enrollments must be paid in full to qualify to apply for re-enrollment to college.

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## INCOMPLETE GRADES

All final exams and/or final assignments must be completed on time to receive a course grade. In the case of documented extreme circumstances that prevents them from completing the final exam or final assignment on time, a student may be given a temporary incomplete grade and an extension of seven days to complete the final exam or final assignment. If a student does not pass or complete the final exam or final assignment, the incomplete grade will be replaced with a failing grade for the course.

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## ACADEMIC PROBATION

If a student falls below the Satisfactory Academic Progress Standards, the student will be placed on academic probation for the duration of the next module or term. Students must satisfy the Satisfactory Academic Progress Standards by the end of the probationary period to remain in the program.

If the student fails to meet the Satisfactory Academic Progress Standards (grade of 70% or better) for AOS MRI, AOSST Programs by the end of the probationary period the student will be terminated from the College.

A Vocational Nursing student must pass each course within the term with a grade of 75% or better. If a student fails any course within a term the student is placed on academic probation until the current term or as specified by the probation notice. The conditions of the probation notice will have specific remediation instructions to enable the student to pass the failed course. If the student fails a second course within the term the student may be dropped from the program. If the student fails to attend remediation the student may be dropped from the program. If the student fails to achieve 75% on the failed course the student may be dropped from the program.

The grade received is a composite of student performance in the theory and, where applicable, lab and/or clinical learning areas. A student must demonstrate mastery in each area to successfully pass the course.

The RN to BSN and BSN Degree Program students must pass each core nursing course with a grade of 75% or better. The students must pass their science and non-science general education courses with a 70% or better. The grade received is a composite of student performance in the theory and, where applicable, lab and/or clinical learning areas. A student must demonstrate mastery in each area to successfully pass the course. BSN students may only repeat two nursing courses during the program. BSN students may only repeat three general education courses. The MSN students must maintain a cumulative GPA of 80% overall or better in theory and clinical learning areas to graduate and must demonstrate mastery in each area to successfully pass the program.

Regardless of the student's rate of completion, the maximum time frame that the student will be allowed to complete his/her educational objective is one and one-half (1.5) times the normal length of the program. For example, if a program requires 30 credit hours the student may not attempt more than 45 credit hours (1.5 x 30) without completing the program. A student enrolled in any program that exceeds the one and one-half times (1.5) of the normal length of the program will be dropped from the program.

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#### REPEAT COURSES AND REMEDIATION PRACTICES

Unless special circumstances apply, a course may be repeated only twice. The grade received on the repeated course replaces any other grade for that course in the calculation of the GPA. All final course grades will be recorded and appear on the student's transcript.

Course failures and subsequent repeats may interrupt the student's enrollment and negatively impact financial aid eligibility. Remediation of any course work must be completed within the mod missed or within 7 school days of the time assignments are due.

Vocational Nursing students should refer to the VN Student Handbook for full policy on remediation practices. A student who fails a course will be required to repeat it. In addition, repeated courses will result in additional charges.

MSN and BSN students are permitted to repeat two nursing courses during the program. A student may only repeat three general education courses. A student failing to comply with this policy may be removed from the program. Please refer to the MSN and BSN student handbook for full policy on remediation practices. MSN students must still have an 80% GPA average after repeating the course to remain in the program.

BSN Program students are permitted to repeat two nursing courses during the program. A student failing to comply with this policy may be removed from the program. Please refer to the BSN Program Student Handbook for full policy on remediation practices.

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#### ACADEMIC PROGRESS APPEAL PROCEDURES

A student who wishes to be reinstated after voluntarily withdrawing or being dismissed from the College due to failure to meet satisfactory academic progress standards or any other reason, may request reinstatement or appeal the dismissal based upon exceptional mitigating circumstances. Such requests must be made in writing. Circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student's academic progress in the program.

An Appeals Board made up of college officials will review the written request and supporting materials. A decision will be made, and the student will be notified in person or in writing. All decisions made by the Appeals Board are final.

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## MITIGATING CIRCUMSTANCES

For circumstances of poor health, family crisis, or other significant occurrences outside of the student's control, the student must follow the student appeals process. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance.

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## EXTERNSHIP POLICIES

### EXTERNSHIP

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Students must attend the externship site designated by CNI College.

Externships and clinical rotations are scheduled for various timeframes, Monday through Sunday, according to the needs of the specific program. Students must have satisfactory grades in all required courses as well as all classroom and lab hours completed before a student may attend their externship. The externship portion of a program may be up to 40 hours per week depending on which program a student is enrolled in (AOS-MRI students must attend their externship site 40 hours per week, AOS ST students must attend their externship site 32 hours per week.). If a student is currently attending class on a part time schedule (less than 40 hours per week), they should plan to attend a full time (40 hours per week) externship. Students must make necessary arrangements with their employer to arrange their work schedule to accommodate their externship schedule.

Students are assigned to non-compensated externship positions during the final phase of program study. This experience provides adult learners with the opportunity to continue their education under the supervision of clinical or office professionals. The student is expected to perform in an ethical, professional manner and to assist the professional in all externship matters requested. Transportation to and from the externship site will be at the student's expense.

In case of an absence, the student is required to notify both the designated supervisor at the externship site and the College staff member. Days and times of externship duties may not be changed without the written permission of the College. All externship schedules are during the day or evening and vary from Monday through Sunday depending on the host site.

Externship site personnel, based on the standards set by the College, will evaluate the student's performance. An instructor or clinical coordinator is assigned to visit sites on a regular basis to meet with students and verify that the objectives of externship as written in CNI College's curriculum are being met. Students must satisfactorily complete the externship assignment and all applicable coursework related to the externship and submit an approved verification of time completed in order to graduate.

Program failure may result if the student is excessively absent, receives unsatisfactory evaluations by the externship supervisor, fails to complete all coursework pertaining to the externship assignment, or demonstrates unprofessional or unethical behavior during the assignment. Externship re-assignments will be evaluated on an individual basis and may require additional charges.

**Important Note:** Clinical and externship sites assigned by the College are final and non-negotiable. Students are expected to attend their clinical or externship assignment regardless of travel distance to the site or the site's hours of operation (usually within an hour depending on traffic). Travel distance is discussed with the students prior to enrollment. Most of the externship sites are located within an hour from the campus depending on traffic. If a student refuses a clinical or externship site assignment, he/she may be terminated from the program as unable to meet the

required objectives and expected progress of the program. AOS students must also attend Capstone Course during the externship portion of their program.

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## STUDENT WORK POLICY

During externships, the student shall not be substituted for paid personnel during the clinical component of the program. The student shall not be paid by the clinical affiliation site during the clinical component of the program.

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## MAXIMUM TIME FRAME

Regardless of the student's rate of completion, the maximum time frame that the student will be allowed to complete his/her educational objective is one and one-half (1.5) times the normal length of the program. For example, if a program requires 30 credit hours the student may not attempt more than 45 credit hours (1.5 x 30) without completing the program. A student enrolled in any program that **exceeds one and one-half times (1.5) of the normal length of the program will be dropped from the program.**

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## GRADUATION REQUIREMENTS

The candidate for a degree or diploma must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% for AOS MRI, AOS ST Programs (on a scale of 1-100 percent). Must achieve a score of 90% or better in capstone to pass the program.  
Vocational Nursing Program Students must complete all terms/systems with a 75% or better. RN to BSN and BSN students must have a 70% in all courses except Core Nursing Courses must have a 75% to pass. RN to BSN and BSN students must achieve a score of 90% or higher on the ATI Exit Examination. MSN students must have a cumulative GPA of 80% to pass the program.
2. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
3. Complete all clinical and externship requirements and hours and receive satisfactory evaluations.
4. Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

CNI College does not issue partial credit (credit units or clock hours) for programs. Programs taken must be completed to receive a diploma/degree.

In addition, candidates for the RN to BSN and Bachelor of Science in Nursing Degree programs must also:

1. Achieve a minimum grade of 75% in all Core Nursing Courses and a minimum of 70% in all other courses. Students must also satisfactorily complete other mandatory graded assignments, receive a satisfactory clinical evaluation, and achieve a Level 2 on the ATI RN Proctored Assessment in each nursing course. Students will be allowed to take up to two remediation examinations to achieve Level 2 on the ATI RN Proctored Assessment.
2. Achieve a passing grade for any repeated course (2 opportunity only).
3. Satisfy clinical, lab and simulation competencies, and ATI proficiency per promotion policy.
4. **Pass** the ATI RN comprehensive predictor examination with a 90% predicted probability of passing the NCLEX-RN on the first attempt (in accordance with the scoring rubric of the examination). If the predicted probability of passing the licensure examination is not calculated, the required minimum score for passing is at or above the National Mean for that version of the examination. Students will be allowed to take up to two remediation examinations to achieve the required minimum passing score on the ATI RN comprehensive predictor examination. **BSN students who fail the Comprehensive Predictor/Exit Examination will be required to repeat the NURS 450 Nursing Capstone Project course. Transcripts will be submitted to the BRN after a student completes the required 75% of Virtual ATI (VATI).**
5. Not be on probationary status for absenteeism or behavioral deficiencies.
6. Complete the program within 1½ times the planned program length.
7. Be in good standing with the College (e.g., satisfied with all financial obligations).

## DISMISSAL OR SUSPENSION

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The College reserves the right to suspend or dismiss any student who:

- Displays conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the conduct policy of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to college property.
- Fails to maintain satisfactory academic progress.
- Fails to meet satisfactory clinical standards.
- Fails to meet school's attendance policy or standards.
- Fails to meet financial obligations to the College.
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

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## REPEATS

Students who have failed coursework will be required to repeat or remediate the class/course which they failed. Students repeating a course(s) will be held financially responsible for extra classes attended at CNI College. A contract addendum will be completed by the program director, submitted to financial aid for new financial obligations to be calculated, and reviewed with the student when a repeat is necessary.

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## DROPS

CNI College reserves the right to drop students who fail to comply with academic, attendance, financial and conduct standards of the College.

Reasons for being dropped may include, but are not limited to, the following:

- Failure to meet school's attendance policy or standards.
  - 14 days of consecutive absences
  - Less than 66.67% attendance in your program of study
- Failure to maintain satisfactory academic progress.
  - Less than 70% grade in two or more courses for AOS MRI and AOS ST.
  - Less than 75% grade for the BSN, and RN to BSN Programs and not passing the clinical competencies required for course clinical evaluation.
  - Less than 75% for VN Program and pass ATI with acceptable score.
  - Less than 80% for the MSN Program and not passing the clinical practicum,
- Failure to meet satisfactory clinical standards.
- Failure to meet financial obligations to the College.
- Conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the conduct policy of the CNI College catalog.
- Use of or being under the influence of alcoholic beverages or illegal drugs on or adjacent to College property
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs Please refer to the student's specific program handbook for additional guidelines.

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## STUDENT COMPLAINTS AND GRIEVANCE PROCEDURES

If a situation arises in which a student has a complaint or grievance of any kind, the following procedure is in effect.

### Student Compliant:

1. Discuss the complaint with the Director of Student Services'. All discussions are to be held before or after class or by a scheduled appointment.

### Student Grievance:

1. Students may file a formal written grievance within five (5) days of being notified of the Director of Student Services' decision if they do not believe their complaints to be resolved.
2. Appointments with the Review Board are scheduled through the Director of Student Services'. The Review Board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint. The following procedure is in effect:
  - The student will be notified by the Director of Student Services to attend a Review Board meeting which will convene within five (5) days from receipt of the written grievance.
  - The Review Board may be composed of the Provost, Chief Operations Officer, Chief Compliance Officer, Director of Student Services', Dean of Students, Dean of Nursing if nursing student), the appropriate Program Director or their designee and a faculty member not affiliated with the student's program depending on the grievance.
  - The Review Board convenes with the student. Evidence will be presented by the student and then by all other parties involved.
  - The Review Board will immediately meet in the absence of those involved to review the evidence and resolve the student's complaint. The Review Board members support the provost's decision. The provost's decision is final and binding.
  - The provost's decision will be communicated in writing to the student within five (5) days of the Review Board Meeting.
  - For additional information, refer to the college's accrediting/approving agencies and the procedures for processing complaints of unlawful discrimination and other grievances.

Bureau for Private Postsecondary Education (BPPE), Physical Address: 1747 N. Market Blvd. Suite 225 Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; or (888) 370-7589; <http://www.bppe.ca.gov>

CNI College is a private institution, approved to operate by the California Department of Consumer Affairs Bureau for Private Postsecondary Education pursuant to California Education Code Section 94302. The department's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

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## DISCLOSURE AND RETENTION OF STUDENT RECORDS (FERPA)

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file.

Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution.

CNI College will maintain student records for each student, whether or not the student completes the educational service, for a period ending five years from the last day of attendance. After this period, all records are destroyed.

The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

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## DRUG ABUSE PREVENTION PROGRAM

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### DRUG & ALCOHOL ABUSE POLICY STATEMENT

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-

226) 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

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

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

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

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

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

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

Entity Name	Alcoholics Anonymous Orange County Central Office
Street Address	1526 Brookhollow Dr., Suite 75
City, State and Zip	Santa Ana, CA 92705
Phone Number	(714) 556-4555

  

Entity Name	Alcoholics Anonymous/OC
Street Address	1754 S. Main St
City, State and Zip	Santa Ana, CA 92707
Phone Number	(714) 541-7225

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization. This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the agency every two years. A log of incidences and disciplinary actions is kept by the institutions.

#### RESOURCES FOR DRUG ABUSE TREATMENT

As community and governmental concern has increased, resources for and knowledge about drug treatment of drug abuse have become widely available. Many communities now have resources for drug treatment that were not in existence several years ago. Larger cities are likely to have a larger number of resources available. Generally, those resources for treatment and aid that are part of a patient's home community are most useful. This is due to ease of access and likelihood for continuing with aftercare that is so important in drug abuse treatment. Various types of resources are available:

##### HOSPITAL EMERGENCY ROOM

These are preferred facilities of choice when an overdose of mind-altering drugs is suspected. Since the results of overdose of many of these drugs can be life threatening, it is best to treat potential overdose situations conversely and to obtain emergency treatment with all due speed.

##### POLICE, FIRE, & PARAMEDIC SERVICES

If a drug abuse situation appears especially dangerously based on the symptoms of the patient, it is wise to use these services to provide the quickest access to treatment. If the behavior of a suspected drug user is so disturbed or inappropriate that you fear it is out of control, use of the police and paramedic service is also appropriate.

##### EMERGENCY OUTPATIENT TREATMENT FACILITIES

These facilities, sometimes known as "Redi-care", "Surgi-care", differ from fully equipped hospital emergency rooms in their ability to provide a wide range of treatment options. They also cannot provide in-patient care. In serious abuse situations, use of a hospital E.R. is to be preferred.

##### DRUG TREATMENT CENTERS

Many types of drugs treatment centers exist. Some work on outpatient basis and others on in-patient depending on the type of abuse involved and their philosophy of treatment. It is wise to survey the community for types of treatment centers available, the kind of patients they treat, and the economics of treatment.

<http://www.hopeinstitute.org/>

<http://www.newdirectionsforwomen.com/>

<http://www.matrixinstitute.org/>

<http://www.soberliving.com/>

<http://www.cooperfellowship.org/>



### ALCOHOLICS ANONYMOUS AND SIMILAR ORGANIZATIONS

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AA can be a very important resource for those dealing with alcohol problems. As mentioned earlier, similar organizations exist to cocaine abusers, Cocaine Anonymous, and other drug users, Narcotics Anonymous. These organizations are non-profit, no-cost groups run by their membership. Many of the most successful drug treatment programs are based upon AA methods. Many communities have multiple chapters of all of these organizations with multiple meetings and contact opportunities. Their importance as a primary resource in drug abuse treatment cannot be overemphasized.

<http://www.oc-aa.org/>

<http://occa.info/>

### COMMUNITIES AGENCIES AND SOCIAL SERVICE GROUPS

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Many communities provide social service-based facilities and groups for drug treatment. Various types of treatment methods are used, depending upon the community, the range of services available, and the severity of the abuse involved. Information about such treatment resources can be obtained through community departments of social services or medical services. <http://www.oc.ca.gov/hca/>

### CHURCH GROUPS

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Many churches and religious organizations have programs to aid drugs users and abusers. These groups are generally without fee. Information can be obtained through churches directly or often through community social service agencies.

### RESOURCE CENTER

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The Resource Center maintains two free statewide telephone numbers (1-800-879-2772) and (1-800-662-4357) for California residents to use in their search for alcohol or other drug treatment information or publications. Request for treatment information is referred to the alcohol and other drug programs' administrative office in the county in which the caller resides. The Resource Center can also be reached from outside California by calling (916) 327-3728. The Resource Center provides non-emergency information only and does not operate a crisis line.

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## DRUG & ALCOHOL POLICIES & PROCEDURES

### I. INTRODUCTION

CNI College prohibits the illegal and irresponsible use of alcohol and other drugs. The College will strictly enforce federal, state, and local laws, as well as its own alcohol and drug policies and procedures which support these laws. It is the responsibility of every member of the College to know the risks associated with the use and abuse of alcohol and other drugs and to assist the College in creating an environment which promotes health-enhancing attitudes and activities. This form is intended to provide information about the College's Alcohol and Other Drug policies and resources for education and treatment.

### II. ALCOHOL AND OTHER DRUG POLICIES

- A. The primary goal of students at CNI College is to achieve academic excellence. Illegal use of alcohol and other drugs will not be tolerated. Also, irresponsible use of alcohol by persons of legal age will not be condoned.
- B. At no time will CNI College allow possession, use, and/or distribution of an illegal drug.
- C. Students, employees, and guests must adhere to federal, state and local laws and regulations. CNI College will impose disciplinary action against students and employees for violating these standards of conduct, which may include suspension, termination of employment, or completion of a drug or alcohol rehabilitation program.

- D. Brochures are available in Student Services Department and the Human Resources Department.
- E. Information on Drug Awareness programs, counseling, treatment, and other related services are available through.  
**The Center for Drug Abuse Treatment and Referral Hotline: 1-800-662-HELP**
- F. Students and employees seeking assistance in overcoming drug or alcohol related problems are encouraged to contact this organization.

### **III. SUMMARY OF LEGAL SANCTIONS UNDER LOCAL, STATE, AND FEDERAL LAWS FOR ALCOHOL POSSESSION/CONSUMPTION**

- A. No person may sell, furnish, give, or cause to be sold, furnished, or given away, any alcoholic beverage to a person under age 21 or to any obviously intoxicated person.
- B. No person under age 21 may purchase alcoholic beverages or possess alcoholic beverages on any street or highway or in any place open to public view.
- C. It is illegal to sell alcohol without a valid license or permit.
- D. It is unlawful for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or to drive under the influence of alcohol (note: intoxication is presumed at blood levels of 08% or higher and may be found with blood alcohol levels from .05% to .08 %). It is also illegal to operate a bicycle, water vessel, water ski, or aquaplane while intoxicated.
- E. All CNI College students, faculty, staff members and administrators are subject to federal, state, and local laws regarding the unlawful possession, distribution, or use of alcohol and illegal drugs.

### **IV. PENALTIES**

- A. Every person who sells, furnishes, or gives any alcoholic beverage to any person under the age of 21 years is guilty of a misdemeanor. Note: A misdemeanor is punishable by fines up to \$1,000 and /or imprisonment in the county jail for up to one year.
- B. Any person under the age of 21, who consumes any alcoholic beverage in any on-sale premises, is guilty of a misdemeanor.
- C. A fine of one thousand dollars (\$1,000), no part of which shall be suspended, shall punish any person who furnishes an alcoholic beverage to a minor, and the person shall be required to perform not less than 24 hours of community service.
- D. Any person under the age of 21 who attempts to purchase any alcoholic beverage from a licensee is guilty of an infraction and shall be punished by a fine of not more than \$100. A fine of not more than \$250 shall punish a second or subsequent violation of this section or the person shall be required to perform up to 36 hours of community service.
- E. Any person under the age of 21 who has any alcoholic beverage in his or her possession on any street or highway or in any public place is guilty of a misdemeanor.

Any person under the age of 21 who presents any written, printed, or photo-static evidence of age and identity that is false, fraudulent, or not actually his or her own for the purpose of ordering, purchasing, attempting to purchase or otherwise procuring or attempting to procure, the serving of any alcoholic beverage or who has in his or her possession any false or fraudulent written, printed, or photo-static evidence of age and identity, is guilty of a misdemeanor and shall be punished by a fine of at least

\$250, no part of which shall be suspended; or the person shall be required to perform not less than 24 hours nor more than 32 hours of community service.

- F. Penalties for a first drunk-driving conviction include attending an alcohol education program, fines up to \$1,000, up to six months in jail, and a driver's license suspension up to six months. Second offenses are punishable by fines up to \$1,000, imprisonment up to one year, driver's license suspension up to 178 months, and/or a required alcohol rehabilitation program of up to 30 months, and/or a required alcohol rehabilitation program of up to 30 months. Third and fourth offenses carry similar sanctions, plus three- and four-year license revocations, respectively. Driving privileges are suspended for six months for refusing to submit to a blood alcohol test, for two years if there is a prior conviction within seven years, and for three years with three or more convictions within seven years.

## POLICIES, PROCEDURES, AND SANCTIONS FOR ALCOHOL AND OTHER DRUGS

	Drugs	Schedule	Trade Or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration Of Effects (In Hours)	Usual Methods Of Administration
NARCOTICS	Opium	II, III, V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3 to 6	Oral, smoked
	Morphine	II, III	Morphine, Pectoral Syrup	Analgesic, antitussiv	High	High			Oral, injected, smoked
	Codeine	II, III, V	Codeine, Empirin Compound with Codeine, Robitussin A- C	Analgesic, antitussiv	Moderate	Moderate			Oral, injected
	Heroin	I	Diacetylmorphine, Horse, Smack	Under investigation	High	High			Injected, sniffed, smoked Oral, injected
	Hydromorphon	II	Dilaudid	Analgesic					
	Meperidine (Pethidine)	II	Demerol, Pethadol	Analgesic					
	Methadone	II	Dolophine, Methad	Analgesic, heroin substitute				12 to 24	
	Other Narcotics	I, II, III, IV, V	LAAM, Leritine, Levo- Dromoran, Percodan, Tussionex, Fentanyl, Darvon, Talwin, Lomotil	Analgesic, antidiarrheal, antitussive	High-Low	High-Low		Variable	
DEPRESSANTS	Chloral Hydrate	IV	Noctec, Somnos	Hypnotic	Moderate	Moderate	Possible	5 to 8	Oral
	Barbiturates	II, III, IV	Amobarbital, Phenobarbital, Butisol, Phenobarbital, Secobarbital, Tuinal	Anesthetic, anticonvulsant, sedative, hypnotic	High-Moderate	High-Moderate	Yes	1 to 16	Oral, Injected
	Glutethimide	III	Doriden	Sedative, hypnоти	High	High		4 to 8	
	Methaqualone	II	Optimil, Parest, Quaalude, Somnafac, Sopor	Sedative, hypnotic	High	High	Yes	4 to 8	Oral, Injected
	Benzodialepine s	IV	Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Serax, Tranxene, Valium, Verstran	Anti-anxiety, anti-convulsant, sedative, hypnotic	Low	Low			
	Other Depressants	III, IV	Equanil, Miltown, Noludar, Placidyl,	Anti-anxiety, sedative, hypnotic	Moderate	Moderate			

<b>STIMULANTS</b>	Cocaine	II	Coke, Flake, Snow	Local anesthetic	Possible	High	Possible	1 to 2	Sniffed, injected
	Amphetamines	II, III	Biphetamine, Delcobese, Desoxyn, Dexedrine, Mediatric	Hyperkinesias, narcolepsy, weight control			Yes	2 to 4	Oral, injected
	Phenmetrazine	II	Preludin						
	Methylphenidate	II	Ritalin						
	Other Stimulants	III, IV	Adipex, Bacarate, Cylert, Didrex, Ionamin, Plegine, Presate, Sanorex, Tenuate, Tepanil, Voranil						Oral
<b>HALLUCINOGENS</b>	LSD	I	Acid, Microdot	None	None	Degree unknown	Yes	8 to 12	Oral
	Mescaline and Peyote	I	Mesc, Buttons, Cactus						Oral, injected
	Amphetamine Variants	I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB		Unknown			Up to days	
	Phencyclidine	II	PCP, Angel Dust, Hog	Veterinary anestheti	Degree unknown	High		Variable	Smoked, oral, injected
	Phencyclidine Analogs	I	PCE, PCPy, TCP	None	Degree unknown	Degree unknown	Yes	Variable	Smoked, oral, injected
	Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn		None		Possible		Oral, injecte, smoke, sniffed
<b>CANNABIS</b>	Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	Under investigation	Degree unknown	Moderate	Yes	2 to 4	Smoked, oral

The College strictly enforces a zero-tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with CNI College who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the above listed agencies.

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## CRIME AWARENESS

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), CNI College provides students with current campus security policies and procedures. In addition, students are provided with information on crime prevention, reporting crimes, and statistics for crimes that have occurred on the college campus.

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## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Also known as the Buckley Amendment, the Family Educational Rights and Privacy Act was mandated by Congress in 1974. The main points include the following:

1. Student records must be maintained for a minimum of five years, with transcripts maintained indefinitely. The student has the right to inspect academic, financial, or general records by appointment during normal College hours. The only exception is the confidential student guidance notes maintained by faculty members, the department head, or the Director of Education.
2. The College may not release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from the parent or eligible student.
3. The student may not have access to financial data separately submitted by parents or guardians.
4. Once the student becomes an eligible student, the rights accorded to, and consent required of parents under this act, transfer from the parents to the student.

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## U.S. CONSTITUTION DAY

Senator Byrd (D-West Virginia) inserted language into Federal legislation that requires all institutions participating in Federal Funding to schedule educational programming about the U.S. Constitution every September 17 or in the same week that it falls. In the years where September 17 falls on a weekend, the programs are to be held in the preceding or following week.

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## COPYRIGHT PROTECTION POLICY

It is the policy of CNI College to respect the copyright protections given by federal law to owners of digital materials and software. It is against CNI College policy for faculty, staff, or students to use CNI College equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected digital materials or software except as permitted under copyright law (especially with respect to "fair use") or specific license.

The software provided through CNI College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

CNI College regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Repeated violations will result in loss of computing privileges, among other sanctions.

## ACADEMIC TRANSCRIPTS

CNI College will provide one official transcript to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript. Official transcripts will be released to students who are current with their financial obligation. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

All Student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Permanent records are kept in paper form. An unofficial transcript may be requested by the student.

Student academic transcripts, which include grades, are available upon written request by the student. Transcript and diploma requests must be made in writing to the Office of the Registrar.

## SCHOOL RULES AND REGULATIONS

### CONDUCT

CNI College is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, CNI College has established guidelines for proper conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while in attendance at the College and at other facilities during externships or clinical rotations.
2. Dishonesty on the part of any student may result in probation, suspension, or dismissal from the College. Dishonesty includes, but is not limited to, cheating, plagiarism, self-plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
3. Turnitin is a tool that CNI College uses that automates the process of finding matches between student work and other sources from previous papers, articles, books, and internet resources to determine the percentage of possible plagiarism. Faculty members are responsible to read and evaluate the percentage report with the student to determine if a coaching intervention is needed or if there is clear evidence of plagiarism.
4. Students will be held responsible for any theft or damage done to college or externship site/clinical site property and will be expected to reimburse the institution for such damage or loss.
5. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing will not be tolerated.
6. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on college, clinical or externship property.
7. Students may not be in possession of any type of weapons or create a safety hazard to others while on college, clinical or externship property.
8. The College is a non-smoking facility. Smoking is permitted in designated areas only.
9. Animals are not permitted on the College grounds with the exception of service animals.
10. The College does not provide childcare services. Children are not permitted in the instructional areas.
11. Students must adhere to all required health and safety standards.

**Students, please refer to your respective program's Student Handbook and the Professional Practice Process in the appendix for further conduct guidelines.**

Violation of any of the guidelines listed above may result in probation, suspension, or dismissal from CNI College.

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## DRESS CODE & APPEARANCE

Students must wear appropriate attire as designated by the College. This includes the full uniform required by the program in which the students are enrolled. Uniforms must be worn while on campus and at assigned externship site. A detailed dress code is provided during orientation and in the Student Handbook for each program.

Students are expected to practice good personal hygiene and maintain a clean, neat and professional appearance at all times. Make-up, hairstyles, fingernails and jewelry must be moderate and understated. No facial piercings are allowed. Any student reporting to class or an externship site inappropriately dressed will not be allowed to remain and the time missed will be recorded as an absence.

VN, and BSN Students are required to wear the designated uniforms for class and clinical sites. Please refer to the BSN, and VN student handbooks for further instructions and guidelines specific to and Nursing Student. MSN and RN to BSN Students are required to dress as directed by their clinical site. Usually with a lab coat and business attire.

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## SEXUAL HARASSMENT/VIOLENCE PREVENTION

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures in the college, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member or other employee of CNI College shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other CNI College employee should bring the matter to the attention of the Program Director or Human Resource Administrator at the telephone number specified in this catalog.

Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials. CNI College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

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## HEALTH & PHYSICAL CONSIDERATIONS

Generally, an Allied Health professional must be in good physical health since they will be working in direct contact with customers. The related fields of study require a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider their physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demand.

## EMERGENCY PREPAREDNESS PLAN

The emergency preparedness plan is available to both students and staff. It is located in the labs as well as in the Human Resources Office.

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## VOTING

CNI College encourages students to make necessary arrangements to vote before or after scheduled classes. Please visit the voting link on the school's website, [www.CNICollege.edu](http://www.CNICollege.edu), to learn more about voting and how to register to vote.

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## STUDENT/EMPLOYEE FRATERNIZATION

Employees of CNI College are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, our employees cannot entertain students or socialize with students outside of the school environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of school policy, and may result in disciplinary action by CNI College.

Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, etc.) unrelated to course work or official school matters; giving or accepting rides, giving or offering housing, selling or buying anything of more than nominal value, providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and would follow the same guidelines as are presented here for employees. If a student witnesses or hears of an instructor or staff person's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Program Director and/or Human Resource Administrator at the telephone number specified in this catalog immediately.

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## SOCIAL MEDIA POLICY

The CNI College social media Policy is established to ensure that our faculty, staff, students, and institutional reputation are presented to the public and the media in the most accurate and positive manner as possible. The social media Policy incorporates the CNI College policies on professionalism, prohibiting discrimination and harassment, use of computer and other college resources applied to social media or all other forms of communication. Students who are enrolled in CNI College assume responsibility for posts on social media associated with CNI College, affiliates, and/or partnerships with an expectation to accurately reflect respectful and professional attitudes and behaviors. The social media Policy applies to all interactive media including, but not limited to, Facebook, Twitter, LinkedIn, YouTube, Instagram, blogs, etc., and use of CNI College logo or brand for personal or business use, when CNI College employees or students initiate a detrimental, disrespectful post or provide detrimental, disrespectful comments on any site(s) that involve any reference(s) to CNI College, affiliates, and/or partnerships. If violations of the social media Policy are discovered, all reasonable steps should be taken to correct errors and update content to restore integrity of CNI College reputation. Any refusal or lack of action from CNI College employees or students to amend the violation will result in disciplinary consequences.



## **SAFETY & SECURITY**

Students are responsible for their own security and safety and must be aware of the security and safety of others. CNI College is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, at clinical/externship sites, or during any college activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to their Instructor, Program Director, or other CNI College employee. Upon receipt of any report of a medical or criminal emergency, CNI College will, on behalf of the student, obtain the services of medical or security professionals and appropriate. Students are encouraged to report all emergencies promptly and accurately to CNI College officials. CNI College prohibits all persons who enter CNI College property from carrying weapons of any kind regardless of whether the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from the program and CNI College.

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## **FIELD TRIPS**

CNI College does not sponsor field trips in any program offered at the college.

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## **PREGNANCY**

AOS MRI and AOS ST students who are pregnant at the time of enrollment must provide a written authorization from their attending physician prior to starting the program. A leave of absence due to pregnancy will affect the expected graduation date.

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## **PROGRAM TRANSFERS**

Extensive procedures are followed to direct each student to the program of study best suited to his/her individual goals and abilities.

A student may request a transfer between college programs. However, program transfers may be granted only under special circumstances. Students are required to apply in writing to the Executive Director of Education for any program change. Only one program transfer may be granted to each student. The student may be assessed an additional fee for a program transfer.

Program transfers are not applicable to the Vocational Nursing, or the RN to BSN Programs.

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## **CHANGES IN PROGRAMS OR POLICIES**

CNI College has the right, at its discretion, to make reasonable changes in program requirements, program content, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, class size constraints or professional requirements.

When class size and curriculum permit, classes may be combined to provide meaningful instruction and training to contribute to the level of interaction among students. When federal, state, accreditation, or professional policy or standard changes occur; CNI College is required to make appropriate changes and will attempt to minimize the effects of any change on current students.

CNI College reserves the right to make adjustments to student schedules regardless of prerequisite requirements when it is in the best interest of the student to maintain instructional continuity within the program.

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## **METHOD OF DELIVERY**

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### **RESIDENTIAL/ONLINE DISTANCE LEARNING**

Students enrolled in blended courses are required to participate in online course activities as outlined in each course syllabus. Blended courses at CNI College combine traditional classroom instruction with an online learning

environment. Online chat rooms and threaded discussions provide opportunities for exciting and productive class interaction, as well as help and guidance. Chat Rooms are open for discussion with peers at any time or with instructors during office hours.

Each blended course also encourages students with interactive learning exercises and animated activities while providing an audio-visual advantage. Effective online learning requires more than simple text on a screen. Students are able to see and hear each lesson from any computer with access to the internet and the appropriate technical requirements. Students will receive notification of their grades and evaluations within 7-10 days of completion of the assignment or course. Students may have multiple ways of learning, the sights and sounds associated with blended courses add a valuable dimension to the educational experience.

Currently, except for the, MSN, BSN, RN to BSN, AOS MRI, and AOS ST programs, the method of delivery for all the VN diploma program courses offered at CNI College is residential. All students must take the Computer Applications course for online courses.

#### MSN, BSN PROGRAMS / AOS MRI & AOS ST PROGRAMS

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The method of delivery for the MSN, Bachelor of Science Degree in Nursing, AOS MRI, and AOS ST is provided by online distance learning (blended). Distance education is defined as a formal educational process using technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between students and the instructor.

Students will attend an orientation before class starts which will introduce them to the technology and resources, they will need for the online distance learning courses. Students will sign an acknowledgement that they understand their responsibilities regarding online distance learning.

Prior to enrolling in the first online distance learning course each student will be enrolled in or have successfully completed Computer Applications. This course will provide the student with instruction and training in the use of the computer, hardware and software, the distance learning platform as well as requirements to be successful in the online portion of the Programs.

#### MSN AND RN TO BSN PROGRAMS

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The RN to BSN Program is designed as an online program with the exception of the 90-hour Clinical Practicum for the RN to BSN Program graded as pass/fail. The MSN is designed as an online program with the exception of a 180-hour Clinical Practicum graded as pass/fail. Each student in the MSN Program will receive a portable electronic device which will allow access to each course, e-books required for the course and any other software required by the online course platform. The RN to BSN and MSN students will be required to take an online orientation course prior to enrolling in their online courses.

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**TECHNICAL SUPPORT AVAILABLE TO ONLINE DISTANCE EDUCATION STUDENTS**

**Josh Ortiz** – Director of IT

Available Monday through Friday 9:00am to 5:00pm (714) 437-9697

**Chris Ruiz** – IT Solutions Architect

Available Monday through Friday 9:00am to 5:00pm (714) 437-9697

**Rosanna Dempsey** – Director of Online Education

Available Monday through Friday 9:00am to 5:00pm [rdempsey@cnicollege.edu](mailto:rdempsey@cnicollege.edu)

**PEARSON HELP LINE**

**Technical Support:** <http://247pearsoned.custhelp.com>

**Phone Toll Free:** Educator Phone Support: 1-888-433-8435

**Phone Toll Free:** Student Phone Support: 1-800-677-6337

Technical requirements necessary for participation in distance learning: students need to ensure that they have reliable Internet connectivity at home. CNI does have a reliable Internet connectivity on campus available to students. **Cybersecurity policy is in effect.**

Computers located in the CNI College Library/Resource Center and personal computers supplied by CNI College to all online distance education students will contain:

**Internet Access**

- MS Windows
- Microsoft Internet Explorer 6.0 or higher; 7.X preferred;

**OR**

- Firefox 2.X or 3.0 (Mac OS X); Safari 2.X or higher
- AJAX Enabled

**Microsoft Windows: Minimum System Requirements**

- Windows XP, Vista
- 64 MB RAM
- 28.8K modem (56K recommended)
- Sound Card and Speakers

**At least one of the following browsers with Java enabled:**

- Internet Explorer 6.0
- Internet Explorer 7.0 (recommended)
- Netscape Communicator 7.1
- Firefox 2.0
- Firefox 3.0

**Macintosh OS: Minimum System Requirements**

- MacOS 10.2 or higher and OS X
- 128 MB RAM
- 28.8K modem (56K recommended)
- Sound Card and Speakers

**At least one of the following browsers with Java enabled (Java runtime 1.4 or higher):**

- Netscape Communicator 6.2
- Netscape Communicator 7.1
- Firefox 2.0
- Firefox 3.0

**ONLINE LEARNING ENVIRONMENT GUIDELINES****Computer Requirements for Online Learning**

In all programs that include online courses, students will need to have access to a secure computer with internet access to complete coursework. An orientation specific to distance learning and the Canvas Learning Management System (LMS) will be included on campus or online prior to the first day of class to acclimate students to the distance education learning methodology and to learn how to navigate the online classroom. Policies related to the online environment include student conduct, plagiarism and academic dishonesty, consequences of academic dishonesty, and netiquette guidelines. Online course syllabi will include specific expectations related to participating in online discussions, completing assessments, and submitting assignments in the Canvas LMS.

**Netiquette Guidelines**

Netiquette is vital to the success of the online educational experience. It is imperative that we always treat each other with courtesy and respect. Please keep the following in mind when posting to discussion boards or sending emails to classmates or instructors.

- Never write in all CAPS. On the internet, using all capital letters is often considered the equivalent of shouting at someone.
- The use of profanity is never acceptable in an academic environment.
- Do not send junk mail or chain letters to your classmates or instructor. Restrict your email communication to course related issues.
- Consider carefully how the *tone* or intent of your messages may be misinterpreted. Avoid sarcasm at all costs.
- Keep in mind that once you send a message, it cannot be taken back. Think carefully about what you write, especially if you are angry or upset at the time.
- Flaming occurs when someone is being verbally abusive on a discussion board or through email messages and is considered a violation of student conduct standards.

If you find yourself dealing with negative communications, contact your instructor directly with your concerns. The following are suggestions for improving the quality of electronic communication and helping to create a positive, pleasant online learning experience.

- Take the time to proofread and ensure that your messages use good grammar and spelling.
- Make sure your writing is concise and does not reflect unnecessary rambling or wordiness.
- Consider the needs and level of understanding of your audience.
- Make sure your writing tone is respectful, polite, friendly, and professional always.
- Cameras must be always on.
- CNI College backdrop must be used by all students.

**General Conduct Policy – Online Environment**

- A professional online environment is maintained by the college. Students are required to demonstrate respectful behavior, tone, and communication towards instructors, staff, and student peers.
- Students are expected to always maintain professional conduct while on the CNI College campus, in the online environment, and attending clinical facilities as a CNI College student.
- Students are expected to abide by CNI College policies regarding curriculum, online engagement, testing, absences, and tardiness always. (See Student Handbooks for specific policies per program).
- Failure to abide by these policies of conduct may result in probation or termination from the program.

VOCATIONAL NURSING – DIPLOMA PROGRAM

CIP Code 51.3901

SOC Code 29-2061.00

Method of delivery is residential.

All courses in this program are taught in English.

Full-Time

Program length: 12 months\*, 52 weeks\*

\*Program length may vary depending on schedule.

1560 Clock Hours

58.50 Semester Credit units



The Vocational Nursing Diploma Program is delivered in residence and is designed to enable students to acquire the knowledge, skills, and competencies related to enhancing the health and well-being of individuals. The Vocational Nursing Student will learn basic nursing care skills to be competent in caring for acutely and chronically ill clients, with predictable health outcomes, in structured settings such as hospitals, skilled nursing facilities, a clinic, doctor's offices, long term care, corrections, home health care or for a nursing registry. Duties within the scope of practice for a vocational nurse typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; basic client assessment; documentation; performance of prescribed medical treatments; administration of prescribed medications; and performance of non-medicated intravenous therapy and blood withdrawal (requires separate Board certification). The program has classroom instruction and required clinical experiences to prepare the student to take the National Council Licensure Examination (NCLEX-PN) for licensure as a practical or vocational nurse. Those that pass qualify for entry-level employment as Licensed Vocational Nurses. The candidate for a diploma or certificate must:

- Pass the Wonderlic (SLE) exam with a minimum score of 18 or pass the TEAS VI entrance exam with a minimum score of 50.0% to be considered for admission.
- A student applicant to the Vocational Nursing Program of CNI College must successfully take the Pre-Vocational Nursing Program Academic Preparatory Course (ATI SmartPrep) as a learning activity before beginning the Vocational Nursing Program.
- Vocational Nursing Students must complete all terms/systems with a 75% or better. To be eligible to graduate and apply to take the NCLEX exam, Vocational Nursing students must achieve a score of 90% or higher on the ATI Exit Examination.
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours and receive satisfactory evaluations.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable. Vocational Nursing students, please refer to the program's student handbook for specific guidelines.

Passage of the NCLEX-PN exam is required for licensure as a Licensed Vocational Nurse and for employment in California.

**Approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT).**

VOCATIONAL NURSING		CLOCK HOURS			OUTSIDE CLASS HOURS	TOTAL CLOCK HOURS	TOTAL ACADEMIC CREDITS AWARDED
COURSE NUMBER	COURSE TITLES	LECTURE	LAB	CLINICAL			
	Introduction to Client Centered Care I						
VN 100	Introduction to Client Centered Care 1-A	100	80	0	0	180	9.0
VN 105	Introduction to Client Centered Care 1-B	68	28	96	0	192	7.5
TOTALS		168	108	96	0	372	16.5
Introduction to the Client with Healthcare Deficits II							
VN 200 A	Life Cycles, Integumentary System	29	0	32	0	61	2.5
VN 200 B	Musculoskeletal System	29	0	32	0	61	2.5
VN 200 C	Respiratory System	43	8	48	0	99	4.0
VN 200 D	Cardiovascular System	43	0	48	0	91	3.5
VN 200 E	Gastrointestinal System	28	0	32	0	60	2.5
TOTALS		172	8	192	0	372	15.0
Introduction to the Client with Healthcare Deficits III							
VN 300 A	Endocrine System	46	8	104	0	158	5.5
VN 300 B	Reproduction System	19	0	40	0	59	2.0
VN 300 C	Renal/Urinary System	27	0	64	0	91	3.0
VN 300 D	Immunology	9	0	24	0	33	1.0
VN 300 E	Oncology	9	0	24	0	33	1.0
VN 300 F	Leadership/Supervision	10	0	24	0	34	1.0
TOTALS		120	8	280	0	408	13.5
Introduction to the Client with Healthcare Deficits IV							
VN 400 A	Obstetrics	10	0	24	0	34	1.0
VN 400 B	Pediatrics	15	0	40	0	55	1.5
VN 400 C	Neuro/Sensory System	50	0	128	0	178	6.0
VN 400 D	Nursing Specialties, Rehab	23	0	48	0	71	2.5
VN 400 E	Senior Practicum	22	0	48	0	70	2.5
VN Capstone	VN Capstone Course	N/A	N/A	N/A	N/A	N/A	N/A
Delivered residentially TOTALS		120	0	288	0	408	13.5
PROGRAM TOTALS		580	124	856	0	1560	58.5

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VOCATIONAL NURSING – COURSE DESCRIPTIONS

**VN 100 Introduction to Client Centered Care 1-A**

9.0 Credit Units

Term 1-A is designed to provide the student with an orientation to the college and an introduction to the role of the student nurse in the nursing profession. It includes a discussion of all the policies and procedures applicable to the program. As a fundamental course Term 1-A is intended to initiate an understanding of basic nursing skills and concepts required to assist a client in meeting their health care needs. Concepts and skills included are growth and development, effective communication, interpersonal skills, physical assessment, documentation, safety, emergency procedures, infection control, and death and dying. Medical terminology, Orem's self-care theory and the nursing process are also introduced. An active skills lab component is integrated within the term. Term 1-A provides the framework for development of the initial skills required for all subsequent specialty areas of clinical nursing. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. VN 100 will require completing weekly requirements in the ATI SmartPrep Plan to enhance reading, writing, science, and math skills. The course delivery method is residential. **100 Lecture Hours, 80 Lab Hours.**

Prerequisites Required: Completion of 12-grade education, GED, or foreign equivalency.

**VN 105 Introduction to Client Centered Care 1-B**

7.5 Credit Units

Term 1-B continues the fundamental concepts upon which subsequent courses in the program build. Beginning concepts of the nursing care of the surgical client (pre and post-operative), anatomy and physiology, and pharmacology are started. Applications of pharmacology including principles of medication actions and interactions both therapeutic and adverse and the basis for the study of individual medication are incorporated. Calculation of medication dosages, preparation, administration and storage is also emphasized. An active skills lab component is integrated within the term. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. VN 105 will require completing weekly requirements in the ATI SmartPrep Plan to enhance reading, writing, science, and math skills. The course delivery method is residential. **68 Lecture Hours, 28 Lab Hours, 96 Clinical Hours.**

Prerequisites Required: VN 100.

**VN 200A Life Cycles/Integumentary System**

2.5 Credit Units

Life cycles of the middle adult will introduce the student to the developmental tasks associated with the adult 35-65. Physical, social, and emotional characteristics will be identified. The integumentary system will introduce the student to the anatomy and physiology of the integumentary system. The student will also be introduced to the etiology of common integumentary disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. Assessment, emergency treatment and the complications of major burns are also identified. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with an integumentary disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential. **29 Lecture Hours, 0 Lab Hours, 32 Clinical Hours.**

Prerequisites Required: VN 100, VN 105.

**VN 200B Musculoskeletal System**

2.5 Credit Units

The musculoskeletal system introduces the student to the anatomy and physiology of the muscles, bones and related structures. The student will also be introduced to the etiology of common musculoskeletal disorders/diseases, and the diagnosis, treatment, and prevention of disease. Related pharmacological agents, nutritional needs and changes with aging are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a musculoskeletal disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential. **29 Lecture Hours, 0 Lab Hours, 32 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A.



**VN 200C Respiratory System**

4.0 Credit Units

The respiratory system introduces the student to the anatomy and physiology of the upper and lower respiratory system. The student will also be introduced to the etiology of common respiratory disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents, oxygen precautions/interventions and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a respiratory disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential. **43 Lecture Hours, 8 Lab Hours, 48 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B.

**VN 200D Cardiovascular System**

3.5 Credit Units

The cardiovascular system introduces the student to the anatomy and physiology of the heart and gives a detailed description of the blood and how it circulates through the body. The differences between veins and arteries, blood and lymph, angina and MI are delineated. The student will also be introduced to the etiology of common cardiovascular disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a cardiovascular disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential. **43 Lecture Hours, 0 Lab Hours, 48 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C.

**Clinical Hours VN 200E Gastrointestinal System**

2.5 Credit Units

The gastrointestinal system introduces the student to the anatomy and physiology of the gastrointestinal system, accessory organs and a description of the process of digestion. The student will also be introduced to the etiology of common gastrointestinal disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a gastrointestinal disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential. **28 Lecture Hours, 0 Lab Hours, 32 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D.

**VN 300A Endocrine System**

5.5 Credit Units

The endocrine system introduces the student to the anatomy and physiology of the endocrine system including how hormones work on a negative feedback system and are specific to target cells/organs. The student will also be introduced to the etiology of common endocrine disorders/diseases, and diagnosis, treatment and prevention of diseases. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with an endocrine disorder. Additional emphasis is placed on the care of the diabetic client, administration of insulin and signs of diabetic complications. Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential. **46 Lecture Hours, 8 Lab Hours, 104 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D, VN 200E.

**VN 300B Reproductive System**

2.0 Credit Units

Life cycles of the middle adult will introduce the student to the developmental tasks associated with the adult 35-65. Physical, social, and emotional characteristics will be identified. The integumentary system will introduce the student to the anatomy and physiology of the integumentary system. The student will also be introduced to the etiology of common integumentary disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. Assessment, emergency treatment and the complications of major burns are also identified. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with an integumentary disorder.



Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential. **19 Lecture Hours, 0 Lab Hours, 40 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D, VN 200E, VN 300A.

### **VN 300C Renal/Urinary System**

3.0 Credit Units

The urinary system introduces the student to the anatomy and physiology of the urinary system including, the process of urine formation, fluid and electrolyte control, acid-base balance, excretion of waste products, blood pressure regulation, red blood cell production and regulation of calcium-phosphate metabolism. The student will also be introduced to the etiology of common urinary disorders/diseases, and the diagnosis, treatment and prevention of diseases. Related pharmacological agents, nutritional needs and changes with aging are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of a renal failure client and the client receiving dialysis. Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential.

**27 Lecture Hours, 0 Lab Hours, 64 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D, VN 200E, VN 300A, VN 300B.

### **VN 300D Immunology**

1.0 Credit Units

The immunology unit introduces the student to the main functions of the Immune System: to protect the body against invading organisms, to maintain homeostasis by removing damaged cells from the system and to serve as a surveillance network for recognizing and guarding against the development and growth of abnormal cells. The student will be introduced to the types of immunity and the mechanisms of the immune response. The etiology of common immune disorders/diseases, and the diagnosis, treatment and prevention of disease are also introduced. Related pharmacological agents, nutritional needs and changes with aging are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with an immune disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential. **9 Lecture Hours, 0 Lab Hours, 24 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D, VN 200E, VN 300A, VN 300B, VN 300C.

### **VN 300E Oncology**

1.0 Credit Units

The oncology unit introduces the student to the care of the client with cancer. The student will be introduced to the etiology of common cancers, the prevention and detection of cancer, pathophysiology, diagnosis, and treatment of cancer. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with cancer. Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential. **9 Lecture Hours, 0 Lab Hours, 24 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D, VN 200E, VN 300A, VN 300B, VN 300C, VN 300D.

### **VN 300F Leadership/Supervision**

1.0 Credit Units

The Leadership/Supervision unit will introduce the student to styles of leadership, approaches to nursing care, characteristics to effective leadership, developing leadership skills, the role of the LVN, assertive behavior, communication skills, mental mechanisms, and goal achievement. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential. **10 Lecture Hours, 0 Lab Hours, 24 Clinical Hour.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D, VN 200E, VN 300A, VN 300B, VN 300C, VN 300D, VN 300E.

### **VN 400A Obstetrics**

1.0 Credit Units

The obstetrics unit explains the physiology of conception and describes the anatomical and physiology changes that take place during pregnancy, labor and delivery, and the postpartum period. Appropriate diagnostic and nutritional requirements are

discussed. The unit includes fetal development, complications of pregnancy, newborn assessment and disorders of the newborn. Special emphasis is placed on the effects of drugs and alcohol usage during pregnancy. Nursing interventions and the psychosocial aspects regarding the care of the client during pregnancy, labor and delivery, and the postpartum period are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential.

**10 Lecture Hours, 0 Lab Hours, 24 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D, VN 200E, VN 300A, VN 300B, VN 300C, VN 300D, VN 300E, VN 300F.

### **VN 400B Pediatrics**

1.5 Credit Units

The pediatric unit approaches the care of the client based on growth and development theory. Principles of growth and development from infancy to adolescence will be discussed. Unit content will include signs and symptoms of child abuse, common childhood diseases for each system, common pediatric procedures, related pharmacology, immunizations, nutritional needs, accident prevention, and nursing interventions. Special emphasis is placed on the impact illness has on the child as well as the family. Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential.

**15 Lecture Hours, 0 Lab Hours, 40 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D, VN 200E, VN 300A, VN 300B, VN 300C, VN 300D, VN 300E, VN 300F, VN 400A.

### **VN 400C Neurosensory System**

6.0 Credit Units

The neurosensory system introduces the student to the anatomy and physiology of the neuron, the brain, the cranial nerves, the eye and the ear. The student will also be introduced to the etiology of common neurosensory disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a neurosensory disorder. Special emphasis is placed on the neurologic assessment and measurements. Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential. **50 Lecture Hours, 0 Lab Hours, 128 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D, VN 200E, VN 300A, VN 300B, VN 300C, VN 300D, VN 300E, VN 300F, VN 400A, VN 400B.

### **VN 400D Nursing Specialties/Rehabilitation**

2.5 Credit Units

This unit will describe factors that influence an individual's response to change and stress. The effective use of defense mechanisms has been identified. The student is expected to utilize effective therapeutic communication skills and assist the client throughout the rehabilitation process. Basic factors affecting mental health, mental health deficits, additive personalities, alcoholism, and chemical abuse are described. Related pharmacological agents and nutritional needs are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential. **23 Lecture Hours, 0 Lab Hours, 48 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D, VN 200E, VN 300A, VN 300B, VN 300C, VN 300D, VN 300E, VN 300F, VN 400A, VN 400B, VN 400C.

### **VN 400E Senior Practicum**

2.5 Credit Units

The senior practicum explores ethical and legal aspects, negligence, malpractice, informed consent, the Nurse Practice Act and its mandates. Home health, death and dying, hospice, disaster nursing and the role of the health care team are included. Incorporated is the role transition of the student nurse to vocational nurse. Organizations relevant to the vocational nurse are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills within the scope of practice. Assessment Technologies Institute (ATI) material will be used as a tool to enhance this course subject matter. The course delivery method is residential. **22 Lecture Hours, 0 Lab Hours, 48 Clinical Hours.**

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D, VN 200E, VN 300A, VN 300B, VN 300C, VN 300D, VN 300E, VN 300F, VN 400A, VN 400B, VN 400C, VN 400D.

**VOCATIONAL NURSING PROGRAM NON-CREDIT NCLEX-PN PREPARATION REVIEW OFFERED SIMUTANEOULSY WITH VN 400E (AFTER CLASS HOURS)**

**VN CAPSTONE COURSE**

The capstone course provides an intense review of the various nursing concepts required for the nursing licensure examination. Students are assisted in their studying and testing skills to prepare them for NCLEX success. This course will strengthen the students' ability to understand and apply nursing concepts and skills using critical thinking in clinical decision making required from an entry level professional nurse. A series of content mastery examinations will be given to students using computerized adaptive testing in preparation for a comprehensive predictability examination at the end of the course. This course will assist students in identifying areas of strengths and areas of improvement prior to sitting the NCLEX - PN examination. The course delivery method is residential.

Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D, VN 200E, VN 300A, VN 300B, VN 300C, VN 300D, VN 300E, VN 300F, VN 400A, VN 400B, VN 400C, VN 400D, VN 400E.

## AOS MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGY

CIP Code 51.0920

SOC Code 29-2034.01

Method of delivery is blended.

All courses in this program are taught in English.

Program length: 18.75 months\*, 75 weeks\*

Evening/weekend classes

\*Program length may vary depending on schedule.

1746 Clock Hours

101.0 Quarter Credit units



The Associate of Occupational Science Degree in Magnetic Resonance Imaging (MRI) Technology Program is a 1746 clock hour comprehensive course of study, represented by 101 quarter credits. The structure of this course combines introduction to medical/patient care skills, physics, math, medical terminology, human anatomy, cross sectional anatomy, theory, laboratory, computer skills, and a clinical externship consisting of 1000 hours.

The student is taught Magnetic Resonance Imaging Technology and learns to operate the MRI scanner to produce cross sectional images of the patient for diagnostic purposes. While technologists must be proficient in understanding the MRI system, compassion and strong patient care skills are emphasized as well as being a team member alongside the Radiologist and Physician, dedicated to providing excellence in patient treatment.

This curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitude and skills which will enable them to become safe and competent in MRI Technology and prepare the graduate for an entry-level position as an MRI Technologist.

Employment opportunities for the MRI Technologist are found in medical clinics and imaging centers under the supervision of a physician and radiologist, not in hospitals.

The candidate for an Associate of Occupational Science Degree in Magnetic Resonance Imaging (MRI) Technology Program must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours and receive satisfactory evaluations.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

- The State of California does not require nor provide a MRI certification exam or licensure at the present time. However, it is customary that employers will expect a potential employee to have at least passed a MRI National Certification Exam. Therefore, the AOS MRI Technology program prepares students to sit for the National ARMRIT and/or ARRT exams by requiring satisfactory completion of a capstone course. CNI College encourages all AOS MRI students to sit for the National ARMRIT and/or ARRT exams.

<b>AOS Magnetic Resonance Imaging (MRI) Technology</b>		<b>CLOCK HOURS</b>			<b>OUTSIDE CLASS HOURS</b>	<b>TOTAL CLOCK HOURS</b>	<b>TOTAL Academic CREDITS AWARDED</b>
<b>COURSE NUMBER</b>	<b>COURSE TITLES</b>	<b>LECTURE</b>	<b>LAB</b>	<b>Extern.</b>			
<b>Quarter 1</b>							
COMP 101	Computer Application**	40	0	0	0	40	4
ENG 101	Written Communication*	40	0	0	0	40	4
MTH 101	College Mathematics*	40	0	0	0	40	4
<b>Quarter 2</b>							
BIO 201	Anatomy & Physiology**	120	0	0	0	120	12
<b>Quarter 3</b>							
MRIT 301	Fundamentals of Imaging Science & Healthcare***	81	45	0	0	126	10
MRIT 302	MRI Pathology**	20	0	0	0	20	2
<b>Quarter 4</b>							
MRIT 401	Principles and Physics of MRIT***	120	40	0	0	160	14
<b>Quarter 5</b>							
MRIT 501	MRIT Cross Sectional Anatomy***	120	40	0	0	160	14
<b>Quarter 6</b>							
MRIT 601	MRIT Clinical Externship	0	0	1000	0	1000	33
MRIT 602	Capstone**	40	0	0	0	40	4
<b>PROGRAM TOTALS</b>		<b>621</b>	<b>125</b>	<b>1000</b>	<b>0</b>	<b>1746</b>	<b>101</b>
* Online distance education asynchronous ** Blended with residential labs and online synchronous via zoom *** Blended with residential exams and online synchronous via zoom Residential Clinical Externship at clinical facility <b>All Exams will be taken on campus for online synchronous via zoom courses</b>							<b>1746</b>
<b>Total hours</b>							

**Please Note:** All exams for synchronous online via zoom or teams are held on campus, no exceptions, students must come to campus to take exams on the date and time it is scheduled. Any make-up exams, if allowed, will be scheduled on a specific date and time. Make-up Exams must be taken on that date, no exceptions. The maximum score a student may achieve on any make-up exam is a 70%.

**Students will attend five (5) mandatory hands-on labs (8 hours each) each quarter as assigned on Saturday and or Sunday during quarter MRIT301/302, MRIT401 and MRIT 501.**

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**AOS MRI – COURSE DESCRIPTIONS**
**COMP 101 Computer Applications..... 4.0 Credit Units**

This course is designed to introduce the student to the online learning environment and the use of technology (e.g. laptop computer, Microsoft programs, Canvas, computer based learning resources MyITLab, internet search, LIRN, academic honesty/plagiarism). Upon completion, students will be able to demonstrate proficient computer application skills permitting academic success (online and in the classroom) through the use of electronic learning resources. This course consists of a total of 40 theory hours. This course is delivered as a Distance Education (online) course.

Prerequisites Required: None.

**ENG 101 Written Communications .....4.0 Credit Units**

This course reviews basic English concepts and introduces students to college level writing with an emphasis on basic grammar and composition. Students will apply their learning to a variety of writing activities emphasizing the development of paragraphs and essay. This course is delivered as a Distance Education (online) course.

Prerequisites Required: None.

**MTH 101 College Mathematics..... 4.0 Credit Units**

This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to the concepts of whole numbers, fractions, decimals, ratio and proportion, integers, order of operations, percent, signed numbers, measurements, geometry, statistics, probability, and basic algebra concepts. This course is delivered as a Distance Education (online) course.

Prerequisites Required: None.

**BIO 201 Anatomy & Physiology .....12.0 Credit Units**

This course is a study of the following topics and human systems: definition of anatomy and physiology, biochemistry, the cell, tissues, cellular metabolic, skin, muscle, bone, nervous system, eye and ear anatomy and function, endocrine system, blood components, circulatory system, lymphatic system, respiratory system, digestive system, urinary system and reproductive system. The functions and interrelationships of these systems are studied. This course emphasizes the homeostatic nature of these systems with reference to human disease states. This course is delivered as a Distance Education (online) course.

Prerequisites Required: COMP 101, COMP ENG 101, MTH 101.

**MRIT 301 Fundamentals of Imaging Science & Health Care..... 10.0 Credit Units**

This course provides an introduction to the fundamentals of imaging science and health care in which concepts related to medical terminology, patient management, medical law and ethics, pharmacology, CPR, and professional development are addressed. This course provides an overview of the foundations in radiologic science and the Practitioner's role in the health care delivery system. The principles, practices and policies of the health care organization(s) are examined and discussed. This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes and body structure. Patient management for MRI is presented as a progression in competency levels through patient performance objectives and competency exams. Students can access the facilities, personnel, examinations and educational materials necessary to competently achieve content objectives. CPR will be taught. Critical thinking and communication skills are applied. The fundamental background of ethics will address the historical and philosophical bases of ethics and elements of ethical behavior are discussed. The student examines a variety of ethical issues and dilemmas found in clinical practice. Pharmacology concepts cover the theory and practice of basic techniques of venipuncture and administering diagnostic contrast agents and/or intravenous medications. The appropriate delivery of patient care during these procedures is emphasized. Professional development will assess personal strengths, career expectations, developing job search techniques and proper resume preparations with mock interview practicum. This is a blended course.

Prerequisites Required: COMP 101, COMP ENG 101, MTH 101, BIO 201.

**MRIT 302 MRI Pathology..... 2.0 Credit Units**

This course familiarizes the student with the common pathologies found in magnetic resonance imaging and the appearance of these pathologies in various imaging protocols. The course content is inclusive of all commonly imaged body systems and areas. This course is delivered as a Distance Education (online) course.

Prerequisites Required: COMP 101, COMP ENG 101, MTH 101, BIO 201.

**MRIT 401 Principles & Physics of MRIT ..... 14.0 Credit Units**

This course provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the Level of knowledge desired. Topics include the history of MR, nuclear MR signal production, health and safety regulations, tissue characteristics, pulse sequencing, imaging parameters/options and computer in imaging formation and medical informatics. The student will demonstrate advanced application of knowledge in imaging parameters and formations. This is a blended course. (Theory credits: 12.0; Lab Credits 2.0) Prerequisites Required: COMP 101, COMP ENG 101, MTH 101, BIO 201, MRIT 301, MRIT 302.

**MRIT 501 MRIT Cross Sectional Anatomy ..... 14.0 Credit Units**

This course is a study of human anatomy as seen in multiple orthogonal planes. Bones, muscle, vascular structures, organs and soft tissue of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen and pelvis. This is a blended course. (Theory credits: 12.0; Lab Credits 2.0)

Prerequisites Required: COMP 101, COMP ENG 101, MTH 101, BIO 201, MRIT 301, MRIT 302, MRIT 401.

**MRIT 601 Clinical Externship ..... 33.0 Credit Units**

This course will allow the student the opportunity to practice skills necessary to obtain high quality MR images, to objectively alter protocols based on patient pathology or physical condition, and to identify image quality problems and make appropriate corrections. Clinical education is conducted at a clinical facility after or in conjunction with didactic instruction. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student will be allowed to perform the activity under direct supervision. When the instructor is satisfied with the student's proficiency, the student will proceed with performing studies under indirect supervision to gain experience and expertise in MR imaging. This course is presented with a progression in competency levels in the form of clinical performance objectives and competency exams. The student will have access to the facilities, personnel, examinations and educational material to competently achieve the course objectives. Externship is residential.

Every two hundred and 50 hours the student will be evaluated and receive a grade for their externship and documented as follows:

- MRIT 601-1 Grade
- MRIT 601-2 Grade
- MRIT 601-3 Grade
- MRIT 601-4 Grade

Prerequisites Required: COMP 101, COMP ENG 101, MTH 101, BIO 201, MRIT 301, MRIT 302, MRIT 401, MRIT 501.

**MRIT 602 Capstone ..... 4.0 Credit Units**

This mandatory course provides the MRI-AOS Degree student with the needed continued preparation to complete the certification exam process. This course will reinforce their academic knowledge, professional accountability, independent decision making, and the critical nature of self-assessment. The completion of mock certification exam(s) is required. This capstone course will be held on Saturdays and prepares the student to sit for both of the National Certification Exams, the ARMRT and the ARRT. Completion of this course is mandatory for the Program Director to sign off the student to apply for the exams. Capstone is delivered as a Distance Education (online) course.

Prerequisites Required: COMP 101, COMP ENG 101, MTH 101, BIO 201, MRIT 301, MRIT 302, MRIT 401, MRIT 501.



## AOS SURGICAL TECHNOLOGY (ST) PROGRAM (PM)

CIP Code 51.0909

SOC Code 29-2055.00

Method of delivery is blended.

All courses in this program are taught in English.

Program length: 19.75 months\*, 79 weeks\*

\*Program length may vary depending on Schedule.

1730 Clock Hours

115 Quarter Credit units



The Associate of Occupational Science Degree in Surgical Technology Program uses a blended program delivery and consists of a 1730-hour comprehensive course of study that combines theory and clinical practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes, and skills which will enable them to become safe and competent practitioners of Surgical Technology. To become certified, candidates of the program must successfully complete the National Certification examination. Participation of the WBT exam is required for graduation.

The program prepares students for entry-level positions in a number of health care facilities including hospitals, medical centers, public and private surgical centers. The program includes a mandatory 600-hour Surgical Technology Externship that must be completed prior to graduation.

The candidate for the Associate of Occupational Science Degree in Surgical Technology Program must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours and receive satisfactory evaluation.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

ABHES, our Accrediting Agency requires that 100% of all Surgical Technology students sit for the National Certification Examination, which is administered and proctored at CNI College before the completion of the students' hours to graduate. The examination fee is included in the tuition package. The students are required to attend an orientation prior to graduation to learn more.

This program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES).



## AOS ST CLASS SCHEDULE AND BREAKS (PM)

Quarters 1 and 2 include required general education and online courses.

- Quarter 1: COMP 101 Computer Applications meets on Mondays from 6:00 pm – 10:00 pm (Online via Zoom).  
ENG 101 and MTH 101 are online courses delivered asynchronously.
- Quarter 2: BIO 201 Anatomy & Physiology Monday and Tuesday 4:00 pm – 10:00 pm (online via Zoom).
- Quarter 3: Tuesday and Wednesday 4:00 pm – 10:00 pm Theory online via Zoom  
Saturday 8:30 am – 11:30 am Theory online via Zoom
- Quarter 4: Thursday and Friday 4:00 pm – 10:00 pm Theory online via Zoom  
Saturday 8:30 am – 5:00 pm Lab on Campus  
Sunday 9:00 am – 1:00 pm Theory online via Zoom (alternating)
- Quarter 5: Wednesday and Thursday 4:00 pm – 8:30 pm Theory online via Zoom  
Sunday 8:30 am – 5:00 pm Lab on Campus
- Quarter 6: Monday 4:00 pm – 9:00 pm Theory/Lab on Campus  
Tuesday 4:00 pm – 9:00 pm Theory/Lab on Campus  
Wednesday 4:00pm -9:00pm Theory/Lab on Campus  
Friday 8:00 am –4:30 pm Lab on Campus

### Externship

Externship hours range from Monday through Friday between the hours of 6:00 am – 10:00 pm and will vary depending upon site. **Externship requires at least 32 hours weekly.**

### Capstone

The mandatory capstone course takes place on Fridays from 9:00 am – 12:00 pm (online via Zoom).

This schedule may vary slightly depending on requirements.

Breaks must be used appropriately. Students are expected to attend the full lecture time and return from breaks in a punctual manner. Returning from breaks late or departing the classroom before being dismissed for a break will result in disciplinary action and time lost from attendance hours.

Note: Schedules for weeks with holidays will be modified and will include extra hours and different days of the week to make up hours and labs. Please see AOS ST Program Director for schedules.

**Please Note: All exams for synchronous online via zoom or teams are held on campus, no exceptions, students must come to campus to take exams on the date and time it is scheduled. Any make-up exams, if allowed, will be scheduled on a specific date and time. Make-up Exams must be taken on that date, no exceptions. The maximum score a student may achieve on any make-up exam is a 70%.**

AOS Surgical Technology		CLOCK HOURS			OUTSIDE CLASS HOURS	TOTAL CLOCK HOURS	TOTAL Academic CREDITS AWARDED
COURSE NUMBER	COURSE TITLES	LECTURE	LAB	Extern.			
Quarter 1							
COMP 101	Computer Application**	40	0	0	0	40	4
ENG 101	Written Communication*	40	0	0	0	40	4
MTH 101	College Mathematics*	40	0	0	0	40	4
	Totals	120	0	0	0	120	12
Quarter 2							
BIO 201	Anatomy & Physiology**	120	0	0	0	120	12
	Totals	120	0	0	0	120	12
Quarter 3							
ST 301	Medical Terminology**	40	0	0	0	40	4
ST 302	Medical Law & Ethics**	10	0	0	0	10	1
ST 303	Patient Psychology**	10	0	0	0	10	1
ST 304	Disease Process & Pathophysiology**	40	5	0	0	45	4
ST 305	Microbiology**	40	5	0	0	45	4
	Totals	140	10	0	0	150	14
Quarter 4							
ST 401	A & P and Basic Science**	40	5	0	0	45	4
ST 402	Pharmacology and Anesthesia**	40	5	0	0	45	4
ST 403	Introduction to ST & Asepsis***	25	20	0	0	45	3.5
ST 404	Sterilization***	25	25	0	0	50	3.5
ST 405	Surgical Instrumentation***	25	10	0	0	35	3
	Totals	155	65	0	0	220	18
Quarter 5							
ST 501	Biomedical Science***	25	10	0	0	35	3
ST 502	Sutures, Staples, and Wound Healing***	25	10	0	0	35	3
ST 503	Drains, Tubes, Catheters, Sponges, and Dressings***	25	15	0	0	40	3
ST 504	General & Pediatric Surgery***	20	10	0	0	30	2.5
ST 505	OB/GYN & Urology Surgery***	20	10	0	0	30	2.5
	Totals	115	55	0	0	170	14
Quarter 6							
ST 601	Orthopedic Surgery***	20	10	0	0	30	2.5
ST 602	Neurological Surgery***	20	10	0	0	30	2.5
ST 603	Plastic & Head & Neck Surgery***	20	10	0	0	30	2.5
ST 604	Vascular & Cardiothoracic Surgery***	20	10	0	0	30	2.5
ST 605	Mock Surgery I***	5	40	0	0	45	2.5
ST 606	Mock Surgery II***	5	40	0	0	45	2.5
ST 607	Mock Surgery III***	5	40	0	0	45	2.5
ST 608	Mock Clearance***	1	19	0	0	20	1
ST 609	CPR***	1	4	0	0	5	0
ST 610	Career Development***	2	8	0	0	10	0.5
ST 611	Surgical Technology Externship ****	0	0	600	0	600	20
ST 612	Capstone ****	60	0	0	0	60	6
	Totals	159	191	600	0	950	45
PROGRAM TOTALS		809	321	600	0	1730	115
*Online distance education asynchronous **Blended with exams on campus and Online distance education synchronous via zoom ***Blended online zoom and residential labs and exams on campus **** Residential on campus or clinical facility. All exams will be taken on campus for all synchronous via zoom/teams courses.							1730 Total Hours

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AOS ST – COURSE DESCRIPTIONS

**COMP 101 Computer Applications ..... 4.0 Credit Units**

This course is designed to introduce the student to the online learning environment and the use of technology (e.g., laptop computer, Microsoft programs, Canvas, computer-based learning resources MyITlab, internet search, LIRN, academic honesty/plagiarism). Upon completion, students will be able to demonstrate proficient computer application skills permitting academic success (online and in the classroom) using electronic learning resources. This course is online via Zoom. This course consists of a total of 40 theory hours. Prerequisites Required: None.

**ENG 101 Written Communications ..... 4.0 Credit Units**

This course reviews basic English concepts and introduces students to college level writing with an emphasis on basic grammar and composition. Students will apply their learning to a variety of writing activities emphasizing the development of paragraphs and essay. This course is delivered as a Distance Education (online) course.

Prerequisites Required: None.

**MTH 101 College Mathematics ..... 4.0 Credit Units**

This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to the concepts of whole numbers, fractions, decimals, ratio and proportion, integers, order of operations, percent, signed numbers, measurements, geometry, statistics, probability, and basic algebra concepts. This course is delivered as a Distance Education (online) course. Prerequisites Required: None.

**BIO 201 Anatomy & Physiology ..... 12.0 Credit Units**

This course is a study of the following topics and human systems: definition of anatomy and physiology, biochemistry, the cell, tissues, cellular metabolic, skin, muscle, bone, nervous system, eye and ear anatomy and function, endocrine system, blood components, circulatory system, lymphatic system, respiratory system, digestive system, urinary system and reproductive system. The functions and interrelationships of these systems are studied. This course emphasizes the homeostatic nature of these systems with reference to human disease states. This course is taught online delivered synchronous with Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101.

**ST 301 Medical Terminology ..... 4.0 Credit Units**

This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes and body structure. Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201.

**ST 302 Medical Law and Ethics ..... 1.0 Credit Units**

This course presents an overview of the legalities, documentation, risk management and ethical behavior associated in the surgical environment. The AMA codes of ethics and OSHA regulations as they apply to the surgical unit are covered. Discussion and understanding of the American Hospital Association's, Patient's Bill of Rights is also covered. Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201.

**ST 303 Patient Psychology ..... 1.0 Credit Units**

An introduction to the principles and concepts which are basic to understanding human behavior. A general overview of the research methods and major research findings of psychology are presented, as well as a survey of current theories used to interpret these findings. Topics covered include methodology, physiology, learning, perception, and cognitive processes, development, motivation and emotion, personality, abnormal behavior, therapy and social psychology and death and dying. Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201.

**ST 304 Disease Processes/Pathophysiology .....4.0 Credit Units**

This course is an introduction to the causes of disease and pathological conditions of the body and the body's response mechanisms, both adequate and inadequate. Common diagnostic and treatment modalities also will be discussed. Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201.

**ST 305 Microbiology .....4.0 Credit Units**

This course is a study of basic microbiology, infection control, and disease processes of the body. The principles of medical and surgical asepsis will be demonstrated. Sanitizing, disinfection, and different modes sterilization is discussed. Blood borne pathogens will be included. Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201.

**ST 401 Anatomy and Physiology and Basic Science ..... 4.0 Credit Units**

A continuation of the systems of the human body that include respiratory system, urinary system and reproductive system. This course emphasizes the homeostatic nature of these systems with reference to human disease states. Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305.

**ST 402 Pharmacology and Anesthesia.....4.0 Credit Units**

This course is the study of drugs with emphasis on concepts related to steps in the drug cycles and side effects. Students will learn major classifications of drugs and usual drug choices for selected diseases and pathological conditions. They will learn appropriate terms, abbreviations, equivalents and math concepts in calculations of dosages. Different modes of anesthesia will be discussed. Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305.

**ST 403 Introduction to Surgical Technology and Asepsis... ..... 3.5 Credit Units**

This course is designed to orient the student to surgical technology and provide a comprehensive knowledge of patient care concepts, as well as personal and professional relationships in surgical technology. It will go over preoperative routines, PACU, and perioperative case management. The scope of practice for a surgical technologist is discussed. The principles of medical and surgical asepsis will be demonstrated along with proper opening of surgical packs, growing, sterile gloving, and setting up a sterile field. It will also go over the assistant circulator role. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: Taught in conjunction with COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305.

**ST 404 Sterilization..... 3.5 Credit Units**

This course is a study of basic microbiology, infection control, and disease processes of the body. Sanitizing, disinfection, and different modes of sterilization are discussed. Blood-borne pathogens will be reviewed. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: Taught in conjunction with COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305.

**ST 405 Surgical Instrumentation .....3.0 Credit Units**

This course is designed to evaluate the students in their knowledge and skills in various surgical instrumentation, classifications, common names and usage. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: Taught in conjunction with COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305.

**ST 501 Biomedical Science .....3.0 Credit Units**

This course introduces the student to computer hardware and software programs. Emphasis is placed on the development of word processing skills, which include techniques for creating, editing, saving and printing documents. Also includes the safety factors regarding bio-physical practices in the OR. Electricity, mechanical robotics, sterilization, chemical, heat, gases, and sounds and vibrations are some of the concerns discussed for patient safety. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: Taught in conjunction with COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405.

**ST 502 Sutures, Staples, and Wound Healing .....3.0 Credit Units**

This course introduces the student to types of wounds, healing process, classification, wound management, common suture types, suture classification, usage, tissue replacement material and various types of stapling devices. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: Taught in conjunction with COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405.

**ST 503 Drains, Tubes, Catheters, Sponges, and Dressings .....3.0 Credit Units**

This course introduces the student to various types of drainage systems, usage classification, surgical counts, types of dressings and sponge usage in various procedures. Transferring of patients and emergency procedures with review of vital signs and anesthesia concepts. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: Taught in conjunction with COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405.

**ST 504 General and Pediatric Surgery ..... 2.5 Credit Units**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, specimens, general and pediatric surgery for the surgical technologist. Diagnostic and surgical interventions are taught. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405.

**ST 505 OB/GYN and Urology Surgery .....2.5 Credit Units**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic OB/GYN, and Urologic surgical procedures for the surgical technologist. Diagnosis and surgical interventions, along with specimens are taught. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405.

**ST 601 Orthopedic Surgery ..... 2.5 Credit Units**

This course is designed to provide comprehensive knowledge and skills for specific orthopedic and oral/ maxillofacial surgical procedures for the surgical technologist. Diagnosis, surgical interventions and specimens are taught. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

**ST 602 Neurologic Surgery .....2.5 Credit Units**

This course is designed to provide comprehensive knowledge and skills for specific neurological, and ophthalmic surgical procedures for the surgical technologist. Diagnosis, surgical interventions and specimens are taught. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

**ST 603 Plastic and Head & Neck Surgery ..... 2.5 Credit Units**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, plastic and reconstructive, and Otorhinolaryngology surgical procedures for the surgical technologist. Diagnosis, surgical interventions, and specimens are taught. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

**ST 604 Vascular and Cardiothoracic Surgery ..... 2.5 Credit Units**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, peripheral vascular and cardiothoracic surgical procedures for the surgical technologist. Diagnosis, surgical interventions, and specimens are taught. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

**ST 605 Mock Surgery I ..... 2.5 Credit Units**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic techniques in set-ups and steps of the procedure. Students will go through a review process of course content in preparation for the Certification exam. This course is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

**ST 606 Mock Surgery II ..... 2.5 Credit Units**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic technique in set-up and steps of procedure. Students will go through a review process of course content in preparation for the Certification exam. This course is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

**ST 607 Mock Surgery III ..... 2.5 Credit Units**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic technique in set-ups and steps of the procedures. Students will go through a review process of course content in preparation for the Certification exam. This course is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

**ST 608 Mock Clearance ..... 1.0 Credit Units**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will be tested on various types of procedures where the students will implement aseptic technique in set-up and steps of the procedures prior to being assigned to a clinical externship rotation. Students will go through a review process of course content in preparation for the Certification exam. This course is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

**ST 609 CPR ..... 0.0 Credit Units**

Standard CPR, AED, and First Aid material is presented, and students practice techniques leading to a required certification for program completion. This course is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

**ST 610 Career Development ..... 0.5 Credit Units**

Career Development emphasis is placed on assessing personal strengths, career expectations, developing job search techniques, resume preparation, and interviewing strategies. This course is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

**ST 611 Surgical Technology Externship ..... 20.0 Credit Units**

This course is conducted in an appropriate hospital/surgical facility and provides students a clinical experience with a variety of perioperative assignments. Emphasis is placed on the scrub and circulating roles of the surgical technologist, including aseptic technique and basic care presentation for selected surgical procedures. The externship is residential. Students will observe and take part in surgical procedures and learn to work as a member of the surgical team meeting all the required case - loads and 600 externship hours. Every two hundred hours the student will be evaluated and receive a grade for their externship and documented as follows:

- ST 611-1 Grade
- ST 611-2 Grade
- ST 611-3 Grade

Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505, ST 601, ST 602, ST 603, ST 604, ST 605, ST 606, ST 607, ST 608, ST 609, ST 610.

**ST 612 Capstone ..... 6.0 Credit Units**

Students will attend a capstone class covering all surgical technology concepts from anatomy and physiology and basic science through mock surgical procedures. This course will review medical terminology, medical law and ethics, patient psychology, disease processes and pathophysiology, microbiology, pharmacology and anesthesia, introduction to surgical technology and asepsis, sterilization, surgical instrumentation, biomedical science, sutures, staples, and wound healing, drains, tubes, catheters, sponges, and dressings, general pediatric surgery, OBGYN and urology surgery, orthopedic surgery, plastic, head and neck surgery, vascular surgery, CPR, and career development. This course will prepare the student for the National Certification exam. All students must score 90% or above on the two practice exams in order to be registered for the exam. All students must take the Certification exam as a requirement for graduation. The capstone is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 503, ST 504, ST 505, ST 601, ST 602, ST 603, ST 604, ST 605, ST 606, ST 607, ST 608, ST 609, ST 610, ST 611.



## RN TO BSN DEGREE COMPLETION PROGRAM (BACHELOR OF SCIENCE DEGREE IN NURSING)

CIP Code 51.3801

SOC Code 29-1141.00

Method of delivery is blended (residential and distance).

All courses in this program are taught in English.

Full-Time

Program length: 12 months\*, 50 weeks\*

\*Program length may vary depending on schedule.

710 Clock Hours

65.0 Quarter Credit Units



The CNI College RN to BSN Degree Completion Program (Bachelor of Science Degree in Nursing) courses are delivered online with the exception of a 90-hour community health practicum at a designated clinical site and is designed to provide students with the knowledge and professional nursing skills necessary to assist patients and clients toward an optimal level of health. CNI College strives to prepare future BSN Nurses to respond to the growing complexities of the health care delivery system and who are dedicated to the promotion of human flourishing through the provision of ethical, culturally sensitive, and evidence-based nursing practice. A societal vision of health and well-being for all people guides the CNI emphasis on preparing morally reflection graduates who are leaders and life-long learners. The RN to BSN Degree Completion Program curriculum integrates critical thinking, decision-making, leadership, and management techniques with moral, ethical, and legal principles associated with providing outstanding patient care.

This program was implemented to provide an online Registered Nurse (RN) to BSN Degree Completion Program at CNI College based on the community need for a more highly educated nursing workforce. The courses that are offered in this program prepare the graduate to meet the *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008). All courses except for a community health practicum (90 hours) will be delivered online (asynchronous) through Canvas, an online learning management system. Digital textbooks will be available in conjunction with each online course.

PLO – 1: Model professional nursing behavior, accountability, and responsibility in the management of care for diverse client populations across the lifespan.

PLO – 2: Optimize critical thinking skills, clinical decision-making, and evidence-based practice to ensure safety, quality, and holistic healthcare outcomes.

PLO – 3: Cultivate interprofessional collaboration among healthcare team members in various healthcare settings for health promotion and disease prevention.

PLO – 4: Incorporate informational technology and informatics to enhance communications, safety, and delivery of quality care in nursing practice.

PLO – 5: Develop healthcare initiatives to improve education for clients, families, and diverse community populations.

PLO – 6: Integrate ethical values, legal standards, and cultural competence into nursing practice.

PLO – 7: Engage in leadership roles related to the provision, delegation, and advocacy for effective client-centered care.

PLO – 8: Develop personal, professional, and life-long learning goals through effective communication strategies and scientific, societal, psychosocial, and spiritual inquiry.



Upon completion of the RN to BSN Degree Completion Program (Bachelor of Science Degree in Nursing), students will be prepared to meet the following Program Learning Outcomes:

The candidate for the RN to BSN Degree Completion Program (Bachelor of Science Degree in Nursing):

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 75% (on a scale of 1-100 percent).
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.
- \*Any student that applies for the program would need to meet the below noted GE requirements.

CNI College requires specific coursework to be completed prior to admission into the RN to BSN degree program. RNs will receive block credit of 65 quarter credits for an BSN degree and need to complete 50 quarter credits for general education coursework. Students who have a RN license, but no degree will have specific additional education requirements to complete before admissions to this program, in addition to having a clear RN license. General Education Requirements indicated below must be completed before beginning the core nursing (NSG) courses. This program is offered in a 10-week quarter format (2 courses each quarter) and can be completed in five (5) quarters.

- English/Communication
  - Written ..... 4 Quarter Credit Hours
  - Oral ..... 4 Quarter Credit Hours
  - Therapeutic Communication ..... 2 Quarter Credit Hours
- Science with Lab
  - Human Anatomy .....6 Quarter Credit Hours
  - Physiology/Human Biology ..... 6 Quarter Credit Hours
  - Microbiology .....6 Quarter Credit Hours
- College Algebra ..... 5 Quarter Credit Hours
- Social Sciences
  - Psychology ..... 4 Quarter Credit Hours
  - Sociology .....4 Quarter Credit Hours
  - Life Span/Development ..... 4 Quarter Credit Hours
  - Computer Competency .....2 Quarter Credit Hours
  - Success Strategies .....3 Quarter Credit Hours
- A.D.N. Nursing courses .....65 Quarter Credit Hours
- **TOTAL ..... 115 Quarter Credit Hours**

\*Any student that applies for the program would need to meet the above noted GE requirements

### RN TO BSN DEGREE REQUIREMENTS – QUARTER UNITS

- Units from A.D.N. RN Degree ..... 65 Quarter Credit Hours
- General Education (course descriptions follow)..... 50 Quarter Credit Hours
- Nursing Major Units (course descriptions follow) ..... 65 Quarter Credit Hours
- TOTAL UNITS NEEDED FOR B.S.N. DEGREE ..... 180 Quarter Credit Hours

THE COURSE NUMBERING SYSTEM OF THE 300 AND 400 COURSES FOR THE RN TO BSN DEGREE COMPLETION PROGRAM (BACHELOR OF SCIENCE DEGREE IN NURSING) INDICATE THEY ARE UPPER DIVISION COURSES.

RN to BSN Degree Completion Program			CLOCK HOURS			TOTAL CLOCK HOURS	TOTAL QUARTER CREDITS AWARDED
COURSE NUMBER	COURSE TITLES	LECTURE	LAB	PRACTICUM			
QUARTER 1							
NSG 305	Professional Issues in Nursing (Core) ***		60			60	6
MATH 300	Applied Statistics**(GE) ***		60			60	6
		TOTALS	120			120	12
QUARTER 2							
NSG 330	Ethics and Culture in Today's Health Care (Core) ***		60			60	6
NSG 307	Nursing Informatics (Core) ***		60			60	6
		TOTALS	120			120	12
QUARTER 3							
NSG 401	Health Promotion in Nursing (Core) ***		60			60	6
BIO 309	Pathophysiology **(GE)***		60			60	6
		TOTALS	120			120	12
QUARTER 4							
NSG 402	Research and Evidence-Based Practice in Nursing (Core)***		60			60	6
NSG 403	Leadership and Management for Nursing (Core)***		60			60	6
		TOTALS	120			120	12
QUARTER 5							
NSG 404	Population-Based Nursing (Blended)		60***		90*	150	9
NSG 405	Capstone Course ***		80			80	8
		TOTALS	140		90	230	17
PROGRAM TOTALS			620		90	710	65

(Each quarter is 10 weeks for a total of 50 weeks)

\*Practicum -Students will be assisted in Clinical rotations (residential)

\*\*General Education online asynchronous

\*\*\*Distance Education asynchronous

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**RN TO BSN – COURSE DESCRIPTIONS****NSG 305 Professional Issues in Nursing (Core)****6.0 Quarter Credit Hours**

This course provides a transition for professional nurses as they begin their studies to achieve a baccalaureate of science in nursing degree. The course addresses qualities that professional nurses need to be leaders in the complex and ever-changing global health care environment. Topics include role transition, nursing history, ethical and legal issues, nursing theory, professional roles of the nurse, cultural considerations, violence in society, and advanced practice roles. This course is delivered as a Distance Education (online) course.

Required Prerequisites: Successful completion of an approved ADN Program.

**NSG 330 Ethics and Culture in Today's Health Care (Core)****6.0 Quarter Credit Hours**

This course provides students with cultural and ethical concepts in healthcare. Students will learn the importance of ethical, cultural, and legal issues that influence professional nursing practice. Topics will focus on ethical theories, moral assumptions and principles, diversity, transcultural nursing, genomics, globalization, identifying implicit bias, and societal beliefs that influence nursing practice. This course consists of a total of 60 theory hours delivered online distance education.

Required Prerequisites: NSG 305

**NSG 307 Nursing Informatics (Core)****6.0 Quarter Credit Hours**

This course is the foundation for the improvement of nursing practice and patient outcomes through the application of knowledge and understanding of the history, terminology, and impact of informatics to the promotion of nursing professionalism in patient care and safety. This course is delivered as a Distance Education (online) course.

Required Prerequisites: NSG 305,

**Math 300 Applied Statistics (GE)****6.0 Quarter Credit Hours**

This course is designed to offer students the skills necessary to interpret and critically evaluate statistics commonly used to describe, predict, and evaluate data in an information driven environment. The focus is on the conceptual understanding of how statistics can be used and how to evaluate statistical data. This course is delivered as a Distance Education (online) course.

Required Prerequisites: College Algebra or its equivalent.

**BIO 309 Pathophysiology (GE)****6.0 Quarter Credit Hours**

This course provides a study of variations in physiologic functioning and alterations in physiologic response of body systems. The course addresses physiologic changes that will help identify alterations in body systems and their relationship to the patient's state of health. Topics include altered cell functioning, genomics, genetic

disorders, risk factors, health promotion, and disease prevention. This course is delivered as a Distance Education (online) course.

**NSG 401 Health Promotion in Nursing (Core)****6.0 Quarter Credit Hours**

The course explores the concepts of health promotion and the application of health promotion concepts to nursing practice to enable the client to control and improve health outcomes. While focusing on methodology that is critical to developing a plan of care for clients, students will learn the rationale and techniques for using specific assessment tools, analysis of assessment data, selection of life span appropriate interventions, implementation of interventions, and measurement of resulting outcomes. Content will be focused on cultural diversity, disparity in healthcare, and social determinants that impact the client's plan of care and resulting approaches for promoting a healthier society. The use of technology and health promotion research will be explored and applied to nursing practice. This course is delivered as a Distance Education (online) course.

Required Prerequisites: NSG 305

**NSG 402 Research and Evidence-Based Practice in Nursing (Core)****6.0 Quarter Credit Hours**

The course explores evidence-based practice as a foundation for improved nursing practice and patient outcomes. Students will learn the history of evidence-based practice and the significant research methodologies that serve as its foundation. Students will explore the rationale for evidence-based practice and learn how to form research questions, hypotheses, and research methodologies. They will also learn about population sampling, data collection tools, and statistical analysis. Students will learn how to determine whether research is credible through the criticism of research articles, and they will be introduced to potential ethical concerns in the development of research and evidence-based practice. Emphasis will be placed on student-centered learning that will give students the opportunity to implement what they learn during the course into their nursing practice, regardless of specialty. This course is delivered as a Distance Education (online) course.

Required Prerequisites: NSG 305

**NSG 403 Leadership and Management for Nursing (Core)****6.0 Quarter Credit Hours**

This course provides an in-depth study of leadership and management principles as they apply to professional nursing practice. Students will explore teamwork, communication, the change process, and evidence-based practice. This course will also cover health care quality, legal policies, ethics, finance, and technology as they apply to leadership and management in nursing. This course is delivered as a Distance Education (online) course.

Required Prerequisites: NSG 305

**NSG 404 Population-Based Nursing (Core)****9.0 Quarter Credit Hours**

This course provides a transition for professional nurses as they begin their studies to achieve a baccalaureate of science in nursing degree. The course addresses qualities that professional nurses need to be leaders in the complex and ever-changing global health care environment. Topics include role transition, nursing history, ethical and legal issues, nursing theory, professional roles of the nurse, cultural considerations, violence in society,

and advanced practice roles. Seven hours of child abuse/neglect training are included to provide graduate eligibility for CA Public Health Nursing (PHN) certification. This course is delivered as a Distance Education (online) course. Ninety (90) hours of mentor-guided clinical experience in a qualified community health services setting, such as a public health department or clinic, is also required in the practicum component of this course.

Required Prerequisites: NSG 305, NSG 401

### **NSG 405 Capstone Course (Core)**

#### **8.0 Quarter Credit Hours**

This Capstone course is designed for RN-BSN students at the end of their program of study. It provides students with an opportunity to synthesize their knowledge of the concepts learned throughout the RN-BSN program. The primary focus is on applying this knowledge to a chosen evidence-based project that is related to an area of interest in nursing and health care. This course is delivered as a Distance Education (online) course.

Required Prerequisites: NSG 305, NSG 402



## BACHELOR OF SCIENCE DEGREE IN NURSING (BSN) PROGRAM

CIP Code 51.3801

SOC Code 29-1141.00

Method of delivery is blended (residential, hybrid, and distance education).

All courses in this program are taught in English.

Full-Time

Program length: 33 months, 130 weeks.

13 Quarters - 10 weeks each

2460 Clock Hours

180.0 Quarter Credit Units

The CNI College Bachelor of Science in Nursing (BSN) Program courses will be delivered in a blended format, with clinical practicums throughout.



The BSN Program will prepare students to be well-rounded nursing professionals through a combination of general education and core nursing courses. The BSN program curriculum amalgamates the biological and social sciences to develop a nursing graduate who will administer client-centered care by applying critical thinking, holistic clinical reasoning and decision-making, and evidence-based practice. The BSN curriculum progresses the learning of knowledge, skills, and appropriate nursing professional attitudes, from foundational concepts to an advanced level prepared for graduate studies. The concepts that guide the BSN curriculum in preparing students for professional nursing roles include: the nursing process, evidence-based practice nursing, therapeutic care and communication, transformative teaching and learning methodologies, and interprofessional collaboration in healthcare; this is in congruence with the American Association of Colleges of Nursing (AACN), the Essentials for Baccalaureate Education for Professional Nursing Practice, Quality and Safety Education for Nursing (QSEN), Accreditation of Distance Learning standards, Interprofessional Education Collaborative (IPEC), the Alliance for Nursing Accreditation of Distance Education, and the California Board of Registered Nursing guidelines.

The BSN program includes general education and nursing core courses. All courses will be delivered through the Canvas learning management system (LMS) which serves as a centralized hub for eBooks, online simulations, test preparation resources, high-fidelity labs, and curriculum resources.

Upon completion of the BSN Program, students will be prepared to:

PLO – 1: Model professional nursing behavior, accountability, and responsibility in the management of care for diverse client populations across the lifespan.

PLO – 2: Optimize critical thinking skills, clinical decision-making, and evidence-based practice to ensure safety, quality, and holistic healthcare outcomes.

PLO – 3: Cultivate interprofessional collaboration among healthcare team members in various healthcare settings for health promotion and disease prevention.

PLO – 4: Incorporate informational technology and informatics to enhance communications, safety, and delivery of quality care in nursing practice.

PLO – 5: Develop healthcare initiatives to improve education for clients, families, and diverse community populations.

PLO – 6: Integrate ethical values, legal standards, and cultural competence into nursing practice.

PLO – 7: Engage in leadership roles related to the provision, delegation, and advocacy for effective client- centered care.

PLO – 8: Develop personal, professional, and life-long learning goals through effective communication strategies and scientific, societal, psychosocial, and spiritual inquiry.



Baccalaureate of Science in Nursing Degree		CLOCK HOURS			TOTAL Clock Hours	Total Academic Credits Awarded
Course Number	Course Titles	Lecture	Lab	Extern.		
Quarter I						
CNI 110**	Success Strategies (zoom)	20	0	0	20	2
ENG 100*	Written Communication I	40	0	0	40	4
MATH 100*	College Algebra	40	0	0	40	4
ENG 110*	Interpersonal Communications	20	0	0	20	2
	Total	120	0	0	120	12
Quarter II						
BIO 100	Human Anatomy	40	40	0	80	6
PSY 100*	Introduction to Psychology	40	0	0	40	4
MATH 200*	Statistics	50	0	0	50	5
	Total	130	40	0	170	15
Quarter III						
BIO 110	Human Physiology	40	40	0	80	6
ENG 120*	Oral Communication	40	0	0	40	4
SOC 300*	Introduction to Sociology	40	0	0	40	4
	Total	120	40	0	160	14
Quarter IV						
BIO 120	Microbiology	40	40	0	80	6
ENG 200*	Written Communication II	50	0	0	50	5
PSY 200*	Developmental Psychology	40	0	0	40	4
	Total	130	40	0	170	15
Quarter V						
BIO 200*	Biochemistry	50	0	0	50	5
HUM 330*	Cultural and Ethical Issues	40	0	0	40	4
NUTR 220*	Nutrition	40	0	0	40	4
	Total	130	0	0	130	13
Quarter VI						
NURS 200	Foundational Concepts of Nursing	40	60	30	130	8
NURS 205	Introduction to Professional Nursing	30	0	0	30	3
NURS 350*	Nursing Informatics	40	0	0	40	4
	Total	110	60	30	200	15
Quarter VII						
PATH 230	Pathophysiology	60	0	0	60	6
NURS 310	Concept of Aging	30	0	0	30	3
NURS 240	Pharmacology in Nursing	50	0	0	50	5
	Total	140	0	0	140	14

Baccalaureate of Science in Nursing Degree		CLOCK HOURS			TOTAL Clock Hours	Total Academic Credits Awarded
Course Number	Course Titles	Lecture	Lab	Extern.		
Quarter VIII						
NURS 300	Basic Concepts of Health Alteration	40	20	90	150	8
NURS 210	Health Assessment	30	40	0	70	5
	Total	70	60	90	220	13
Quarter IX						
NURS 320	Intermediate Health Care Concepts	40	0	120	160	8
NURS 370	Family Health Concepts I OB	40	0	90	130	7
	Total	80	0	210	290	15
Quarter X						
NURS 340	Mental Health Concepts	30	0	90	120	6
NURS 375	Family Health Concepts II PEDS	40	0	90	130	7
	Total	70	0	180	250	13
Quarter XI						
NURS 380*	Disaster Nursing	30	0	0	30	3
NURS 420*	Evidence-Based Practice in Nursing	40	0	0	40	4
NURS 400	Complex Health Concepts	40	0	120	160	8
	Total	110	0	120	230	15
Quarter XII						
NURS 430	Population-Based Nursing	40	0	90	130	7
NURS 410	Leadership and Management Nursing Concepts	30	0	90	120	6
	Total	70	0	180	250	13
Quarter XIII						
NURS 440	Nursing Capstone Project	60	0	0	60	6
NURS 450	Nursing Concepts Integration	70	0	0	70	7
	Total	130	0	0	130	13
PROGRAM TOTALS		1410	240	810	2460	180

\*Indicates Asynchronous Online Courses.

\*\* Synchronous/zoom/teams

All Exams for online synchronous/zoom/teams courses will be on campus, no exceptions.



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### LVN 45 QUARTER CREDIT OPTION

#### **LVN 45 Quarter Unit Option – Eligibility to Take NCLEX**

The California Board of Registered Nursing has determined by regulation the additional preparation in nursing, in a school approved by the Board, which is required for a Licensed Vocational Nurse (LVN), to be eligible to take the examination for licensure as a RN. The school may not require more than 45 quarter units in nursing and related science subjects to satisfy such preparation.

**This option at CNI College is 43 quarter units.**

#### **Counseling**

1. Objective counseling must be provided. The counseling should include the admission process, course requirements, the advantages/disadvantages of this route to licensure, and that high school graduation or equivalent is required to take the RN national licensing examination. **LVNs who complete this option are not graduates of a nursing program.**
2. Being a non-graduate may be an issue for employment where a degree is required and/or endorsement into another state that requires a degree for licensure.

#### **Admission Requirements**

1. An applicant to the 43-quarter unit option LVN program does not have to take an admission test for entry into the program. The applicant must have an active unencumbered LVN license for admission. If the applicant decides to pursue the LVN-BSN option, admission criteria, pre-requisites and curriculum for the degree program must be met.
2. Admission to this option is space available.
3. A program, at its discretion, may admit a LVN program graduate waiting to take first NCLEX-VN. Continuation in the RN program is contingent upon passing the NCLEX-VN.
4. In addition to LVN licensure, the program, at its discretion, may require:
  - a. Items necessary to enable the student to provide care in the clinical agencies (i.e., immunizations, CPR, etc.)
  - b. Testing of knowledge and clinical skills to identify areas where remediation might assist the student. Test results may not be used to deny the applicant admission to the program.

#### **Curriculum**

1. The required courses, including microbiology, physiology, and nursing, may be less than but cannot exceed 45 quarter units.
2. Credit must be given for any previously completed required course, regardless of the date the course was taken (e.g., microbiology or physiology).
3. Microbiology and physiology may be prerequisites to the nursing courses. However, if micro or physiology have prerequisite(s), e.g. Chemistry, math, etc., these courses cannot be required.
4. Nursing theory content must include nursing intervention in acute, preventive, remedial, supportive, rehabilitative, and teaching aspects of nursing, as well as leadership and management. The nursing content shall include the basic standards for competent performance.
5. Concurrent theory and clinical experiences are required in the content areas.
6. When a LVN to RN transition course is required, these units must be included as part of the 45 quarter units. Trends/issues courses cannot be required unless these courses are part of the required content for leadership/management.
7. The required nursing courses must be the same as in the generic pre-licensure program.

**LVN to RN 43 Quarter-Unit Courses**

BIO 120	Microbiology	6
BIO 110	Human Physiology	6
NURS 205	Introduction to Professional Nursing	3
NURS 320	Intermediate Health Concepts	8
NURS 340	Holistic Health Concepts	6
NURS 400	Complex Health Concepts	8
NURS 410	Leadership and Management Nursing Concepts	6
<b>Total Credit Hours:</b>		<b>43</b>

For additional admissions information and requirements please reach out to the Nursing Department. Information regarding tuition and fees for this program can be found in the catalog.

**COURSE DESCRIPTIONS****CNI 110\* Success Strategies****2 Quarter Credits (Theory 2.0 credits)**

This course introduces students to study skills and innovative strategies for personal and academic success during their CNI educational journey and beyond through lifelong learning. Students will establish basic knowledge related to the online learning environment, including the CNI Learning Management System, library resources, computer technology, APA, TurnItIn, and maintaining academic integrity. Students will develop short-term and long-term goals while applying the knowledge and skills necessary to succeed in a degree program. This course also uses career development services and supports the importance of lifelong learning as a healthcare professional. This course consists of 20 hours delivered online through distance education via **Zoom/Teams**.

Required Prerequisites: None.

**ENG 100\* Written Communication****4 Quarter Credits (Theory 4.0 credits)**

This course prepares students to develop written communication skills with an emphasis on understanding the writing process, using different modes related to purpose, appropriate tone, intended audience, critically analyzing readings, and practicing writing for personal and professional purposes. Students improve writing skills through composing, organizing, revising, and editing assignments using proper spelling, grammar, and punctuation. Students will follow APA format style writing and develop pertinent library skills. This course consists of a total of 40 theory hours delivered online through distance education. Required Prerequisites: None.

**ENG 110\* Interpersonal****Communication****2 Quarter Credits (Theory 2.0 credits)**

This course will focus on the interactive verbal/nonverbal process between individuals to assist in coping with change, developing more satisfying interpersonal relationships, and integrating new knowledge and communication skills. The course will prepare students for effective communication by providing the skills and strategies needed for individuals to engage and motivate others. This course consists of a total of 20 theory hours delivered online through distance education. *(Foundation course for healthcare disciplines requiring interprofessional communication and collaboration.)*

Required Prerequisites: None.

**MATH 100\* College Algebra****4 Quarter Credits (Theory 4.0 credits)**

This course provides key applications and concepts of college algebra, mathematics, and critical thinking. Topics include linear and quadratic functions, polynomial and rational functions, exponential and logarithmic functions, conic sections, sequence and series, solving system equations, matrices and determinants, counting and probability, and associated graphing. This course consists of a total of 40 theory hours delivered online through distance education. *(Foundation course for healthcare disciplines requiring medication dosage calculations and critical thinking in mathematics.)* Required Prerequisites: None.

**BIO 100 Human Anatomy****6 Quarter Credits (Theory 4.0 credits and Lab 2.0 credits)**

The course provides an introduction to the anatomy and structure of the human body with emphasis on the organ and systems levels. The study of anatomy is presented with interactive lectures and supportive clinical applications conducted in anatomy lab. This course consists of a total of 80 hours, 40 hours of theory and 40 hours of science lab delivered residually. *(Foundation course for healthcare disciplines requiring progressive health assessments of clients across the lifespan.)*

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100.

**PSY 100 \*Introduction to Psychology****4 Quarter Credits (Theory 4.0 credits)**

This course provides the student with a general overview of the field of psychology including the scientific approach to studying basic principles of human behavior. Emphasis is placed on such topics as learning, motivation, perception, feeling and emotion, intelligence, personality, and lifespan development. This course consists of a total of 40 theory hours delivered online through distance education.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100.

**MATH 200\* Statistics****5 Quarter Credits (Theory 5.0 credits)**

This course is designed to offer students the skills necessary to interpret and critically evaluate statistics commonly used to describe, predict, and evaluate data in an information driven environment. The focus is on the conceptual understanding of how statistics can be used and how to evaluate statistical data. This course consists of a total of 50 theory hours delivered online through distance education. (*Foundation course for healthcare disciplines using statistical calculations and research related processes.*)

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100.

**ENG 120\* Oral Communication****4 Quarter Credits (Theory 4.0 credits)**

Oral Communication is a survey course designed to introduce the student to the basic concepts and theories in the field of communication. The course combines theoretical approaches with applied activities to provide the student with communication skills that are required in the job market. Active participation in class discussions, group and individual activities, and oral presentations are required for successful completion of this course. This course consists of a total of 40 theory hours delivered online through distance education. (*Foundation course for healthcare disciplines requiring interprofessional communication and collaboration.*) Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200.

**BIO 110 Human Physiology****6 Quarter Credits (Theory 4.0 credits and Lab 2.0 credits)**

This course provides the student with an introduction to human physiology. The foundations of physiology are explored utilizing the basic principles of physics, chemistry, cell biology, and biochemistry. The laboratory component of the course emphasizes the concepts presented during the interactive class lecture. This course consists of a total of 80 hours, 40 hours of theory and 40 hours of science lab delivered residually. (*Foundation course for healthcare disciplines requiring progressive health assessments of clients across the lifespan.*)

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200.

**BIO 120 Microbiology****6 Quarter Credits (Theory 4.0 credits and Lab 2.0 credits)**

This course provides the student with an overview of microbiology. The foundations of microbiology begin with the relationship of microbes in daily life and continue through the pathologic disease processes. Environmental and industrial applications for microbiology are explored as new areas of

development. The laboratory component of the course emphasizes the concepts presented during interactive class lectures. This course consists of a total of 80 hours, 40 hours of theory and 40 hours of science lab delivered residentially. *(Foundation course for healthcare disciplines requiring progressive health assessments of clients across the lifespan.)*  
Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200.

**NURS 200 Foundational Concepts of Nursing****8 Quarter Credits (Theory 4.0 credits and Lab 3.0 credits and Clinical 1.0 credits)**

This course provides foundational nursing concepts related to nursing practice. Fundamental topics include the nursing process, critical thinking, clinical decision-making, communication skills, collaboration, nursing law and ethics, healthcare systems, health promotion and illness prevention, diversity, client safety, and care of clients with system alterations. This course uses ATI for NCLEX preparation. This course consists of a total of 130 hours, 40 hours of theory and 60 Lab and 30 hours of clinical practice using simulation and skills lab.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120.

**PSY 200\* Developmental Psychology****4 Quarter Credits (Theory 4.0 credits)**

This course explores the psychological development of individuals across the lifespan from prenatal development through the end of life. Topics focus on the physical, cognitive, emotional, and social developments that occur in each phase of the lifecycle. The course introduces both classic and current modalities of research and explores the concepts of death, dying, and bereavement. This course consists of a total of 40 theory hours delivered online through distance education.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120.

**ENG 200\* Written Communications II****5 Quarter Credits (Theory 5.0 credits)**

This course builds on lessons learned in ENG 100 Written Communication. In addition to reviewing the writing process, students will learn research techniques, proper citing, referencing, documentation formats, and critical analysis of written topics. This course consists of a total of 50 theory hours delivered online through distance education.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120.

**NURS 205 Introduction to Professional Nursing****3 Quarter Credits (Theory 3.0 credits)**

This course focuses on personal development concepts related to the nursing profession, nursing history, nursing theory, patients centered care, evidence-based practice, informatics, and ethical, cultural, and legal considerations. This course introduces ATI for NCLEX preparation. This course uses career development services and supports the importance of lifelong learning as a nursing professional. This course consists of a total of 30 hours: 30 theory hours.

Required Prerequisites: None

**NURS 210 Health Assessment****5 Quarter Credits (Theory 3.0 credits and Lab 2.0 credits)**

This course provides the student with the opportunity to develop knowledge and skills of performing and documenting a comprehensive health assessment of diverse individuals across the lifespan. Critical analysis and synthesis of assessment findings will be emphasized to aid in clinical judgment and decision-making for patient care. This course consists of 70 hours, 30 hours of theory and 40 hours of lab delivered residentially.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200.

**NUTR 220 Nutrition****4 Quarter Credits (Theory 4.0 credits)**

This course provides students with nutritional concepts across the lifespan for optimal health and wellness. Students will learn the importance of psychological, physical, societal, and cultural influences of client behaviors related to nutrition. Topics will focus on media portrayal of food, current trends, common myths, nutritional science, diet modification techniques, alternative modalities, dietary requirements, and nutrient deficiencies. This course consists of a total of 40 theory hours delivered online through distance education.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200.

**BIO 200 Biochemistry****5 Quarter Credits (Theory 5.0 credits)**

This course provides the student with an introduction to the principles of general, organic, and biochemistry. Students will learn the core concepts of biochemistry that apply to human health and various diseases. Topics covered include the scientific method, math concepts used in chemistry, matter and energy, atoms and elements, nuclear chemistry, ionic and molecular compounds, chemical quantities and reactions, gases, solutions, acids, bases, equilibrium, hydrocarbons, alcohols, thiols, ethers, aldehydes, ketones, carbohydrates, carboxylic acids, esters, amines, amides, lipids, amino acids, proteins, enzymes, DNA, RNA, mRNA, protein synthesis, and metabolic pathways and energy production. This course consists of a total of 50 theory hours delivered online through distance education. (*Foundation course for healthcare disciplines requiring progressive health assessments of clients across the lifespan.*)

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200.

**NURS 230 Pathophysiology****6 Quarter Credits (Theory 6.0 credits)**

This course provides a study of variations in functions and alterations related to the pathophysiologic responses of the human body systems. Topics focus on theoretical concepts related to altered cell functioning, genetic disorders, and immune system responses, and risk factors associated with diseases across the lifespan. This course consists of 60 hours of theory delivered online through distance education.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200.

**NURS 240 Pharmacology in Nursing****6 Quarter Credits (Theory 4.0 credits and Lab 2.0 credits)**

This course focuses on drug classifications, actions, and interactions related to the delivery of nursing care for the biophysical and psychological concepts in the individual domain. The course also covers medication calculations and techniques for safe administration of medications and related client care. This course consists of a total of 100 hours, 40 hours of theory and 60 hours of practice in the simulation and skills lab.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200.

**NURS 300 Basic Concepts of Health Alteration****8 Quarter Credits (Theory 4.0 credits and Clinical 4.0 credits)**

This course provides the basic concepts of health alterations related to chronic illness. Students will begin to apply care management skills, communicate effectively with clients, promote health, and provide caring interventions. Topics will focus on the care needs of clients with alterations in acid-base balance, metabolism, oxygenation, infection, perfusion, comfort, elimination, fluid and electrolyte balance, mobility, cognition, and sensory perception. This course consists of a total of 160 hours, 40 hours of theory and 120 hours of clinical practice within long term and sub-acute nursing facilities.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240.

**NURS 310 Concepts of Aging****3 Quarter Credits (Theory 3.0 credits)**

This course provides an overview of specialized needs and health concerns related to aging. The aging client will dominate nursing care as the population median age becomes older. This course makes use of unfolding case studies to introduce the student to aging clients and to recognize health alterations in the aging adult. This course uses ATI for NCLEX preparation. This course consists of a total of 30 theory hours.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240.

**SOC 300 Introduction to Sociology****4 Quarter Credits (Theory 4.0 credits)**

This course provides the student with an introduction to sociological processes that underlie everyday life. Topics will focus on the evolution of socialization, organizational establishments, and societal influences. The course topics include globalization, cultural diversity, critical thinking, new technology, and the growing impact of mass media. This course consists of a total of 40 theory hours delivered online through distance education. Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240, NURS 300, NURS 310.

**NURS 320 Intermediate Health Care Concepts****8 Quarter Credits (Theory 4.0 credits and Clinical 4.0 credits)**

This course provides intermediate healthcare concepts related to acute health alterations in adult clients. This course is also designed to further develop the concepts within the three domains of individual, healthcare, and nursing. Topics will focus on intermediate concepts related to the surgical client including tissue integrity, comfort, mobility, cellular regulation, inflammation, and prevention of complications, such as infection, oxygenation, or perfusion related problems. Clinical components of this course include health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. This course consists of a total of 160 hours, 40 hours of theory and 120 hours of clinical practice in acute care and ambulatory care settings.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240, NURS 300, NURS 310.

**HUM 330\* Cultural and Ethical Issues****4 Quarter Credits (Theory 4.0 credits)**

This course provides students with cultural and ethical concepts in healthcare. Students will learn the importance of ethical, cultural, and legal issues that influence professional nursing practice. Topics will focus on ethical theories, moral assumptions and principles, diversity, transcultural nursing, genomics, globalization, identifying implicit bias, and societal beliefs that influence nursing practice. This course consists of a total of 40 theory hours delivered online distance education.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240, NURS 300, NURS 310.

**NURS 340 Mental Health Concepts****6 Quarter Credits (Theory 3.0 credits and Clinical 3.0 credits)**

This course provides holistic healthcare concepts related to mental health alterations in adult clients. This course is designed to further develop the concepts within the three domains of individual, healthcare, and nursing. Topics will focus on the concepts of self, stress and coping, mood and affect, addiction behaviors, cognition, grief and loss and violence. Within these concepts, students will promote health and wellness, use professional behaviors, and provide caring interventions safely across the lifespan. The course consists of a total of 120 hours, 30 hours of theory and 90 hours of clinical practice in psychiatric and mental health acute care, primary care, and community-based settings that support the health and wellness of clients with alterations in mental health.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240, NURS 300, NURS 310, SOC 300, NURS 320, NURS 330.

**NURS 350\* Nursing Informatics****4 Quarter Credits (Theory 4.0 credits)**

This course provides foundational nursing concepts related to informatics used in nursing practice. Fundamental topics include basic informatics related to information technology in healthcare, professional nursing roles, improvement of nursing practice, quality patient outcomes, privacy security, telehealth, and electronic health records. Students will explore the evolution of information technology and informatics in nursing practice and healthcare systems. This course consists of a total of 40 theory hours delivered online through distance education.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240, NURS 300, NURS 310, SOC 300, NURS 320, NURS 330.

**NURS 380\* Disaster Nursing****3 Quarter Credits (Theory 3.0 credits)**

This course introduces students to the appropriate actions related to disaster risk management, particularly natural disasters, to prepare for, respond to, recover from, and mitigate future disaster impacts. The course also serves as a foundation for understanding how people act in disasters, how behavioral changes may save lives and property, and how risks are or should be communicated at every stage. This course uses ATI for NCLEX preparation. This is a 30-hour theory course.

Required Prerequisites: CNI 100, NURS 200, NURS 210, NURS 230, NURS 240, NURS 300, NURS 310, NURS 340, NURS 350, NURS 370, NURS 375.



**NURS 370 Family Health Concepts I OB****7 Quarter Credits (Theory 4.0 credits and Clinical 3.0 credits)**

This course develops the concepts related to care of the family including reproductive health and obstetrics within the three conceptual domains of individual, healthcare, and nursing. Topics will focus on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, infection, health-wellness-illness, communication, caring interventions, safety, and advocacy applied to care of the family both individually and as a group. This course consists of a total of 130 hours, 40 hours of theory and 60 hours of clinical practice that focuses on the care of the woman, mother, child, family, and fetus/newborn in a variety of hospital, primary care, and community-based settings.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240, NURS 300, NURS 310, SOC 300, NURS 320, NURS 330, NURS 340, NURS 350, NURS 360.

**NURS 375 Family Health Concepts II PEDS****7 Quarter Credits (Theory 4.0 credits and Clinical 3.0 credits)**

This course develops the concepts related to care of the pediatric client within the three conceptual domains of individual, healthcare and nursing. Topics will focus on the concepts of oxygenation, sexuality, grief/loss, mood/affect, infection, development, health-wellness-illness, communication, caring interventions, safety, and advocacy applied to care of the pediatric client. This course consists of a total of 130 hours, 40 hours of theory and 90 hours of clinical practice that focuses on the care of the pediatric client in a variety of hospital, primary care, and community-based settings.

Required Prerequisites: CNI100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240, NURS 300, NURS 310, SOC 300, NURS 320, NURS 330, NURS 340, NURS 350, NURS 360.

**NURS 400 Complex Health Concepts****8 Quarter Credits (Theory 4.0 credits and Clinical 4.0 credits)**

This course provides advanced healthcare concepts related to complex and critical alterations in adult clients. This course is also designed to further develop the concepts within the three domains of individual, healthcare, and nursing. Students will learn to recognize the unique needs of clients with multiple systems and/or critical health alterations. Topics will focus on concepts of perfusion, mobility, oxygenation, violence, tissue integrity, and intracranial regulation, while integrating the need for caring interventions, managing care, healthcare systems, and informatics. This course uses ATI for NCLEX preparation. This course consists of a total of 160 hours, 40 hours of theory and 120 hours of clinical practice in critical care and step-down units, rehabilitative care, and community-based health facilities that address complex health alterations in adult clients across the lifespan.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240, NURS 300, NURS 310, SOC 300, NURS 320, NURS 330, NURS 340, NURS 350, NURS 360, NURS 370, NURS 375.

**NURS 410 Leadership and Management Nursing Concepts****6 Quarter Credits (Theory 3.0 credits and Clinical 3.0 credits)**

This course is designed to synthesize the concepts within the three domains of individual, healthcare, and nursing. Topics will focus on the concepts of collaboration, managing care, safety, advocacy, legal issues, health policy, healthcare systems, ethics, accountability, quality improvement, and evidence-based practice in the provision of client-centered care. This course uses ATI for NCLEX preparation. This course consists of a total of 120 hours; 30 hours of theory and 90 hours of clinical instruction that focusses on mastering the care of a team of clients,

providing direct client care and learning the variety of leadership roles and responsibilities of the staff and charge RN.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240, NURS 300, NURS 310, SOC 300, NURS 320, NURS 330, NURS 340, NURS 350, NURS 360, NURS 370, NURS 375.

**NURS 420\* Evidence-Based Practice in  
Nursing 4 Quarter Credits (Theory 4.0 credits)**

The course provides a fundamental approach for students to explore evidence-based practice as a foundation to improve nursing practice and patient outcomes. Students will learn the evolution of evidence-based practice and rationale for the use as a research design. Students will learn how to determine whether research is credible through the critique of research articles and review of scholarly, peer reviewed literature. Students will also be introduced to potential ethical concerns in the development of evidence-based research for nursing practice. This course consists of a total of 40 hours of theory delivered residually.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240, NURS 300, NURS 310, SOC 300, NURS 320, NURS 330, NURS 340, NURS 350, NURS 360, NURS 370, NURS 375, NURS 400, NURS 410.

**NURS 430 Population-Based Nursing**

**7 Quarter Credits (Theory 4.0 credits and Clinical 3.0 credits)**

Students will develop skills in providing nursing care to individuals, families, and/or communities. This course will include both classroom and clinical experience in community settings. Ninety (90) hours of practice in public/community health settings are required in the practicum component of this course. Seven (7) hours of child abuse/neglect training are included to provide graduate eligibility for CA Public Health Nursing (PHN) certification. This course uses ATI for NCLEX preparation. This course consists of a total of 130 hours: 40 hours of theory and 90 hours of clinical practice.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240, NURS 300, NURS 310, SOC 300, NURS 320, NURS 330, NURS 340, NURS 350, NURS 360, NURS 370, NURS 375, NURS 400, NURS 410.

**NURS 440 Nursing Capstone Project**

**6 Quarter Credits (Theory 6.0 credits)**

This course provides students with an opportunity to synthesize knowledge of concepts learned throughout the BSN. The primary focus is applying the acquired knowledge, skills, attitudes, and liberal arts disciplines to develop a final evidence-based project. The students will identify an area of interest in nursing practice as a foundation for research, design, evaluation, and presentation of an evidenced-based project related to quality improvement and change management. This course supports the importance of lifelong learning as a nursing professional. This course consists of 60 Theory Hours.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240, NURS 300, NURS 310, SOC 300, NURS 320, NURS 330, NURS 340, NURS 350, NURS 360, NURS 370, NURS 375, NURS 400, NURS 410, NURS 420, NURS 430.

**NURS 450 Nursing Concepts Integration****7 Quarter Credits (Theory 7.0 credits)**

This course provides an intensive review of the various nursing concepts required for the nursing licensure examination. Students are supported through testing exercises, review of nursing process, and integration of key course content in preparation for NCLEX success. Students will strengthen their ability to understand and apply nursing concepts and skills using critical thinking and clinical decision-making required from an entry-level professional nurse. A series of content mastery examinations will be given using computerized adaptive testing and a predictability examination at the end of the course. This course consists of 70 hours: 10 hours lecture and 60 hours ATI Lab.

Required Prerequisites: CNI 100, ENG 100, ENG 110, MATH 100, BIO 100, PSY 100, MATH 200, ENG 120, BIO 110, BIO 120, NURS 200, PSY 200, ENG 200, NURS 210, NURS 220, BIO 200, NURS 230, NURS 240, NURS 300, NURS 310, SOC 300, NURS 320, NURS 330, NURS 340, NURS 350, NURS 360, NURS 370, NURS 375, NURS 400, NURS 410, NURS 420, NURS 430.

## MASTER OF SCIENCE IN NURSING (MSN) – HEALTHCARE LEADERSHIP FOCUS

CIP Code 51.3802

SOC Code 29-1141

Method of delivery is Blended: Didactic Online

Asynchronous with On-ground Practicum.

All courses in this program are taught in English.

Program length: 15 months\*, 70 weeks\*

\*Program length may vary depending on schedule

Cr/Clock Hrs. Instruct. Time: 460

Externship/Practicum Hours: 180

Outside Class Hours: 0

Total Cr/Clock Hours Enrolled: 640

Quarter Credit Units: 52



The MASTER OF SCIENCE IN NURSING (MSN) - HEALTHCARE LEADERSHIP FOCUS at CNI College is designed to prepare the graduate for the challenges of leading health care organizations through these times of constant change and innovation, which demands highly qualified leaders with a well-rounded understanding of clinical, managerial, and business concepts. Students will learn the theories and concepts of leadership models, research utilization, strategic planning, and financial management, as well as policy development, ethical concepts and practices, and opportunities to collaborate with other health care disciplines. The program prepares the nurse leader to lead processes and teams, apply analytical and problem-solving skills daily to enhance the quality of patient care outcomes in a variety of settings. The MASTER OF SCIENCE IN NURSING (MSN) - HEALTHCARE LEADERSHIP FOCUS, designed for part-time attendance by working nurses, prepares students to become nursing leaders in today's rapidly changing healthcare environment. This online master's degree program will prepare students for a senior role in a dynamic and increasingly demanding healthcare environment by fostering an attitude of professionalism, continuing the pursuit of knowledge through self-study, and encouraging membership in professional organizations.

The CNI College MSN program has been developed in alignment with the American Association of Colleges of Nursing (AACN) MSN Essentials, which is considered a core element for master-level programs. This strategic alignment provides substantial benefits to students by empowering them with the necessary knowledge and skills required to excel in both current and emerging roles within the healthcare industry.

The MASTER OF SCIENCE IN NURSING (MSN) - HEALTHCARE LEADERSHIP FOCUS emphasizes the development of a leadership style and the skillset essential for individuals in or seeking administrative roles, including:

- Fiscal and organizational management
- Strategic planning
- Integrated quality outcomes measurement
- Organizational structures
- Marketing
- Management of human resources within organizations

The program also provides the student with information and strategies to problem solve, make decisions, resolve conflict, address legal/ethical issues, and operationalize the mission and goals of the healthcare delivery organization using Career Edge throughout the curriculum.

The MASTER OF SCIENCE IN NURSING (MSN) - HEALTHCARE LEADERSHIP FOCUS also requires a practicum experience over the course of two quarters that provides opportunities for students to further develop leadership skills for complex healthcare organizations. All MASTER OF SCIENCE IN NURSING (MSN) - HEALTHCARE LEADERSHIP FOCUS courses are taught entirely online, while capstone courses include practicum hours that allow graduates to apply their learning in the practice setting. All MSN students must do their practicum in the State of California. The College will assign you to your practicum.

Graduates of this program are eligible to apply for certification with the American Nurses Credentialing Center (ANCC) as a Nurse Executive (NE-BC). Applying for certification with the American Nurses Credentialing Center (ANCC) as a Nurse Executive (NE-BC), is not a graduation requirement.

### **ADMISSION REQUIREMENTS**

**To be considered for admission, all applicants must show proof of:**

- A Bachelor of Science in Nursing from a program fully accredited by CCNE, ACNE or CNEA or equivalent.
- 3.0 or above on all previous coursework or the last 60.0 credits completed. Applications from RNs with a GPA of less than 3.0 may be considered on an individual basis.
- Official transcripts from all previous educational institutions are required.
- Two professional references required from colleagues or supervisors who can attest to the applicant's knowledge, skill, and potential aptitude for graduate study.
- Personal statement (no more than two pages and no less than one page double-spaced) that will give the admissions committee a better understanding of the following:
  - Why you are choosing this particular program of study.
  - Your plans upon completion of the degree
  - How your current work experience will enhance your experience in this program.
- Curriculum vitae or resume
- Copy of current unencumbered US /CA RN license required.
- Copies of any Advanced Practice Nursing licensure and certification documents
- While specific experience is not required for applicants to the track, previous related work experience may make an applicant more competitive.
- Applicants should request an appointment for a personal interview with an admissions representative from the college to gain a better understanding of the institution and to view its facilities and equipment.

International applicants must possess a BSN (or its equivalent) and current US/CA RN license.

Applicants wishing to submit their foreign Associate's, Bachelor's, or master's degree transcripts, or transcripts for prerequisite courses, must have them evaluated by the Commission on Graduate of Foreign Nursing Schools (CGFNS). All foreign transcripts evaluated by any other evaluation service will not be accepted as part of the enrollment process. Admissions documentation for students from foreign countries is to be translated and certified to be at least equivalent to the credential required by the school's admissions criteria. CGFNS contact:

***Commission on Graduate of Foreign Nursing Schools***  
**3600 Market Street, Suite 400, Philadelphia, PA 19104-2651; (215) 222-8454; [www.cgfns.org](http://www.cgfns.org)**

**ONLINE READINESS**

- Online courses are delivered synchronously or asynchronously (depending on the course) through the college's online learning management system. Students admitted to a program with online courses will complete an online readiness course and participate in Online Orientation.
- Applicants admitted to degree programs with online courses must confirm prior to starting their program that they have personal access (outside of school) to a computer with internet access.

**DEGREE REQUIREMENTS**

The program content addresses the four key areas of organizations: leading the human side of the enterprise, managing resources, managing operations, and managing information. Two threads are incorporated throughout all courses: the importance of professional image in written and live presentations and the use of technology to support and enhance management and care delivery outcomes.

**PROGRAM LEARNING OUTCOMES**

- PLO – 1: Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations.
- PLO – 2: Incorporate current and emerging genetic/genomic evidence in providing advanced nursing care to individuals, families, and communities while accounting for patient values and clinical judgment.
- PLO – 3: Design nursing care for a clinical or community-focused population based on biopsychosocial, public health, nursing, and organizational sciences.
- PLO – 4: Apply ethical analysis and clinical reasoning to assess, intervene, and evaluate advanced nursing care delivery.
- PLO – 5: Synthesize evidence for practice to determine appropriate application of interventions across diverse populations.
- PLO – 6: Use quality processes and improvement science to evaluate care and ensure patient safety for individuals and communities.
- PLO – 7: Integrate organizational science and informatics to make changes in the care environment to improve health outcomes.
- PLO – 8: Analyze nursing history to expand thinking and provide a sense of professional heritage and identity.

**Please note:**

In the following curriculum outline of the MSN Program an \* designates an online Asynchronous course and \*\* designates a blended course with a practicum.

## 2024-2025 CATALOG

Master of Science in Nursing (MSN)		CLOCK HOURS			Outside Class Hours	TOTAL Clock Hours	Total Academic Credits Awarded
Course Number	Course Titles	Lecture	Lab	Extern.			
Quarter I							
MSNL 500*	Theoretical Foundations for Advanced Nursing Practice	40	0	0	0	40	4.0
MSNL 510*	Healthcare Ethics	40	0	0	0	40	4.0
	Total	80	0	0	0	80	8.0
Quarter II							
MSNL 520*	Health Promotion and Population Health	40	0	0	0	40	4.0
MSNL 525*	The Research Process and Application to Evidence-Based Practice	40	0	0	0	40	4.0
	Total	80	0	0	0	80	8.0
Quarter III							
MSNL 530*	Strategies for Effective Instruction	40	0	0	0	40	4.0
MSNL 535*	Informatics and Health Care Technologies	40	0	0	0	40	4.0
	Total	80	0	0	0	80	8.0
Quarter IV							
MSNL 540*	Healthcare Policy, Organization, and Finance	40	0	0	0	40	4.0
MSNL 545*	Advanced Concepts in Leadership and Healthcare Systems	40	0	0	0	40	4.0
	Total	80	0	0	0	80	8.0
Quarter V							
MSNL 550*	Strategic Management of Health Care Organizations	40	0	0	0	40	4.0
MSNL 555*	Financial Management	40	0	0	0	40	4.0
	Total	80	0	0	0	80	8.0
Quarter VI							
MSNL 560**	Advanced Practice Nurse Leader Practicum I	0	0	90	0	90	3.0
MSNL 565*	Culminating Experience, I	30	0	0	0	30	3.0
	Total	30	0	90	0	120	6.0
Quarter VII							
MSNL 570**	Advanced Practice Nurse Leader Practicum II	0	0	90	0	90	3.0
MSNL 575*	Culminating Experience II	30	0	0	0	30	3.0
	Total	30	0	90	0	120	6.0
PROGRAM TOTALS:		460	0	180	0	640	52.0

**COURSE DESCRIPTIONS****MSNL 500 Theoretical Foundations for Advanced Nursing Practice****4.0 Quarter Credit Units – (40 Lecture Hours, 0 Lab Hours, 0 outside Class Hours)**

This course explores the theories from nursing and related disciplines which guide practice and care improvement in an advanced nursing leadership role.

**MSNL 510 Healthcare Ethics****4.0 Quarter Credit Units – (40 Lecture Hours, 0 Lab Hours, 0 outside Class Hours)**

This course focuses on the ethical responsibilities of a nurse in an advanced practice leadership role. The focus is on values clarification, ethical theory, ethical decision-making models, and professional ethical standards. Students will explore how moral agency and ethical skills are essential for excellent ethical practice in healthcare.

**MSNL 520 Health Promotion and Population Health****4.0 Quarter Credit Units – (40 Lecture Hours, 0 Lab Hours, 0 outside Class Hours)**

The concepts of health, health promotion, and disease prevention in diverse, vulnerable cultures and across the age continuum will be examine. Research-based primary and secondary prevention, and the reduction of risk will be explored.

**MSNL 525 The Research Process and Application to Evidence-Based Practice****4.0 Quarter Credit Units – (40 Lecture Hours, 0 Lab Hours, 0 outside Class Hours)**

The advanced practice nurse in a health care leadership role will be prepared to use the best available scientific evidence to recommend changes in nursing practice. Students will explore the design appropriate to conduct research in the health sciences, synthesize research literature, and recommend practice changes at the individual- and system-level based using evidence-based research.

**MSNL 530 Strategies for Effective Instruction****4.0 Quarter Credit Units – (40 Lecture Hours, 0 Lab Hours, 0 outside Class Hours)**

Effective teaching/learning modalities in healthcare education will be used to assess, plan, and implement instructional sessions which meet the needs of specific learning groups.

**MSNL 535 Informatics and Health Care Technologies****4.0 Quarter Credit Units – (40 Lecture Hours, 0 Lab Hours, 0 outside Class Hours)**

This course addresses the informatics roles and competencies needed for advanced leadership roles in the practice setting. Information systems and patient care technology assist in monitoring outcomes and quality improvement, patient safety, and evaluation and selection of patient care technology that supports a safe healthcare environment.

**MSNL 540 Healthcare Policy, Organization, and Finance****4.0 Quarter Credit Units – (40 Lecture Hours, 0 Lab Hours, 0 outside Class Hours)**

This course provides an introduction to the role of public policy, advocacy, and industry regulation on health policy perspectives and the analytical tools used to build national health expenditures and cost containment strategies, patient access and health disparities, and the policies which influence implementation. The impact on advanced practice, service delivery, and health outcomes will be examined.



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### **MSNL 545 Advanced Concepts in Leadership and Healthcare Systems**

**4.0 Quarter Credit Units – (40 Lecture Hours, 0 Lab Hours, 0 outside Class Hours)**

This course will present advanced concepts in health care leadership that contribute to a healthy work environment, respect for human resources, innovation in practice, interdisciplinary collaboration, and the impact on the organizational governance of the institution.

### **MSNL 550 Strategic Management of Health Care Organizations**

**4.0 Quarter Credit Units – (40 Lecture Hours, 0 Lab Hours, 0 outside Class Hours)**

This course will explore how organizations achieve long-term success. Strategic management theories will be presented that inform strategic decisions important to a competitive and constantly changing healthcare setting.

### **MSNL 555 Financial Management**

**4.0 Quarter Credit Units – (40 Lecture Hours, 0 Lab Hours, 0 outside Class Hours)**

Healthcare finance focuses on the issues of financial management, including the policy issues of how healthcare is “financed.” Students will be introduced to the processes by which the finances of the healthcare enterprise (e.g., hospital, long-term care facility, or medical group) are actually managed financially.

### **MSNL 560 Advanced Practice Nurse Leader Practicum I**

**3.0 Quarter Credit Units – (0 Lecture Hours, 90 Practicum Hours, 0 outside Class Hours)**

This is the first part of a two-part course which provides field-based activities in a health care setting under the supervision of a nurse leader. The goal is to prepare students for leadership opportunities where they will observe experts in their field and apply their previous course learnings and skills obtained to address complex microsystem issues within selected healthcare organizations, promote quality patient outcomes, and utilize advanced communication skills in collaboration with other healthcare disciplines.

### **MSNL 565 Culminating Experience I**

**3.0 Quarter Credit Units – (30 Lecture Hours, 0 Lab Hours, 0 outside Class Hours)**

The culminating experience is a two-term course (MSNL 565 I and MSNL 575 II) where the student begins work on a final culminating project, which provides an opportunity to illustrate the synthesis and integration of the coursework to resolve a significant issue in the area of advanced nursing leadership practice.

### **MSNL 570 Advanced Practice Nurse Leader Practicum II**

**3.0 Quarter Credit Units – (0 Lecture Hours, 90 Practicum Hours, 0 outside Class Hours)**

In this second part of the course, students will continue to work on their field-based activities in nursing leadership. Upon completion of this practicum course, students will be able to demonstrate evidence of their knowledge and understanding of the role of the nurse leader.

### **MSNL 575 Culminating Experience II**

**3.0 Quarter Credit Units – (30 Lecture Hours, 0 Lab Hours, 0 outside Class Hours)**

In the second part of this two-part course, students will complete their evidence-based graduate proposal/project demonstrating evidence of competency to improve outcomes in the field of nursing leadership.

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### CLASS SCHEDULE

Quarters	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	08:30 AM PST						11:59 PM PST
2	08:30 AM PST						11:59 PM PST
3	08:30 AM PST						11:59 PM PST
4	08:30 AM PST						11:59 PM PST
5	08:30 AM PST						11:59 PM PST
6	08:30 AM PST *	*	*	*	*	*	11:59 PM PST *
7	08:30 AM PST *	*	*	*	*	*	11:59 PM PST *
<b>* Practicum hours will vary according to site and rotation!</b>							

**Note:** \* Practicum hours depends on site availability and may be scheduled any day of the week including weekends, days may have varying start and ending times (including evenings and nights).  
Please refer to MSN Student Handbook for instructions and forms regarding your practicum.

## STUDENT SERVICES

The Student Services staff is available specifically to attend to the needs of the student body at CNI College which includes the students enrolled in distance education program and courses. Student Services will provide students with information regarding counseling, academic advising, guidance, employment assistance, financial aid as applicable, transportation, childcare, professional counseling services available within the community, as well as attend to any other special concerns which may arise while attending CNI.

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### DISABILITY ACCOMMODATION POLICY

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, CNI College abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the College “solely by reason of the handicap.” CNI College is committed to providing reasonable accommodation.

CNI College does not discriminate against individuals with a disability. Qualified Individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. Qualified individuals with a disability who need a reasonable accommodation should use the College’s Disability Accommodation Request Form to submit the request. The form must be submitted to the CNI College Disability Compliance Coordinator (DCC). College faculty or staff who become aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the CNI College Disability Compliance Coordinator.

The CNI College Disability Compliance Coordinator will be the single point of contact for students requesting reasonable accommodations. The CNI College Disability Compliance Coordinator is listed below with his contact information. This information may be updated via an addendum to this Catalog or via campus-wide communication.

When a student is referred to the CNI College Disability Compliance Coordinator, the Coordinator will schedule a time to speak with the student to explain this policy. If the student asks for reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the CNI College Disability Compliance Coordinator receives the completed form, it will be reviewed. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The CNI College Disability Compliance Coordinator will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the College’s Grievance Policy.

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### DISABILITY ACCOMMODATION PROCEDURES AND SERVICES

Below are examples of some of CNI College’s Disability Procedures and Services:

- Disability records are maintained separately from student educational records to ensure confidentiality.
- CNI College Disability Compliance Coordinator(s) conducts initial intake meeting with student to review services and, if required, supporting documentation.

## 2024-2025 CATALOG

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- CNI College Disability Compliance Coordinator(s) receives request form from student and conducts initial review and evaluation (verifies appropriate forms/documentation, verifies disability, if required, and consults with faculty, administrative departments, etc.).
- CNI College Disability Compliance Coordinator(s) meets with student to review the request and appropriate/reasonable accommodations.
- CNI College Disability Compliance Coordinator(s) certifies approved accommodations and continues working with student by:
  - Providing student with “Letter of Accommodation(s)”
  - Collecting students signed “Letter of Acknowledgment and Student Responsibility” and;
  - When available, provide student with additional disability information and resources.
- CNI College Disability Compliance Coordinator(s) may conduct follow up meetings with student to maintain up to date records and reasonable accommodations.
- The above list of procedures and services is not all-inclusive and may be affected by the timeliness of the student request and the nature of the accommodation requests.

ADA does not require institutions to provide accommodations that result in undue burden or fundamentally alter the nature of the course or relevant academic program. Students should submit written requests with supporting documentation, if required, at least six weeks prior to the beginning of the first day of classes or as soon as practical.

To request reasonable accommodations, please contact the CNI College Disability Compliance Coordinator on campus as stated above at [DCC@CniCollege.edu](mailto:DCC@CniCollege.edu).

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### ORIENTATION

All new students attend institutional orientation prior to the first day of class. Students will be informed of the date and time of orientation during the enrollment process. Students will also attend a mandatory orientation that may either take place on campus or online to prepare for blended/distance education courses and programs to introduce them to the online environment and teach them how to navigate the learning management system.

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### ADVISING/TUTORING ASSISTANCE

An open-door policy is in effect, with the faculty and staff readily available to assist ground students and online distance education students. Students are encouraged to meet with their instructors to discuss any academic concerns. CNI College provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors or Program Director.

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### HOUSING

CNI College does not maintain any resident housing. The College assumes no responsibility for student housing.

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### CAREER SERVICES ASSISTANCE

Career Services Advisors are available to meet with students individually as often as necessary for assistance. Career Advisors are also available to assist online distance education students online or by phone or in person if they choose to come to the campus. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. CNI College’s mission is to provide adult learners with the skills and technical knowledge needed for their initial employment into entry-level positions. **CNI College cannot and will not guarantee employment to anyone. The college does not represent or guarantee compensation levels to anyone.**

## GUIDANCE SERVICES

CNI College provides assistance to students in solving personal or education-related problems, which may occur during the course of their education. Information regarding professional counselors and other appropriate community agencies is also available through Guidance Services.

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## INSURANCE

CNI College provides its students with student accident insurance covering injuries due to an accident that occurs while attending or participating in a CNI College supervised and sponsored activity. The policy is a secondary policy intended to supplement the student's own insurance and it requires the student to submit any claim to his or her own insurance carrier first. Students need to immediately report an accident or injury to their Program Director to fill out proper forms.

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## PARKING/SECURITY

CNI College has ample daily parking available on campus, including handicapped parking. CNI College students, faculty and staff need to park in the spaces with the green marked lines in the parking lot. Parking is also designated for CNI College guests. Twenty-four (24) hour Security is provided seven (7) days a week in the parking areas.

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## LIBRARY

CNI College maintains library facilities to address requirements of the programs provided at the college as well as online distance education students are invited to use on ground facilities or online resources. Mr. Josh Ortiz is the CNI College Librarian. In addition, public institutions in the area, such as the Orange Public Library, provide our students and staff regular access to library resources. The library staff can access online resources and is able to assist with electronic retrieval.

Orange Public Library  
407 East Chapman Avenue  
Orange, CA 92866-1509  
(714) 288-2400

Burlew Medical Library  
1100 W. Stewart Dr.  
Orange, CA 92863-5600  
(714) 771-8291

Burlew Medical Library at St. Joseph Hospital provides the following library services to all CNI College Program students:

- Use of the library space during normal business hours, Monday – Friday 8:30am to 5pm
- Use of library computers, printer and photocopier (print charges apply)
- Free WIFI access
- Use of our electronic article databases and print books and journals while in the library
- General reference consultation with the medical librarian or library staff
- Students may contact Danielle Linden, Librarian at Burlew Library via phone (714) 771-8000 ext. 17759 or email [www.psjhealth.org/library](http://www.psjhealth.org/library)

All enrolled students and staff have password enabled access to CNI College internet library which is hosted by Library Information Resources Network (LIRN) along with all Consortium Librarian Services available.

## COMMENCEMENT CEREMONY/PINNING CEREMONY

Upon successful completion of the students' designated program, graduates are encouraged to attend a commencement ceremony, as these ceremonies are held to recognize the achievements of CNI College graduates. Online distance education graduates are also invited to participate in the ceremony. Graduates who choose to participate in the ceremony are required to pay an additional fee for the purchase of their cap/gown and must meet the criteria as established by the college which includes meeting all financial obligations to the college in order to participate. There is also an additional charge to participate in the Pinning Ceremony for the Nurses.

## FINANCIAL AID INFORMATION

## REQUIRED FEDERAL DISCLOSURE INFORMATION

For graduation rates, median debt of graduates completing programs, and other important information, visit [www.CNICollege.edu](http://www.CNICollege.edu)

## TUITION & FEE POLICIES

As of 07/2023-2024 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the student's tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Tuition by Payment Period."

Vocational Nursing Program						
1st Pay Period	2nd Pay Period	3rd Pay Period	4th Pay Period	Total Course Institutional Charges		
10915.35	10915.39	8004.61	8004.65	37,840.00		
Associate of Occupational Science in MRI Technology						
1st Pay Period	2nd Pay Period	3rd Pay Period	4th Pay Period	5th Pay Period	6th Pay Period	Total Course Institutional Charges
8015.34	8015.34	9,907.86	9,907.86	4,564.29	4,564.31	44,975.00
Associate of Occupational Science in Surgical Technology						
1st Pay Period	2nd Pay Period	3rd Pay Period	4th Pay Period	5th Pay Period	Total Course Institutional Charges	
7,952.29	7,284.29	9680.42	9,680.42	3,546.28	41,690.00	

## 2024-2025 CATALOG

RN to BSN Program										
1st Pay Period		2nd Pay Period		3rd Pay Period		4th Pay Period		Total Course Institutional Charges		
3,122.31		3,122.31		2515.19		2,515.19		11,275.00		
Bachelor of Science Degree in Nursing										
1st Pay Period	2nd Pay Period	3rd Pay Period	4th Pay Period	5th Pay Period	6th Pay Period	7th Pay Period	8th Pay Period	9th Pay Period	Total Course Institutional Charges	
18,632.78	18,632.78	19,479.72	19,479.12	19,056.26	19,056.26	16,515.41	16,515.41	5081.66	152,450.00	
Master of Science in Nursing										
1st Pay Period		2nd Pay Period		3rd Pay Period		4th Pay Period		5th Pay Period		Total Course Institutional Charges
3,853.61		3,853.61		3,532.49		3,532.49		1,926.80		16,699.00

## CAL GRANT

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The State of California, through the California Student Aid Commission (CSAC); sponsors the Cal Grant A, B, and C Programs for undergraduate students.

### TYPES OF CAL GRANT OFFERS

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- **Cal Grant A** can be used for tuition and fees at public universities; private, non-profit, and for-profit colleges. To qualify, the student must work towards obtaining a bachelor's degree. Other requirements may apply.
- **Cal Grant B** provides low-income students with a living allowance and assistance with tuition and fees. Most first-year students receive an allowance for books and living expenses. After the freshman year, Cal Grant B also helps pay tuition and fees in the same amount as a Cal Grant A. For a Cal Grant B, your coursework must be for at least one academic year. Other requirements may apply.
- **Cal Grant C** offers help pay for tuition and training costs at occupational, vocational, or technical colleges. This offer is for books, tools and equipment. You may also receive additional funds for tuition at a school other than a California Community College. To qualify, you must enroll in a vocational program that is at least four months long at a California Community College, private college, or a vocational school. Funding is available for up to two years, depending on the length of your program. Other Requirements may apply.

Cal Grant A and B Competitive Offers are for students who aren't eligible for the entitlement offers. The main difference is that these offers are not guaranteed.

Cal Grant A Competitive offers are for students with a minimum 3.0 GPA, and who are from low-and middle- income families. These offers help pay tuition and fees at qualifying schools with academic programs that are at least two years in length.

Cal Grant B Competitive offers are for students with a minimum 2.0 GPA who are from disadvantaged and low-income families. These offers can be used for tuition, fees and access costs at qualifying schools whose programs are at least one year in length. If you get a Cal Grant B Competitive offer it can only be used for access costs in the first year. These costs include living expenses, transportation, supplies and books. Beginning with the second year, you can use your Cal Grant B Competitive offer to help pay tuition and fees at public or private four-year colleges or other qualifying schools.



#### REQUIREMENTS FOR A CAL GRANT

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- Be a U.S. Citizen, Permanent Resident, or AB 540 Eligible
- Submit the Free Application for Federal Student Aid (FAFSA) or Dream Act Application and Cal Grant GPA Verification Form by deadline
- Are attending or going to be attending a qualifying California college
- Have not already earned a bachelor's or professional degree
- Have financial need at your college
- Have family income and assets below the ceilings
- Maintain satisfactory academic progress at your college
- Are in a program leading to an undergraduate degree or certificate
- Are enrolled at least half-time
- Have registered with the U.S. Selective Service, if required to do so (males only)
- Do not owe a refund on any state or federal grant
- Are not in default on any student loan

To renew your Cal Grant, you must re-apply for financial aid, continue to have financial need, make satisfactory academic progress, and be enrolled in at least 6 units.

#### DEADLINES AND APPLICATION

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The deadlines are March 2nd and September 2nd of each year for qualifying schools.

Applicants must file a FAFSA and GPA (Grade Point Average) Verification form by the deadline. A GPA verification form must be completed by your high school or by the last college you attended. GPA's are sent electronically to the California Student Aid Commission by the CNI College Financial Aid Department for students who have at least 24 degree applicable units at CNI College and have attended CNI College in the last year. It is the student's responsibility to verify with the Financial Aid Department that their GPA was sent electronically.

#### CAL GRANT RESOURCES

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California Student Aid Commission's Phone #: 1 (888) 224-7268

[California Student Aid Commission](#)

[Cal Grant Information](#)

[Web Grants for Students](#)

[Important Facts about Your Cal Grant](#)

[Cal Grant Renewal Important Facts](#)

[Cal Grant Disqualification Fact Sheet](#)

For further information please contact the Financial Aid Department at (714) 437-9697 or e-mail us at [Financialaid@cnicollege.edu](mailto:Financialaid@cnicollege.edu)

## 2024-2025 CATALOG

### TUITION PAYMENT

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Students are encouraged to make payments electronically to (Tuition Options) unless alternative arrangements are made with the financial aid department. Checks that are returned for non-sufficient funds will be assessed with a \$35 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order.

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### PAST DUE AMOUNT

#### FINANCIAL HOLDS ON UNPAID BALANCES AND REGISTRATION

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Students who fail to make prompt payments or fail to make a good-faith effort to keep their account current and in good-standing, may be subject to late fees and College disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full.

Upon withdrawal from the college, accounts with outstanding balances will be transferred to the financial aid office for collection. Failure to pay past-due balances will result in the account being turned over to a collection agency. When the college is forced to turn the account to collections, the student shall be responsible for all additional costs of collection including attorney fees. In the event of court action to enforce this agreement, the **student shall be responsible for paying all court costs and fees, including attorney fees and costs.**

**No transcripts, official or unofficial, will be issued for a student who has an outstanding past due account. Transcripts and diplomas will not be released if your account is not current.**

#### FINANCIAL SUSPENSION

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Students' financial accounts must always be kept current unless alternative arrangements have been approved in advance by the financial aid office. Late payments may be assessed a late payment fee according to the terms of the student's Retail Installment Contract. Students who fail to make satisfactory arrangements or who default on their financial arrangement are subject to registration holds, book voucher holds, suspension and/or dismissal.

The reinstatement process for students who have been dismissed for financial reasons requires full payment of the delinquent portion of the tuition for readmission. Depending on the campus attended, official transcripts and diplomas may be withheld until the student has either paid the account in full or made satisfactory arrangements to repay.

#### FINANCIAL AID UNIT OF CREDIT

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Students may be offered financial assistance, if eligible, based on the number of financial aid credit units they will earn. For non-degree programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 25 contact hours of instruction which includes outside preparations (example: homework). For degree programs, the units are based on total academic credits in the program. Students may obtain additional information regarding financial aid credit units from the Financial Aid Office on campus.

#### FINANCIAL AID – CONSUMER INFORMATION

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In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following disclosures on paper in the catalog on its website.

- California State Institutional Performance Fact Sheet
- Federal Disclosures
- Gainful Employment Disclosure
- Crime statistics report and procedures – Clery Act
- Constitution & Citizenship Day (Sept 17th)

## 2024-2025 CATALOG

- Drug and alcohol abuse policy
- FERPA
- Textbook disclosure
- GED Classes availability
- Copyright protection policy
- Voting Information

These disclosures may be completed annually and distributed on paper (requiring Signatures on forms) in the catalog as part of the financial aid section or on the school website

### FINANCIAL AID MECHANISM

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Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is offered to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds.

### COMPLIANCE STATEMENT

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

### THE U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS

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The College is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

GRANT (FREE) AID (This aid does not have to be repaid)

- Federal PELL Grant Program (FPELL) \$7,395.00 maximum annual limit (Does not require repayment)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)\* (Does not require repayment)

LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAYED! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)

- Direct Federal Stafford LOANS
- Subsidized loans\*\*
- Unsubsidized loans \*\*
- Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)

## 2024-2025 CATALOG

Students are encouraged to keep their loan debt as low as possible. These loans are aggressively collected by the USDE and its contractors.

- Interest liability on late payments is very expensive.
- Lack of payment is very damaging to credit history and future borrowing power.

(\*) Funds are limited in nature; therefore, offers are based on availability of funds at the school.

(\*\*) Annual loan limits and based on educational levels within the course of enrollment.

Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community College, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1st and not 3<sup>rd</sup> loan level.

For more specific information on each program please refer to the student guides available at Student Guide: <https://studentaid.gov/h/understand-aid/how-aid-works>

Direct Loan Basics for Students: <https://studentaid.gov/h/manage-loans>

Direct Loan Basics for Parents: <https://studentaid.gov/h/manage-loans>

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### STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program
- Be a citizen or an eligible non-citizen
- Not owe a refund on a FPELL Grant or FSEOG at any school
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school
- Have financial need
- Be making satisfactory progress (as defined by the school's policy) in the course of study
- Be registered for selective service (if a male between the age of 18-25)
- Have signed a statement of educational purpose
- Have signed a statement of updated information
- Have a High School Diploma, (or its equivalent) a GED
- Agree to use any federal student aid received solely for educational purposes

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### APPLICATION FOR AID, PROCEDURES & FORMS

All CNI College applicants are encouraged to schedule an appointment with the Financial Aid Officer prior to enrollment so that eligibility for financial assistance may be determined. This practice enables applicants to evaluate their options for tuition financing.

**NSLDS Disclosure:** Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

**Entrance/Exit Counseling:** You are required to complete entrance counseling if you are a first time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to <https://studentaid.gov/h/manage-loans>, and sign in using your FSAID.

Select "Complete Entrance Counseling." Note that you can add an email address to which correspondence about your loans can be sent. For additional information go to <https://studentaid.gov/h/manage-loans>. If a student withdraws or terminates and the institution is unable to have the student complete exit counseling prior to the student's departure, the institution will send a letter to the student, requesting exit counseling to be completed at <https://studentaid.gov/h/manage-loans>.

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**APPLICATIONS FOR THIS INSTITUTION CONSIST OF THE FOLLOW**

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**FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**

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This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances. Website: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Financial Aid.

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**FEDERAL PELL GRANT PROGRAM**

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Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2023-2024, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant offer is received for one award year (July 1 to June 30 of the following year), and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office for each award year.

Maximum Annual Offer: \$7,395.00

Disbursement: They are made based on per payment period via a check credit to the student's tuition account.

Website: [www.ed.gov/programs/fpg/index.html](http://www.ed.gov/programs/fpg/index.html)

**Maximum Lifetime Eligibility Used for Pell 600%-** A student's maximum amount of Pell Eligibility is 6 scheduled offers, as measured by the percentage of "Lifetime Eligibility Used"(LEU) field in COD (one scheduled offer equals 100% LEU)

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**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

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Funds received under this program are not subject to repayment from the student.

Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you with a letter listing the amount and types of financial aid you will be offered, including the FSEOG.

Maximum Annual offer: \$4,000

Disbursement: Checks are issued to the school and credited to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be offered in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

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**FEDERAL WILLIAM D. FORD DIRECT LOAN PROGRAM**

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Funds received from either of the loan programs are subject to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

### FEDERAL DIRECT SUBSIDIZED LOAN

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Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Offer: First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000). These loans are subject to a maximum eligibility of up to 150% of the length of the program of study. Previous loans obtained could affect the student 150% eligibility.

\*Note: If you receive a Direct Subsidized Loan that is first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your *principal* balance.

### FEDERAL DIRECT STAFFORD UNSUBSIDIZED LOAN

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These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

- (3) Dependent student: with Parent loan First level \$2,000, second level \$2,000, Third level \$2,000 (Max aggregate \$8,000)
- (4) Dependent student without Parent loan or independent students: First level \$6,000, Second level \$6,000; third level \$7,000 (Max aggregate \$14,000)
- (5) Disbursement: Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, log on to website:

<https://studentaid.gov/understand-aid/types/loans>

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## VETERANS' EDUCATION BENEFITS

CNI College degree programs are approved for training of Veterans and eligible persons under the provisions of Title 38, United States Code. Students interested in Veterans' Education Benefits should contact the Financial Aid Department. Veterans who are unsure of their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.

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## VETERANS ENTITLED TO EDUCATIONAL ASSISTANCE UNDER CHAPTER 31 & CHAPTER 33

CNI College permits any covered individual\* to attend and participate in program-required courses beginning on the date the individual provides the campus Financial Aid Office a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 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.

CNI 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.

Note that this policy applies to the portion of tuition and fees expected to be paid for the term under Chapter 31 or 33. Covered individuals whose educational assistance eligibility under Chapter 31 or 33 is less than the full amount billed for tuition and required fees each term may be required to remit payment or make other satisfactory arrangements to pay the difference between the amount of the student's financial obligation and the amount of the expected VA education benefit disbursement.

\*For purposes of this disclosure, a covered individual is any enrolled student who is entitled to educational assistance under Chapter 31, Veteran Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

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

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## RETURN OF MILITARY EDUCATION BENEFITS

CNI College complies with all refund requirements established by the Department of Veterans Affairs (DVA) and the Department of Defense (DoD) for students who withdraw prior to completion of a term or payment period for which military education benefits have been received.

School Certifying Officials will notify the Department of Veterans Affairs within 30 days of the change in enrollment status along with the corresponding change in tuition, fees, and a characterization of either "non-punitive grades assigned" or "punitive grades assigned". The DVA will determine if a debt is owed either by the school or the student, based on the timing of the withdrawal.

Generally, a debt belongs to the student if s/he begins a course. The school is responsible for the debt if the student reduced or withdrew from school on or before the first day of the term. The student and/or the school will be notified of the debt by the DVA.

Students requiring a military leave must submit their request in writing/email to the Program Director and include a copy of their military orders. Students requesting military leave in the middle of an academic term will be removed and unregistered from the course(s). The College will perform the required calculations for the Return to Title IV, and the remaining charges for the term will be reversed from the student's account. Upon return to the College, the student will resume their academic program and will not be required to retake any previously passed courses.

Students who do not submit a request in writing/email and are absent more than 14 consecutive calendar days will be withdrawn from the College.

While deployed, students may be eligible for a military deferment on their federal student loans. However, the deferment is not automatic, and a student must apply by contacting their lender(s).

### DETERMINING NEED

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

CNI College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

A SAR will be mail to the student and an ISIR to the institutions listed on the FAFSA. Both forms will provide the Expected Family Contribution (EFC) that will be used against the student Cost of Attendance (COA), the difference between these two is what is called student need.

### COST OF ATTENDANCE

This institution uses the annual budgets published by the California Student Aid Commission. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated per month below.

2023-2024 Student Expense Budgets		
Allowance	Student Living with Parents	Student Living Off Campus
Tuition and Fees	Actual institutional charges	
Registration Fee	Actual institutional charges	
Books and Supplies	Actual institutional charges \$938 per Academic Year	
Food	\$1,125/month	\$719/month
Housing	Included in above	\$1,440/month
Transportation	\$179/month	\$196/month
Personal/Misc.	\$401/month	\$492/month
*The cost of uniforms is included in the personal allowance or included in the school charges.		



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### EXTRA INSTRUCTION CHARGES

If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations. CNI College will extend a courtesy period of additional training limited to three weeks without assessing additional charges. Thereafter, overtime tuition charge will be assessed for the remaining number of hours to complete times the hourly rate of MSN: \$21.29, BSN: \$52.29, RN to BSN: \$12.40, AOS MRI Degree: \$22.92, AOS ST Degree: \$22.02, Vocational Nursing: \$21.17. An addendum to the enrollment contract will reflect the hours to complete.

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### OFFER CONCEPT, SELECTION OF RECIPIENTS, AND PACKAGING CRITERIA

This institution does not receive enough Campus-Based funds to satisfy all the students' financial needs. Therefore, the school emphasizes the SELF-HELP CONCEPT of student financial assistance.

The SELF-HELP CONCEPT is on a first-come, first-served basis when offering financial aid to eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. ALL LOANS MUST BE REPAID.

The SELF-HELP CONCEPT lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school offers from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the limited amount of funds available to the institution, it is literally impossible to offer FSEOG to all students applying for aid.

Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students start may vary. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG offers using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available.

Based on last year's data, the institution expects an enrollment of 130 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/xx to 6/30/xx period. Therefore, the offers to those students will be \$500-\$1000 through the entire period. As of July 1, 2023, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need" are defined by this institution as students that have an expected family contribution (EFC) of Zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those student's ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Offers will be made as long as funds are available throughout the award year.

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## DEFINITIONS RELATED TO FINANCIAL AID

The following definitions correspond to some common terms used within the financial aid terminology:

### ACADEMIC YEAR

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A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full-time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

### CLOCK HOUR

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A period of 50 minutes of supervised instruction during a 60-minute time period.

### COST OF ATTENDANCE

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Institutional charges for tuition, fees, and books combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

### CREDIT BALANCE

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A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

### DEPENDENT STUDENT

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An individual that does not meet the independent student criteria. This student is required to submit both student and parents' income and assets data with their application.

### DEPENDENT

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An individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

### EXPECTED FAMILY CONTRIBUTION (EFC)

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Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

**FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN**

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You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
  - Refugee
  - Asylum Granted
  - Parole for a minimum of one year that has not expired
  - T-Visa holder ( T-1, T-2, T-3etc)
  - Cuban-Haitian entrant
- Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of “Victim of Human Trafficking

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

**INDEPENDENT STUDENT**

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An individual who meets one of the following criteria:

- Were you born before January 1, 2000?
- As of today, are you married? (Separated but not divorced.)
- At the beginning of the 2023-2024 school year, will you be working on a master’s or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2023, and June 30, 2024?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2024?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time on or after July 1, 2022, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2022, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2022, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

### PARENT(S)

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For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent, or legal guardian - not foster parents.

### PAYMENT PERIOD

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450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

### FINANCIAL NEED

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Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

### WITHDRAWALS

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Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence. The official determination date that the student is no longer enrolled in school will always be 14 calendar days from the student last record of attendance.

### STUDENT TUITION RECOVERY FUND

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Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

The law requires the college to collect a fee from every new student to be remitted into Student Tuition Recovery Fund (STRF). This fund is administered by the State of California’s Bureau for Private Postsecondary Education (BPPE).

You are not required to pay the STRF fee if your tuition is funded by a third-party payer, such as an employer or government program, or if you are not a California resident. You will not be eligible for payment from the STRF if you fall into these categories. California Education Code 94944 governs STRF payment eligibility.

Student Tuition Recovery Fund fee is non-refundable.

76215. Student Tuition Recovery Fund Disclosures

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

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

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

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

1. "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to;

The Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code. Article.

### METHOD OF PAYMENT

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Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from CNI College and/or, private lenders. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in the form of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from the student whenever possible to contribute toward their school charges by making monthly or weekly installments in accordance to their means.

It is also our policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

### DISBURSEMENT OF FUNDS POLICY

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CNI College will first confirm that the students meet the eligibility criteria before students can receive any federal or state offers. Recipients will receive no more than that which they are eligible to receive. Funds will first cover institutional charges via a direct entry into the student's account. The student will receive an offer letter by the institution of each disbursement from aid credited to the student's account. All funds in excess of any institution tuition charges such as fees, other charges are refunded to the student via check.

Once the students have accepted the offer and returned required paperwork, CNI College begins preparing financial aid funds to eligible students for disbursement. Offer amounts are generally disbursed equally over all payment periods in an academic year, with disbursements scheduled for the 1<sup>st</sup> week of each semester. (Note that undergraduate semesters are made up of two ten-week modules or terms, and for these programs, federal, state, and institutional grants and loans will be disbursed during the first week of each twenty-week semester in which the student qualifies for aid).

### GRANTS (FEDERAL GRANTS, STATE GRANTS)

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Grant funds are credited directly to a student's CNI College account. If excess funds remain after deducting any outstanding CNI charges, a refund will be issued via check. No Cal Grant tuition and fee payments will be issued in excess of the actual tuition and fees charged to the student, even if the student does not complete the term.

California state grants are disbursed onto student accounts as funds are approved by the California Student Aid Commission and received by the school.

Chapter 31 and Chapter 33 veteran's education benefits are paid directly to CNI College by Veteran's Administration based on enrollment certifications processed by the campus Financial Aid Office each term.

### FEDERAL DIRECT STAFFORD LOANS

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Federal Direct Stafford loans are disbursed in two equal amounts, usually at the beginning of the semester-with one disbursement occurring per semester. For your Direct Stafford Loan to disburse, students must first have done the following:

1. Returned all requested documents to the Office of Financial Aid at CNI College.
  2. Accepted the Subsidized/Unsubsidized Loan offer.
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3. Completed the Direct Loan Master Promissory Note (MPN) at [www.studentaid.gov](http://www.studentaid.gov)
4. Completed the Entrance Counseling
5. Signed an Enrollment Agreement.
6. Be making Satisfactory Academic Progress.

Once all the above requirements have been met, the loans will disburse and be credited towards any outstanding CNI College related charges. If funds remain, a refund check will be sent to your (or your parent's, in the case of a parent PLUS loan) official mailing address, unless you have provided written authorization for CNI College to retain the funds for your next term. CNI College provides an Authorization to Retain Funds form that can be used to communicate this preference. Authorizations may be granted or rescinded at any time during your program by completing a new form or otherwise providing written instructions to the Financial Aid Office. Students expecting a refund check to cover living expenses should have at least one month's worth of living expenses available prior to the start of classes to cover expenses until the refund check arrives.

#### OTHER SCHOLARSHIPS

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Students are required to notify the Financial Aid Office of any scholarships he/she is receiving, including those offers issued by academic departments as well as offers students receive payment of directly. CNI College must include this funding with the student's other financial aid offer(s). If necessary, CNI College may adjust other offers.

Students who receive outside scholarships from their high school or community groups or private scholarships organizations should have their funds sent directly to:

*CNI College-Financial Aid Office  
1610 East St. Andrew Place, Suite 200 Santa Ana, California  
92705*

CNI College will then disburse the funds directly to the student based on the donor's instructions. All outstanding CNI College charges must be settled before the funds can be released.

What delays disbursements of funds?

The following are reasons why the student's funds may not be available on the first day of classes:

- A late application submitted after the March 2 deadline.
- The student was selected for verification.
- Unresolved conflicting information on the student's financial aid application.
- Missing documents.
- Not promptly accepting the financial aid offer.
- Not completing a Direct Loan MPN.
- Not completing Entrance Counseling for Direct Loan borrowers.
- Not making Satisfactory Academic Progress towards your degree or certificate.
- Unresolved CNI College charges; for more information contact the Financial Aid Office at 714-437-9697 or email at [Financialaid@cnicollege.edu](mailto:Financialaid@cnicollege.edu)
- Being in default on a student loan or owing a repayment to any Title IV financial aid program.

Who can answer further questions about Financial Aid?

- For specific questions about your financial aid call a Financial Aid Advisor at 714-437-9697 or email [Financialaid@cnicollege.edu](mailto:Financialaid@cnicollege.edu).

## REFUND POLICY

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### CANCELLATION AND WITHDRAWAL REFUND POLICY

CNI College has a definite and written Withdrawal and Settlement Refund policy, and it will apply to all terminations for any reason, by either party, did not actually start training, including student decision, course or program cancellation, or school closure. The enrollment agreement contract clearly outlines the obligation of both the College and the student. All fees are identified in the catalog and on the contract. Any non-refundable items are identified. A copy of the enrollment/contract agreement and data covering costs and payment plan will be furnished to the student before any payment is made.

Refund policy calculations are performed under two following formulas, the calculation resulting most beneficial to the student would be the one used to determine if a refund is due from the amounts paid and credited to the student's tuition account:

1. California State Prorata refund calculation requirements applicable to all regular students.
2. Federal Prorata refund calculation formula applies if the student received Federal aid, is enrolled for the first time and if the student withdraws within 60% (in chronological time) of the first payment period of enrollment for which the student is being charged.
3. A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was **scheduled** to be in attendance.

If a student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. If a student is not accepted by the school, the student is entitled to a refund of all monies except a non-refundable application fee, and monies due to the student will be refunded within forty-five (45) days of official cancellation or withdrawal date.

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### STUDENTS RIGHT TO CANCEL AND REFUND RIGHTS.

The following instances constitute an official cancellation or withdrawal, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person:

- A. A student (or in case of a student under the legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back **IN WRITING**, within the seven (7) calendar days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded to students, parent/guardian except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training or.
- B. A student cancels his/her contract, **IN WRITING**, after seven (7) calendar days of signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the registration fee of \$75 and the cost of books and kit, if already received by the student or.
- C. If a student withdraws after attending classes past the seven (7) calendar day, the refund will be calculated based upon the number of hours of instruction already received up to the point of the date of the official cancellation or withdrawal notification, less the registration fee, the cost of the equipment/books and the STRF fee, if originally eligible, charged and paid to the State. Once the student receives and signs for his/her books and equipment kit those items are deemed "non-refundable".

If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount



that you have already paid, then you will have to arrange with the institution to pay that balance. All calculations and refunds are performed and made in a timely manner. Official withdrawal date is on the student's notification or College's determination. All funds paid will be refunded if the student is not accepted for enrollment except a non-refundable application fee.

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## DETERMINATION OF OFFICIAL AND UNOFFICIAL WITHDRAWAL FROM COLLEGE

### WITHDRAWALS

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A student's **official** withdrawal date is determined by using one of the following:

- Official withdrawal date is on the student's notification or College's determination.
- The date the student submitted his notifies to withdraw to the Office of the financial aid.
- The date the student was expelled/dismissed from the school.
- The date of the withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

The student's **unofficial** withdrawal date is determined by using one of the following:

- The date the student died if the student passed away during the course.
- The last date that the student attended class.
- The student must inform in a timely fashion, in person or by email if personal appearance is not possible.
- The school determines through monitoring of clock hour attendance at least every thirty (30) days.
- The student failed to attend classes for a three-week period (14 calendar days) and failed to inform the College that they are not withdrawing (allows 14 calendar days absence).

**NOTE:** When you have a Direct Loan and fail to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.

If the student does not notify the College that he/she is withdrawing, formal termination shall be based on monitoring of participation determined by the institution. The withdrawal date shall be the last date of recorded attendance. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course on the earliest of: (a) the date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw; (b) College terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.; (c) You fail to attend classes for a two-week period (14 calendar days) and fail to inform the College that you are not withdrawing (allows 14 calendar days absence); (d) You fail to return on schedule from an approved Leave of Absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved Leave of Absence, and the institutional determination of withdrawal date will be the scheduled date of return from the approved Leave of Absence. **NOTE:** When you have a Direct Loan and fail to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.

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## RETURN OF TITLE IV POLICY

(CNI College) determines the return of Title IV funds percentage. Institutions are required to determine the percentage of Title IV aid “earned” by the student and to return the unearned portion to the appropriate aid.

### TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE OF STUDY

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The return of Title IV funds is administered by the Financial Aid Department of CNI College. This policy applies to students who withdraw (official, unofficially) or are dismissed from enrollment at CNI College. It is separate and distinct from the CNI College policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation. A student's withdrawal date is used to calculate the percentage of the payment period completed and is always the student's last date of attendance/clocked hours. The Institution has forty-five (45) days from the date the institution determines that the student withdrew, whether officially or unofficially to return all unearned funds for which it is responsible. Monies due to a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs.

**Post-withdrawal disbursement must occur within 120 days of the date the student withdrew.**

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy, however. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. Title IV funds are offered to a student under the assumption that he/she will attend school for the entire period for which the assistance is offered. When a student withdraws from all his/her courses, for any reason including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was **scheduled** to be in attendance. If the student withdraws from all his courses prior to completing over 60% of a semester, he/she may be required to repay a portion of the federal financial aid that he/she received for that term. A pro rata schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Federal aid includes Federal Stafford Loan (subsidized and unsubsidized), Perkins Loans, Parent Plus Loan, Pell Grants, SEOG Grants, ACG, SMART, TEACH and any other Title IV funds. The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his financial aid and will not be required to return any funds.

### WITHDRAWAL BEFORE 60%

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CNI College must perform a R2T4 to determine the amount of earned aid up through the 60% point in each *payment period*. CNI College will use the Department of Education's prorata schedule to determine the amount of R2T4 funds the student **Return of Title IV Funds (R2T4) Policy CNI College** has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was

scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

#### WITHDRAWAL AFTER 60%

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, CNI College will still determine whether the student is eligible for a post-withdrawal disbursement. Note: CNI College has provided an example of the calculation used to determine the amount of unearned aid a student would be expected to repay based on the reported last day of attendance of the term from which a student withdraws.

#### THE RETURN OF TITLE IV FUNDS POLICY FOLLOWS THESE STEPS

##### **Step 1: Student's Title IV information**

(CNI) will determine: **Return of Title IV Funds (R2T4) Policy CNI College**

A) The total amount of Title IV aid disbursed (not aid that could have been disbursed) for the semester in which the student withdrew.

*A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.*

B) The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.

##### **Step 2: Percentage of Title IV Aid Earned:**

(CNI) will calculate the percentage of Title IV aid earned as follows:

The number of calendar hours completed by the student is divided by the total number of calendar hours in the period in which the student withdrew.

*The total number of hours in a period shall exclude any scheduled breaks of more than five days.*

*Hours Attended ÷ Hours in Enrollment Period = Percentage Completed*

If the calculated percentage exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.

##### **Step 3: Amount of Title IV Aid Earned by the Student**

(CNI) will calculate the amount of Title IV Aid earned as follows:

The percentage of title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1-B).

*Total Aid Disbursed x Percentage Completed = Earned Aid*

##### **Step 4: Amount of Title IV Aid to be Disbursed or Returned:**

If the aid already disbursed equals the earned aid, no further action is required.

If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

*Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned*

If the aid already disbursed is less than the earned aid, the (CNI) will calculate a post-withdrawal Disbursement.

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

### FEDERAL REFUND REQUIREMENTS VS. STATE REFUND REQUIREMENTS

In addition to the Return of Title IV requirements for federal financial aid recipients, the College is required by the State to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the College and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the College.

### REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, Veterans should call the DVA nationwide toll-free number at 1-800-827-1000.

### REGISTRATION FEES, KIT, EQUIPMENT, AND SUPPLIES

A registration fee not to exceed \$100 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student would not be returnable. Once items are received by the student it will belong to the student and will represent a liability to the student. All extra costs such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.

### COURSE CANCELLATION

If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the College shall, at its option:

- (a) Provide a full refund of all monies paid; or
- (b) Provide completion of the course or program at a college in the neighborhood.

All course schedules are subject to change in starting and completing dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause undue hardship, a refund will be offered. The College reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class. All monies paid will be refunded.

### COLLEGE CLOSURE POLICY

If the College closes permanently and ceases to offer instruction **after** students have enrolled, and instruction has begun, the College will decide for students and

- a. They shall be entitled to a pro-rata refund of tuition.
- b. If the program is cancelled subsequent to the student's enrollment, and **before** instruction in the program has begun, then the student shall be entitled to a full refund of all monies paid.
- c. At least 30 days prior to closing, the College shall notify the Bureau in writing of its intention to close and provide a closure plan. A list of all students who were enrolled at the time of college closure, including the amount of each pro rata refund, shall also be submitted to our accreditation agency.

## COLLECTION POLICY

If the student is terminated or withdraws from College, the College shall inform the student of any balance owed to the College. The College is committed to reflect good taste and sound in using ethical business practices in connection with any collection efforts. Collection correspondence, banks, collection agencies, lawyers, or any third parties representing the institution clearly acknowledges and shall reference the College cancellation and refund policies set forth in this policy. Our college does not use our Accreditation Agency name for any type of Collections efforts. Our college does not sell or discount students' promissory notes, enrollment agreements or contracts for tuition to any third-party agencies.

## VERIFICATION PROCESS

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

**WHO MUST BE VERIFIED:** The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

**VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:

- Death of the student.
- Not an aid recipient.
- The applicant is eligible to receive only unsubsidized student financial assistance. However, students selected for V4 or V5 verification should complete it in accord with the answer to DOC-Q18 on the verification Q and A page.
- Applicant verified by another school.
- Post enrollment.

Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the parents of a **dependent** student if any of the following apply (including in cases where there is only one parent):

- Both of the parents are mentally incapacitated.
- Both parents or the custodial parent has died.
- They are residing in a country other than the United States and can't be contacted by normal means.
- They can't be located because the student does not have and cannot get their contact information.

Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the spouse of an **independent** student if any of the following apply:

- The spouse has died.
- He is mentally incapacitated.
- He is residing in a country other than the United States and can't be contacted by normal means.
- He can't be located because the student does not have and cannot get his contact information

**REQUIRED VERIFICATION ITEMS:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Verification tracking groups:

Students who are selected for verification will be placed in one of the following groups to determine which FAFSA information must be verified.

V1—Standard Verification Group. Students in this group must verify the following if they are tax filers:

- Adjusted gross income
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Household size
- Number in college

Students who are not tax filers must verify the following:

- Income earned from work
- Household size
- Number in college

V4— Custom Verification Group. Students must verify high school completion status and identity/statement of educational purpose.

V5— Aggregate Verification Group. Students must verify high school completion status and identity/statement of educational purpose (SEP) in addition to the items in the Standard Verification Group

The school will assist in resolving inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

**DOCUMENTATION REQUIRED:** Student, spouse and/or parents (as applicable) IRS **tax return transcript or account transcript** for income tax forms (IRS 1040, 1040A, or 1040EZ 1040Telefile and W-2 forms). For non-tax filers a Nontax filer account transcript is required. Applicants shall complete the appropriate sections of the Verification Worksheet 2020-2021. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

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## TIME PERIOD FOR PROVIDING DOCUMENTATION

Applicants must provide the required documentation within 60 days from the last day of attendance or September 31, 2024, whichever is earlier.

**APPLICANT RESPONSIBILITIES:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.

- Change in dependency status.

Federal PELL Grant applicants, whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage.

The applicant must repay any over offer, or any offer, discovered during verification, for which he/she was not eligible.

#### CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIODS(S)

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If the Student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of school request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.

The applicant must repay any over offer or any offer for which he/she was not eligible, discovered during verification.

**INTERIM DISBURSEMENTS:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

**NOTIFICATION OF RESULTS OF VERIFICATION:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

**REFERRAL PROCEDURE:** The school shall forward to the Secretary of Education, referral of fraud cases.

#### BANKRUPTCY

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CNI College does not have a pending petition in bankruptcy and is operating as a debtor in possession. Nor has a petition been filed by or against CNI College within the preceding five years which resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.)

#### CATALOG CERTIFICATION

CNI College, Inc. certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of CNI College, Inc.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818; or (888)370-7589; <http://www.bppe.ca.gov>

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

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

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**APPENDICES**

## STATE REGULATORY INFORMATION

## DISCLOSURE STATEMENT FOR PROFESSIONAL LICENSURE AND CERTIFICATION

### Notice to Students Re: Professional Licensure and Certification

CNI College provides disclosure to students pursuing professional licensure and certification. Federal regulations require higher education programs that offer professional licensure and certification to disclose whether the program meets licensure and certification requirements in other states. The disclosure is presented publicly, on the CNI College Website, and individually to students in the application packet, prior to enrollment. In order to comply with Title IV federal student aid eligibility, state authorization requires educational institutions to be authorized in the state in which they are located.

CNI College's programs for professions that require licensure or certification are intended to prepare students for California licensure and certification requirements. Program admission does not guarantee that students will obtain a license or certification. Requirements for licensure and certification are established by agencies that are not controlled or affiliated with CNI College and may be subject to change.

Program	Total Clock Hours
AOS Magnetic Resonance Imaging (MRI)	1746 Hours
AOS Surgical Technology	1730 Hours
RN to BSN Degree Completion Program	710 Hours
Vocational Nursing Diploma Program	1560 Hours
Bachelor of Science in Nursing (BSN) Program	2460 Hours
Master of Science in Nursing	640 Hours

CNI College has not determined whether its programs meet other states' educational or professional requirements for licensure and certification. CNI College has not yet made a determination as to whether our program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming.

Students planning to pursue licensure or certification in other states are responsible for determining whether, if they complete a CNI College program, that they will meet their state's requirements for licensure or certification. This disclosure is made pursuant to 34 CFR §668.43(a)(5)(v)(C).

## LICENSING AND CREDENTIALING INFORMATION

### STATE AND NATIONAL BOARD EXAMS

State and national licensing and/or certifications and registration examinations or processes are the student's responsibility. CNI College will provide students with information regarding the examinations, application processes, testing dates and locations, and fees for the required and optional examinations whenever possible. Students should be aware that all test fees, unless stated on the enrollment agreement, are in addition to the tuition paid to CNI College. Students who choose to participate in state and national licensing and/or certification or registration examinations are responsible for payments to the sponsoring organization(s).

\Students are responsible for confirming their eligibility for any licensing, certification or registration. Additionally, students are encouraged to understand any changes or additional requirements that may apply to the licensure, certification, or registration requirements.

### LICENSURE/CERTIFICATION REQUIREMENTS

Certified AOS Surgical Technologist	Although it is not required for employment in the state of California, students will take a Certified Surgical Technologist examination. It is mandatory that all Surgical Technology students take the National Exam before they graduate on campus.
Certified AOS MRI Technologist	The state of California does not require nor provide a MRI certification exam or licensure at the present time. However, it is customary that employers will expect a potential employee to have at least passed a MRI National Certification Exam Certification Exam therefore it is mandatory that all MRI Students take the ARMRIT National Exam before they graduate and if qualified by degree take the ARRT National Exam.
BSN Registered Nursing	To gain employment as a Registered Nurse, graduates must successfully pass the NCLEX-RN (National Council Licensing Examination) exam to become registered by the Board of Registered Nursing (BRN)

Public Health Nurse Certificate	The State of California requires all nurses who use the title “Public Health Nurse” to possess a CA Public Health Nurse (PHN) Certificate. This certificate is obtained through a registration process with the Board of Registered Nursing (BRN). Must be a BSN Graduate.
Licensed Vocational Nurses	To gain employment as a Vocational Nurse, graduates must successfully pass the NCLEX-PN (National Council Licensing Examination) exam to become a licensed by the California Board of Vocational Nursing and Psychiatric Technicians.

## PROGRAMS PREPARING GRADUATES FOR A FIELD REQUIRING LCENSURE

Under California law, CNI College must take reasonable steps to ensure you are eligible for licensure if you choose a program that prepares you for a field where licensure is required. There are numerous eligibility requirements for licensure, depending on the field. Be sure to carefully read these requirements and do further research if you have any concerns about your ability to achieve licensure. Discuss any concerns with your Admissions Advisor and Program Director. If you choose to pursue training even though you may not be able to achieve licensure, you must indicate that and sign a release to that effect.

Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed.

Certified MRI Technologist	<ul style="list-style-type: none"> <li>Graduate of an American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) approved Certification or ARRT Degree program. CNI College meets this requirement</li> </ul>
Registered Nursing	<ul style="list-style-type: none"> <li>Be at least 17 years old; and</li> <li>Graduate from an accredited high school or acceptable equivalent (furnish proof); and</li> <li>Complete and sign the “Application for Registered Nursing Licensure” and the “Record of Conviction” form; and</li> <li>Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. Note: A License will not be issued until the board receives the background information from DOJ.</li> <li>In order to be licensed in California, applicant must submit an application fee along with the required forms to the BRN. One of these forms is called a “Record of Conviction.”</li> <li>Applicants will need to be fingerprinted for the Department of Justice and FBI to process the fingerprint card.</li> <li>You will also receive an application to the National Council of the State Boards of Nursing to take the National Council Licensure Examination for the Registered Nurses (NCLEX-RN). There is a fee to register by mail. Once you have submitted this form, you will receive an Authorization to Test and the information to take an exam.</li> <li>Once you have successfully completed the NCLEX-RN, you will need to apply for licensure to the Board of Registered Nursing with an initial license fee and application.</li> </ul>

	<ul style="list-style-type: none"> <li>• Further information on becoming registered may be obtained on the Board of Registered Nursing, <a href="http://www.rn.ca.gov/">http://www.rn.ca.gov/</a>.</li> </ul>
	<ul style="list-style-type: none"> <li>• Graduates must satisfy all requirements for certification at the time of Application.</li> </ul>
	<ul style="list-style-type: none"> <li>• Be at least 18 years old and possess a High School Diploma or Equivalent</li> </ul>
	<ul style="list-style-type: none"> <li>• Current CPR and AED Certification</li> </ul>
	<ul style="list-style-type: none"> <li>• Possess a permanent California RN License</li> </ul>
Public Health Nurse Certificate	<ul style="list-style-type: none"> <li>• Documentation regarding educational background</li> <li>• Completed Public Health Nurse Certification</li> <li>• Application Fee.</li> </ul>
Licensed Vocational Nurses:	<ul style="list-style-type: none"> <li>• Be a least 17 years old; and</li> <li>• Graduate from an accredited high school or acceptable equivalent (furnish proof); and</li> <li>• Successfully complete a Board of Vocational Nurse and Psychiatric Technician (BVNPT) approved Vocational Nursing Program. Contact The program director for application forms and instructions; and</li> <li>• Complete and sign the “Application for Vocational Nurse Licensure” and the “Record of Conviction” form; and</li> <li>• Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. Note: A License will not be issued until The board receives the background information from DOJ.</li> <li>• In order to be licensed in California, application must submit the appropriate application fee along with the required forms to the BVNPT. One of these forms is called a “Record of Conviction”.</li> <li>• Applicants will need to be fingerprinted for the Department of Justice and FBI to process the fingerprint card with the appropriate fee.</li> <li>• You will also receive an application to the National Council of the State Boards of Nursing to take the National Council of the State Boards of Nursing to take the National Council Licensure Examination for the Vocational Nurses (NCLEX-PN). You must send the appropriate fee to register by mail. Once you have submitted this form, you will receive an Authorization to Test and the information to take an exam. (ATT)</li> <li>• Once you have successfully completed the NCLEX-PN, you will need to submit an application for licensure to the Board of Vocational Nursing with the appropriate initial license fee.</li> <li>• Further information on becoming licensed may be obtained on the Board of Vocational Nursing and Psychiatric Technician website, <a href="http://www.bvnpt.ca.gov/">http://www.bvnpt.ca.gov/</a>.</li> <li>• Graduates must satisfy all requirements for certification at the time of Application.</li> </ul>



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**PROFESSIONAL PRACTICE PROCESS**

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**CONDUCT POLICY**

CNI College educates future healthcare professionals and maintains a professional environment. Students are required to behave in a professional manner consistent with the best interest of CNI College and conforming to local, state, and federal laws, on campus, in the online learning environment, and in the clinical area. Students must be mindful of the rights of their peers, faculty members, and other CNI College personnel. Incivility towards faculty members, peers, or CNI College personnel will not be tolerated.

Violations of student conduct standards include, but are not limited to the following:

- Disruptive actions, verbal or other, that hinder the learning environment and academic opportunities of other students
- Displays of disruptive unprofessional behavior which involve inappropriate language, graphic symbols and harmful or threatening communications to self or others
- Abusive, harassing, or threatening e-mail or text messages sent to faculty members, peers, or CNI College personnel
- Harassing or abusive acts which invade an individual's right to privacy, any form of sexual harassment or abuse against members of a particular race, ethnic, religious, or cultural group
- Threats to damage property or cause physical harm to others
- Plagiarism, cheating, theft, or unauthorized or unethical use of another's work in completion of assignments or exams
- Use, design, or implementation of destructive or invasive software, such as viruses or worms, with intention to globally harm hardware, software, or data files

CNI College reserves the right to dismiss or suspend any student for violations of student conduct standards.

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**ACADEMIC DISHONESTY POLICY**

CNI College faculty members consider acts of academic dishonesty inconsistent with safe and professional practice. Students are expected to consistently demonstrate integrity and academic honesty as described in the CNI College Program Student Handbook.

Academic dishonesty is defined as "Intentional participation in deceptive practices in one's academic work or the work of others." (Academic Dishonesty, n.d.) The following describes examples of academic dishonesty. **Cheating** is any act or attempted act of fraud, deception, or distortion of the truth by which a student misrepresents proficiency or knowledge of academic material. Cheating includes, but is not limited to:

1. Submitting work completed by another person as one's own work.
2. Submitting work previously completed by the student for another class or assignment.
3. The use of unauthorized sources of information during tests such as crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the faculty member. It also includes any act or the use of any item which would be considered as cheating by a reasonable person.
4. Using another person's exams, assignments, or other work, or allowing another student to do so.
5. Completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for oneself.
6. Altering graded assignment and resubmitting that work for review.
7. Engaging in any unauthorized assistance or communication with another person during an exam.
8. Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other assignment.

**Plagiarism** is to present as one's own the ideas, words, or creative product of another without permission. Self-plagiarism is presenting work that was completed for another course or assignment as new, original work. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts, which are not common knowledge.

**Collusion** occurs when any student unknowingly or intentionally helps another student perform an act of academic dishonesty. Collusion is an act of academic dishonesty and will be disciplined in the same manner as the act itself.

### **TurnItIn**

TurnItIn is an online tool that finds matches between student work and other sources from earlier papers, articles, books, and Internet resources. TurnItIn is located within the course resources as part of the assignment submission process. A TurnItIn percentage report help the student and faculty member find the specific source of information used to support the assignment composition. TurnItIn is used as an identifier for potential writing issues related to improper citations, overuse of quotes, APA errors, and/or inappropriate paraphrasing.

A high percentage (over 18%) report may indicate a direct copy and paste from a source, approved templates, references listed on a paper, or even a properly cited quotation. Faculty member will read and evaluate the percentage report with the student to determine if a coaching intervention is needed or if there is unmistakable evidence of plagiarism.

Violations of academic standards are documented and filed in the student's academic record. Violations of academic standards may result in one of the following actions:

- Reduction in grade on the assignment on which the violation occurred
- No credit on the assignment or exam on which the violation occurred
- A failing grade in the course
- Suspension or dismissal from CNI College

### **Prevention Techniques**

Students have the responsibility to adhere to these policies. The following is a list of ways in which to prevent and confront academic/conduct violations.

- If a student observes or has knowledge of an academic/conduct policy violation, then report it by using the Chain of Communication.
  - Faculty or staff member
  - Program Director
  - Director of Student Services
  - Dean of Students (Conduct)
  - Provost (Academic)
- Make it difficult and unacceptable for other students to cheat by:
  - Covering work during examinations
  - Denying others access to computer programs
  - No sharing of written work with other class members unless needed
  - No discussion of quiz or exam with other students until all members of the class have taken it and grades are posted
  - Not supplying current and old quizzes and exams to other students
  - Reporting suspicious test-taking behavior during the quiz or exam
- Avoid academic integrity violations by

- Avoid temptation to cheat using communication technology
- Understand the role of Turnitin
- Document sources correctly using APA formatting
- Ask faculty member for assignment clarification

**Academic/Attendance/Conduct Violation Process**

1. Any CNI College student, faculty member or staff may report the violation at the time of observation or immediately after to the faculty member.
2. Faculty member will follow the Chain of Communication and document the violation via the Reporting form.
3. The student is notified of the alleged violation and given the opportunity to respond to the Letter of Concern or Academic Probation with an explanation.
  - a. If the student supplies information that explains the concern, the allegation may be dismissed at the time.
  - b. If not, the Professional Practice Process will begin.
4. The Director of Student Services, if deemed necessary, may refer this violation directly to the Professional Practice Committee.

**Consequences of Academic/Attendance/Conduct Violations with the exception of cheating.**

1. The consequence of **first offense** will require a 1:1 meeting with the faculty member to discuss the suspected violation and may include one or more of the following sanctions.
  - a. A completed and signed Letter of Concern with an action plan.
  - b. Documentation regarding the attendance issue if applicable.
    - i. Makeup assignment for class, clinical/externship, or lab session missed.
  - c. No credit for the initial submitted assignment if applicable.
    - i. One resubmission allowed and partial credit given.
  - d. Successful completion of action plan
  - e. Failure to adhere to the action plan, the student will receive probation.
2. The consequence of **second offense or unsuccessful completion of first action plan** and depending on the serious nature of the violation, one or more of the following sanctions.
  - a. A completed and signed Academic and/or Attendance and/or conduct Probation document with an action plan.
  - b. Documentation regarding the attendance issue if applicable.
    - i. Makeup assignment for class, clinical/externship, or lab session missed.
  - c. Ineligible for clinical/externship placement
  - d. Ineligible for scholarships or awards
  - e. Ineligible for nominations for any CNI leadership programs
  - f. Failure to adhere to the action plan will result in referral to the Professional Practice Committee (PPC). The PPC will conduct a thorough inquiry, examination, and evaluation. The final outcomes derived from the PPC will be recommended to the Administration for assessment, review, and final decision.
3. The consequence of cheating will result in referral to the Professional Practice Committee (PPC). The PPC will conduct a Thorough inquiry, examination, and evaluation. The final outcomes derived from the PPC will be recommended to the Administration for assessment, review, and final decision.

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**PROFESSIONAL PRACTICE COMMITTEE**

The Professional Practice Committee's responsibilities are:

- Actively listening to the student issue
- Reviewing all submitted documents.
- Determining if a violation occurred
- Issuing appropriate sanction

The Professional Practice Committee may enforce any of the following sanctions:

- Suspension for one quarter
- Course failure
- Dismissal from program

#### ACADEMIC INTEGRITY STUDENT PRECAUTIONS

CNI College faculty members consider acts of academic dishonesty inconsistent with safe and professional practice. Students are expected to consistently demonstrate integrity and academic honesty as described in the CNI College Program Student Handbook.

**Cheating** is any act or attempted act of fraud, deception, or distortion of the truth by which a student misrepresents proficiency or knowledge of academic material.

Cheating includes:

1. The use of unauthorized sources of information during exams such as crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the faculty member. It also includes any act or the use of any item which would be considered as cheating.
2. Using another person's exams, assignments, or other work, or allowing another student to do so.
3. Completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for oneself.
4. Engaging in any unauthorized assistance or communication with another person during an exam.
5. Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other assignments.

**Read the following statements and insert your initials which means that you reviewed, understood, and acknowledged each statement.**

Initials	Statement
	I am not wearing a hat, headband, sunglasses, hoodie, or jacket.
	I turned my cell phone and smart watch off and placed them into my bag under my desk.
	If I need a cell phone available to me for an emergency, I arranged this with the faculty member prior to the exam.
	I am using noise cancelling ear plugs and not headphones or ear buds.
	I will not communicate with another student during an exam through any means.
	I will not ask the faculty or proctor any questions about the exam during the exam.
	I will only use a pen or pencil and proctor-provided scratch paper on my desk during the exam and will turn it in at the end of the exam.
	I will always use one screen for the exam.
	I will use CNI College-approved calculator if applicable during the exam.
	I did not see or possess an unauthorized copy of this exam or the questions before today.
	Once I complete the exam, I will press <b>SUBMIT</b> , gather my belongings quietly and leave the room. I will not return to the classroom.
	One student at a time can leave the classroom to use the restroom. I will wait my turn as directed by the proctor.
	If the proctor sees that I am violating the academic integrity policy, the proctor will note the time and question # of the alleged occurrence. I will be allowed to complete the exam and further investigation of the alleged violation will begin after the exam is over.
	I will avoid any actions that might be misinterpreted by the proctor as academic integrity violation.

## STUDENT USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY AND GUIDELINES

### Policy for Student Use of AI tools at CNI College (e.g., ChatGPT, Bard)

CNI College acknowledges using artificial intelligence (AI) tools that can help enhance and facilitate students' learning experiences throughout their academic careers. CNI College also recognizes potential concerns arising from overreliance and excessive dependence on AI. This policy helps to provide a layout and guidance of best use cases for using AI tools throughout the student's journey at CNI College. Hence, the tools students use are supplementary to what is provided in theory courses, clinical courses, and tutoring sessions.

It must be noted that while these AI tools can be helpful, it is essential to **validate and verify** all information being used with these programs. Citations are **ALWAYS REQUIRED** for all research papers and homework assignments. Information provided through these tools is not to be viewed as authoritative, as there may be incorrect information with all technology. The student must thoroughly research all information, work with peer-reviewed and scholarly journals, and check assignments with a faculty member, our College Librarian, or one of our tutors within our Student Success Center.

### Student Use of Artificial Intelligence (AI) Policy

If a student attempts to pass/use information gathered from an AI tool as their own, this will be viewed as if a student were to plagiarize. The student must then meet with their faculty and director to work on an action plan for plagiarism under CNI College's Academic Integrity Policy. Under the program director's discretion, the student may receive a zero for the assignment or be asked to resubmit the work with a reduced grade following our late submission student policy.

### Student Usage

#### Informational Resource & Assistance

Students may use AI tools such as OpenAI's ChatGPT or Google's Bard to supplement their knowledge and assist with facilitating learning with their assignments at CNI College. These tools may be used when gathering information and trying to understand ideas and concepts that may be difficult to grasp after a class. Just as one would visit or see a librarian for information resources and assistance, one may use AI tools as an additional part of their continued education. Any use of AI tools must be added within their references.

#### Student & AI Collaboration

AI tools may be used in assisting with generating ideas for more in-depth research and presentation topics. Students may use AI tools to help create outlines for their assignments, ideas for flashcards, and as an additional resource when revising their drafts and other writing assignments. This can be viewed similarly as seeing a tutor or another for collaboration or assistance. Although students are allowed to collaborate with these tools, they **MUST** remember to keep their ideas original and that the assignments are all completed with the student at the center of their work; think of a virtual tutoring session.

#### Using AI Tools for Efficient and Improved Quality

The use of AI tools can assist with improving the quality of the content for a given assignment. Using these tools can help improve overall efficiency when building a paper and presentation outline framework. Students can use AI tools to help with drafting emails, as this can improve the student's overall message to another student or faculty member. Students may also use AI tools to assist with editing, proofreading, and checking for other possible assignment issues. Grammarly and Notion are two of many applications that provide such capabilities.

All AI usage must be noted in a student's reference page.

**Plagiarism & Academic Integrity**

Any information provided through AI tools is not to be copied and pasted. Many of these tools do not provide citations, so students should proceed cautiously with the information generated through these tools. Failure to provide proper citations may be considered plagiarism and may be subject to CNI College's academic integrity policy. Students must uphold academic integrity as stated in their program and institutional policies. Providing information and work generated by an AI tool as one's own will be reviewed by the administration to see if the result is a violation of this policy and the college's academic integrity policy.

**Student Dependency on AI Tools**

Overreliance on any tool, specifically AI tools, and applications, should be avoided. This may interfere with a student's learning and can impact achieving their goals of becoming well- rounded nurses, technologists, and technicians in their respective fields. The course's learning outcomes are designed to assist students in their critical thinking and problem-solving skills which an over-reliance on AI tools can deter.

# COLLEGE PERSONNEL ADDENDUM

CNI COLLEGE OFFICERS, GOVERNING BOARD, ADMINISTRATORS, FACULTY

## OFFICERS/GOVERNING BOARD OF COLLEGE

James K Buffington, *President & CEO*  
Colleen Buffington, *COO & CFO*  
Patrick O'Hara, *CMO*  
Sylvia Bautista, *CCO*

### GOVERNING BOARD OF THE COLLEGE Chair – James K Buffington

Vice Chair – Colleen Buffington; Secretary – Keven Steinberg, Esq; Treasurer – James Bermudez, CPA; Member – Mary Wickman, Dir. of Ed.

## ADMINISTRATION

### Judy Palmer, PhD, MSN, RN, PHN, *Provost, Full-Time*

Doctor of Philosophy in Postsecondary Adult Education, Capella University BSN, MSN, CA State Dominguez Hills, CA

### Kay Kenyon, *Dean of Students, Full-Time*

California Lutheran University, Thousand Oaks, CA; California State University San Bernardino, CA

### Susan Dunn, MEd, M Psychology, *Director of Career Services/Student Services, Full-Time*

University of Phoenix, Capella University

## FACULTY LISTING

### AOS MRI TECHNOLOGY

**Mahmud Khokhar**, MD, ARMRT, *Director of AOS MRI Technology, Full-Time*  
Islamia University Baha Walpur, Pakistan

**Ramin Mirbostani**, BS, AS, AA, ARMRT, ARRT, *Associate Director, and Clinical Manager of AOS MRI, Theory Faculty, Part-Time*  
Casa Loma College, Anaheim, CA, Azad University, Guilan, Iran

**Joel Guleserian**, AOS, ARMRT, *Part-Time Lab Instructor*  
CNI College, Santa Ana, California; Santiago Canyon College, CA

**Jose de Leon**, MD, BS *AOS MRI Faculty, Full-Time*  
University of Santo Tomas, Manila, Philippines  
University of the East, Manila, Philippines

**Leann Shaeffer**, BS, AS, ARRT, ARMRT  
Associate Director AOS MRI Program  
Six Sigma Certification  
CNI College, Santa Ana, CA  
Orange Coast College, Orange, CA

**Khalid, Khan**, MD, *AOS MRI Faculty, Part-Time*  
St. Petersburg State Pediatric Medical Academy  
St. Petersburg, Russia

**Dr. Khalid Suleman**, MD, *Science Instructor, Full-Time Instructor*  
Bahauddin Zakariya University, Pakistan

**Amira Yousuf**, MBBS, *Theory Instructor Part-Time*,  
MBBS, JIIU's Indian Institute of Medical Science  
and Research, Aurangabad

**Kirk Hodson**, AAS, AART, *Special Imaging Technology Certificate, Lab Faculty, Part-Time*  
Loma Linda University, Loma Linda, CA

**Adam Higgins**, AAS, ARMRT (MR), *Lab Faculty, Part-Time* Casa Loma College, Anaheim, CA,  
Calvary Chapel Bible College

**Mohammed Albaaj**, PharmD/PhD, MS, *Pre-Med Part-Time Theory Faculty*  
Biology, Chemistry, University of Toledo, Toledo, Ohio, Bowling Green State University, Bowling, Ohio

**Chris Garcia**, AAS, AOS MRI Lab Faculty, Part-Time Lab Instructor  
National Polytechnic College, CA

**Hiedi Baltazar**, ASMR, ARMRT, AOS MRI Lab Faculty, Part-Time Lab Instructor  
West Coast Ultrasound Institute, Beverly Hills, CA.

**Daisy Figueroa**, AOS MRI, ARMRT  
Part-Time Assistant Lab Instructor  
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**Melissa Martinez**, ASMR, ARMRT, AOS MRI Lab Faculty, Part-Time Lab Instructor  
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**Hanafy Ashraf**, MD, MSc Histology/Cardiology  
MBBCh Medicine & Surgery, GCE Certificate, AOS MRI Theory Instructor, Part-Time  
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### AOS SURGICAL TECHNOLOGY

**Marissa Gomez**, CST, BS, AS, Director of AOS Surgical Technology, Clinical Coordinator, Theory Faculty, Full-Time, Premier Career College, Irwindale, CA, Concorde Career College, Garden Grove, CA

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Concorde Career College, Garden Grove, CA

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**Pamela Holmes**, CST, AA, Clinical Faculty, Part Time, Newbridge College, Santa Ana, CA, Santa Ana College, Santa Ana, CA

### AOS ST, AOS MRI, RN-to-BSN, BSN, AND GENERAL EDUCATION/ONLINE INSTRUCTORS

**Rosanna Dempsey**, MS, BS, Director of Online Education, Full time  
Texas AM University, Texas, University of South Florida, Florida, University of Tampa, FL

**Andrea Proctor**, MS, English Instructor, Part-Time  
California State University San Bernardino, CA; Brigham Young University, Provo, UT

**Carma Cook**, Ph.D., BS Full-Time,  
BSN Theory Faculty, Science  
Auburn University, Colorado State University

**Dr. Danielle Day**, PhD, MS, Part-time English Faculty  
Keiser University, West Palm Beach, Florida; National University, La Jolla, CA; Nova Southeastern University, Fort Lauderdale, FL

**Yalyn Pham**, MA /English, BA English, BA Creative Writing, Part-Time English Instructor  
Cal State Long Beach, Long Beach, California

**Summer Owsley**, MA Educational School Counseling, Creative Writing, BA English, Creative Writing, Part-Time Faculty, Cal State University

San Bernadino, San Bernardino, California, Azusa Pacific University, Azusa, California, National University, California.

**Mohammed Albaaj**, PharmD/PhD, MS, Pre-Med Biology, Chemistry, University of Toledo, Toledo, Ohio, Bowling Green State University, Bowling, Ohio

**James Price**, MS, BS, Part-Time Faculty,  
University of Illinois, Chicago, Urbana Champaign, Illinois

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R. G. College, Lalgan, Bihar, India, Saddleback College, Mission Viejo, CA, Purdue University, West Lafayette, IN

**Erica Roberson**, MS Education Digital Learning, MS Education Kinesiology, BS Exercise Studies, Part-Time Faculty Instructor, Lamar University, Beaumont, Texas, Tarleton State University, Stephenville, Texas



**Dr. Khalid Suleman, MD, Science Instructor, Full-Time Theory Faculty**  
Bahauddin Zakariya University, Pakistan

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Capella University, Minneapolis, MN; York College

City University of New York, NY.

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Capella University, Minneapolis, Minnesota;  
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Nassau Community College, Garden City, New York

### BSN (BACHELOR OF SCIENCE IN NURSING)/MASTER OF SCIENCE IN NURSING

**Annabelle Velasco, DNP, MSN, RN, Dean of Nursing, Clinical Manager, Theory/Clinical Instructor, Full-Time**  
Grand Canyon University, AZ; Stanbridge University, Irvine, CA; Manila Doctor's College, Philippines

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American University of Health Sciences, Signal Hill, CA.  
Cal State University Long Beach, Long Beach, CA

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Roseman University of Health Sciences, Henderson, NV

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University of Phoenix, Arizona; California State University, Dominguez Hills, CA

**Joseph Kim, BSN, PHN, RN, Clinical Faculty, Part-Time**  
California State University, Fullerton, CA

**Dr. Khalid Suleman, MD, Science Instructor, Full-Time**  
Bahauddin Zakariya University, Pakistan

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Regis University, Denver, Colorado.

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**Blessing Ikpeoha-Olelewe**, DNP (in process), MSN, BSN, RN, *Part-Time Faculty*, Aspen University in process; Cal State University, Dominguez Hills, Carson, CA University of Phoenix, Arizona, School of Midwifery, Iguita, Oron, Central School of Nursing, Ikot, Ekpene.

**Tiffany Huynh**, BSN, *Part-Time Faculty*, University of Texas, Arlington, Texas, Carrington College, Mesquite, Texas, US

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**Kathryn Pecora Theory**, MSN, BS, AS *Part-Time Theory, Clinical Faculty*, Grand Canyon, Phoenix, AZ, Cypress, College, CA

**Christina Farrar Clinical**, BSN, BS *Part-Time Clinical Faculty*, Concordia University, Irvine, CA, California Baptist University, La Mirada, CA

**Alea Nicole Sohn, BSN. BA, AA** *Part-Time Clinical Faculty*, Indian State College, Fort Pierce, FL Palm Beach Atlantic University West Palm Beach, Florida (MSN Pending)

California Baptist University, Riverside, CA; College of Nursing and Healthcare Professionals, Arizona,

**Felor Abbasnejad**, BSN, RN, *Part-Time Faculty*,  
Iran University of Medical Sciences Faculty of  
Nursing and Midwifery, Tehran, Iran.

**Jamie Ackerly**, MS- Education, BA, *Part-Time Faculty*  
Associate in Computer Sciences  
Saint Xavier University  
Governors State University  
Joliet Community College,

**Hanna Arana**, RN, MSN Ed, DNP Candidate, *Part-Time Faculty*  
DNP Currently attending Capella University  
MSN Capella University  
BSN Grand Canyon University, Arizona  
LVN Concorde College

## RN-TO-BSN DEGREE COMPLETION PROGRAM / BACHELOR OF SCIENCE IN NURSING/MASTER OF SCIENCE IN NURSING

**Priya Desai**, MSN, BSN, RN, *Clinical  
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CA

**Eduardo Mariano**, MD, MSN-Ed, RN, *Theory  
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Grand Canyon University, Arizona

**Jayne Barrio**, MSN, FNP, RN, *Theory Faculty,  
Part-Time*  
Duke University, Durham, NC

**Cristina Mateo**, MSN, RN, FNP, *Theory  
Faculty, Part- Time*  
Simmons University, Boston, MA

**Catherine Marin**, MSN/WHNP, RN, *Theory  
Faculty, Part-Time*  
Azusa Pacific University, Azusa, CA; University  
of Phoenix, Arizona

**Catherine E. Johnson**, PhD, RN, MSN, CNE, AHA-BC  
CPH, RA,  
*Part-Time Online Faculty* MSN, Doctor of Philosophy,  
Nursing Ed, Capella University, Minneapolis, Minnesota,  
American International College, Springfield, MA,  
Western New England, College, Springfield, MA, Kuaka  
College, Kuaka, New York.

**Janis Mazza**, PhD, MS, BS, AAS, *Theory  
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Capella University, Minneapolis, Minnesota;  
L.I.U./C.W. Post Campus, Brookville, New  
York; Nassau Community College, Garden City,  
New York

**Maura Bernasconi**, MSN, BSN, *Theory  
Faculty, Part- Time*, South University; Salve  
Regina University

**Chihweh Chen**, MD, MBA, MS, BA  
*Theory Faculty, Part-Time*, St. Matthew's  
University School of Medicine; University of  
Massachusetts, Amherst; Roosevelt University;  
Pepperdine University

**Michele Paulo**, DNP, MBA, BSN  
*Theory Faculty, Part-Time*, University of San  
Francisco; Aspen University: California State  
University, Haywar

**VOCATIONAL NURSING**

**Annabelle Velasco**, DNP, MSN, RN, *Director of VN, Theory/Clinical Instructor Full-Time*  
Grand Canyon University, AZ; Stanbridge University, Irvine, CA; Manila Doctor's College, Philippines

**Evaristo Galvez**, BSN, RN, LVN, Instructor, Part-Time  
Stanbridge College, Santa Ana, CA  
Westcoast University, Anaheim, CA

**Cherrie Nueva**, BSN, AS-Nursing, LVN, *Faculty, Clinical Instructor, Part-Time*, University of Philippines, Philippines;  
West Coast University, Anaheim, CA; Concorde College, CA

**Theresa Canlas**, BSN, *Instructor, Part-Time*  
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**Tiffany Huynh**, BSN, *Part-Time Faculty*, University of Texas, Arlington  
Texas, Carrington College, Mesquite, Texas, US

## STAFF

### ADMISSIONS

Nicholas Mendoza, *Director of Admissions*  
Gabrielle Favilla  
Kimberly Gutierrez  
Patricia Sneed  
Marylinda Bustamante  
Alyssa Soriano

### FINANCIAL AID

Raquel Carrasco, *Director of Financial Aid*  
Jose Belloso, *Associate Dir of FA / Financial Mgr.*  
Marc Blake, *Associate Financial Aid Advisor.*  
Marlon Chavez, *FA Administrative Assistant*  
Andriana Gutierrez  
Mayella Figueroa  
Kelsey Arroyo  
Maura Olivos  
Robert Rice  
Ruth Vielma

### CAREER SERVICES & STUDENT SERVICES

Susan Dunn, *Director of Career/Student Services*  
Marissa Tijunait, *Associate Dir of Career Services*  
Randy McDermott

### REGISTRAR

Francis Vasquez  
Candace Abadjian  
Sally Zaragoza  
Imani El-Rahim

### ADMINISTRATIVE ASSISTANT

Elly Ang, *Executive Administrative Assistant*  
Claudia Navarro, *Administrative Assistant*  
Karen Carrasco, *AOS MRI Program Assistant*  
Carolyn Kobly, *AOS MRI Program Assistant*

### FRONT DESK

Jade Page  
Kathryn Duran  
Tahnee Roberts

### PROCTOR

Tahnee Roberts

### CENTRAL SUPPLY

Sandra Santibanez, *Supervisor*  
Abelardo Ortega  
Candi Vidales  
Hilda Torres

### SIMULATION CENTER

Gabriel Crihalmean  
Joseph Reith

### CLINICAL MANAGER

Annabelle Velasco, DNP, MSN, RN,  
Homa Noshiravan, AOS MRI Associate Clinical  
Manager  
Zohreh Taghizadeh, AOS MRI Assistant Clinical  
Manager/Project Specialist

### CLINICAL COORDINATOR

Mikayla Brooks, *Nursing Clinical Coordinator*  
Julissa Mendoza, *Program Nursing Coordinator*  
Brittany Clark, *AOS MRI Externship Coordinator*

### INFORMATION TECHNOLOGY

Josh Ortiz, *Director of IT / Librarian*  
Anthony Berton  
Ashley Quintero  
Christopher Ruiz  
Samatha Gonzalez

### STUDENT SUCCESSFUL CENTER

Nathan Wojahn, *Tutor Math*  
Yalyn Pham, *Tutor English*

### SOCIAL MEDIA

Shannon O'Hara, *Director of Digital Marketing & Community Relations*

### BUSINESS DEVELOPMENT

Danielle Hernandez  
*Business Development & Community Relations Manager*

### ACCOUNTING

Tony Fernandez, *CAO & Controller*  
Tina Bridgewater, *Accounting Manager*  
Caroline Nunn, *Bookkeeper/Adm. Assistant*

### HUMAN RESOURCES

Fouad Malik, *CHRO*

**TUITION SCHEDULE ADDENDUM TO CATALOG**
**TUITION PRICES EFFECTIVE January 19, 2024**

Diploma Program	CIP	Hours	Registration	Books, Supplies Uniforms	License/ Fees/ Tests	Technology Fee	Tuition	Total	STRF	Overtime Hourly Rate
<b>Vocational Nursing Program</b>	51.3901	1560	75.00	881.00	724.00	3,132.00	33,028.00	<b>37,840.00</b>	95.00	21.17
Degree Programs	CIP	Hours	Registration	Books, Supplies Uniforms	License/ Fees/ Tests	Technology Fee	Tuition	Total	STRF	Overtime Hourly Rate
<b>Bachelor of Science in Nursing</b>	51.3801	2460	75.00	4,390.00	0.00	4,709.00	143,276.00	<b>152,450.00</b>	380.00	52.29
<b>RN to BSN Degree Completion Program</b>	51.3801	710	75.00	895.00	0.00	1,500.00	8,805.00	<b>11,275.00</b>	27.50	12.40
<b>AOS MRI Degree Program</b>	51.0920	1746	75.00	1,200.00	1,184.00	2,500.00	40,016.00	<b>44,975.00</b>	112.50	22.92
<b>AOS ST Degree Program</b>	51.0909	1730	75.00	1,356.00	668.00	1,500.00	38,091.00	<b>41,690.00</b>	105.00	22.02
<b>Master of Science in Nursing</b>	51.3802	640	75.00	1,500.00	0.00	1,500.00	13,624.00	<b>16,699.00</b>	42.50	21.29

# PROGRAM START AND END DATES

AOS MRI DEGREE PROGRAM		
ORIENTATION	START	GRADUATION
11/04/2022	11/14/2022	05/10/2024
01/27/2023	02/06/2023	08/09/2024
04/07/2023	04/17/2023	10/18/2024
06/16/2023	06/26/2023	01/06/2025
08/25/2023	09/05/2023	03/07/2025
11/03/2023	11/13/2023	05/16/2025
02/02/2024	02/12/2024	08/08/2025
04/12/2024	04/22/2024	10/17/2025
06/21/2024	07/01/2024	12/22/2025
08/30/2024	09/09/2024	03/06/2026
11/08/2024	11/18/2024	05/15/2026
01/31/2025	02/10/2025	08/07/2026
04/11/2025	04/21/2025	10/16/2026
06/20/2025	06/30/2025	12/21/2026
08/29/2025	09/08/2025	03/05/2027
11/07/2025	11/17/2025	05/14/2027
01/30/2026	02/09/2026	08/06/2027

AOS Surgical Technology Degree Program		
Orientation	Start	Graduation
11/03/2022	11/14/2022	06/07/2024
01/27/2023	02/06/2023	08/30/2024
04/07/2023	04/17/2023	11/15/2024
06/16/2023	06/26/2023	01/24/2025
08/25/2023	09/05/2023	04/04/2025
11/03/2023	11/13/2023	06/27/2025
02/02/2024	02/12/2024	09/05/2025
04/12/2024	04/22/2024	11/14/2025
06/24/2024	07/01/2024	01/23/2026
08/30/2024	09/09/2024	04/03/2026
11/08/2024	11/18/2024	06/26/2026
01/31/2025	02/10/2025	09/04/2026
04/11/2025	04/21/2025	11/13/2026
06/20/2025	06/30/2025	01/22/2027
08/29/2025	09/08/2025	04/02/2027
11/07/2025	11/17/2025	06/25/2027
01/30/2026	02/09/2026	09/03/2027

VOCATIONAL NURSING		
ORIENTATION	START	GRADUATION
05/27/2022	06/06/2022	06/09/2023
03/03/2023	03/13/2023	03/15/2024
06/02/2023	06/12/2023	06/14/2024
03/04/2024	03/18/2024	03/21/2024

RN TO BSN		
ORIENTATION	START	GRADUATION
11/18/2022	11/28/2022	11/19/2023
02/03/2023	02/13/2023	02/04/2024
04/14/2023	04/24/2023	04/14/2024
06/23/2023	07/03/2023	06/23/2024
09/01/2023	09/11/2023	09/01/2024
11/10/2023	11/20/2023	11/10/2024
01/26/2024	02/05/2024	02/02/2025
04/05/2024	04/15/2024	04/13/2025
06/14/2024	06/24/2024	06/22/2025
08/23/2024	09/03/2024	08/31/2025
11/01/2024	11/11/2024	11/09/2025
01/24/2025	02/03/2025	02/01/2026
04/04/2025	04/14/2025	04/12/2026
06/13/2025	06/23/2025	06/21/2026
08/22/2025	09/02/2025	08/30/2026
10/31/2025	11/10/2025	11/08/2026

BSN PROGRAM		
ORIENTATION	START	GRADUATION
11/18/2022	11/28/2022	06/22/2025
02/03/2023	02/13/2023	08/31/2025
04/14/2023	04/24/2023	11/09/2025
06/23/2023	07/03/2023	02/01/2026
09/01/2023	09/11/2023	04/12/2026
11/10/2023	11/20/2023	06/21/2026
01/26/2024	02/05/2024	08/30/2026
04/05/2024	04/15/2024	11/08/2026
06/14/2024	06/24/2024	01/24/2027
08/23/2024	09/03/2024	04/04/2027
11/01/2024	11/11/2024	06/13/2027
01/24/2025	02/03/2025	08/22/2027
04/04/2025	04/14/2025	10/31/2027
06/13/2025	06/23/2025	01/16/2028
08/22/2025	09/02/2025	03/26/2028
10/31/2025	11/10/2025	06/04/2028

MSN PROGRAM		
ORIENTATION	START	GRADUATION
10/06/2023	10/16/2023	03/09/2025
12/22/2023	01/02/2024	05/18/2025
05/10/2024	05/20/2024	10/05/2025
09/27/2024	10/07/2024	03/08/2026





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