

2026 - 2027 CATALOG

CNI COLLEGE™
Careers in Nursing and In Health Sciences

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

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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Important Notice

Please note, in case of an emergency where classes cannot be held on campus, students must take directions 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 are extremely important to us. We are always here to guide and support you.

Please refer to Addendum for the Online Learning Environment.

COLLEGE INFORMATION

History and Ownership

Career Networks Institute DBA 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 to provide more spacious accommodation 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.

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/simulation laboratories for MSN Nursing, RN to BSN Nursing, BSN Nursing and Vocational Nursing Programs. AOS Surgical Technology OR simulation with labs, and AOS Magnetic Resonance Imaging with CorsMed/simulation for lab and externship. And our new Radiologic Technology, Diagnostic Medical Sonography and Cardiovascular Sonography classrooms, simulation and labs. CNI College also has skill-based laboratories and computer labs. All programs have access and use of the 3D Anatomage Table, the most technologically advanced 3D interactive dissection table with photo realistic cadavers. Students also have access to the Z-Space Comprehensive 3D anatomy platforms that contain the human body with interactive virtual models. 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 using Career Edge to build their student profile, Student Services, Financial Aid Advisors, Office of Bursa which educates students on grants and scholarships, 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 college's licensing and accreditation requirements for all 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 Consortium Librarian Services and receive a response at the beginning of 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 are 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 are 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

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.

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.

Objectives underlying each of CNI's educational programs are described in the Catalog within the course description for each program.

Approvals, Accreditations, & Memberships

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 post-secondary 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

3. California Department of Public Health of the State of California, Radiologic Health Branch (cdph.ca.gov/RHB)MS 7610; P.O. Box 997414; Sacramento, CA 95899-7414 (916) 327-5106; (916) 341-6917 FAX; www.cdph.ca.gov/RHB

4. 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/

5. 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/

6. 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

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

   Note: The American Registry of Radiologic Technologists (ARRT) is approved under Accrediting Bureau of Health Education Schools (ABHES), for CNI Associate of Occupational Science Degree in Magnetic Imaging Resonance Imaging Graduates and the Associate in Science in Radiologic Technology 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 8th Street Delray Beach, FL 33445. Phone: (561) 450-6880; Fax: (561) 256-5045; Email: armriit@msn.com; www.armrit.org.

3. The baccalaureate degree program in nursing at CNI College including the RN to BSN Degree Completion Program is accredited by the Commission on Collegiate Nursing Education (CCNE). 655 K Street NW, Suite 750, Washington, DC 20001. Phone: (202) 887-6791.

4. **NOTICE:**

The Master of Science in Nursing Healthcare Leadership Focus degree program at

CNI College is pursuing initial accreditation by the Commission on Collegiate Nursing

Education (CCNE)655 K Street NW, Suite 750, Washington, DC 2001. Phone (202) 887-6791 (http://www.ccneaccreditation.org). Applying for accreditation does not guarantee that accreditation will be granted.

Memberships

1. California Association of Private Postsecondary Schools (CAPPS). Phone: (916)447-5500; Fax: (916)440-8970; www.cappsonline.org.

2. Association of Surgical Technologists (AST). Phone: (800) 637-7433; Fax: (303) 694-9169; www.ast.org.

3. Better Business Bureau (BBB). Phone: (909) 825-7280; Fax: (909) 825-6246; www.la.bbb.org.

4. Library and Information Resources Network, Inc. (LIRN). Phone: (727) 536-0214; Fax: (727) 530-3126.

5. Career Education Colleges and Universities (CECU) Phone: (571)-970-3941; Fax: (866)-363-2181. membership@career.org

6. California Association of College of Nursing (CACN). Phone: (916) 779-6949, info@cacollegesofnursing.org

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 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 delivery of the 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 or the delivery of excellent education at all times.

CNI Program Offerings

Program	CIP	Credits	Clock Hours	Weeks	USDE	Credential Awarded
Vocational Nursing Diploma	51.3901	57.5	1530	52	*	Vocational Nursing 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
Magnetic Resonance Imaging Technology Degree (Day, Eve)	51.0920	107	1800	75	*	Associate of Occupational Science Degree in Magnetic Resonance Imaging Technology
Surgical Technology Degree (Day, Eve, Weekend)	51.0909	115	1730	79	*	Associate of Occupational Science Degree in Surgical Technology
Radiologic Technology	51.0911	136.5	2728	104	*	Associate in Science Degree in Radiologic Technology
Master of Science in Nursing (MSN) Healthcare Leadership Focus	51.3802	52	640	70	*	Master of Science in Nursing (MSN) Healthcare Leadership Focus

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

** Length of programs may vary depending on student's schedule, ed plan, transfer of credits, and holidays.

Statement of Non-Discrimination

CNI College does not discriminate on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, marital status, disability, veteran or military status, or any other characteristic protected by applicable federal or state law, in the administration of its educational programs, admissions policies, employment practices, or other College activities. CNI College complies with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance. Questions or concerns regarding Title IX, including reports of sex discrimination, sexual harassment, or sexual misconduct, may be directed to the College's

Title IX Coordinator:

Title IX Coordinator: James K. Buffington
Phone: (714) 437-9697
Email: jbuffington@cnicollege.edu

Diversity and Inclusion Statement

CNI College is committed to fostering an environment of inclusion, respect, and equity for all students, faculty, staff, and administrators. Diversity at CNI College encompasses, but is not limited to, culture, ethnicity, gender, sexual orientation, gender identity and expression, learning styles, physical abilities, socioeconomic background, and life experiences. The College support academic freedom, cultural diversity, and intellectual exploration as fundamental components of educational excellence. CNI College's core values emphasize dignity, respect, humility, and justice, and guide all interactions within the academic community.

Title IX Policy

What Is Title IX?

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive federal financial assistance. This protection includes discrimination based on sex, sexual orientation, gender identity, pregnancy, and related conditions, as well as sexual harassment, sexual assault, dating violence, domestic violence, and stalking. CNI College is committed to maintaining an educational and work environment free from sex-based discrimination and harassment.

Prohibited Conduct Under Title IX

Sexual Harassment

Sexual harassment is prohibited in any CNI College program, activity, or employment context.

Sexual harassment includes unwelcome conduct on the basis of sex when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in college programs or activities; or
- Submission to or rejection of such conduct is used as the basis for educational or employment decisions; or
- The conduct is sufficiently severe, pervasive, or persistent that a reasonable person would determine it creates an intimidating, hostile, or offensive environment that substantially interferes with an individual's ability to participate in or benefit from the College's programs or activities

Sexual Exploitation

Sexual exploitation occurs when a person takes sexual advantage of another without consent for the purpose of personal benefit or the benefit of others, and the behavior does not otherwise meet the definition of another sexual misconduct offense.

Sexual and Interpersonal Misconduct

Title IX-related sexual and interpersonal misconduct includes, but is not limited to:

- Non-consensual sexual contact: Any intentional sexual touching, however slight, without consent, including situations where the individual is incapable of giving consent due to age, incapacitation, or mental impairment.
- Dating violence or domestic violence: Violence committed by a person who is or has been in a romantic or intimate relationship with the victim, or by a current or former spouse or intimate partner.
- Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress, including conduct carried out directly or through third parties, electronic communication, surveillance, or interference with property.

Reporting and Response

Any student, applicant, faculty member, or staff member who believes they have experienced sex-based discrimination, sexual harassment, or sexual misconduct is encouraged to report the concern to the Title IX Coordinator.

CNI College will:

- Promptly respond to all reports of Title IX-related misconduct;
- Offer supportive measures to individuals involved, regardless of whether a formal complaint is filed;
- Conduct investigations in a manner that is fair, impartial, and respectful of privacy, to the extent permitted by law;
- Take appropriate corrective action when policy violations are found.

Matters meeting the definition of Title IX sexual harassment will be addressed under the College's Title IX grievance procedures. Other allegations of sexual misconduct that fall outside the Title IX definition will be addressed under applicable institutional conduct policies, as determined by the Title IX Coordinator.

Confidentiality and Privacy

CNI College is committed to respecting the privacy of individuals involved in Title IX matters.

Information will be shared only with those who need to know in order to respond, investigate, or provide supportive measures, consistent with Title IX and Clery Act requirements.

Title IX Coordinator Contact Information

Questions, concerns, or reports regarding Title IX may be directed to:

Title IX Coordinator:

James K. Buffington

Phone: (714) 437-9697

Email: jbuffington@cnicollege.edu

Administration Business Hours

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

School Catalog

Prior to enrollment, CNI College provides prospective students with electronic access to the

College Catalog by directing them to the College's website at:

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

Prospective students are also provided with an electronic copy of the Catalog for review.

CNI College updates the Catalog annually or as required. If changes to educational programs, services, procedures, or policies are required by statute, regulation, or accrediting agencies prior to the annual update, such changes will be implemented at the time they are made and documented through catalog supplements, addenda, or inserts. Prospective students are strongly encouraged to review the Catalog carefully prior to signing an Enrollment Agreement. Students are also encouraged to review the School Performance Fact Sheet, which is required to be provided prior to signing an Enrollment Agreement and is also distributed electronically before orientation. Students are required to acknowledge receipt and review of the CNI College Catalog by signing an acknowledgment form provided as part of the orientation materials, confirming their agreement to abide by all applicable rules, regulations, policies, and procedures. It is the student's responsibility to read and understand the contents of the Catalog. Questions regarding the Catalog may be addressed during orientation or by contacting the appropriate College department.

Regulatory Oversight and Student Assistance

Any questions a student may have regarding this Catalog that have not been satisfactorily answered by CNI College may be directed to the Bureau for Private Postsecondary Education (BPPE) at:

Bureau for Private Postsecondary Education

1747 North Market Boulevard, Suite 225

Sacramento, CA 95833

Phone (Toll-Free): (888) 370-7589

Website: www.bppe.ca.gov

Fax: (916) 263-1897

The Office of Student Assistance and Relief (OSAR) is available to assist prospective, current, and former students of private postsecondary institutions with understanding their rights, making informed decisions and navigating available services or relief options. OSAR may be contacted at: Phone: (888) 370-7580; Website: www.osar.bppe.ca.go

CLASS SCHEDULES AND BREAKS

Associate of Occupational Science Degree – Magnetic Resonance Imaging Technology Schedule

Quarter 1	COMP 101 Computer Applications meets on Mondays from 1:00PM – 5:00PM online (Zoom/Teams). Cameras must be on. Program delivered asynchronously/synchronously. ENG 101 and MTH 101 are online courses (Zoom/Teams) delivered asynchronously.
Quarter2	BIO 201 Anatomy & Physiology is taught online (Zoom/Teams). Mondays, Tuesdays, from 4:00PM – 10:00PM. Cameras must be on. All students must be in attendance Online (Zoom/Teams) for the full six (6) hours on their assigned nights to get credit. All exams for synchronous Online via (Zoom/Teams) are held on campus.
Quarter 3	MRIT301, MRIT302: Mondays, Tuesdays, from 4:00PM –9:00PM Theory Online (Zoom/Teams). Camera must be on. Alternate Saturdays from 9:00 am to 1:00 pm - MRI Safety-I. Alternate Saturday or Sunday - 8:30AM –5:00PM MRI - *Lab including simulation. *Lab schedule subject to change. All exams for synchronous Online (Zoom/Teams) are held on campus.
Quarter 4	MRIT401: Thursday and Friday 4:00PM - 10:00PM Theory on campus. MRIT402: Alternate Saturdays 9:00AM - 1:00PM MRIT401 Lab schedule: Saturday, Sunday, Monday or Tuesday – 8:30AM – 5:00PM on Campus. *Lab including simulation cases on campus. *Schedule may change. *Labs will be held every other week unless otherwise specified.
Quarter 5	MRIT501: Thursday and Friday 4:00PM - 10:00PM Theory on campus. MRIT502: Alternate Saturdays 9:00AM - 1:00PM MRIT501 Lab: Saturday, Sunday, Monday or Tuesday 8:30AM–5:00PM at assigned MRI Lab. *Lab including simulation cases. *Labs will be held every other week unless otherwise specified. *Lab schedule subject to change.
Quarter 6	**Externship -1000 Hours including credit for 250 hours of Corsmed Simulation cases completed and ARMRIT/ARRT Competencies completed and signed off.** Externship hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon site. Students may be scheduled for 8-12 hours per day. **Externship requires a mandatory 35-40 hours per week at their clinical.** **Capstone Course** Saturday 9:30AM – 1:30PM via Online (Zoom/Teams). Cameras must be on. **This mandatory capstone course is ten (10) weeks, forty (40) hours required. Students must pass with 80% or will need to repeat the Capstone Course.**

Students will attend five (5) mandatory hands-on/simulation lab (8 hours each) each quarter as assigned on Saturday, Sunday, Monday and Tuesday during quarters MRIT 301/302, MRIT 401/402 and MRIT 501/502. Lab is 20% of your grade for these courses. Students must be present in each lab session to receive credit.

Please Note: All exams for synchronous on-line via Online (Zoom/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%.

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.

Scheduled breaks are provided as part of instructional time and must be used appropriately and responsibly. Students are expected to remain in attendance for the full duration of each scheduled lecture or class session and to return from breaks promptly. Returning late from a scheduled break or leaving the classroom before being formally dismissed for a break or at the end of class may result in disciplinary action and may impact on the student's recorded attendance hours, in accordance with college attendance and conduct policies. Students are required to attend only the specific class session for which they are enrolled. Attendance in a different session or section is not permitted.

Schedule Modifications

Schedules for instructional weeks that include holidays may be modified to ensure that all required instructional hours and laboratory requirements are met. These modifications may include additional instructional hours and/or alternative days of the week.

Updated schedules will be communicated to students in advance. Students are responsible for reviewing schedule changes and should consult with the Program Director if they have questions regarding modified schedules.

Examination Requirements for Synchronous Online Courses

All examinations for synchronous online courses (e.g., via Zoom or Microsoft Teams) are administered on campus. Students are required to appear on campus to take all scheduled examinations at the designated date and time. Make-up examinations, if permitted by institutional policy and faculty approval, will be scheduled on a specific date and time. Make-up exams must be taken at the scheduled make-up time, with no alternative testing dates provided. The maximum achievable score on a make-up examination is seventy percent (70%), in accordance with CNI College academic policy.

Associate in Science Degree – Radiologic Technology: Class Schedules and Breaks

Quarter 1	COMP 101 Computer Applications meets on Mondays from 1:00PM – 5:00PM zoom/ teams online - cameras must be on. ENG 101, ENG 110 and MATH 100 are full distance online courses delivered asynchronously.
Quarter 2	BIO 201 Anatomy & Physiology is taught online zoom– cameras must be on. Mondays, Tuesdays, Wednesdays, and Thursdays from 4:00PM – 8:00PM Students will be assigned two (2) days to attend according to which group they are in. All students must be in attendance online for the full six (4) hours on their assigned nights to get credit. Every other Saturday or Sunday 8:30-5:00 on campus for lab.
Quarter 3	Tuesdays, Wednesdays, Thursdays online zoom from 4:00PM – 10:00PM - cameras must be on Saturday or Sunday – 8:30AM –5:00PM at assigned lab sessions (Week 6 and Week 7)
Quarter 4	Monday –Thursday online blended 2PM – 10:30PM - Cameras must be on Saturday and/or Sunday – 8:30AM – 5:00PM at assigned lab sessions
Quarter 5	Monday–Friday blended 2:00PM –10:30PM - Cameras must be on Saturday and/or Sunday – 8:30AM – 5:00PM at assigned lab sessions **Externship** starts in Week 3. Its hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon clinical site.
Quarter 6	**Externship** hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon clinical site.
Quarter 7	**Externship** hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon clinical site.
Quarter 8	**Externship** hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon clinical site.
Quarter 9	**Externship** hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon clinical site. **Theory Course** Saturday 9:00AM – 1:00PM online
Quarter 10	**Externship** hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon clinical site. **ARRT Registry Prep** Saturday 9:00AM – 3:00PM online

Externship Participation and Medical Considerations

Certain externship sites used for the Surgical Technology and Magnetic Resonance Imaging

Technology programs maintain clinical participation requirements that may restrict placement based on medical or safety considerations, including pregnancy-related limitations imposed by the externship site. When externship

participation is temporarily restricted due to pregnancy or other medically necessary conditions, students will work with the Program Director and Student

Services to determine appropriate options, which may include a temporary Leave of Absence or other reasonable academic planning measures. Students may be required to provide medical clearance prior to resuming externship participation, in accordance with clinical site requirements.

CNI College is committed to student safety and compliance with applicable federal and state nondiscrimination laws, including Title IX. Pregnant students are encouraged to communicate with the College promptly to discuss available academic options and support.

Associate of Occupational Science Degree in Surgical Technology Schedule

Quarter 1	COMP 101 Computer Applications meet on Mondays from 6:30AM – 10:30AM (Zoom). ENG 101 meets on Tuesday from 6:30AM – 10:30AM (Zoom), MTH101 meets on Wednesday from 6:30AM – 10:30AM (Zoom).
Quarter 2	BIO 201 Anatomy & Physiology Monday, Tuesday, Wednesday 6:30AM – 10:30AM Theory (Zoom).
Quarter 3	Monday, Tuesday, Wednesday 6:30AM -11:30AM (on campus).
Quarter 4	Monday, Tuesday, Wednesday, Thursday 6:30AM – 12:00PM Lab/Theory (on campus).
Quarter 5	Monday, Tuesday, Wednesday, Thursday 6:30AM – 10:45AM Theory/Lab (on campus).
Quarter 6	**Class, Lab, Externship, Capstone** Monday, Tuesday, Wednesday, Thursday 6:30AM – 1:45PM Lab (on campus).
Open Lab	Friday 6:30AM – 2:30PM

Externship

Externship hours range from Monday through Sunday between the hours of 6:00 AM – 10:00 PM depending on site. Externship requires a minimum of 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 as stated above may vary slightly depending on requirements and availability.

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 exception. The maximum score a student may achieve on any make-up exam is 70%.**

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 an action and time lost from attendance hours. Returning from breaks late or departing the classroom before being dismissed for a break will result in disciplinary action.

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 regarding schedules.

Note: Associate of Occupational Science Degree in Surgical Technology sites do not allow externship rotation for pregnant students. Students will need to take a leave of absence if applicable or withdrawal from the program and then re-enroll 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. This is for your safety.

Vocational Nursing Diploma Schedule

Terms 1A & 1B	Monday, Tuesday, Wednesday, – 7:00AM - 2:00 PM Thursday and Friday - 6:45 AM - 3:15PM or 2:45PM – 11:15PM
Term 2	Monday, Tuesday, Wednesday, – 7:00AM – 2:00PM Thursday and Friday – 6:45 AM – 3:15 PM or 2:45 PM- 1:15PM
Term 3	Monday, Tuesday, – 7:00AM-2:00PM Wednesday, Thursday and Friday – 6:45 AM – 3:15 PM or 2:45 PM–11:15PM
Term 4	Monday, Tuesday, Wednesday, – 7:00AM-2:00PM Thursday and Friday – 6:45 AM – 3:15 PM or 2:45 PM–11:15 PM

Schedule and Clinical Assignment Information

Class, laboratory, and clinical schedules are subject to change due to clinical site availability, patient care needs, instructor assignments, or other circumstances beyond the program's control. Instructional hours may vary depending on the course content, instructor, and learning modality. Students should refer to the published schedules for detailed information and are responsible for reviewing any schedule updates communicated by the College.

Clinical and shift times may vary from day to day throughout the term. Clinical schedules are assigned by the Dean of Nursing and Clinical Coordinator based on the requirements and operational needs of the clinical site.

Vocational Nursing Diploma Program Schedule

Term	Monday			Tuesday			Wednesday			Thursday			Friday		
										06:45 AM	-	03:15 PM	06:45 AM	-	03:15 PM
ONE A	07:00 AM	-	02:00 PM	07:00 AM	-	02:00 PM	07:00 AM	-	02:00 PM		**or**			**or**	
										02:45 PM	-	11:15 PM	02:45 PM	-	11:15 PM
										06:45 AM	-	03:15 PM	06:45 AM -		03:15 PM
ONE B	07:00 AM	-	02:00 PM	07:00 AM	-	02:00 PM	07:00 AM	-	02:00 PM		**or**			**or**	
										02:45 PM	-	11:15 PM	02:45 PM	-	11:15 PM
TWO										06:45 AM	-	03:15 PM	06:45 AM	-	03:15 PM
	07:00 AM	-	02:00 PM	07:00 AM	-	02:00 PM	07:00 AM	-	02:00 PM		**or**			**or**	
										02:45 PM	-	11:15 PM	02:45 PM	-	11:15 PM
THREE							06:45AM	-	03:15PM	06:45 AM	-	03:15 PM	06:45 AM	-	03:15 PM
	07:00 AM	-	02:00 PM	07:00 AM	-	02:00 PM		or			**or**			**or**	
							02:45 PM	-	11:15PM	02:45 PM	-	11:15 PM	02:45 PM	-	11:15 PM
FOUR										06:45 AM	-	07:15 PM	06:45 AM	-	07:15 PM
	07:00 AM	-	02:00 PM	07:00 AM	-	02:00 PM	07:00 AM	-	02:00 PM		**or**			**or**	
										02:45 PM	-	11:15 PM	02:45 PM	-	11:15 PM

- Classroom, lab, and clinical activities will vary by term. To obtain exact times for classes offered, please check with the appropriate 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.
- **Please note VN daytime schedule for clinical hours are subject to change to weekend hours if necessary.**

RN to BSN Degree Completion Program – Bachelor of Science Degree in Nursing Schedule

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 (MSN) – Healthcare Leadership Focus Degree Program

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 MSN Student Handbook for Practicum Form

Bachelor of Science Degree in Nursing (BSN) Program Schedule

Quarters	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Quarter 1	7:00 AM–9:00 AM On-Campus	Online	Online	Online	Online	Online	Online
Quarter 2	7:00 AM–3:30 PM On-Campus	Online	Online	Online	Online	Online	Online
Quarter 3	Online	7:00 AM–3:30 PM On-Campus	Online	Online	Online	Online	Online
Quarter 4	Online	Online	7:00 AM–3:30 PM On-Campus	Online	Online	Online	Online
Quarter 5	Online	Online	Online	Online	Online	Online	Online
Quarter 6	7:00 AM–1:30 PM Lab Online	7:00 AM– 11:00 AM 12:00–3:00 PM On-Campus	7:00 AM–1:30 PM Lab Online	7:00 AM–1:30 PM Lab Online	7:00 AM–1:30 PM Lab Online	Online	Online
Quarter 7		7:00 AM– 11:00 AM 12:00–3:00 PM On-Campus	7:00 AM–1:00 PM On-Campus	–	–	–	–
Quarter 8	6:30 AM–7:00 PM	6:30 AM–7:00 PM	7:00 AM– 11:00 PM 12:00–3:00 PM On-Campus	6:30 AM–7:00 PM	6:30 AM–7:00 PM	6:30 AM–7:00 PM	–
Quarter 9	6:30 AM–7:00 PM	6:30 AM–7:00 PM	6:30 AM–7:00 PM	7:00 AM– 11:00 AM 12:00–4:00 PM On-Campus	6:30 AM–7:00 PM	6:30 AM–7:00 PM	–
Quarter 10	6:30 AM–7:00 PM	6:30 AM–7:00 PM	6:30 AM–7:00 PM	7:00 AM– 11:00 AM 1:00–3:00 PM On-Campus	6:30 AM–7:00 PM	6:30 AM–7:00 PM	–
Quarter 11	6:30 AM–7:00 PM Online	6:30 AM–7:00 PM Online	6:30 AM–7:00 PM Online	6:30 AM–7:00 PM Online	7:00 AM– 11:00 AM 1:00–3:00 PM On-Campus	6:30 AM–7:00 PM Online	Online
Quarter 12	6:30 AM–7:00 PM	6:30 AM–7:00 PM	6:30 AM–7:00 PM	6:30 AM–7:00 PM	7:00 AM– 10:00 AM 11:00 AM– 3:00 PM On-Campus	6:30 AM–7:00 PM	–
Quarter 13	7:00 AM–1:00 AM 12:00–3:00 PM On-Campus		–	–	–	–	–

- Students are scheduled for one skills day a week; and in the last 3 weeks, a skills day will be replaced with a clinical experience - yes for NURS 200 (cohort 16 and above)
- Students are scheduled one (1) clinical day a week + 1 simulation (total of 4 simulations per term) - (cohort 15 and below)
- Students are scheduled for two (2) preceptorship clinicals - yes
- Students are scheduled two (2) clinical days a week + 2 simulation - based on the clinical, it depends if the students have OB and pediatrics

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.

Bachelor of Science in Nursing (BSN)

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.

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)

2026 - 2027	
January 1, 2026	New Year's Day
December 24, 2025 - January 4, 2026	Winter Break
January 5, 2026	First day of school after the Winter Break
January 19, 2026	Martin Luther King Jr. Day
February 16, 2026	President's Day
May 25, 2026	Memorial Day
July 4, 2026	Independence Day
September 1, 2026	Labor Day
November 26 – 27, 2026	Thanksgiving holiday
December 24, 2026 – January 3, 2027	Winter Break (**Back to School January 4, 2027**)
2027 - 2028	
January 1, 2027	New Year's Day
December 24, 2027 - January 3, 2027	Winter Break
January 4, 2027	First day of school after Winter Break
January 18, 2027	Martin Luther King Jr. Day
February 15, 2027	President's Day
May 31, 2027	Memorial Day
July 4, 2027	Independence Day
September 6, 2027	Labor Day
November 25 – 26, 2027	Thanksgiving holiday
December 24, 2027 – January 2, 2027	Winter Break (**Back to School January 3, 2028**)

Academic Calendar for Program Schedules with Start and End Dates

Magnetic Resonance Imaging Technology- Associate of Occupational Science Degree		
ORIENTATION	**START**	**GRADUATION**
01/30/2026	02/09/2026	08/15/2027
04/10/2026	04/20/2026	10/24/2027
06/19/2026	06/29/2026	01/09/2028
08/28/2026	09/08/2026	03/12/2028
11/06/2026	11/16/2026	05/21/2028
11/29/2027	02/08/2027	08/13/2028
04/9/2027	04/19/2027	10/22/2028
06/18/2027	06/28/2027	01/07/2029
08/27/2027	09/07/2027	03/11/2029
11/05/2027	11/15/2027	05/20/2029
01/28/2028	02/07/2028	08/12/2029
04/07/2028	04/17/2028	10/21/2029
06/16/2028	06/26/2028	01/06/2030
08/25/2028	09/05/2028	03/10/2030
11/03/2028	11/13/2028	05/19/2030

Surgical Technology -Associate of Occupational Science Degree		
ORIENTATION	**START**	**GRADUATION**
01/30/2026	02/09/2026	09/03/2027
04/10/2026	04/20/2026	11/12/2027
06/19/2026	06/29/2026	01/21/2028
08/28/2026	09/08/2026	03/31/2028
11/06/2026	11/16/2026	06/09/2028
01/22/2027	02/01/2027	08/11/2028
04/02/2027	04/12/2027	10/20/2028
06/11/2027	06/21/2027	01/15/2029
08/20/2027	08/30/2027	03/09/2029
10/29/2027	11/08/2027	05/25/2029
01/14/2028	01/24/2028	08/03/2029
03/24/2028	04/03/2028	10/12/2029
06/02/2028	06/12/2028	12/21/2029
08/11/2028	08/21/2028	03/01/2030
10/20/2028	10/30/2028	05/17/2030

RN to BSN Degree Completion Program - Bachelor of Science in Nursing (RN to BSN)		
ORIENTATION	**START**	**GRADUATION**
01/23/2026	02/02/2026	01/24/2027
04/03/2026	04/13/2026	04/04/2027
06/12/2026	06/22/2026	06/13/2027
08/21/2026	08/31/2026	08/22/2027
10/30/2026	11/09/2026	10/31/2027
01/15/2027	01/25/2027	01/16/2028
03/26/2027	04/05/2027	03/26/2028
06/04/2027	06/14/2027	06/04/2028
08/13/2027	08/23/2027	08/13/2028
10/22/2027	11/01/2027	10/22/2028
01/06/2028	01/18/2028	01/07/2029
03/17/2028	03/27/2028	03/18/2029
05/26/2028	06/05/2028	05/27/2029
08/04/2028	08/14/2028	08/05/2029
10/13/2028	10/23/2028	10/14/2029
Bachelor of Science in Nursing Degree (BSN)		
ORIENTATION	**START**	**GRADUATION**
01/23/2026	02/02/2026	08/13/2028
04/03/2026	04/13/2026	10/22/2028
06/12/2026	06/22/2026	01/07/2029
08/21/2026	08/31/2026	03/18/2029
10/30/2026	11/09/2026	05/27/2029
01/15/2027	01/25/2027	08/05/2029
03/26/2027	04/05/2027	10/14/2029
06/04/2027	06/14/2027	01/02/2030
08/13/2027	08/23/2027	03/13/2030
10/22/2027	11/01/2027	05/22/2030
01/07/2028	01/18/2028	07/31/2030
03/17/2028	03/27/2028	10/09/2030
05/26/2028	06/05/2028	12/18/2030
08/04/2028	08/14/2028	02/26/2031
10/13/2028	10/23/2028	05/07/2031
01/2/2029	01/08/2029	07/16/2031

Master of Science in Nursing - Healthcare Leadership Focus (MSN)		
ORIENTATION	**START**	**GRADUATION**
02/20/2026	03/02/2026	07/11/2027
05/01/2026	05/11/2026	09/19/2027
07/10/2026	07/20/2026	11/28/2027
09/18/2026	09/28/2026	02/13/2028
11/27/2026	12/07/2026	04/23/2028
02/12/2027	02/22/2027	07/02/2028
04/23/2027	05/03/2027	09/10/2028
07/02/2027	07/12/2027	11/19/2028
09/10/2027	09/20/2027	02/04/2029
11/19/2027	11/29/2027	04/15/2029
02/07/2028	02/14/2028	06/24/2029
04/17/2028	04/24/2028	09/02/2029
06/23/2028	07/03/2028	11/11/2029
09/05/2028	09/11/2028	01/27/2030
11/13/2028	11/20/2028	01/27/2030

Vocational Nursing Diploma Program (VN)		
ORIENTATION	**START**	**GRADUATION**
02/19/2026	02/23/2026	03/05/2027
05/20/2026	05/26/2026	06/17/2027
08/20/2026	08/24/2026	09/01/2027
12/01/2026	12/07/2026	12/03/2027
TBD	TBD	TBD

Radiologic Technology – Associate in Science Degree		
ORIENTATION	**START**	**GRADUATION**
10/22/2026	10/26/2026	11/19/2028
01/14/2027	01/19/2027	02/11/2029
03/25/2027	03/29/2027	04/22/2029
06/03/2027	06/07/2027	07/01/2029
08/12/2027	08/16/2027	09/09/2029
10/21/2027	10/25/2027	11/18/2029
01/13/2028	01/18/2028	02/10/2030
03/23/2028	03/27/2028	04/21/2030
06/15/2028	06/19/2028	07/14/2030
08/24/2028	08/28/2028	09/22/2030

ADMISSIONS

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 an 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 form* 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 applications 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.

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 interviews and tours.

4. A $75.00 non-refundable applicant fee is required to apply for the BSN and MRI programs. 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. All applicants/students must be able to read, speak and write English fluently. Proficiency documentation includes a high school diploma, GED or foreign degree credentialed for 12th grade proficiency. Applicants must also successfully pass the Wonderlic exam as detailed below.

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.

7. **Entrance Examination Requirements**

Wonderlic Scholastic Level Exam (SLE)

Applicants must pass the Wonderlic SLE with the minimum scores listed below.

Program	Minimum Score
Surgical Technology	17
Magnetic Resonance Imaging Technology	18
Vocational Nursing Diploma	18
Radiologic Technology	18

TEAS VII Entrance Examination Applicants must have completed the TEAS VII entrance exam at the current composite score as listed and dated within three (3) years of the program's start date to be valid.

Program	Minimum Score
Vocational Nursing Diploma	50.0%
Bachelor of Science in Nursing	58.0%

HESI Admission Assessment (A2)

Program	Minimum Score
Vocational Nursing Diploma	70.0%
Bachelor of Science in Nursing	75.0%

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 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. The AOS MRI, Radiologic Technology applicants must make an appointment with the Admissions Department to take the Wonderlic Exam (SLE) on campus with a proctor present while taking the exam. The Wonderlic Exam is not administered online to the above applicants.

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. Applicants to the Vocational Nursing Program who take the **HESI (A2)** must pass the HESI (A2) entrance exam with a minimum score of 70.0% to be considered for admission. Applicants who take a test at CNI College and who do not achieve a minimum score of 70.0% on the HESI (A2) entrance exam must wait a minimum of 30 days to retake the entrance exam. Applicants who take a test at CNI College and who do not achieve the minimum score of 70.0% on the HESI (A2) 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 70.0% on the HESI (A2) entrance exam for a third time will not be allowed to retake the entrance exam for admission to the Vocational Nursing Program.

10. A student applicant to the Vocational Nursing Program of CNI College must successfully take the Pre-Vocational Nursing Program Academic Preparatory Course (ATI Smart Prep) as a learning activity before beginning the Vocational Nursing Program

11. LVN 45 Unit options tracks admission applicants must meet all 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 Bachelor of Nursing 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 on all meeting all the criteria and **seating availability**. See page 22 for more information.

12. All applicants must complete financial arrangements prior to admission. If applicable, financial aid applications must be completed.

13. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

14. 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.

15. Vocational Nursing, Surgical Technology, Magnetic Resonance Imaging Technology, Radiologic Technology, Diagnostic Medical Sonography and Cardiovascular Sonography applicants must successfully complete all the requirements for admission into the program as well as be accepted for admission to the programs.

16. To comply with the request from community and clinical agencies the Associate of Occupational Science Degree in Magnetic Resonance Imaging Technology, Radiologic Technology, Vocational Nursing Diploma, RN to BSN, Degree Completion, Master of Science Degree in Nursing (MSN) Healthcare Leadership Focus, Bachelor of Science Degree in Nursing and Associate of Occupational Science Degree in 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.

17. 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.

18. Applicants to the Bachelor of Science in Nursing Program who take the **TEAS VII** must pass the TEAS VII entrance exam with a minimum score of 58% to be considered for admission. The TEAS VII Entrance Exam is good for three (3) years.

    Applicants who take the test at CNI College and who do not achieve a minimum score of 58.0% 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 58.0% 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 58.0% on the TEAS VII entrance exam for a third time will not be allowed to retake the entrance exam for admission to the Bachelor of Science in Nursing Program.

19. Applicants to the Bachelor of Science in Nursing Program who take the **HESI (A2)** must pass the HESI (A2) entrance exam with a minimum score of 75%.to be considered for admission. Applicants who take the test at CNI College and who do not achieve a minimum score of 75%. on the HESI (A2) 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 75%.0% on the HESI (A2) 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 75% on the HESI (A2) entrance exam for a third time will not be allowed to retake the entrance exam for admission to the Bachelor of Science in Nursing Program.

    - **If an applicant has taken the HESI (A2) within the past 3 years and passed with 75% or above, it will be accepted.**
    - **A student scoring less than 75% or with a GPA less than a 2.0 will be denied admission to the BSN Program.**

20. To be considered for admission to the Master of Science Degree in Nursing – Healthcare Leadership Focus, all applicants must show proof of the following:

    - A Bachelor of Science in Nursing from a program fully accredited by CCNE, ACEN, 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 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 Bachelor of Nursing in Science (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

General Admissions for all Programs

All 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 visit and view its facilities and equipment. The College reserves the right to defer admission of potentially eligible candidates to 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.

21. 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.

22. 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.

23. 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.

24. CNI College has not entered into an articulation or transfer of credits agreement with any other college or university.

25. CNI College does not provide any portion of a program's curriculum offered via third party, through educational provider agreements, such as a consortium and/or contract agreement.

26. No Continuing Education Course are offered at CNI College.

27. CNI is not authorized by the Student and Exchange Visitor Program (SEVP) to enroll nonimmigrant students on F-1 or M-1 visas. CNI does not provide visa services to international students or vouch for student status.

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 admission to any applicant and to change entrance requirements without prior notice.

English as a Second Language (ESL) Instruction

CNI College does not offer English as a Second Language (ESL) instruction. All programs are conducted exclusively in English. Students must be able to read, write, speak, understand, and communicate effectively in English to participate successfully in programs, complete coursework, and meet clinical, externship, and professional practice requirements. If English is not a student's primary language, the student may request copies of the Enrollment Agreement, disclosures, and required institutional statements to obtain independent translation prior to signing and enrollment.

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 "not 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 accommodation including auxiliary aids and/or services to qualified individuals with disabilities, 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 CNI College

Disability Compliance Coordinator in writing at 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 the training program for failure to disclose to the college their needs and/or requests in advance for approval.

ACADEMIC POLICIES & INFORMATION

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 at 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 1.5 times of the period 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 more than 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 because 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 sites assigned by the director to complete their required hours in 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 re-enter 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 Master of Science in Nursing (MSN) – Healthcare Leadership Focus, RN to BSN, Bachelor of Science in Nursing, Vocational Nursing, Surgical Technology, Magnetic Resonance Imaging Technologist, Radiologic Technology applicants please refer to the program's student handbook for specific guidelines for online attendance/ attendance/tardiness and make-up standards.

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
- For its distance education programs, approximately 72 hours will elapse between CNI's receipt of student lessons, projects or discussions and when the response or evaluation is provided to the student.

Late Policy

It is the responsibility of the student to notify the instructor at the beginning of the week when the class requires 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 will be graded as stated below:

The student will receive a Zero (0), which equals an (F) Failing Grade, for not submitting assignments on time (due date), missing a scheduled quiz, and/or missing a scheduled exam.

- For any **approved make-up assignment**, the student will be given a mandatory due date (from action plan) and a maximum grade of 70% for GE, 70% for ST Core, 70% for AOS MRI Core, and 75% for Nursing Core Courses.
- For any **approved make-up quiz or exam,** the student will be given a mandatory due date (from the action plan), and a maximum Grade of 70% for GE, 70% for ST Core, 70% for AOS MRI Core, and 75% for Nursing Core Courses.

Please refer to the Student Handbook for specific guidance on each Program's expectations.

Attendance Status

Credit-Hour Programs

A full-time student enrolled in a semester credit-hour program is expected to complete twenty-four (24) semester credit hours in a period of not less than thirty (30) instructional weeks.
A full-time student enrolled in a quarter credit-hour program is expected to complete thirty-six (36) quarter credit hours in a period of not less than thirty (30) instructional weeks.
Enrollment status for three-quarter-time, half-time, and less-than-half-time students is calculated based on the student's registered credit load per semester or quarter, in accordance with institutional and federal guidelines.

Clock-Hour Programs

A full-time student enrolled in a clock-hour program is expected to complete nine hundred (900) clock hours in a period of not less than twenty-six (26) instructional weeks, attending a minimum of twenty-four (24) clock hours per week. Half-time and less-than-half-time enrollment in clock-hour programs are calculated based on the student's actual clock-hour attendance within a payment period.

Class and Practice Hours – Credit Procedure

Students at CNI College are required to accurately record daily attendance using the official attendance roster by:

- Clocking IN at the start of the instructional day
- Clocking OUT for designated lunch or break periods
- Clocking IN upon return
- Clocking OUT at the end of the instructional day

Students are permitted a seven (7) minute grace period to sign in and still receive credit for a full quarter-hour (15 minutes). Attendance and participation credits are awarded only after instructional activities, tasks, operations, or projects are verified by the instructor. Backup rosters are maintained for verification and audit purposes. Failure to follow attendance recording procedures may result in loss of attendance credit.

Definition of Credit

Semester Credit Programs

(Vocational Nursing Diploma Program)

For semester-based programs, credit is awarded as follows:

- Fifteen (15) lecture hours = 1 semester credit
- Thirty (30) laboratory hours = 1 semester credit
- Forty-five (45) practicum or externship hours = 1 semester credit

Quarter Credit Programs

(Master of Science in Nursing (MSN) – Healthcare Leadership Focus, Bachelor of Science in Nursing, RN-to-BSN Degree Completion, Radiologic Technology, Associate of Occupational Science in Surgical Technology, Associate of Occupational Science in Magnetic Resonance Imaging)

For quarter-based programs, credit is awarded as follows:

- Ten (10) lecture hours = 1 quarter credit
- Twenty (20) science laboratory hours = 1 quarter credit
- Thirty (30) clinical, skills lab, or simulation hours = 1 quarter credit

Clock-to-Credit Hour Standard

CNI College operates on a 50-minute clock hour. Credit hours and units are awarded in accordance with the instructional hour definitions and conversion standards described above and in compliance with applicable federal and state regulations.

Transfer Credit

Transfer of Credit from CNI College to Other Institutions

Notice Regarding the Transferability of Units and Degrees Earned at CNI College:

Units earned in CNI College programs are not designed to be transferable or not guaranteed to be transferable to another college or university. In addition, any degree, diploma, or certificate earned at CNI College may not serve as a basis for admission to, or completion of, a higher-level degree at another institution.

The transferability of credits earned at CNI College is entirely at the discretion of the receiving institution. Acceptance of any degree, diploma, or certificate is also determined solely by the institution to which a student seeks to transfer. If the credits, degree, diploma, or certificate earned at CNI College are not accepted by another institution, a student may be required to repeat some or all coursework at the receiving institution. For this reason, prospective students are strongly encouraged to determine whether attendance at CNI College will meet their educational and professional goals. Students considering transferring to another institution after attending CNI College should contact the intended transfer institution prior to enrollment to determine whether credits or credentials earned at CNI College will be accepted.

Transfer of Credit to CNI College

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 courses 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 transfer student applicant.

The institution will maintain a written record of the previous education and training of veterans and eligible people. 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 with 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 (MSN) - Healthcare Leadership Focus

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, ACEN or CNEA/Unencumbered Current US/CA RN License

Bachelor of Science in Nursing (BSN) Program

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 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 are 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 and Math 100 College Algebra/4 Units 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.**

LVN to BSN 45 Quarter Credit Option Guidelines

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 quarters of units. See page 79-80 in BSN Program for further information.

Associate of Occupational Science in Magnetic Resonance Imaging Technology

Transfer from an Accredited Institution

Transfer credit will only be granted for courses equivalent to those required in the Associate of Occupational Science in 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 are 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 Associate of Occupational Science Magnetic Resonance Imaging 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 Associate of Occupational Science in 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 Associate of Occupational Science in Magnetic Resonance Imaging (MRI) Technology program was launched. CNI Graduates must have current CPR, IV Access, and immunizations, which they are responsible for completing prior to admission into the Associate of Occupational Science in Magnetic Resonance Imaging (MRI) Technology Program. An updated background check must also be completed prior to the externship in the 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 of 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

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 Associate of Occupational Science in Magnetic Resonance Imaging (MRI) Technology program to complete the Associate of Occupational Science degree. CNI Graduates must have current CPR, IV Access, and physical examination/immunizations, which they are responsible for completing

prior to admission into the Associate of Occupational Science in 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 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 Associate of Occupational Science in Magnetic Resonance Imaging Technology Degree student's handbook for policy.**

Associate of Occupational Science in Surgical Technology

Transfer from an Accredited Institution

Transfer credit will only be granted for courses equivalent to those required in the Associate of Occupational Science in Surgical Technology program and that were completed at an accredited institution. Acceptance of transfer credits will be at the discretion of the Associate of Occupational Science in Surgical Technology 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 Associate of Occupational Science in Surgical Technology 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 Associate of Occupational Science in 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 Associate of Occupational Science in 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 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 Associate of Occupational Science in 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 Associate of Occupational Science in Surgical Technology Degree student's handbook for policy.**

Credit Granting Policy – Vocational Nursing Diploma

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.

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 reviewing documentation, the DON 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, students 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.
- Students 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 the 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.**

Credit Granting for Challenge

Applicants with relevant knowledge and 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.
- Applicants must pass a competency based objective examination for the course to be challenged.

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

RN to BSN Degree Completion Program

CNI College requires specific coursework to be completed prior to admission into the RN to BSN Degree Completion 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 are 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 (maybe a face-to-face, online, or conference call interview)
- Verification of valid California RN License. The 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 RN to 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.

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.

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 people is evaluated for transfer credit.

In the Associate of Science in Magnetic Resonance Imaging Technology, and Associate of Science in Surgical Technology Programs competency-based credit shall be granted for knowledge and/or skills acquired through experience and education. Credits shall be determined by written and when appropriate practical examinations.

*Refer to Associate of Occupational Science in Magnetic Resonance Imaging Technology and Associate Occupational Science in Surgical Technology Student Program Handbooks for specific information regarding this option.

Advance Placement

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

Grading System for Associate of Occupational Science in Magnetic Imaging Technology & Associate of Occupational Science in Surgical Technology General Education Courses, Master of Science in Nursing and Bachelor of Science in Nursing 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%	0.0	

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	Written Communication II
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
NUTR 220	Nutrition
HUM 330	Cultural and Ethical Issues

RN to BSN

MATH 300	Applied Science
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%	0.0	

Note: MASTER OF SCIENCE IN NURSING (MSN) – HEALTHCARE LEADERSHIP FOCUS 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, AOS ST

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%	0.0	

Course withdrawal will not affect a student's grade point average (GPA).
Externship is graded on a pass/fail and must be completed to pass the course.

Grading System for Radiologic Technology, Diagnostic Medical Sonography, Cardiovascular Sonography Courses

Radiologic Technology, student grades are based on an assessment of the individual student's demonstration of mastery of course objectives.

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").

A = 90 – 100 %

B = 80 – 89.5

C = 75 – 79.5

F = less than 74.5%

The passing grade of C (74.5%) is required to progress in these programs. The clinical course is graded as satisfactory, needs improvement, or unsatisfactory. A passing grade consists of satisfactory and timely completion of all course competencies and activities as indicated in the course criteria and outcomes.

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

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

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= less than 75%	0.0			

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 of the 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

The institution may grant a Leave of Absence (LOA) to a student who is unable to attend classes due to personal, medical, military, or other unforeseen circumstances.

An LOA must be requested in writing, approved by the institution, and include the reason for the leave and specific start and end dates. A student may be granted an LOA for a maximum of 180 days within a 12-month period, measured from the first day of the initial LOA. Multiple LOAs may be approved provided the total does not exceed

180 days. Vocational Nursing students may not take an LOA during Term 1A, as specified in the Vocational Nursing Student Handbook.

The institution must have a reasonable expectation that the student will return from the LOA, and the LOA must be approved prior to the start of the leave, except in documented emergency circumstances, in accordance with federal regulations.

During an approved LOA, students are not assessed additional tuition charges, retain all earned academic credit and clock hours, and will return at the same academic and satisfactory academic progress status. Students may not attend classes, participate in clinical or externship activities, or complete coursework while on an LOA.

Students who fail to return from an approved LOA as scheduled will be considered withdrawn as of their last date of attendance. For students receiving Title IV financial aid, failure to return may result in the loan grace period reverting to the first day of the LOA, and repayment obligations will apply according to federal regulations.

An LOA may affect a student's program schedule, course sequencing, and externship placement.

The institution does not guarantee the same schedule or placement upon return.

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.

BSN Pinning Ceremony – Must Meet All Financial Aid Obligations to Participate in 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, please see financial aid before signing up. Graduates wishing to participate in the Nursing Pinning Ceremonies must also pay an additional charge. Please see financial aid before signing up.

CNI College desires to plan a Pinning Ceremony for each of the BSN cohorts. For this to take place must be at least 80% participation from the cohort. There is an additional charge for the Pinning Ceremony. Each student in the court 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. **See all departments listed on your check-off form to get signed off before signing up.**

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

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. To audit the course, the graduates must have graduated from the college within the previous 12 months.

Academic Progress Standards for Student Achievement

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.

Satisfactory Academic Progress Requirements (SAP) Standards

Purpose

Federal regulations require that all students receive assistance under Title IV Federal Student
Aid programs maintain Satisfactory Academic Progress (SAP) toward completion of their educational objective. This policy establishes the standards used to measure SAP for continued eligibility for federal financial aid. These standards are separate from and in addition to academic standing requirements and apply to all periods of enrollment, regardless of whether federal
Financial aid was received during a particular payment period.

Applicability

This SAP policy applies to all students enrolled in eligible programs who receive Title IV federal financial aid, including periods of enrollment for which the student did not receive Title IV funds. SAP standards are applied consistently within each program of study and are at least as strict as those applied to students who are not receiving Title IV assistance.

Evaluation Period

For Title IV purposes, Satisfactory Academic Progress is evaluated at the end of each payment period. Failure to meet any SAP requirement at the time of evaluation may result in loss of eligibility for federal financial aid, subject to the warning and appeal provisions described below.

SAP Standards

To maintain eligibility for Title IV federal financial aid, students must meet **ALL** of the following requirements:

1. Qualitative Standard (Grade Requirements)

Students must maintain the minimum cumulative grade average established for their specific program of study:

- **AOS ST / AOS MRI Programs:** 70% cumulative grade average
- **RT:** The passing grade of C (74.5%) is required to progress in these programs.
- **Vocational Nursing Program:** 75% cumulative grade average
- **RN to BSN Program:** 75% cumulative grade average
- **BSN Program:**
    - o 75% in core nursing courses
    - o 75% in science and non-science general education courses
- **MSN Program:** 80% cumulative grade average

Grades are calculated based on attempted coursework applicable to the program of study. Pass/Fail courses are excluded from GPA calculations where applicable.

2. Maximum Timeframe

Students must complete their educational objective within 150 percent (1.5 times) of the published program length.

Example: If a program requires 30 credit hours, the maximum number of attempted credits permitted is 45 credit hours. A student becomes ineligible for Title IV federal financial aid at the point where it becomes mathematically impossible to complete the program within the maximum timeframe. Exceeding the maximum timeframe may also result in academic dismissal in accordance with institutional policy.

Failure to Maintain SAP

- **Financial Aid Warning**

  A student who fails to meet SAP standards at the end of a payment period may be placed on

  Financial Aid Warning for one subsequent payment period. Students on Financial Aid Warning remain eligible to receive Title IV aid during the warning period.

- **Financial Aid Ineligibility**

  If the student fails to meet SAP standards by the end of the warning period, the student becomes ineligible for Title IV federal financial aid and will be notified in writing of this determination and the right to appeal.

Appeal Process

Students who become ineligible for federal financial aid due to failure to meet SAP standards may submit a written appeal within ten (10) calendar days of notification.

Appeals must:

- Describe mitigating circumstances (such as illness, injury, family emergency, or other circumstances beyond the student's control)
- Include supporting documentation
- Explain what has changed, that will allow the student to meet SAP standards in the future

Appeals are reviewed by the Office of the Provost or designated committee. Students will be notified in writing of the decision. All appeal decisions are final.

Financial Aid Probation and Academic Plans

Students whose appeals are approved will be placed on Financial Aid Probation for the next payment period.

Academic Plan

Students on Financial Aid Probation may be required to follow an Academic Plan designed to ensure successful program completion within the maximum timeframe. The Academic Plan may include specific academic benchmarks, attendance requirements, and evaluation checkpoints.

Academic Plans are reviewed at the end of each payment period.
Failure to meet the conditions of the Academic Plan will result in loss of Title IV federal financial aid eligibility.

Reinstatement of Eligibility

A student who successfully meets SAP standards or fully complies with an approved Academic

Plan may have federal financial aid eligibility reinstated for the applicable payment period, provided all other eligibility requirements are met.

Treatment of Repeated, Withdrawn, and Transfer Coursework

- Repeated coursework is counted as attempted credits.
- Withdrawals and failing grades are counted as attempted but not successfully completed coursework.
- Transfer credits accepted toward the program are counted as both attempted and completed.
- Remedial and audited coursework is excluded from SAP calculations where applicable.

Re-Enrollment

Students who are 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.

1. **Eligibility for Re-enrollment**:

   To be eligible for re-enrollment into the program, students must meet the following criteria:

- Submission of two letters of recommendation from instructors within the program.
- Submission of a letter of intent expressing the students' desire to re-enroll.
- Compliance with any additional requirements specified by the program administration.
- In good financial standing at the time of re-enrollment.

2. **Review Process**:
   - Once the requirements for re-enrollment, including (two) letters of recommendation

     and (one) letter of intent, have been met, the program administration will convene a reenrollment committee to review the students' application. The re-enrollment committee may include faculty members, administrators, and other relevant parties.
   - Upon completion of the review process, the re-enrollment committee will notify the

     student of the decision regarding their request for re-enrollment.

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 prevent 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.

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 Associate of Occupational Science for Magnetic Resonance Imaging Technology or Surgical Technology Programs by the end of the probationary period the student will be terminated from the College.

If the student fails to meet the Satisfactory Academic Progress Standards (grade of 75% or better) for Associate in Radiologic Technology Programs by the end of the probationary period the student will be terminated from the College.

A Vocational Nursing Diploma 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 one and one-half times (1.5) of the normal length of the program will be dropped from the program.

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.

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.

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.

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.

Externship Policies

Externship

Students must attest to and show proof that completed physical and all immunizations have been received to attend their externship site designated by CNI College; Each student must sign an acknowledgement that will be provided by CNI College. This is a mandatory requirement to attend and participate in required clinical competencies. Please see program student handbook for detailed requirements of each program.

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, RT, students must attend their externship site 40 hours per week, -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 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. ST and AOS MRI, RT, DMS and CVS students must also attend Capstone Course during the externship portion of their program.

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.

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, ST Programs (on a scale of 1-100 percent). Must achieve a score of 90% or better in capstone to pass the program. RT Programs must complete all classes (credits units and hours with a grade point average (GPA) of at least 75% or better.
   Vocational Nursing Program Students must complete all terms/systems with 75% or better.
   RN to BSN and BSN students must have 70% in all courses except Core Nursing Courses must have 75% to pass. RN to BSN and BSN students must achieve a score of 94% 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.

Comprehensive Predictor Exam – BSN

VATI ATI 100% (Complete all VATI modules from Fundamentals to Leadership) and achieve 9/10 score in week 9. (No later than Sunday 11:59PM)

**This is a requirement prior to taking RN Comprehensive Predictor in week 10.

Students must take the ATI Comprehensive Predictor Assessment during the NURS 450 Nursing Concepts Integration course. Each student must achieve an ATI predictive probability of passing NCLEX at or above 94% to be able to graduate.

Students must upload the following to the Canvas learning platform:

1. A printed transcript of the Comprehensive Predictor of the **first attempt**.
2. Must complete remediation for all “Topics to Review” and submit documentation of three critical points for each topic reviewed from the score of the **first attempt**. Non-submission of required documentation will result in “0” points.

Students who achieve a score of 94% or higher on the Comprehensive Predictor— which accounts for 10% of the final grade in NURS 450: Nursing Concepts

Integration—and maintain a minimum overall course average of 75%, will receive a grade of “Pass” (P) for the course and will be eligible to graduate from the program.

Students who do not achieve a score of 94% on their first attempt will be given a second attempt. Students will receive an Incomplete (“I”) grade until the second attempt is completed. Students must take the second attempt

within 5 calendar days. Students who do not achieve a score of 94% on their second attempt, will be given a "No Pass" (NP) grade and will be required to repeat NURS 450 Nursing Concepts Integration course.

NCLEX EXAMINATION REQUIREMENTS-BSN

We want to ensure that you are adequately prepared before taking the NCLEX examination. We are committed to supporting you throughout the process and will work with you individually to help you achieve success.

Our goal is for every graduate to successfully pass the NCLEX on the first attempt.

To help achieve this goal, you are required to:

- Complete remediation for all missed topics identified in the ATI Content Mastery Series (CMS).
- Achieve VATI Green Light status.
- Provide documentation demonstrating completion of remediation for each missed topic.

Once all remediation requirements have been completed, documentation has been submitted/verified, and VATI Green Light status has been achieved, you will be cleared to proceed with scheduling your NCLEX examination.

We appreciate your commitment to this process and look forward to supporting your success as you prepare to enter professional nursing practice.

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% on 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 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 opportunities only).
3. Satisfy clinical, lab and simulation competencies, and ATI proficiency per promotion policy.
4. Pass the ATI RN comprehensive predictor examination with a 94% 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 one more attempt 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 and NCLEX approval will be granted after a student completes all the Virtual ATI modules (100%) and achieves the VATI greenlight.
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).

Comprehensive Predictor Exam

VATI ATI 100% (Complete all VATI modules from Fundamentals to Leadership) and achieve 9/10 score in week 9. (No later than Sunday 11:59PM)

**This is a requirement prior to taking RN Comprehensive Predictor in week 10.

Students must take the ATI Comprehensive Predictor Assessment during the NURS 450 Nursing Concepts Integration course. Each student must achieve an ATI predictive probability of passing NCLEX at or above 94% to be able to graduate.

Students must upload the following to the Canvas learning platform:

3. A printed transcript of the Comprehensive Predictor of the **first attempt**.
4. Must complete remediation for all "Topics to Review" and submit documentation of three critical points for each topic reviewed from the score of the **first attempt**. Non-submission of required documentation will result in "0" points.

Students who achieve a score of 94% or higher on the Comprehensive Predictor— which accounts for 10% of the final grade in NURS 450: Nursing Concepts

Integration—and maintain a minimum overall course average of 75%, will receive a grade of "Pass" (P) for the course and will be eligible to graduate from the program.

Students who do not achieve a score of 94% on their first attempt will be given a second attempt. Students will receive an Incomplete ("I") grade until the second attempt is completed. Students must take the second attempt **within 5 calendar days**. Students who do not achieve a score of 94% on their second attempt, will be given a "No Pass" (NP) grade and will be required to repeat NURS 450 Nursing Concepts Integration course.

NCLEX Examination Requirements – BSN

We want to ensure that you are adequately prepared before taking the NCLEX examination. We are committed to supporting you throughout the process and will work with you individually to help you achieve success.

Our goal is for every graduate to successfully pass the NCLEX on the first attempt.

To help achieve this goal, you are required to:

- Complete remediation for all missed topics identified in the ATI Content Mastery Series (CMS).
- Achieve VATI Green Light status.
- Provide documentation demonstrating completion of remediation for each missed topic.

Once all remediation requirements have been completed, documentation has been submitted/verified, and VATI Green Light status has been achieved, you will be cleared to proceed with scheduling your NCLEX examination.

We appreciate your commitment to this process and look forward to supporting your success as you prepare to enter professional nursing practice.

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 determine 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.

Repeats

Students who have failed coursework will be required to repeat or remediate the class/course which they failed. A contract addendum will be completed by the program director.

Drops

CNI College reserves the right to administratively drop (dismiss) students who fail to comply with the academic, attendance, financial, clinical, or conduct standards of the College, as outlined in this Catalog and applicable Student Handbooks.

A student may be dropped from the program for reasons including, but not limited to, the following:

Attendance

- Failure to comply with the College's attendance policy, including:
    - Fourteen (14) consecutive calendar days of absence, excluding scheduled school holidays.
    - Attendance of less than 66.67% of scheduled instructional hours in the student's program of study.

Academic Progress

- Failure to maintain Satisfactory Academic Progress (SAP) as defined by program and

  institutional standards, including:

    - Earning less than 70% in two or more courses for Associate of Occupational Science in Magnetic Resonance Imaging (AOS MRI) or Surgical Technology (ST) programs.
    - Earning less than 75% in required coursework for the RT, DMS, CVS Programs or failure to pass the required clinical competencies.
    - Earning less than 75% in required coursework for Bachelor of Science in Nursing (BSN) or RN to BSN programs and/or failure to pass required clinical competencies.
    - Earning less than 75% in the Vocational Nursing (VN) program and/or failure to achieve a minimum ATI Proctored Assessment Level 2, as required by the program.
    - Earning less than 80% in the Master of Science in Nursing (MSN) – Healthcare Leadership Focus program and/or failure to successfully complete required clinical practicum components.

Clinical and Professional Standards

- Failure to meet satisfactory clinical, externship, or practicum standards, as evaluated by faculty, clinical instructors, or program administrators.

Financial Obligations

- Failure to meet institutional financial obligations, including unresolved tuition or fee balances, in accordance with the College's financial policies. *(Financial status does not determine academic performance; however, unresolved obligations may affect enrollment status.)*

Conduct

- Conduct determined by faculty or administration to be detrimental to other students, staff, the learning environment, or the College community, as outlined in the Student Conduct Policy.
- Use of, possession of, or being under the influence of alcoholic beverages or illegal substances on College property, during College activities, or at affiliated clinical or externship sites.
- Violation of federal copyright and software piracy laws, including the unauthorized copying, distribution, or use of licensed computer software.

Withdrawal Determination

Administrative drops are recorded by the Registrar and may result in an official withdrawal date based on student's last documented date of attendance. Applicable refund, Return of Title IV (R2T4), and re-enrollment policies will apply when required.

Programs. Please refer to the student's specific program handbook for additional guidelines.

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 mentioned in the complaint. The following procedure is in effect:

- The students will be notified by the Director of Student Services to attend a Review Board meeting which will be held within five (5) days of 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 faculty member not affiliated with the student's program depending on the grievance.
- The Review Board convenes with the students. 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 students' complaints. 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 students 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 post-secondary 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.

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 students' 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 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 except for accrediting commission or governmental agencies so authorized by law.

Drug Abuse Prevention Program

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 problem 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 are 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 dangerous 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 are dear 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.matrixinstitute.org/
http://www.cooperfellowship.org/
http://www.newdirectionsforwomen.com/
http://www.soberliving.com/

Alcoholics Anonymous and Similar Organizations

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 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

Many communities provide social service-based facilities and groups for drug treatment. Various 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

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

Resource Center

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.

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 people 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 skiing, 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 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 should 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 for 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	Diacetylmorph ine, Horse, Smack	Under investigation	High	High			Injected, sniffed, smoked
	Hydromorphon	II	Dilaudid	Analgesic					Oral, injected
	Meperidine (Pethidine)	II	Demerol, Pethadol	Analgesic					
	Methadone	II	Dolophi ne, 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	
DEPRESANTS	Chloral Hydrate	IV	Noctec, Somnos	Hypnotic	Moderate	Moderate	Possible	5 to 8	Oral
	Barbiturates	II, III, IV	Amobarbital, Phenobarbital, Butisol, Phenoxbarbital, Secobarbital, Tuinal	Anesthetic, anticonvulsant, sedative, hypnotic	High-Moderate	High-Moderate	Yes	1 to 16	Oral, Injected
	Glutethimide	III	Doriden	Sedative,	High	High		4 to 8	
				hypnoti					
	Methaqualone	II	Optimil, Parest, Quaalude, Somnafac, Sopor	Sedative, hypnotic	High	High	Yes	4 to 8	Oral, Injected
	Benzodiazepine s	IV	Ativan, Asnee, Conopid, Dalmane, Diazepam, Librium, Serax, Tranxene, Valium, Veratrin	Anti-anxiety, anti-convulsant, sedative, hypnotic	Low	Low			
	Other Depressants	III, IV	Equinix, MilltownNodular, Placidly,	Anti- anxiety, sedative, hypnotic	Moderate	Moderate			
STIMULANTS	Cocaine	II	Coke, Flake, Snow	Local anesthetic	Possible	High	Possible	1 to 2	Sniffed, injected
	Amphetamines	II, III	Biphetamine, Delcobese, Desoxyn, Dexedrine, Mediatic	Hyperkinesis, narcolepsy, weight control			Yes	2 to 4	Oral, injected
	Phenmetrazine	II	Preludin						
	Methylphenidat e	II	Ritalin						
	Other Stimulants	III, IV	Adipex, Bacarate, Cylert, Didrex, Ionamin, Plegine, Presate, Sanorex, Tenuta, Tepa nil, Vora nil						Oral
HALLUCINOGENS	LSD	I	Acid, Microdot	None	None	Degree unknown	Yes	8 to 12	Oral
	Mescaline and Peyote	I	MSc, Buttons, Cactus						Oral, injected
	Amphetamine Variants	I	2.5-DMA, PMA, STP, MDA, MMDA, TMA, DOM, DOB		Unknown			Up to days	
	Phencyclidine	II	PCP, Angel Dust, Hog	Veterinary anesthetic	Degree unknown	High		Variable	Smoked, oral, injected
	Phencyclidine e Analogs	I	PCE, PCPy, TCP	None	Degree unknown	Degree unknow n	Yes	Variable	Smoked, oral, injected
	Other Hallucinogen s	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn		None		Possible		Oral, injected smoke, sniffed
CANNABIS	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.

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.

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.

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 when September 17 falls on a weekend, the programs are to be held in the preceding or following week.

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. 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 requests 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 for reading and evaluating 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 weapon 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 except for 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.

Dress Code & Appearance

Students must wear appropriate professional 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, lab and the 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 always. Make-up, hairstyles, fingernails and jewelry must be moderate and understated. No facial piercings are allowed. All tattoos must be covered by clothing and not visible. 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 designated uniforms for class and clinical sites. Please refer to the BSN and VN student handbooks for further instructions and guidelines specific to the 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. Please refer to each Program Student Handbook for specific dress code requirements per program while on campus, at lab and extern site/clinical rotation.

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.

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.

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, to learn more about voting and how to register to vote.

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 will 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.

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 possible. The social media Policy incorporates the CNI College policies on professionalism, prohibiting discrimination and harassment, use of computers 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 people 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.

Field Trips

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

Pregnancy

AOS MRI and 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. Students are not allowed to attend externship if pregnant due to their safety. Students may have to withdraw from the program and reenroll after the baby is born to complete the program with a medical release.

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 Admissions Department for any program change. The student must withdrawal from the current program and reenroll in the new program. The students must meet with Financial for the new fee.

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

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 adjust student schedules regardless of prerequisite requirements when it is in the best interest of the student to maintain instructional continuity within the program.

METHOD OF DELIVERY

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 can 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, RT, and 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 during orientation.

MSN, BSN Programs / AOS MRI Program

The method of delivery for the Master of Science in Nursing (MSN) – Healthcare Leadership Focus, Bachelor of Science Degree in Nursing, Associate of Magnetic Resonance Imaging 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 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 students with instruction and training in the use of the computer, hardware and software, and the distance learning platform as well as requirements to be successful in the online portion of the Programs.

MSN and RN to BSN Programs

The RN to BSN Program is designed as an online program except for the 90-hour Clinical Practicum for the RN to BSN Program graded as pass/fail. MSN is designed as an online program except for an 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.

Technical Support Available to Online Distance Education Students

Josh Ortiz –Director of IT
Available Monday through Friday from 9:00am to 5:00pm (714) 437-9697

Josh Ortiz– IT Solutions Architect
Available Monday through Friday from 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

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 a reliable Internet connection 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	**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: • Internet Explorer 6.0 • Internet Explorer 7.0 (recommended) • Netscape Communicator 7.1 • Firefox 2.0 • Firefox 3.0	**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 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.

Student Access to Canvas

Students who do not respond to emails, phone calls, Canvas messages, text messages, mandatory tutoring sessions, or neglect to return signed reporting forms will have their Canvas accounts frozen.

Before Canvas freezes, student contact attempts will be made by the Instructor, Program Directors, Directors, Deans, or assistants, Admissions, Financial Aid, Registrar, Career Services, Director of Online Education (online courses) and/or Director of Student Services. Routes of contact should include emails, phone calls, Canvas communications, and/or text messages. Communication logs need to be included for all types of student actual contact and attempt(s) of contact.

The implementation of Canvas freezing may be performed by Program Directors, Directors, Deans, and/or Director of Student Services, depending on the student's situation or issue.

Students should receive 24-hour advance warning that their Canvas account will be frozen unless they respond to outreach and/or return signed reporting forms.

Policy on Chaperoning for Intimate Simulated Examinations

Effective Date: 08/04/2025 - Approved by: CNI College Administration

Applies to: All faculty, clinical instructors, simulation supervisors, and students

Purpose

To ensure that all intimate simulated clinical examinations are conducted in a manner that respects patient dignity, student safety, and legal obligations under California law, including the Unruh Civil Rights Act and gender identity protections.

Scope

This policy applies to all simulation-based or mock examinations involving intimate body areas (e.g., breast, pelvic, genital, rectal exams), regardless of whether real or simulated patients are used.

Policy

1. Chaperone Requirement

A chaperone must be present during any intimate examination simulation involving a student examiner and a simulated or real patient, unless the patient explicitly waives the chaperone in writing.

2. Gender of Chaperone

The gender of the chaperone shall be aligned with the gender identity of the patient when requested by the patient, to the extent feasible and without discrimination against any student or faculty member. Example: If a simulated female patient requests a female chaperone, efforts should be made to accommodate this.

No student or faculty may be denied participation based on their gender identity, including transgender status.

3. Transgender and Gender Nonconforming Students

No student shall be excluded from participating in simulations based on gender identity or transgender status. Faculty must not impose different rules or restrictions on students based on gender assigned at birth.

Instructors may implement chaperoning requirements uniformly, and only when tied to patient dignity, safety, or educational consistency—not based on bias or assumption.

4. Instructor Guidance

Instructors may not create individual rules or restrictions based on personal belief. If unsure how to proceed in a particular simulation involving gender identity or chaperoning concerns, the instructor must consult the Director of Nursing or designated simulation coordinator.

5. Patient/Student Privacy

All participants are entitled to dignity and privacy during examinations.
Simulated patients and students may voice concerns about the composition of the examination setting, and reasonable accommodation will be made.

6. Training Requirement

All faculty and staff conducting simulations must complete annual training on:

- Cultural competency, including gender identity issues;
- Chaperoning procedures;
- Legal obligations under the Unruh Civil Rights Act and related anti-discrimination laws.

Violations

Any violation of this policy may result in corrective action, including retraining, reassignment, or discipline, depending on the severity of the infraction. Please report all violations to the program director and CNI College Human Resources

ASSOCIATE OF OCCUPATIONAL SCIENCE IN MAGNETIC RESONANCE IMAGING 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*
Day/Evening/Weekend classes

*Program length may vary depending on student's schedule, ed plan, transfer of credits, and holidays.

1800 Clock Hours

107.0 Quarter Credit units



The Associate of Occupational Science Degree in Magnetic Resonance Imaging Technology Program is an 1800 clock hour comprehensive course of study, represented by 107 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 which includes credit for 250 hours of simulation cases completed with Corsmed.

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 with an opportunity to acquire 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 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 an MRI certification exam or licensure at the present time. However, it is customary that employers expect a potential employee to have at least passed an 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.

Program Objectives:

- Identify, label, and demonstrate knowledge of the basic human systems of Anatomy and Physiology.
- Demonstrate and apply understanding of Cross-Sectional Anatomy of the structural as well as the physiological functions of the different body systems.
- Understand and recognize MRI case studies.
- Demonstrate, calculate, and use basic math skills as they pertain to MRI Technology.
- Spell, pronounce, articulate, identify, and demonstrate the knowledge of basic medical terminology.
- Demonstrate knowledge, identify, and put into practice the principles of MRI Physics.
- Demonstrate knowledge of MRI safety principles, including the potential hazards of static magnetic fields, gradient fields, radiofrequency energy, and electromagnetic field exposure on patients, staff, and equipment.
- Demonstrate and put into practice health and safety regulations, HIPAA, OSHA standards, infection control, aseptic technique, and basic patient care procedures in the MRI environment.
- Practice and demonstrate basic patient care, vital signs, asepsis techniques and prevention of infection.
- Apply MRI safety screening procedures for patients, personnel, implants, devices, and objects entering the MRI environment.
- Demonstrate knowledge of MRI safety zones, access control, environmental hazards, contrast safety, and emergency procedures.
- Practice patient-centered MRI safety through effective communication, legal and ethical standards.
- Administer MRI contrast to the MRI patient under a physician’s supervision
- Demonstrate competency in First Aid, Venipuncture, CPR, vital signs, patient positioning, and patient monitoring during MRI procedures.
- Demonstrate and put into practice effective communication skills as related to patient care.

- Apply knowledge and understanding of medical law and ethics in a health care facility.
- Interview and explain procedures to patients, observe patients on closed circuit TV monitor
- Position patient on examining table for all exams.
- Perform required MRI studies in a health care setting and meet all required competencies to sit for the ARMRIT and/or ARRT National Exams.

Associate of Occupational Science in Magnetic Resonance Imaging Technology		CLOCK HOURS			TOTAL CLOCK HOURS	Academic Credits Awarded
Course Number	Course Titles	Lecture	Lab	Extern		
Quarter 1						
COMP 101	Computer Application *	40	0	0	40	4
ENG 101	Written Communication *	40	0	0	40	4
MTH 101	College Mathematics *	40	0	0	40	4
	Total:	**120**	**0**	**0**	**120**	**12**
Quarter 2						
BIO 201	Anatomy & Physiology ***	120	0	0	120	12
	Total:	**120**	**0**	**0**	**120**	**12**
Quarter 3						
MRIT 301	Fundamentals of Imaging Science & Healthcare **	60	40	0	100	8
MRIT 302	MRI Pathology/Microbiology/MRI Safety I **	60	0	0	60	6
	Total:	**120**	**40**	**0**	**160**	**14**
Quarter 4						
MRIT 401	Principles and Physics of MRIT	120	40	0	160	14
MRIT 402	MRI Safety II	20	0	0	20	2
	Total:	**140**	**40**	**0**	**180**	**16**
Quarter 5						
MRIT 501	MRIT Cross Sectional Anatomy	120	40	0	160	14
MRIT 502	MRI Safety III	20	0	0	20	2
	Total:	**140**	**40**	**0**	**180**	**16**
Quarter 6						
MRIT 601	Clinical Externship	0	0	1000	1000	33
	MRIT 601A MRIT 601B MRIT 601C MRIT 601D					
MRIT 602	Capstone **	40	0	0	40	4
	Total:	**40**	**0**	**1000**	**1040**	**37**
	PROGRAM TOTALS:	**680**	**120**	**1000**	**1800**	**107**
*	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					
All exams will be taken on campus for online synchronous via zoom courses						

Please Note:

All exams for synchronous online via zoom or teams are held on campus, no exception, 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%.

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

AOS MRI Course Descriptions

COMP 101 Computer Applications ..... 4.0 Credit Unit

This course is designed to introduce the student to the online learning environment and the use of technology (e.g. laptop computers, 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) with electronic learning resources. This course consists of a total of 40 theory hours. This course is delivered blended with residential labs and online synchronous instruction.

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 essays. 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 blended with residential exams and online synchronous instruction via Zoom. Prerequisites Required: COMP 101, COMP ENG 101, MTH 101.

MRIT 301 Fundamentals of Imaging Science & Healthcare ..... 8.0 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 course is delivered as a blended course. Theory online, labs on campus.

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

MRIT 302 MRI Pathology/Microbiology/MRI Safety I ..... 6.0 Credit Units

Pathology: This course introduces the fundamental principles of pathology as they relate to magnetic resonance imaging. Students examine common disease terminology, classifications, and the differences between signs, symptoms, diagnosis, and prognosis. The course explores the characteristics of benign and malignant disease processes, including tumor staging and the origins of carcinoma and sarcoma. Emphasis is placed on recognizing pathological changes demonstrated on MR imaging, including alterations in tissue signal characteristics, anatomical size, and structural appearance across various pulse sequences and imaging modes. Students also study common pathologies requiring MRI evaluation and the role of contrast agents in enhancing visualization and characterization of disease processes.

Microbiology: This course introduces the fundamental principles of microbiology with emphasis on infectious diseases and their relevance to MRI pathology and patient care. Students examine the classification, structure, growth, and transmission of microorganisms including bacteria, viruses, fungi, and prions, as well as the historical development of germ theory, infection control, sterilization, and antimicrobial techniques. The course explores mechanisms of disease, host response, virulence, epidemiology, and common infectious processes that may require MRI evaluation. Emphasis is placed on understanding pathological processes, disease progression, vaccination principles, and healthcare-associated infections to support accurate interpretation of MRI findings and safe clinical practice.

MRI Safety I: This course introduces the foundational principles of MRI safety and the operational standards required in the MRI environment. Students examine the contemporary state of MRI safety, including regulatory structures, professional responsibilities, and comprehensive safety practices. Emphasis is placed on understanding the physical principles and physiologic effects of static magnetic fields (SMF), time-varying gradient fields (TVG), and radiofrequency (RF) energy. The course also covers MRI screening procedures, patient preparation, access control, communication strategies, and scanner operating concepts. Students develop the knowledge and critical thinking skills necessary to recognize MRI-related hazards and apply safe practices in clinical MRI operations. Instruction is delivered blended with residential exams and online, synchronous via Zoom.

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 applications of knowledge in imaging parameters and formations. This is a blended course.

Theory on campus. (Theory credits: 12.0; Lab Credits 2.0) Prerequisites Required: COMP 101, COMP ENG 101, MTH 101, BIO 201, MRIT 301, MRIT 302.

MRIT 402 MRI Safety II..... 2.0 Credit Units

This course focuses on MRI safety considerations related to implants, devices, foreign bodies, and exposure-based risk assessment. Students learn to interpret MR safety labeling, differentiate MR Safe, MR Conditional, and MR Unsafe devices, and evaluate implant safety using the Exposure Model and M.T.P.S.I. framework. Topics include clearance procedures for passive and active implants, pacemakers, neurostimulators, retained leads, orthopedic hardware, tattoos, and other device-related scenarios. Emphasis is placed on clinical decision-making, protocol modification, artifact reduction, and collaborative safety management to ensure safe imaging practices for patients with implants and medical devices.

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 on campus. (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 502 MRI Safety III..... 2.0 Credit Units

This course addresses advanced MRI safety topics involving environmental hazards, emergency preparedness, contrast administration, pregnancy considerations, and regulatory reporting.

Students explore MRI suite design and cryogen safety, gadolinium-based contrast agent considerations, emergency response procedures, and MRI safety practices for pregnant patients and personnel. Additional topics include safety challenges in atypical MRI environments such as mobile MRI, interventional MRI, PET/MRI, MRI-LINAC, and remote MRI operations. The course emphasizes adverse event recognition, documentation, reporting requirements, and the integration of comprehensive MRI safety principles into professional clinical practice.

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.

Students will have access to the facilities, personnel, examinations and educational material to competently achieve the course objectives. Externship is residential with 250 hours of Corsmed simulation.

Every two hundred and 50 (250) hours the student will be evaluated and receive a grade for their externship and documented as follows:

- MRIT 601-A Grade
- MRIT 601-B Grade
- MRIT 601-C Grade
- MRIT 601-D 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 students to sit for both of the National Certification Exams, the ARMRIT and the ARRT. Completion of this course is mandatory for the Program Director to sign off to 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.

RADIOLOGIC TECHNOLOGY - ASSOCIATE IN SCIENCE



Program Name: **Radiologic Technology**

Credential Awarded: **Associate in Science**

CIP Code	: 51.0911
SOC Code	: 29-2034.00
Clock Hours	: 2728
Quarter Credit Unit	: 136.5
Number of Quarters	: 10 Quarters (10/12 weeks each = 104 weeks)
Method of Delivery	: Blended
Language of Instruction	: English
Program Length	: 24 Months * 104 Weeks *

** Program length may vary depending on student's schedule, educational plan, transfer of credits, and holidays.*

The CNI College Radiologic Technology Program is a comprehensive 2,728-clock-hour curriculum comprising 136.5 quarter credits. The program integrates foundational and advanced instruction in medical and patient care skills, physics, mathematics, medical terminology, human anatomy, cross-sectional anatomy, radiologic theory, radiation safety, laboratory procedures, computer skills, and a structured clinical externship of 1,860 hours.

The mission of CNI College is to provide quality radiologic technology education to students of diverse backgrounds, which enables graduates to be awarded Associate in Science in Radiologic Technology upon successful program completion.

In addition to developing strong technical competency, the program emphasizes compassion, professionalism, and effective patient care. Students learn to function as integral members of the healthcare team, working collaboratively with Radiologists, Physicians, and other medical professionals to deliver high-quality diagnostic imaging services and exceptional patient care.

CNI College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Radiologic Technology program is approved by the California Department of Public Health, Radiologic Health Branch (CDPH_RHB) and the California Bureau for Private Postsecondary Education (BPPE) and the US Department of Education. Graduates are approved to take the ARRT Certification Exam through the American Registry of Radiology Technologists.

This curriculum provides students with the knowledge, skills, and professional behaviors necessary to become competent Radiologic Technologists. With access to comprehensive online library resources, hands-on lab and clinical practice, and advanced simulation software, our graduates are fully prepared for entry-level practice and equipped to meet the highest

standards of safe, ethical, and effective radiographic imaging. Graduates are eligible to sit for the ARRT registry examination and apply for the California Certified Radiologic Technologist (CRT) license through the CDPH RHB.

Radiologic Technologists can pursue employment in a variety of healthcare environments, including hospitals, physicians' offices, diagnostic laboratories, imaging centers, and other clinical facilities. For successful program completion, the student must:

- Complete all classes (Quarter Credits and hours).
- Maintain a 2.0 GPA overall.
- Earn a "C" or better in all required program courses.
- 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.
- Complete the ARRT required core clinical competencies, radiographic exams, and patient care procedures which will enable them to sit for the ARRT registry examination and obtain the California Certified Radiologic Technologist (CRT) license through the CDPH RHB.

Class Schedules and Breaks - Radiologic Technology – Associate in Science

Quarter 1	COMP 101 Computer Applications meets on Mondays from 1:00PM – 5:00PM zoom/ teams online - cameras must be on. ENG 101, ENG 110 and MATH 100 are full distance online courses delivered asynchronously.
Quarter 2	BIO 201 Anatomy & Physiology is taught online zoom– cameras must be on. Mondays, Tuesdays, Wednesdays, and Thursdays from 4:00PM – 8:00PM Students will be assigned two (2) days to attend according to which group they are in. All students must be in attendance online for the full six (4) hours on their assigned nights to get credit. Every other Saturday or Sunday 8:30-5:00 on campus for lab.
Quarter 3	Tuesdays, Wednesdays, Thursdays online zoom from 4:00PM – 10:00PM - cameras must be on Saturday or Sunday – 8:30AM –5:00PM at assigned lab sessions (Week 6 and Week 7)
Quarter 4	Monday –Thursday online blended 2PM – 10:30PM - Cameras must be on Saturday and/or Sunday – 8:30AM – 5:00PM at assigned lab sessions
Quarter 5	Monday–Friday blended 2:00PM –10:30PM - Cameras must be on Saturday and/or Sunday – 8:30AM – 5:00PM at assigned lab sessions **Externship** starts in Week 3. Its hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon clinical site.
Quarter 6	**Externship** hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon clinical site.
Quarter 7	**Externship** hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon clinical site.
Quarter 8	**Externship** hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon clinical site.
Quarter 9	**Externship** hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon clinical site. **Theory Course** Saturday 9:00AM – 1:00PM online
Quarter 10	**Externship** hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon clinical site. **ARRT Registry Prep** Saturday 9:00AM – 3:00PM online

Radiologic Technology – Associate in Science		CLOCK HOURS			TOTAL CLOCK HOURS	TOTAL Academic Credits Awarded
Course Number	Course Titles	Lecture	Lab	Clinical/ Extern		
Quarter I	**General Education (10 Weeks)**					
COMP 101	Computer Application *	40	0	0	40	4.00
ENG 101	Written Communication **	40	0	0	40	4.00
ENG 110	Interpersonal Communication**	20	0	0	20	2.00
MATH 100	College Algebra**	40	0	0	40	4.00
	Total:	**140**	**0**	**0**	**140**	**14.00**
Quarter II	**General Education (10 Weeks)**					
BIO 201	Introduction to Anatomy & Physiology *	80	40	0	120	10.00
	Total:	**80**	**40**	**0**	**120**	**10.00**
Quarter III	**Core Radiography and Other Courses (10 Weeks)**					
RAD TECH 101	Introduction to Radiologic Sciences and Health Care*	10	0	0	10	1.00
RAD TECH 110	Patient Care in Radiography	30	16	0	46	3.50
RAD TECH 120	Medical Terminology *	30	0	0	30	3.00
CAREER 201	Professional Development	20	0	0	20	2.00
RAD TECH 210	Radiographic Physics and Instrumentation*	40	0	0	40	4.00
	Total:	**130**	**16**	**0**	**146**	**13.50**
Quarter IV	**Core Radiography and Other Courses (10 Weeks)**					
RAD TECH 301	Radiographic Image Production	46	24	0	70	5.50
RAD TECH 310	Radiographic Positioning and Image Analysis I	20	40	0	60	4.00
RAD TECH 320	Radiation Biology and Protection	40	0	0	40	4.00
RAD TECH 350	Digital Imaging and Applications	20	0	0	20	2.00
RAD TECH 370	Radiographic Positioning and Image Analysis II	20	40	0	60	4.00
	Total:	**146**	**104**	**0**	**250**	**19.50**
Quarter V	**Core Radiography and Externship I (10 Weeks)**					
RAD TECH 410	Radiographic Positioning and Image Analysis III	20	40	0	60	4.00
RAD TECH 420	Law and Ethics in Imaging	10	0	0	10	1.00
RAD TECH 430	Pharmacology and Venipuncture	14	16	0	30	1.50
RAD TECH C-501	RT Externship I	0	0	300	300	10.00
	Total:	**44**	**56**	**300**	**400**	**16.50**
Quarter VI	**RT Externship (10 weeks)**					
RAD TECH C-601	RT Externship II	0	0	300	300	10.00
	Total:	**0**	**0**	**300**	**300**	**10.00**
Quarter VII	**RT Externship (10 weeks)**					
RAD TECH C-701	RT Externship III	0	0	300	300	10.00
	Total:	**0**	**0**	**300**	**300**	**10.00**
Quarter VIII	**RT Externship (12 weeks)**					
RAD TECH C-801	RT Externship IV	0	0	360	360	12.00
	Total:	**0**	**0**	**360**	**360**	**12.00**
Quarter IX	**Core Radiography and Externship V (10 Weeks)**					
RAD TECH 510	Intro to Advanced Imaging and Cross Sectional Anatomy	40	0	0	40	4.00
RAD TECH C-901	RT Externship V	0	0	300	300	10.00
	Total:	**40**	**0**	**300**	**340**	**14.00**
Quarter X	**RT Externship (12 weeks)**					
RAD TECH 610	ARRT Registry Prep	72	0	0	72	7.00
RAD TECH C-1001	RT Externship VI	0	0	300	300	10.00
	Total:	**72**	**0**	**300**	**372**	**17.00**
	PROGRAM TOTALS:	**652**	**216**	**1860**	**2728**	**136.50**

Transfer of Credits

Transfer Credits from an Accredited Institution

Transfer credit will only be granted for courses equivalent to those required in the Radiologic Technology program and that were completed at an accredited institution. Acceptance of transfer credits will be at the discretion of the Radiologic Technology Department. Credit for General Education (GE) courses will only be granted if the courses are taken within ten (10) 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)
- (ENG 110 Interpersonal Communication/2 Units)
- (Rad Tech MATH 100 College Algebra/4 Units)
- (BIO 201 Anatomy and Physiology/10 Units)

Prior to admission, the candidate must sign a request for transfer credit form and provide the Registrar/Admissions Advisor 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. There is a limit of transfer credits that will be accepted.

Course Descriptions

COMP 101 Computer Application * ..... 4.0 Credit Unit

This course is designed to introduce the student to the online learning environment and the use of technology (e.g. laptop computers, 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 via Blended method.

Prerequisites: None.

ENG 101 Written Communication **..... 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 via Full Distance Education (online).

Prerequisites: None.

ENG 110 Interpersonal Communication **..... 2.0 Credit Units

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 is delivered via Full Distance Education (online).

Prerequisites: None.

MATH 100 College Algebra ** ..... 4.0 Credit Units

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 is delivered via Full Distance Education (online).

Prerequisites: None.

BIO 201 Introduction to Anatomy & Physiology ** ..... 10.0 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 via Blended method.

Prerequisites: COMP 101, ENG 101, ENG 110, MTH 100.

Rad Tech 101 Introduction to Radiologic Sciences and Health Care* ..... 1.0 Credit Units

This course provides an overview of today's health care delivery system, including insurance and benefit structures, health care facilities, and the roles of the health care team. Students will explore hospital organization, imaging department services, and radiography as a profession, covering professionalism, practice standards, education, credentials, continuing education, and career pathways. Accreditation and its importance in maintaining quality standards are also discussed. This course is delivered via Blended method.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201.

Rad Tech 110 Patient Care in Radiography* ..... 3.5 Credit Units

This course introduces essential principles of patient care within radiographic practice. Students will develop knowledge in health care teams and their roles, professional communication, safety protocols, patient evaluation, infection control, and emergency response. Emphasis will also be placed on traumatic injury evaluation, line/catheter management as well as operation of other interventional medical devices. This course is delivered via Blended method including online lectures and on-ground lab activities.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201.

Rad Tech 120 Medical Terminology * ..... 3.0 Credit Units

This course introduces students to the language of healthcare. It focuses on breaking down medical terms into prefixes, roots, and suffixes, and mastering accurate spelling, pronunciation, and usage. Students will explore body systems, anatomical planes, body cavities, and related organs, while learning diagnostic and procedural terminology, common prefixes, and medical specialties. Practical applications, case studies, and interactive activities prepare students to interpret and apply medical terminology effectively in clinical settings. This course is delivered via Blended method.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201.

Career 201 Professional Development* ..... 2.0 Credit Units

This course provides students with essential skills for career planning and effective job search. Topics include self-efficacy, goal setting, networking and communication strategies, resume development, and interview preparation.

This course is delivered via Blended method.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201.

Rad Tech 210 Radiographic Physics and Instrumentation* ..... 4.0 Credit Units

This course introduces the foundational principles and technical aspects of radiographic imaging. Students will learn the physics behind x-ray production, (atomic structure, magnetism and electricity), the circuitry of the x-ray unit, image formation, and safety protocols, while gaining practical skills for operating imaging equipment and ensuring quality control. The course combines theory with application to prepare students for clinical practice in diagnostic radiography. This course is delivered via Blended method.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201.

Rad Tech 301 Radiographic Image Production* ..... 5.5 Credit Units

This course introduces the essential physics and technical factors that influence radiographic image quality. Students will explore x-ray beam filtration, prime exposure factors, image formation, and patient attenuation, while learning to optimize contrast, resolution, and minimize distortion. Additional topics include scatter control, image critique, and mobile radiography techniques. Emphasis is placed on applying these principles to produce diagnostic-quality images and ensure patient safety. This course is delivered via Blended method including online lectures and on-ground lab activities.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210

Rad Tech 310 Radiographic Positioning and Image Analysis I*..... 4.0 Credit Units

This course introduces the foundational theory and hands-on laboratory practice required for accurate patient positioning during radiographic examinations of the upper and lower extremities as well as associated joints, including shoulder girdle, pelvis and hip. Emphasis is placed on the application of proper radiation protection principles and the development of skills to analyze, evaluate, and critique diagnostic images for quality and accuracy. This course is delivered via Blended method including online lectures and on-ground lab activities.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210

Rad Tech 320 Radiation Biology and Protection*..... 4.0 Credit Units

This course provides a comprehensive foundation in radiation protection principles and practices within medical radiography. Students will explore the biological effects of ionizing radiation, regulatory dose limits, and safety protocols for patients and healthcare personnel. Key topics include radiation physics, interaction of x-rays with matter, monitoring and measurement techniques, and strategies for minimizing exposure through ALARA principles. The course also addresses specialized considerations in modalities such as CT, mammography, and nuclear medicine. This course is delivered via Blended method.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210

Rad Tech 350 Digital Imaging and Applications*..... 2.0 Credit Units

This course is designed to provide radiologic science students and professionals with a comprehensive understanding of digital imaging systems, computed radiography (CR), direct radiography (DR), and picture archiving and

communication systems (PACS). This course is delivered via Blended method.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210

Rad Tech 370 Radiographic Positioning and Image Analysis II*..... 4.0 Credit Units

This course introduces the foundational theory and hands-on laboratory practice required for accurate patient positioning during radiographic examinations of the thoracic viscera and upper airway, bony thorax, abdomen, vertebral column, trauma radiography and mobile radiography. Emphasis is placed on the application of proper radiation protection principles and the development of skills to analyze, evaluate, and critique diagnostic images for quality and accuracy. This course is delivered via Blended method including online lectures and on-ground lab activities.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210

Rad Tech 410 Radiographic Positioning and Image Analysis III*..... 4.0 Credit Units

This course introduces the foundational theory and hands-on laboratory practice required for accurate patient positioning during radiographic examinations of the digestive system, urinary system, reproductive system, cranium, contrast arthrography, myelography and other central nervous system imaging. Emphasis is placed on the application of proper radiation protection principles and the development of skills to analyze, evaluate, and critique diagnostic images for quality and accuracy. This course is delivered via Blended method including online lectures and on-ground lab activities.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210, Rad Tech 301, Rad Tech 310, Rad Tech 320, Rad Tech 350, Rad Tech 370

Rad Tech 420 Law and Ethics in Imaging*.....1.0 Credit Unit

This course introduces students to the legal and ethical principles essential for safe and professional radiography practice. It covers professional behavior, self-care, empathetic patient interactions, confidentiality, informed consent, and patient rights. Students will learn to analyze ethical dilemmas, understand negligence and malpractice, and apply legal terminology relevant to imaging. Emphasis is placed on accurate documentation, malpractice prevention, and ethical handling of sensitive information to ensure quality patient care. This course is delivered via Blended method.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210, Rad Tech 301, Rad Tech 310, Rad Tech 320, Rad Tech 350, Rad Tech 370

Rad Tech 430 Pharmacology and Venipuncture* .....1.5 Quarter Credits

This course provides radiologic technology students with essential knowledge and skills in pharmacology and venipuncture. Topics include medication classifications, pharmacokinetics, safe administration practices, documentation, and management of oral, intravenous, and intramuscular routes. Emphasis is placed on patient safety, ethical standards, and the radiographer's role in medication handling. This course is delivered via Blended method including online lectures and on-ground lab activities.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210, Rad Tech 301, Rad Tech 310, Rad Tech 320, Rad Tech 350, Rad Tech 370

Rad Tech C-501 RT Externship I.....10.0 Quarter Credits

This course provides supervised clinical experience in an affiliated radiology department under the guidance of certified radiologic technologists and healthcare professionals. Students will develop and refine essential radiographic skills, with emphasis on required imaging procedures. This course is delivered via Residential method in a clinical setting.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210, Rad Tech 301, Rad Tech 310, Rad Tech 320, Rad Tech 350, Rad Tech 370, Rad Tech 410, Rad Tech 420, Rad Tech 430

Rad Tech C-601 RT Externship II.....10.0 Quarter Credits

This course provides supervised clinical experience in an affiliated radiology department under the guidance of certified radiologic technologists and healthcare professionals. Students will develop and refine essential radiographic skills, with emphasis on required imaging procedures. This course is delivered via Residential method in a clinical setting.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210, Rad Tech 301, Rad Tech 310, Rad Tech 320, Rad Tech 350, Rad Tech 370, Rad Tech 410, Rad Tech 420, Rad Tech 430, Rad Tech C-501

Rad Tech C-701 RT Externship III.....10.0 Quarter Credits

This course provides supervised clinical experience in an affiliated radiology department under the guidance of certified radiologic technologists and healthcare professionals. Students will develop and refine essential radiographic skills, with emphasis on required imaging procedures. This course is delivered via Residential method in a clinical setting.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210, Rad Tech 301, Rad Tech 310, Rad Tech 320, Rad Tech 350, Rad Tech 370, Rad Tech 410, Rad Tech 420, Rad Tech 430, Rad Tech C-501, Rad Tech C-601

Rad Tech C-801 RT Externship IV .....12.0 Quarter Credits

This course provides supervised clinical experience in an affiliated radiology department under the guidance of certified radiologic technologists and healthcare professionals. Students will develop and refine essential radiographic skills, with emphasis on required imaging procedures. This course is delivered via Residential method in a clinical setting.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210, Rad Tech 301, Rad Tech 310, Rad Tech 320, Rad Tech 350, Rad Tech 370, Rad Tech 410, Rad Tech 420, Rad Tech 430, Rad Tech C-501, Rad Tech C-601, Rad Tech C-701

Rad Tech 510 Intro to Advanced Imaging and Cross-Sectional Anatomy* .....4.0 Quarter Credits

This course provides students with a solid introduction to the major imaging techniques and equipment used throughout diagnostic radiology, including Computed Tomography (CT), Mammography, Magnetic Resonance Imaging (MRI), Bone Densitometry, Vascular, Cardiac, and Interventional Radiography, Diagnostic Medical Sonography, Nuclear Medicine and Molecular Imaging as well as Radiation Oncology. Students will build a strong foundation in image production, equipment operation, and the essential knowledge needed for certification and continued education within the field. This course is delivered via Blended method.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210, Rad Tech 301, Rad Tech 310, Rad Tech 320, Rad Tech 350, Rad Tech 370, Rad Tech 410, Rad Tech 420, Rad Tech 430, Rad Tech C-501, Rad Tech C-601, Rad Tech C-701, Rad Tech C-801

Rad Tech C-901 RT Externship V .....10.0 Quarter Credits

This course provides supervised clinical experience in an affiliated radiology department under the guidance of certified radiologic technologists and healthcare professionals. Students will develop and refine essential radiographic skills, with emphasis on required imaging procedures. This course is delivered via Residential method in a clinical

setting.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210, Rad Tech 301, Rad Tech 310, Rad Tech 320, Rad Tech 350, Rad Tech 370, Rad Tech 410, Rad Tech 420, Rad Tech 430, Rad Tech C-501, Rad Tech C-601, Rad Tech C-701, Rad Tech C-801

Rad Tech 610 ARRT Registry Prep* .....7.0 Quarter Credits

This course provides a comprehensive review of radiographic principles, clinical procedures, patient care, radiation protection, and professional development in preparation for the American Registry of Radiologic Technologists (ARRT) Radiography certification examination. It integrates foundational theory with applied clinical knowledge to reinforce critical concepts essential for safe, effective, and ethical radiologic practice. Emphasis is placed on image production and evaluation, equipment operation, radiation safety, anatomy and positioning, patient management, and test-taking strategies aligned with current ARRT content specifications. This course is delivered via Blended method.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210, Rad Tech 301, Rad Tech 310, Rad Tech 320, Rad Tech 350, Rad Tech 370, Rad Tech 410, Rad Tech 420, Rad Tech 430, Rad Tech 510, Rad Tech C-501, Rad Tech C-601, Rad Tech C-701, Rad Tech C-801, Rad Tech C-901

Rad Tech C-1001 RT Externship VI.....10.0 Quarter Credits

This course provides supervised clinical experience in an affiliated radiology department under the guidance of certified radiologic technologists and healthcare professionals. Students will develop and refine essential radiographic skills, with emphasis on required imaging procedures. This course is delivered via Residential method in a clinical setting.

Prerequisites: COMP 101, ENG 101, ENG 110, MATH 100, BIO 201, Career 201, Rad Tech 101, Rad Tech 110, Rad Tech 120, Rad Tech 210, Rad Tech 301, Rad Tech 310, Rad Tech 320, Rad Tech 350, Rad Tech 370, Rad Tech 410, Rad Tech 420, Rad Tech 430, Rad Tech 510, Rad Tech C-501, Rad Tech C-601, Rad Tech C-701, Rad Tech C-801, Rad Tech C-901

ASSOCIATE OF OCCUPATIONAL SCIENCE IN SURGICAL TECHNOLOGY PROGRAM

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: 18.75 months*, 79 weeks*
*Program length may vary depending on student's schedule, ed plan, transfer of credits, and holidays.



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 with 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 in the WBT exam is required for graduation.

The program prepares students for entry-level positions in several 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).

Program Objectives:

The goal of this program is to provide students with the opportunity to develop the skills and knowledge necessary to gain employment as surgical technologists and become contributing members of the health care team.

This will be accomplished by:

(1) preparing competent graduates in the cognitive, psychomotor, and affective learning domains, and (2) meeting or exceeding the criteria set forth in the current Standards and Guidelines for an Accredited Educational Program in Surgical Technology.

Associate of Occupational Science in Surgical Technology – Class Schedule and Breaks (AM)

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

Quarter 1	COMP 101 Computer Applications meet on Mondays from 6:30AM – 10:30AM (Zoom). ENG 101 meets on Tuesday from 6:30AM – 10:30AM (Zoom), MTH101 meets on Wednesday from 6:30AM – 10:30AM (Zoom).
Quarter 2	BIO 201 Anatomy & Physiology Monday, Tuesday, Wednesday 6:30AM – 10:30AM Theory (Zoom).
Quarter 3	Monday, Tuesday, Wednesday 6:30AM -11:30AM (on Zoom).
Quarter 4	Monday, Tuesday, Wednesday, Thursday 6:30AM – 12:00PM Lab/Theory (on campus).
Quarter 5	Monday, Tuesday, Wednesday, Thursday 6:30AM – 10:45AM Theory/Lab (on campus).
Quarter 6	**Class, Lab, Externship, Capstone** Monday, Tuesday, Wednesday, Thursday 6:30AM – 1:45PM Lab (on campus).
Open Lab	Friday 6:30AM – 2:30PM

Externship

Externship hours range from Monday through Sunday 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 exception, students 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%.**

Associate of Occupational Science in 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 (on zoom))	40	0	0	0	40	4
ENG 101	Written Communication (on zoom))	40	0	0	0	40	4
MTH 101	College Mathematics (on zoom))	40	0	0	0	40	4
	Totals	120	0	0	0	120	12
Quarter 2							
BIO 201	Anatomy & Physiology (on zoom))	120	0	0	0	120	12
	Totals	120	0	0	0	120	12
Quarter 3							
ST 301	Medical Terminology (on zoom)	40	0	0	0	40	4
ST 302	Medical Law & Ethics (on zoom)	10	0	0	0	10	1
ST 303	Patient Psychology (on zoom)	10	0	0	0	10	1
ST 304	Disease Process & Pathophysiology (zoom)	40	5	0	0	45	4
ST 305	Microbiology (zoom))	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 **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

Associate of Occupational Science in Surgical Technology – 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 computers, Microsoft programs, Canvas, computer-based learning resources Mylabs, 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 on 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 essays. This course is on zoom. 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 on zoom. 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 on 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 on 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 on 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 on 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 on 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 are 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 on 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 includes 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 on campus. 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 on campus. 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 on campus. Lab on campus. 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 on campus. 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 on campus. With lab on campus. 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, gas, 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 on campus. 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 on campus. 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 on campus. 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 on campus. 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 on campus. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST304, 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 on campus.

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 on campus. 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 on campus. 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 on campus. 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 on campus. 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 techniques 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 techniques 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 are 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 cases - 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 would 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 students 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.

VOCATIONAL NURSING – DIPLOMA PROGRAM



CIP Code 51.3901
SOC Code 29-2061.00
The method of delivery is residential.
All courses in this program are taught in English.
Program length: 12 months*, 52 weeks*
*Program length may vary depending on student's schedule, ed plan, transfer of credits and holidays.

1530 Clock Hours
57.5 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 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:

- Vocational Nursing Students must complete all terms/systems with a 75% or better.
- 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.

Program Objectives:

1. Use Orem's Self-Care Framework as the theoretical basis for assessment and planning. implementation and evaluation of client care as a member of the healthcare team.

2. Assume accountability for own nursing practice within the ethical and legal framework underlying Vocational Nursing Practice Act.

3. Provide holistic care with consideration of the client's individual diagnosis, age, cognitive status, cultural gender considerations, and extrinsic factors such as support system and physical environment.

4. Effectively communicate with members of the health care team through accurate verbal and non-verbal behaviors and documentation of client status, nursing interventions and outcomes.

5. Safely and competently perform nursing skills within his/her scope of practice for clients during states of health and health deviation.

6. Implement client teaching to maintain or regain the client's ability for self-care.

7. Collaborate with other health care professionals to provide cost effective therapeutic care that is based on the client's self-care requisites.

8. Demonstrate leadership characteristics by incorporating general principles of leadership and supervision in the collaborative practice of nursing.

9. Demonstrate ability to apply theoretical knowledge to practice utilizing critical thinking and reasoning skills.

10. Assume accountability for personal and professional growth through life-long learning.

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

VOCATIONAL NURSING		CLOCK HOURS			OUTSIDE CLASS HOURS	TOTAL CLOCK HOUR	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	39	8	40	0	87	3.5
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	168	8	184	0	360	14.5
Introduction to the Client with Healthcare Deficits III							
VN 300 A	Endocrine System	46	8	97	0	151	5.5
VN 300 B	Renal/Urinary System	27	0	56	0	83	3.0
VN 300 C	Immunology	9	0	24	0	33	1.0
VN 300 D	Oncology	9	0	24	0	33	1.0
VN 300 E	Neuro/Sensory System	50	0	111	0	161	5.5
	TOTALS	141	8	312	0	461	16.0
Introduction to the Client with Healthcare Deficits IV							
VN 400 A	Reproduction System	19	0	40	0	59	2.0
VN 400 B	Obstetrics	10	0	24	0	34	1.0
VN 400 C	Pediatrics	15	0	40	0	55	1.5
VN 400 D	Nursing Specialties, Rehab	10	0	24	0	34	1.0
VN 400 E	Leadership/Supervision	23	0	55	0	78	2.5
VN 400 F	Nursing Integration	22	0	55	0	77	2.5
	TOTALS	99	0	238	0	337	10.5
	PROGRAM TOTALS	576	124	830	0	1530	57.5

- Classroom, lab, and clinical activities will vary by term. To obtain exact times for classes offered, please check with the appropriate 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.
- **Please note VN daytime schedule for clinical hours are subject to change to weekend hours if necessary.**

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 the 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 middle adults 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.....3.5 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 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.
39 Lecture Hours, 8 Lab Hours, 40 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.

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

VN 300B 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, 56 Clinical Hours.
Prerequisites Required: VN 100, VN 105, VN 200A, VN 200B, VN 200C, VN 200D, VN 200E, VN 300A, VN 300B.

VN 300C 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 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 300D 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 300E Neurosensory System.....5.5 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 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, 111 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 400A Reproductive System ..... 2.0 Credit Units

This course provides an overview of the anatomy and physiology of the male and female reproductive systems, as well as common conditions and disorders that affect reproductive health. Students will study the menstrual cycle, reproductive aging, inflammatory conditions, and related pathologies, along with diagnostic testing and medical management. The course emphasizes the nurse's role in patient education, health promotion, and providing evidence-based nursing interventions, including guidance on self-examinations, post-mastectomy care, and psychosocial support. 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 400B Obstetrics ..... 1.0 Credit Units

The obstetrics unit explains the physiology of conception and describes the anatomical and physiological 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 400C 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 400D Nursing Specialties/Rehabilitation ..... 1.0 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. **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 400A, VN 400B, VN 400C.

VN 400E Leadership/Supervision ..... 2.5 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. **23 Lecture Hours, 0 Lab Hours, 55 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 400F Nursing Integration ..... 2.5 Credit Units

The nursing integration course explores ethical and legal aspects, negligence, malpractice, informed consent, and 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 of the transition of the student nurse to vocational nurse. Organizations relevant to the vocational nurses are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills within the scope of practice. This course will strengthen the students' ability to understand and apply nursing concepts and skills using critical decision making required 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 for the NCLEX – PN examination. Assessment Technologies (ATI) material will be used as a tool to enhance this course subject matter. This course delivery method is residential.**22 Lecture, 0 Lab Hours, 55 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 400A, VN 400B, VN 400C, VN 400D, VN 400E.

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

CIP Code 51.3801
SOC Code 29-1141.00
The 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 student's schedule, ed plan, transfer of credits, and holidays.
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 for 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.

Program Objectives:

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

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

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

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

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

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

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

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

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 a BSN degree and need to complete 50 quarter credits for general education coursework. Students who have their 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. Please note: VN day schedule clinical/lab hours are subject to change to weekend hours if necessary.**

RN to BSN – Course Descriptions

NSG 305 Professional Issues in Nursing (Core)

6.0 Quarter Credits (Theory 6.0 credits)

This course provides a transition for professional nurses as they begin their studies to achieve a baccalaureate 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 consists of a total of 60 theory hours delivered online through distance education.

Required Prerequisites: Successful completion of an approved ADN Program.

Math 300 Applied Statistics (GE)

6.0 Quarter Credits (Theory 6.0 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 60 theory hours delivered online through distance education.

Required Prerequisites: College Algebra or equivalent.

NSG 330 Ethics and Culture in Today's Health Care (Core)

6.0 Quarter Credits (Theory 6.0 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 60 theory hours delivered online through distance education.

Required Prerequisites: NSG 305, MATH 300

NSG 307 Nursing Informatics (Core)

6.0 Quarter Credits (Theory 6.0 credits)

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 consists of a total of 60 theory hours delivered online through distance education.

Required Prerequisites: NSG 305, MATH 300

NSG 401 Health Promotion in Nursing (Core)

6.0 Quarter Credits (Theory 6.0 credits)

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 consists of a total of 60 theory hours delivered online through distance education.

Required Prerequisites: NSG 305, MATH 300, NSG 330, NSG 307

BIO 309 Pathophysiology (GE)

6.0 Quarter Credits (Theory 6.0 credits)

This course provides a study of variations in physiological functioning and alterations in physiological response of body systems. The course addresses physiological 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 consists of a total of 60 theory hours delivered online through distance education.

Required Prerequisites: Completion of anatomy and physiology in an RN program (no recency)

NSG 402 Research and Evidence-Based Practice in Nursing (Core)

6.0 Quarter Credits (Theory 6.0 credits)

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 consists of a total of 60 theory hours delivered online through distance education.

Required Prerequisites: NSG 305, MATH 300, NSG 330, NSG 307, NSG 401, BIO 309

NSG 403 Leadership and Management for Nursing (Core)

6.0 Quarter Credits (Theory 6.0 credits)

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 consists of a total of 60 theory hours delivered online through distance education.

Required Prerequisites: NSG 305, MATH 300, NSG 330, NSG 307, NSG 401, BIO 309

NSG 404 Population-Based Nursing (Core)

9.0 Quarter Credits (Theory 6.0 credits and Clinical 3.0 credits)

This course provides a transition for professional nurses as they begin their studies to achieve a baccalaureate 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. This course consists of a total of 150 hours: 60 hours of theory delivered online through distance education and 90 hours of clinical practice.

Required Prerequisites: NSG 305, MATH 300, NSG 330, NSG 307, NSG 401, BIO 309, NSG 402, NSG 403

NSG 405 Capstone Course (Core)

8.0 Quarter Credits (Theory 8.0 credits)

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. This course consists of a total of 80 theory hours delivered online through distance education.

Required Prerequisites: NSG 305, MATH 300, NSG 330, NSG 307, NSG 401, BIO 309, NSG 402, NSG 403

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
Programming length: 33 months, 130 weeks.
13 Quarters - 10 weeks each
*Program length may vary depending on student's schedule, ed plan, transfer of credits, and holidays.

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.

Program Objectives:

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

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

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

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

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

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

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

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

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 unit 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 quarters 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 nursing courses. However, if micro or physiology have prerequisite(s), e.g. Chemistry, math, etc., these courses cannot be required.
4. The theory content of nursing 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 experience are required in the content areas.
6. When an 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
Total Credit Hours:		**43**

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

2.0 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 a total of 20 theory hours delivered residentially.

Required Prerequisites: None.

ENG 100* Written Communication I

4.0 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.

MATH 100* College Algebra

4.0 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.

ENG 110* Interpersonal Communication

2.0 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.

BIO 100 Human Anatomy

6.0 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 residentially. (*Foundation course for healthcare disciplines requiring progressive health assessments of clients across the lifespan*).

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

PSY 100 *Introduction to Psychology

4.0 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 110, ENG 100, MATH 100, ENG 110

MATH 200* Statistics

5.0 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 110, ENG 100, MATH 100, ENG 110.

BIO 110 Human Physiology

6.0 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 residentially. (*Foundation course for healthcare disciplines requiring progressive health assessments of clients across the lifespan*).

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

ENG 120* Oral Communication

4.0 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 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200.

SOC 300* Introduction to Sociology

4.0 Quarter Credits (Theory 4.0 credits)

This course provides the student with an introduction to sociological processes that underline everyday life. Topics will focus on the evolution of socialization, organizational establishments, and societal influences. The course topics include globalization, cultural diversity, critical thinking, innovative 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 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200

BIO 120 Microbiology

6.0 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 pathological 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 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300.

ENG 200* Written Communications II

5.0 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 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300.

PSY 200* Developmental Psychology

4.0 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 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300.

BIO 200* Biochemistry

5.0 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 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200.

HUM 330* Cultural and Ethical Issues

4.0 Quarter Credits (Theory 4.0 credits)

This course explores foundational ethical theories and moral principles as they apply to personal, social, and professional decision-making. Students will engage in topics such as justice, freedom, honesty, environmental ethics, and bioethics. Emphasis is placed on critical thinking, cultural awareness, and ethical reasoning in real-world contexts. This course consists of a total of 40 theory hours delivered online through distance education.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200.

NUTR 220* Nutrition

4.0 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 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200.

NURS 200 Foundational Concepts of Nursing

8.0 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 hours of lab delivered residentially and 30 hours of clinical practice.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220.

NURS 205 Introduction to Professional Nursing

3.0 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 theory hours delivered residentially.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220.

NURS 350* Nursing Informatics

4.0 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 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220.

PATH 230 Pathophysiology

6.0 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, immune system responses, and risk factors associated with diseases across the lifespan. This course introduces ATI for NCLEX preparation. This course consists of a total of 60 theory hours delivered residentially.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350.

NURS 310 Concepts of Aging

3.0 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 delivered residentially.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350.

NURS 240 Pharmacology in Nursing

5.0 Quarter Credits (Theory 5.0 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 uses ATI for NCLEX preparation. This course consists of a total of 50 theory hours delivered residentially.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350.

NURS 300 Basic Concepts of Health Alteration

8.0 Quarter Credits (Theory 4.0 credits, Lab 1.0 credits, and Clinical 3.0 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 care 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 uses ATI for NCLEX preparation. This course consists of a total of 150 hours: 40 hours of theory and 20 hours of lab delivered residentially and 90 hours of clinical practice within long-term and sub-acute nursing facilities.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350, PATH 230, NURS 310, NURS 240.

NURS 210 Health Assessment

5.0 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 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 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350, PATH 230, NURS 310, NURS 240.

NURS 320 Intermediate Health Care Concepts

8.0 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 uses ATI for NCLEX preparation. This course consists of a total of 160 hours: 40 hours of theory delivered residentially and 120 hours of clinical practice in acute care and ambulatory care settings.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350, PATH 230, NURS 310, NURS 240, NURS 300, NURS 210.

NURS 370 Family Health Concepts I OB

7.0 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 uses ATI for NCLEX preparation. This course consists of a total of 130 hours: 40 hours of theory delivered residentially and 90 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 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350, PATH 230, NURS 310, NURS 240, NURS 300, NURS 210.

NURS 340 Mental Health Concepts

6.0 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 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, loss, and violence. Within these concepts, students will promote health and wellness, use professional behaviors, and provide

caring interventions safely across the lifespan. This course uses ATI for NCLEX preparation. The course consists of a total of 120 hours: 30 hours of theory delivered residentially 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 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350, PATH 230, NURS 310, NURS 240, NURS 300, NURS 210, NURS 320, NURS 370.

NURS 375 Family Health Concepts II PEDS

7.0 Quarter Credits (Theory 4.0 credits and Clinical 3.0 credits)

This course develops the concepts related to the 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 uses ATI for NCLEX preparation. This course consists of a total of 130 hours: 40 hours of theory delivered residentially and 90 hours of clinical practice that focuses on the care of the pediatric client in a variety of hospitals, primary care, and community-based settings.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350, PATH 230, NURS 310, NURS 240, NURS 300, NURS 210, NURS 320, NURS 370.

NURS 380* Disaster Nursing

3.0 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 consists of a total of 30 theory hours delivered online through distance education.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350, PATH 230, NURS 310, NURS 240, NURS 300, NURS 210, NURS 320, NURS 370, NURS 340, NURS 375.

NURS 420* Evidence-Based Practice in

4.0 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 theory hours delivered online through distance education.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350, PATH 230, NURS 310, NURS 240, NURS 300, NURS 210, NURS 320, NURS 370, NURS 340, NURS 375.

NURS 400 Complex Health Concepts

8.0 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 delivered residentially 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 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350, PATH 230, NURS 310, NURS 240, NURS 300, NURS 210, NURS 320, NURS 370, NURS 340, NURS 375.

NURS 430 Population-Based Nursing

7.0 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 delivered residentially and 90 hours of clinical practice.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350, PATH 230, NURS 310, NURS 240, NURS 300, NURS 210, NURS 320, NURS 370, NURS 340, NURS 375, NURS 380, NURS 420, NURS 400.

NURS 410 Leadership and Management Nursing Concepts

6.0 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 delivered residentially 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 charging RN.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350, PATH 230, NURS 310, NURS 240, NURS 300, NURS 210, NURS 320, NURS 370, NURS 340, NURS 375, NURS 380, NURS 420, NURS 400.

NURS 440 Nursing Capstone Project

6.0 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 a total of 60 theory hours delivered through a blended format: residentially and online through distance education.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350, PATH 230, NURS 310, NURS 240, NURS 300, NURS 210, NURS 320, NURS 370, NURS 340, NURS 375, NURS 380, NURS 420, NURS 400, NURS 430, NURS 410.

NURS 450 Nursing Concepts Integration

7.0 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 a total of 70 theory hours delivered residentially.

Required Prerequisites: CNI 110, ENG 100, MATH 100, ENG 110, BIO 100, PSY 100, MATH 200, BIO 110, ENG 120, SOC 300, BIO 120, ENG 200, PSY 200, BIO 200, HUM 330, NUTR 220, NURS 200, NURS 205, NURS 350, PATH 230, NURS 310, NURS 240, NURS 300, NURS 210, NURS 320, NURS 370, NURS 340, NURS 375, NURS 380, NURS 420, NURS 400, NURS 430, NURS 410.

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 student's schedule, ed plan, transfer of credits, and holidays.
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 critical thinking 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 Master of Science in Nursing (MSN) – Healthcare Leadership Focus program has been developed in alignment with the American Association of Colleges of Nursing (AACN) MSN Essentials. The Master of Science in Nursing (MSN - Healthcare Leadership Focus program aligns the curriculum with the American Association of Colleges of Nursing (AACN) Essentials of Master's Education in Nursing (2011) and is currently transitioning to the updated AACN Essentials: Core Competencies for Professional Nursing Education (2021), 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 solve problems, 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 assess 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

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 Objectives:

1: Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations.

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.

3: Design nursing care for a clinical or community-focused population based on biopsychosocial, public health, nursing, and organizational sciences.

4: Apply ethical analysis and clinical reasoning to assess, intervene, and evaluate advanced nursing care delivery.

5: Synthesize evidence for practice to determine appropriate applications of interventions across diverse populations.

6: Use quality processes and improvement science to evaluate care and ensure patient safety for individuals and communities.

7: Integrate organizational science and informatics to make changes in the care environment to improve health outcomes.

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.

Master of Science in Nursing (MSN) - Healthcare Leadership Focus		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 of Advanced Nursing Practice

4.0 Quarter Credits (Theory 4.0 credits)

This course explores the theories from nursing and related disciplines, which guide practice and care improvement in an advanced nursing leadership role. This course consists of a total of 40 theory hours delivered online through distance education.

Course Prerequisites: Admission to the Master of Science in Nursing – Healthcare Leadership Focus

MSNL 510 Healthcare Ethics

4.0 Quarter Credits (Theory 4.0 credits)

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. This course consists of a total of 40 theory hours delivered online through distance education.

Course Prerequisites: Admission to the Master of Science in Nursing – Healthcare Leadership Focus

MSNL 520 Health Promotion and Population Health

4.0 Quarter Credits (Theory 4.0 credits)

The concepts of health, health promotion, and disease prevention in diverse, vulnerable cultures and across the age continuum will be examined. Research-based primary and secondary prevention and the reduction of risk will be explored. This course consists of a total of 40 theory hours delivered online through distance education.

Course Prerequisites: MSNL 500, MSNL 510

MSNL 525 The Research Process and Application to Evidence-Based Practice

4.0 Quarter Credits (Theory 4.0 credits)

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. This course consists of a total of 40 theory hours delivered online through distance education.

Course Prerequisites: MSNL 500, MSNL 510

MSNL 530 Strategies for Effective Instruction

4.0 Quarter Credits (Theory 4.0 credits)

Effective teaching/learning modalities in healthcare education will be used to assess, plan, and implement instructional sessions that meet the needs of specific learning groups. This course consists of a total of 40 theory hours delivered online through distance education.

Course Prerequisites: MSNL 500, MSNL 510, MSNL 520, MSNL 525

MSNL 535 Informatics and Health Care Technologies

4.0 Quarter Credits (Theory 4.0 credits)

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. This course consists of a total of 40 theory hours delivered online through distance education.

Course Prerequisites: MSNL 500, MSNL 510, MSNL 520, MSNL 525

MSNL 540 Health Policy, Organization, and Finance

4.0 Quarter Credits (Theory 4.0 credits)

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 that influence implementation. The impact on advanced practice, service delivery, and health outcomes will be examined. This course consists of a total of 40 theory hours delivered online through distance education.

Course Prerequisites: MSNL 500, MSNL 510, MSNL 520, MSNL 525, MSNL 530, MSNL 535

MSNL 545 Advanced Concepts in Leadership and Healthcare Systems

4.0 Quarter Credits (Theory 4.0 credits)

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. This course consists of a total of 40 theory hours delivered online through distance education.

Course Prerequisites: MSNL 500, MSNL 510, MSNL 520, MSNL 525, MSNL 530, MSNL 535

MSNL 550 Strategic Management of Health Care Organizations

4.0 Quarter Credits (Theory 4.0 credits)

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. This course consists of a total of 40 theory hours delivered online through distance education.

Course Prerequisites: MSNL 500, MSNL 510, MSNL 520, MSNL 525, MSNL 530, MSNL 535, MSNL 540, MSNL 545

MSNL 555 Financial Management

4.0 Quarter Credits (Theory 4.0 credits)

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. This course consists of a total of 40 theory hours delivered online through distance education.

Course Prerequisites: MSNL 500, MSNL 510, MSNL 520, MSNL 525, MSNL 530, MSNL 535, MSNL 540, MSNL 545

MSNL 560 Advanced Practice Nurse Leader Practicum I

3.0 Quarter Credits (Practicum 3.0 credits)

This is the first part of a two-part course, which provides field-based activities in a healthcare 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. This course consists of a total of 90 hours delivered by residential practicum.

Course Prerequisites: MSNL 500, MSNL 510, MSNL 520, MSNL 525, MSNL 530, MSNL 535, MSNL 540, MSNL 545, MSNL 550, MSNL 555

MSNL 565 Culminating Experience I

3.0 Quarter Credits (Theory 3.0 credits)

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. This course consists of a total of 30 theory hours delivered online through distance education.

Course Prerequisites: MSNL 500, MSNL 510, MSNL 520, MSNL 525, MSNL 530, MSNL 535, MSNL 540, MSNL 545, MSNL 550, MSNL 555

MSNL 570 Advanced Practice Nurse Leader Practicum II

3.0 Quarter Credits (Practicum 3.0 credits)

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. This course consists of a total of 90 hours delivered by residential practicum.

Course Prerequisites: MSNL 500, MSNL 510, MSNL 520, MSNL 525, MSNL 530, MSNL 535, MSNL 540, MSNL 545, MSNL 550, MSNL 555, MSNL 560, MSNL 565

MSNL 575 Culminating Experience II

3.0 Quarter Credits (Theory 3.0 credits)

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. This course consists of a total of 30 theory hours delivered online through distance education.

Course Prerequisites: MSNL 500, MSNL 510, MSNL 520, MSNL 525, MSNL 530, MSNL 535, MSNL 540, MSNL 545, MSNL 550, MSNL 555, MSNL 560, MSNL 565

Master of Science in Nursing Healthcare Leadership Focus – 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 *
*** Practicum hours will vary according to site and rotation!**							

Please 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.

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 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 accommodation. 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.

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 students to review services and, if required, support documentation.

- CNI College Disability Compliance Coordinator(s) receives request form from students 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 students to review the request and appropriate/reasonable accommodations.
- CNI College Disability Compliance Coordinator(s) certifies approved accommodation and continues working with students by:
    - Providing student with "Letter of Accommodation(s)"
    - Collecting students signed "Letter of Acknowledgment and Student Responsibility" and.
    - When available, provide students with additional disability information and resources.
- CNI College Disability Compliance Coordinator(s) may conduct follow-up meetings with students to maintain up to date records and reasonable accommodation.
- 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 an 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.

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.

Advising/Tutoring Assistance

An open-door policy is in effect, with the faculty and staff ready to be 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.

Housing

CNI College does not maintain any resident housing. The College assumes no responsibility for student housing.

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. CNI's placement services include resume preparation, job interview preparation and employment postings. Prospective employers are invited to the school 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. The college also does not represent or guarantee compensation levels.**

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.

Housing Statement

CNI does not have dormitory facilities and has no responsibility to find or assist a student in finding housing. There is a mixture of single-family homes and apartments available within a 10-mile radius of the campus. Rental amounts range from $1,800 to $3,500 per month depending on location and type of dwelling.

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.

Parking/Security

CNI College has ample daily parking available on campus, including handicapped parking. CNI College students, faculty and staff may to park in the spaces with the white marked lines in the parking lot. Twenty-four (24) hour Security is provided seven (7) days a week in the parking areas.

Library

CNI College maintains library facilities to address the 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 with regular access to library resources. The library staff can access online resources and are able to assist with electronic retrieval.

Orange Public Library	Burlew Medical Library
407 East Chapman Avenue	1100 W. Stewart Dr.
Orange, CA 92866-1509	Orange, CA 92863-5600
(714) 288-2400	(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

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 established by the college which includes meeting all financial obligations to the college 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

Tuition & Fee Policies

The period of attendance is a Pay Period (see chart below). Institutional charges for the tuition charges are posted to the student tuition account based on pay period by pay period. The registration fee, books and supplies for the entire course will be assessed and posted in the student tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Tuition by Pay Period."

Vocational Nursing Diploma Program				
1st Pay Period	**2nd Pay Period**	**3rd Pay Period**	**4th Pay Period**	**Estimated Schedule of Total Charges for the Entire Educational Program**
11,761.50	11,761.50	8,238.00	8,238.00	39,999.00

Associate of Occupational Science in Magnetic Resonance Imaging Technology						
1st Pay Period	**2nd Pay Period**	**3rd Pay Period**	**4th Pay Period**	**5th Pay Period**	**6th Pay Period**	**Estimated Schedule of Total Charges for the Entire Educational Program**
8,394.32	8,394.32	10,259.60	10,259.60	6,295.67	6,295.67	49,899.00

Associate of Occupational Science in Surgical Technology						
1st Pay Period	**2nd Pay Period**	**3rd Pay Period**	**4th Pay Period**	**5th Pay Period**	**6th Pay Period**	**Estimated Schedule of Total Charges for the Entire Educational Program**
7,450.30	7,450.30	9,267.44	9,267.44	4,627.26	4,627.26	42,690.00

Radiologic Technology- Associate in Science							
1st Pay Period	**2nd Pay Period**	**3rd Pay Period**	**4th Pay Period**	**5th Pay Period**	**6th Pay Period**	**7th Pay Period**	**Estimated Schedule of Total Charges for the Entire Educational Program**
10,746.78	10,746.78	13,182.72	13,182.72	10,316.91	10,316.91	9,457.18	77,950.00

RN to BSN Degree Completion Program				
1st Pay Period	**2nd Pay Period**	**3rd Pay Period**	**4th Pay Period**	**Estimated Schedule of Total Charges for the Entire Educational Program**
3,122.31	3,122.31	2,515.19	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**	**Estimated Schedule of Total Charges for the Entire Educational Program**
18,210.73	18,210.73	19,099.05	19,099.05	18,654.89	18,654.89	18,210.73	18,210.73	11,548.20	159,899.00

Master of Science in Nursing (MSN) – Healthcare Leadership Focus					
1st Pay Period	**2nd Pay Period**	**3rd Pay Period**	**4th Pay Period**	**5th Pay Period**	**Estimated Schedule of Total Charges for the Entire Educational Program**
3,853.61	3,853.61	3,532.49	3,532.49	1,926.80	16,616,69

PROGRAM	CREDITS	CLOCK HOURS	REGISTRATION	BOOKS, SUPPLIES, UNIFORMS	TECHNOLOGY FEE	LICENSE, FEES, TESTS	TUITION	TOTAL	OVERTIME HOURLY RATE
ASSOCIATE OF OCCUPATIONAL SCIENCE IN MAGNETIC RESONANCE IMAGING TECHNOLOGY	107	1800	$75.00	$1,350.00	$3,178.00	$1,584.00	$43,712.00	$49,899.00	$24.28
ASSOCIATE OF OCCUPATIONAL SCIENCE IN SURGICAL TECHNOLOGY	115	1730	$75.00	$1,356.00	$1,500.00	$668.00	$39,091.00	$42,690.00	$22.60
BACHELOR OF SCIENCE IN NURSING	180	2460	$75.00	$4,890.00	$5,836.00	$0.00	$149,098.00	$159,899.00	$60.61
MASTER OF SCIENCE IN NURSING	52	640	$75.00	$1,500.00	$1,500.00	$0.00	$13,624.00	$16,699.00	$21.29
RADIOLOGIC TECHNOLOGY	136.5	2728	$75.00	$1,713.00	$1,860.00	$1,009.00	$73,293.00	$77,950.00	$26.87
RN TO BSN	65	710	$75.00	$895.00	$1,500.00	$0.00	$8,805.00	$11,275.00	$12.40
VOCATIONAL NURSING	57.5	1530	$75.00	$881.00	$3,132.00	$724.00	$35,187.00	$39,999.00	$23.00

CAL Grant

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

- **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 first year, Cal Grant B also helps pay tuition and fees in the same amount as Cal Grant A. For Cal Grant B, your coursework must be for at least one academic year. Other requirements may apply.
- **Cal Grant C** offers help to 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 are not eligible for entitlement offers. The main difference is that these offers are not guaranteed.

Cal Grant 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 CAL Grant

- 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 you attending or going to be attending a qualifying California college?
- I 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 you 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 fault on any student loan.

To renew your Cal Grant, you must re-apply for financial aid, continue to have financial needs, make satisfactory academic progress, and be enrolled in at least six (6) units.

Deadlines and Application

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

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

Tuition Payment

Students are encouraged to make tuition payments electronically through Tuition Options unless alternative arrangements have been approved by the Financial Aid Office.

Any check returned due to non-sufficient funds (NSF) will be subject to a $36.00 processing fee.
If more than one check is returned for non-sufficient funds during the term of the enrollment agreement, the institution may require that all subsequent payments be made by cash, cashier's check, or money order.

Past Due Amount

Students are responsible for maintaining their financial accounts in good standing in accordance with their enrollment agreement and the institution's published billing policies. Students who fail to make timely payments or do not make satisfactory arrangements to resolve outstanding balances may be subject to administrative actions, including but not limited to registration holds, late fees, or limitations on access to certain institutional services, consistent with institutional policy.

Failure to resolve outstanding institutional charges may result in administrative dismissal in accordance with the terms of the enrollment agreement and institutional policies. Students who are administratively dismissed for nonpayment may be considered for re-admission after the outstanding balance has been resolved, or satisfactory payment arrangements have been approved.

Upon withdrawal or administrative dismissal, any unpaid balance may be referred for collection in accordance with applicable federal and state laws. Accounts may be assigned to an external collection agency, and students may be responsible for reasonable collection costs to the extent permitted by law and disclosed in the enrollment agreement.

The release of academic records, diplomas, or certificates will be handled in accordance with applicable state and federal laws and institutional policies.

Financial Suspension

Students are expected to keep their financial accounts current unless alternative payment arrangements have been approved in advance by the College's Student Accounts/Bursar function, in accordance with institutional policy.

Students who fail to fulfill agreed-upon payment arrangements or who default on their financial obligations may be subject to:

- Registration holds
- Book or materials access restrictions
- Financial suspension
- Administrative dismissal

These actions are applied administratively and are separate from academic progress.

Reinstatement Following Financial Dismissal

Students dismissed for financial reasons may request reinstatement after:

- Resolution of the delinquent balance, or
- Approval of satisfactory repayment arrangements, consistent with institutional policy

Reinstatement is subject to academic and program availability and does not guarantee placement in the original cohort or schedule. Diplomas, degrees, or certificates may be withheld until institutional financial obligations are resolved, in compliance with applicable laws and accreditor standards.

Financial Aid Unit of Credit

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 twenty-five (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

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)
- 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

Financial aid is a mechanism intended to assist eligible students in meeting direct educational costs associated with attending CNI College. Financial aid may be reduced but does not eliminate a student's out-of-pocket expenses. Financial aid consists primarily of grants and loans:

- Grants are gift aids and do not require repayment, provided the student meets all eligibility and program requirements.
- Loans are funds that must be repaid with interest in accordance with the terms of the applicable loan program.

Federal student loans typically enter repayment after the expiration of a grace period following graduation, withdrawal, dismissal, or when a student's enrollment status falls below half-time, as defined by federal regulations.

Financial aid eligibility is determined based on the student's financial information, program of study, enrollment status, and compliance with federal, state, and institutional requirements.
Financial "need" is generally calculated as the difference between the Cost of Attendance (COA) and the student's Student Aid Index (SAI), as determined by the Free Application for Federal Student Aid (FAFSA).

Students who borrow federal or private educational loans are responsible for repaying the total amount borrowed, including accrued interest, minus any amounts returned through applicable refund or Return of Title IV (R2T4) calculations. Financial aid eligibility and disbursement are subject to all applicable program rules and Satisfactory Academic Progress (SAP) standards.

Compliance & Privacy Statement

In accordance with the Privacy Act of 1974 and federal student aid regulations, students are notified that the voluntary disclosure of a Social Security Number (SSN) may be requested for the purpose of verifying identity is to administer Title IV federal student aid programs, maintaining accurate educational records, and conducting authorized reporting to federal and state agencies. The use and disclosure of any personally identifiable information, including

SSNs are protected under applicable federal and state privacy laws. Information provided by students are used solely for authorized educational, financial aid, and administrative purposes and are safeguarded in accordance with institutional data-security policies. Students may be assigned alternative identifiers where permitted by law, and disclosure requirements are limited to those necessary to meet federal and institutional obligations.

The U.S. Department of Education Title IV Student Financial Aid Programs

CNI College is approved by the U.S. Department of Education to participate in selected Title IV Federal Student Financial Aid Programs, which are intended to assist eligible students with the cost of attendance. Participation in these programs does not guarantee eligibility, as all awards are subject to federal, state, and institutional requirements.

Federal Grant Aid

(Grant aid does not require repayment, provided all eligibility requirements are met)

- Federal Pell Grant Program
  - Maximum annual award set by the U.S. Department of Education (for the 2026–award year, up to $7,395, subject to annual determination).
- Federal Supplemental Educational Opportunity Grant (FSEOG)

- Awarded to eligible students with exceptional financial need, based on availability of funds at the institution.

Federal Student and Parent Loans

(Loans must be repaid under the terms of the applicable promissory note)

- William D. Ford Federal Direct Loan Program
  - Direct Subsidized Loans
  - Direct Unsubsidized Loans
- Federal Direct Parent PLUS Loans
  - Available to eligible parents of dependent students; interest accrues in accordance with federal regulations.

Loan repayment, interest accrual, grace periods, and deferment options are governed by federal law and the terms of the borrower's loan agreement. Borrowers are encouraged to carefully review their total loan responsibility before borrowing.

Important Loan Information

- Federal student loans are legal obligations that must be repaid, even if the student does not complete the program.
- Failure to repay student loans may result in late fees, damaged credit, wage garnishment, or federal collection actions, as permitted by law.
- Borrowers are encouraged to borrow only what is necessary to meet educational expenses.

Annual Loan Limits and Student Level

Annual loan limits are determined based on:

- The student's enrollment status,
- Program length,
- Academic year structure, and
- Student level as defined by federal regulations, not prior attendance at another institution unless transfer credit applies.

For example, a student enrolling in a one-year program without transferable credits may be classified as a first-year student for loan eligibility purposes, even if the student previously attended another college.

Additional Information & Resources

Students and parents are encouraged to review official federal resources for detailed and current information about federal student aid programs:

- Understanding Financial Aid – StudentAid.gov
- Direct Loan Basics for Students – StudentAid.gov
- Direct Loan Basics for Parents (PLUS Loans) – StudentAid.gov

These resources provide comprehensive explanations of eligibility, interest rates, repayment options, and borrower responsibilities.

Student Eligibility Requirements

To be considered for federal student financial aid, a student must meet all applicable eligibility requirements established by the U.S. Department of Education and CNI College. These requirements include, but are not limited to, the following:

- Be admitted as a regular student at CNI College.
- Be enrolled or accepted for enrollment in an eligible Title IV program.
- Be a U.S. citizen or an eligible non-citizen.
- Not owe a repayment on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG) received at any institution.
- Not be in default on a Federal Perkins Loan, Federal Family Education Loan (FFEL), or William D. Ford Federal Direct Loan (including Subsidized, Unsubsidized, or PLUS Loans) at any institution.
- Meet federal financial aid eligibility requirements as determined by information provided on the Free Application for Federal Student Aid (FAFSA).
- Be maintaining Satisfactory Academic Progress (SAP), as defined in the College's SAP policy.
- Be registered with Selective Service, if required by federal law.
- Have a valid high school diploma, GED, or other recognized equivalent as permitted by federal regulations.
- Agree to use all federal student aid solely for educational expenses related to attendance at CNI College.
- Complete and submit all required federal and institutional forms, certifications, and disclosures necessary to determine eligibility.

Eligibility for financial aid is reviewed initially and continuously, and aid may be adjusted or discontinued if eligibility requirements are not maintained.

Application for Aid, Procedures & Forms

Prospective and enrolled students are encouraged to schedule an appointment with a Financial Aid Advisor prior to enrollment and throughout attendance to review eligibility requirements, application procedures, and financial responsibilities. This process allows students to make informed decisions regarding educational financing. Financial aid consideration required completion of the Free Application for Federal Student Aid (FAFSA) and submission of any additional documentation requested by the Financial Aid Office.

NSLDS Disclosure

All federal student or parent loans borrowed under Title IV programs are reported to the National Student Loan Data System (NSLDS). This information is accessible to authorized users, including schools, lenders, servicers, guaranty agencies, and the U.S. Department of Education, for purposes of aid administration and compliance.

Entrance and Exit Counseling

Students borrowing under the William D. Ford Federal Direct Loan Program must complete required counseling as follows:

- **Entrance Counseling:**

  First-time federal loan borrowers must complete Direct Loan Entrance Counseling prior to receiving their first loan disbursement.

- **Exit Counseling:**

Students who graduate, withdraw, or drop below half-time enrollment are required to complete Direct Loan Exit Counseling to understand repayment obligations.
Counseling is completed online through the official Federal Student Aid website. If a student separates from the institution before exit counseling can be completed, CNI College will notify the student and provide instructions for completion online.

Applications for This Institution Consist of the Following

Free Application for Federal Student Aid (FAFSA)

All students seeking federal financial aid must complete the Free Application for Federal Student Aid (FAFSA) for the applicable award year. The FAFSA is used to determine eligibility for federal, state, and institutional financial aid programs.

- The FAFSA must be completed accurately and submitted by the student at the official Federal Student Aid website.
- Additional documentation to substantiate FAFSA information may be required as part of the federal verification process.
- Assistance with completing the FAFSA and required institutional forms is available through the Financial Aid Office during normal business hours.
- In addition to the FAFSA, students may be required to complete institution-specific forms based on the type of aid requested and individual family circumstances.

Federal Pell Grant Program (FPELL)

The Federal Pell Grant is a form of federal grant assistance awarded to eligible undergraduates students and does not require repayment, provided eligibility requirements are met.

- Award Year: July 1 through June 30 of the following year.
- Application Deadline: Students must submit a FAFSA for the applicable award year no later than June 30 of that award year.
- Eligibility Determination: A valid Institutional Student Information Record (ISIR) must be received by CNI College while the student is enrolled during the award year.
- Renewal: Pell Grant eligibility is determined annually. Students must reapply for each award year by submitting a new FAFSA.
- Maximum Annual Award: Determined annually by the U.S. Department of Education (for 2026–2027, up to $7,395, subject to federal determination).
- Disbursement: Pell Grant funds are disbursed by payment period and credited directly to the student’s tuition accounts in accordance with federal regulations.

- Lifetime Eligibility: Federal Pell Grant eligibility is limited to 600% Lifetime Eligibility Used (LEU), equivalent to six full-time academic years.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) provides additional grant assistance to eligible students with exceptional financial need and does not require repayment, provided eligibility requirements are met.

- Availability: FSEOG funds are limited and awarded based on availability at the institution.
- Priority: Priority is given to students who are eligible for the Federal Pell Grant and meet all eligibility requirements.
- Application: Eligibility is determined through completion of the FAFSA and institutional review.
- Maximum Annual Award: Up to $4,000, subject to federal limits and institutional funding availability.
- Disbursement: Funds are credited to the student's tuition account by payment period.
- Because CNI College offers year-round enrollment, FSEOG funds are awarded throughout the year as funds remain available.

William D. Ford Federal Direct Loan Program

Federal Direct Loans are borrowed funds that must be repaid with interest in accordance with federal loan terms. Students are encouraged to borrow only what is necessary to meet educational expenses.

Before loan origination, borrowers must complete required Entrance Counseling and sign a Master Promissory Note (MPN) acknowledging loan obligations.

Federal Direct Subsidized Loan

- Available to eligible undergraduate students with demonstrated financial need.
- Interest is paid by the federal government while the student is enrolled at least half-time, during approved deferment periods, and during the grace period, as permitted by federal law.
- Annual loan limits are set by the U.S. Department of Education based on student level:
    - First-year undergraduate: $3,500
    - Second-year undergraduate: $4,500
    - Third year and beyond: $5,500
- Aggregate Loan Limit: $23,000
- Eligibility is subject to the 150% Subsidized Usage Limit, based on the published length of the student's program.

Federal Direct Unsubsidized Loan

- Available to eligible undergraduate students regardless of financial need.
- Interest accrues from the time of disbursement and may be paid while enrolled or capitalized.
- Annual and aggregate loan limits are established by federal regulation and vary based on dependency status:
    - Dependent students: Additional unsubsidized eligibility up to federal limits.
    - Independent students or dependent students whose parents are denied PLUS: Higher unsubsidized annual limits, subject to federal maximums.
- Disbursement: Loan funds are disbursed by payment period and credited to the student's tuition account.

Students must complete all required documentation before disbursement eligibility is finalized.

Additional Federal Loan Information

- Federal student loans are legal obligations that must be repaid even if the student does not complete the program.
- Failure to repay loans may result in negative credit reporting, loss of eligibility for future federal aid, or federal collection actions as permitted by law.
- Loan limits are determined by program length and student level, not by prior attendance at another institution unless transfer credit applies.

Federal Student Aid Resources

For detailed, current information regarding federal financial aid programs, students and parents are encouraged to visit the official Federal Student Aid website, including:

- Understanding Financial Aid
- Federal Direct Loan Basics for Students
- Federal Direct Loan Basics for Parents (PLUS Loans)

Verification Process

Federal regulations require institutions participating in Title IV Federal Student Aid programs to verify the accuracy of certain information reported by students on the Free Application for Federal Student Aid (FAFSA). CNI College has established written policies and procedures to ensure compliance with these requirements in accordance with 34 C.F.R. Part 668, Subpart E. Verification policies and procedures are available to current and prospective students upon request. Verification is administered through the Financial Aid Office as part of the admissions and enrollment process.

CNI College will not disburse Federal Pell Grant funds, Federal Supplemental Educational Opportunity Grant (FSEOG), or originate or disburse Federal Direct Loans until the verification process has been completed when applicable.

Who Is Selected for Verification

Only those students selected by the U.S. Department of Education through the FAFSA processing system are required to complete verification. Selection is identified on the student's Institutional Student Information Record (ISIR).

Applicants Excluded from Verification

Students may be excluded from verification in certain circumstances, including:

- The student is not a recipient of Title IV financial aid
- The student is eligible to receive only Federal Direct Unsubsidized Loans and is not selected for verification under identity or fraud-related tracking requirements
- The student died during the award year

- Verification was completed at another institution for the same award year and reliable documentation is provided
- The student was selected after ceasing enrollment

The College is not required to verify specific FAFSA data if there is no conflict or questionable information and permitted exclusions apply under federal regulation.

Special Circumstances – Parents or Spouse Unavailable
Unless there is reason to believe the information reported is inaccurate, CNI College is not required to verify FAFSA data reported for:

Parents of a Dependent Student when:

- Both parents are deceased
- Both parents (or custodial parent) are mentally incapacitated
- Parents reside outside the United States and cannot be contacted
- Parents cannot be located, and the student has no way to obtain contact information

Spouse of an Independent Student when:

- The spouse is deceased
- The spouse is mentally incapacitated
- The spouse resides outside the United States and cannot be contacted
- The spouse cannot be located, and the student is unable to obtain contact information

Required Verification Items

Verification requirements vary depending on the student's dependency status and the verification tracking group assigned by the Department of Education.

Verification Tracking Groups

Students selected for verification will be assigned to one of the following groups:

V1 – Standard Verification Group

Required items may include:

- Income information (if applicable)
- Household size
- Number in college (if applicable under current federal rules)

V4 – Custom Verification Group

Required items:

- High school completion status
- *Identity and Statement of Educational Purpose*

V5 – Aggregate Verification Group

Required items:

- High school completion status
- *Identity and Statement of Educational Purpose*
- Items from the Standard Verification Group (if applicable)

Effective Date

- **June 6, 2025** – The U.S. Department of Education eliminated the requirement to collect the Statement of Educational Purpose for **V4** and **V5** verification.
- That change applies to the full 2025–2026 award year and continues unchanged into 2026–2027.

Documentation Required

Students must submit documentation as requested by the Financial Aid Office, which may include:

- IRS tax information retrieved via IRS Direct Data Exchange (when available)
- IRS Tax Return Transcript or IRS Account Transcript
- Verification Worksheets
- W-2 forms or other income documentation (for non-tax filers)
- Identity and Statement of Educational Purpose (for V4/V5 groups)

The Financial Aid Office may request additional documentation as necessary to resolve conflicts.
information.

Time Period for Submitting Documentation

Students must submit all requested verification documentation by the deadline established by the Financial Aid Office. Failure to provide documentation within required timeframes may result in loss or cancellation of Title IV eligibility for the applicable award year.

Applicant Responsibilities

Students selected for verification are responsible for:

- Providing all requested documentation in a timely manner
- Certifying the accuracy of FAFSA data
- Reporting changes to required information, when applicable

If verification results in changes to financial aid eligibility, the student is responsible for repaying any Title IV funds received for which they were not eligible.

Consequences of Failure to Complete Verification

If a student fails to provide required documentation or cannot complete the verification process:

- The student will be ineligible to receive Title IV financial aid for the applicable award year
- Previously disbursed aid may be adjusted or canceled
- The student may continue enrollment on a cash-paid basis, if eligible

No further Title IV aid may be disbursed until verification is completed.

Resolution of Conflicting Information

CNI College is required to resolve conflicting or inconsistent information identified through the FAFSA, enrollment records, or other documentation before awarding or disbursing Title IV funds.

INTERIM DISBURSEMENTS: The school may not make any interim disbursements. The students must complete verification before disbursement of any Title IV funds.

NOTIFICATION OF RESULTS OF VERIFICATION: CNI College will notify applicants of the results of the verification process and any required FAFSA corrections within a reasonable timeframe after the student submits all requested documentation. If verification results in a change to the student's Title IV eligibility, the student will be notified of the revised aid determination in accordance with federal regulations.

REFERRAL OF SUSPECTED FRAUD OR ABUSE: If, during the verification process or at any other time, CNI College obtains information that reasonably indicates the applicant may have engaged in fraud or other criminal misconduct in connection with the Title IV Federal Student Aid programs, the College is required to refer the matter to the U.S. Department of Education**.** Such referrals will be made to the Office of Inspector General (OIG**)** of the U.S. Department of Education, in accordance with federal regulations. The College will also resolve any conflicts information prior to making or disbursing federal financial aid.

Veterans' Education Benefits

CNI College degree programs are approved for the training of Veterans and eligible individuals under the provisions of Title 38, United States Code. Students interested in receiving Veterans' Education Benefits should contact the College's School Certifying Official (SCO) within the Financial Aid Office. Veterans and eligible dependents are responsible for contacting the U.S. Department of Veterans Affairs (VA) determines individual benefit eligibility. To remain eligible for Veterans' Education Benefits, students must maintain Satisfactory Academic Progress (SAP) in accordance with institutional and VA requirements.

Veterans Entitled to Educational Assistance

Under Chapter 31 (VR&E) and Chapter 33 (Post-9/11 GI Bill®)

In accordance with 38 U.S.C. § 3679(e), CNI College permits any covered individual to attend and participate in program-required courses beginning on the date the individual provides the College with a Certificate of Eligibility (COE) or an applicable statement of benefit entitlement, and ending on the earlier of:

1. The date on which payment from the VA is received by the institution; or
2. Ninety (90) days after the date the institution certifies tuition and fees following receipt of the COE.

During this period, CNI College will not impose any penalty on the covered individual due to delayed VA payments, including, but not limited to:

- Assessment of late fees or interest
- Denial of access to classes, laboratories, libraries, or other institutional facilities

- Requiring the student to borrow additional funds

This policy applies only to the portion of tuition and mandatory fees expected to be paid by VA educational assistance under Chapter 31 or Chapter 33.

Covered individuals whose VA benefits do not fully cover tuition and required fees for the term may be required to pay, or make satisfactory arrangements to pay, the difference between institutional charges and the expected VA benefit amount.

Definition of Covered Individual:
A covered individual is any student who is entitled to educational assistance under:

- Chapter 31 – Veteran Readiness and Employment (VR&E), or
- Chapter 33 – Post-9/11 GI Bill®

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA)
More information about education benefits is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill."

Return of Military Education Benefits

CNI College complies with all refund and reporting requirements established by the Department of Veterans Affairs (VA) and, when applicable, the Department of Defense (DoD) for students who withdrew from or do not complete a term or payment period for which Veterans' Education
Benefits were received.

The College's School Certifying Official (SCO) will notify the VA within 30 days of any change in a student's enrollment status and will report:

- Adjustments to tuition and fees, and
- Whether punitive or non-punitive grades were assigned.

The VA determines whether a resulting debt is owed by the student or the institution, based on the timing and circumstances of the withdrawal.
Generally:

- If the student begins attendance, the resulting debt is the responsibility of the student;
- If the student reduces enrollment or withdraws on or before the first day of the term, the institution may be responsible for the debt.

Both the student and the institution will be notified directly by the VA if a debt is established.

Military Leave of Absence

Students who are required to take military leave must submit a written or emailed request to the
Program Director, along with a copy of official military orders. Students who must take military leave during an academic term will be administratively withdrawn from their courses, and applicable institutional and federal refund calculations will be applied, including Return of Title
IV (R2T4) when required. Upon return from active duty, eligible students will be permitted to resume their academic program and will not be required to repeat coursework that was successfully completed prior to deployment, subject to program availability and curricular sequencing. Students who do not submit a military leave request and are absent

for fourteen (14) consecutive calendar days may be withdrawn in accordance with institutional attendance and withdrawal policies.

Federal Student Loan Deferment for Active Duty

Veterans and eligible students serving on active duty may be eligible for a military deferment on federal student loans. Military deferment is not automatic; students must contact their assigned loan servicer directly to request deferment and provide required documentation.

Determining Need

Financial aid eligibility is determined by using the information reported by the student on the Free Application for Federal Student Aid (FAFSA). The data submitted on the FAFSA is processed using a federal formula established by the U.S. Congress to calculate the student's Student Aid Index (SAI). CNI College uses the FAFSA to evaluate eligibility for federal, state, and institutional financial aid programs. The FAFSA is processed at no cost to the student by a processor contracted by the U.S. Department of Education. The results are transmitted electronically to the institution in the form of an Institutional Student Information Record (ISIR).
The ISIR includes the student's Student Aid Index (SAI), which is used in conjunction with the program's Cost of Attendance **(COA)** to determine financial aid eligibility.
Financial "need" is generally defined as:
Cost of Attendance **(COA)** – Student Aid Index (SAI) = Financial Need
The **COA** represents the estimated educational expenses for the period of enrollment, while the
SAI reflects the student's calculated ability to contribute toward those costs. Financial aid awards are subject to federal eligibility requirements, program availability, enrollment status, and continued compliance with Satisfactory Academic Progress (SAP) standards.

Cost of Attendance

This institution uses the annual budget published by the California Student Aid Commission. The estimated amount it will cost a student to go to school during an academic year of approximately
9 months is stated per month below.

2026-2027 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	
	$1,089 per Academic Year	
Food	$1,393/month	$876/month
Housing	Included in above	$1,853/month
Transportation	$134/month	$184/month
Personal/Misc.	$507/month	$634/month
*The cost of uniforms is included in the personal allowance or in the school charges.		

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: $60.61, RN to BSN: $12.40, AOS MRI Degree: $24.28, AOS ST Degree: $22.60, Vocational Nursing: $23.00. An addendum to the enrollment contract will reflect the hours to complete.

Packaging of Financial Aid & Limited Campus-Based Funds

CNI College does not receive sufficient campus-based federal financial aid funds to fully meet the financial needs of all eligible students. As a result, the institution packages financial aid in a manner that emphasizes the responsible use of self-help resources, in accordance with federal guidelines.
Financial aid offers are made to eligible students based on fund availability, eligibility criteria, and completion of all required documentation. Students are not obligated to accept any loan offered as part of a financial aid package and may reduce or decline loan funds offered to them. All loans accepted must be repaid under the terms of the applicable loan agreement.

Financial Aid Packaging Philosophy

When packaging financial aid, the institution generally considers available resources in the following order, as applicable:

Student and family contributions, as determined by the FAFSA
Other educational resources (such as scholarships or third-party assistance)

1. Federal Pell Grant, if eligible

2. Federal Direct Loans (self-help aid, including Subsidized, Unsubsidized, and, when
3. applicable, Parent PLUS Loans)
4. Financial aid packaging is subject to federal regulations, Cost of Attendance (COA) limits, enrollment status, and continued compliance with Satisfactory Academic Progress (SAP) standards.

Federal Supplemental Educational Opportunity Grant (FSEOG) Policy

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a campus-based federal grant program with limited annual funding, allocated to the institution by the U.S. Department of Education for each award year (July 1 through June 30). Due to the limited availability of FSEOG funds, not all eligible students will receive an FSEOG award.

Selection Criteria

FSEOG awards are made to eligible students based on the following institutional policy:

- Priority is given to students with exceptional financial need, as defined by federal regulation.
- For institutional purposes, exceptional need generally includes students who:
    - Are eligible for the Federal Pell Grant, and
    - Demonstrate the highest level of financial need, as determined by the student's Student Aid Index (SAI).
- Awards are made on a funds-available basis throughout the award year to support students enrolling at different points during the year.

Because CNI College enrolls students on a continuing enrollment basis, FSEOG funds are distributed evenly, to the extent possible, across the award year.

If additional funds remain later in the award year, or if institutional enrollment patterns change, FSEOG awards may be made to additional eligible students with high financial need who were not initially awarded.

Award Conditions

- Students must have a complete financial aid file with no outstanding verification or eligibility issues to be considered for an FSEOG award.
- Incomplete or pending files are not reviewed for FSEOG selection until all required documentation is received.
- FSEOG awards are made only while funds remain available and are not guaranteed.

Definitions Related to Financial Aid

The following definitions describe key terms commonly used in the administration of financial aid programs.

Academic Year

The Academic Year is a federally defined period of instructional time used to determine eligibility for federal student aid.

An academic year consists of:

- A minimum of 26 weeks of instructional time for clock-hour programs, or 30 weeks of instructional time for credit-hour programs; and
- At least:
    - 900 clock hours, or
    - 24 semester credit hours, or
    - 36 quarter credit hours for a full-time student.

The midpoint of the academic year occurs at no less than:

- 13 weeks and 450 clock hours for clock-hour programs; or
- 15 weeks and 12 semester credit hours / 18 quarter credit hours for credit-hour programs.

For programs that are shorter than a full academic year, federal student aid eligibility may be prorated based on the number of weeks and hours or credits in the program.

Clock Hour

A Clock Hour is a period of at least 50 minutes of supervised instructional activity within a 60-minute time period, consistent with federal regulations.

Cost of Attendance (COA)

The Cost of Attendance (COA) is the estimated educational cost for a student for a defined enrollment period. The COA may include:

- Tuition and mandatory fees
- Books, supplies, and required equipment
- Allowances for housing, food, transportation, and personal expenses (as applicable)

The COA is used to determine a student's maximum eligibility for financial aid and varies based on enrollment status, program of study, and delivery method.

Credit Balance

A Credit Balance occurs when the total amount of Title IV federal financial aid applied to a student's account exceeds authorized institutional charges. Federal regulations require that credit balances be released to the student within 14 calendar days of the credit balance being created, unless the student has authorized the institution to retain the funds. Students are responsible for managing refunded funds and ensuring they are used solely for educationally related expenses.

Payment Period

A Payment Period is a defined portion of an academic program used to schedule the disbursement of federal financial aid.
For clock-hour programs of 900 clock hours and 26 instructional weeks or more, a payment period is generally defined as:

- 450 clock hours and
- A minimum of 13 instructional weeks

For programs that are less than 900 clock hours and 26 weeks, the payment period corresponds to the midpoint of the program, as defined by federal regulation.

Financial Need

Financial need is determined by subtracting the student's Student Aid Index (SAI) from the Cost of Attendance (COA):

- Financial Need = Cost of Attendance (COA) – Student Aid Index (SAI)
- Financial need is used to determine eligibility for need-based federal student aid programs and may vary based on enrollment status, program length, and federal funding availability.

Student Aid Index (SAI)

- The Student Aid Index (SAI) is a numerical value calculated using a federal formula established by the U.S. Congress and applied to financial information submitted on the FAFSA.
- The SAI represents a student's relative financial need and is used, in conjunction with the Cost of Attendance (COA), to determine eligibility for federal, state, and institutional financial aid.
- Financial Need = Cost of Attendance (COA) – Student Aid Index (SAI)
- The SAI replaced the Expected Family Contribution (EFC), beginning with implementation of the FAFSA Simplification Act.

Dependent Student

A Dependent Student is a student who does not meet the federal criteria for independent status as defined by the U.S. Department of Education and is therefore required to provide parental information on FAFSA.

Dependent (For Tax & Support Purposes)

A Dependent is an individual (other than a spouse) who receives more than 50% of their financial support from the student and/or the student's spouse. If an individual is supported by the student's parents, that individual is considered dependent of the parent(s) and not of the student.

Independent Student

A student is considered independent for federal financial aid purposes if the student meets one or more of the following criteria, as determined through FAFSA:

- Is 24 years of age or older
- Is married at the time the FAFSA is submitted
- Is enrolled in a graduate or professional degree program
- Is currently serving on active duty in the U.S. Armed Forces for purposes other than training
- Is a veteran of the U.S. Armed Forces
- Has dependent children or other dependents who receive more than half of their financial support from the student
- Was an orphan, in foster care, or a ward of the court after reaching age 13
- Is or was an emancipated minor, as determined by a court of competent jurisdiction
- Has or had legal guardianship, as determined by a court in the student's state of legal residence
- Was determined to be an unaccompanied youth who was homeless or self-supporting and at risk of homelessness by:
    - A high school or school district homeless liaison

- A director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development (HUD)
- A director of a runaway or homeless youth basic center or transitional living program

Documentation may be required to substantiate independent status.

Parent(s)

For federal student financial aid purposes, a parent is defined as a biological or adoptive mother or father, a stepparent (when the parent is remarried), or a legal guardian as determined by a court. Foster parents are not considered parents for federal financial aid purposes.

Financial Aid Eligibility Citizen/Eligible Non-Citizen

To be eligible to receive federal student financial aid, a student must be one of the following:
Eligible Status

- A U.S. Citizen
- A U.S. National
- A U.S. Permanent Resident holding a valid Form I-551 (Permanent Resident Card, “Green Card”)
- A person holding an Arrival/Departure Record (Form I-94) issued by the Department of Homeland Security with one of the following designations:
  - Refugee
  - Asylee (Asylum Granted)
  - Paroled into the United States for a minimum of one year for humanitarian reasons
- A Cuban-Haitian Entrant (CHE)
- A T-Visa Holder (T-1, T-2, T-3, etc.)
- An individual with a valid certification or eligibility letter from the U.S. Department of Health and Human Services identifying the individual as a Victim of Human Trafficking

Eligibility is verified through federal data matches and documentation provided during the FAFSA and verification processes.

Non-Eligible Immigration Status

Students are not eligible for federal student financial aid if they are in the United States under any of the following statuses:

- F-1 or F-2 student visa
- J-1 or J-2 exchange visitor visa (when assistance is restricted to educational exchange programs)
- G-Series visas pertaining to international organizations

Students with questions regarding immigration-based eligibility should consult the Financial Aid Office before applying for aid.

Student Tuition Recovery Fund

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate was changed from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollars ($0.00) per one thousand dollars ($1,000) of institutional charges, pursuant to Title 5, California Code of Regulations, Section 76120.

Although the current STRF assessment rate is $0.00, institutions approved by the Bureau for Private Postsecondary Education (BPPE) are still required to:

- Complete and submit quarterly STRF Assessment Reporting Forms, and
- Maintain specified student records for STRF-eligible students.

STRF Fee Requirement

California law requires qualifying institutions to collect a state-imposed STRF assessment from eligible students, unless the student qualifies for an exemption. The STRF is administered by the State of California Bureau for Private Postsecondary Education (BPPE) is intended to mitigate economic loss suffered by qualified students.

The STRF assessment is non-refundable.
You are not required to pay the STRF assessment, and you are not eligible for STRF protection, if:

- Your tuition is fully paid by a third-party payer (such as an employer, workforce agency, or government program), or
- You are not a California resident or are not enrolled in a residency program.

Eligibility for STRF protection is governed by California Education Code Section 94944.

Required STRF Disclosure

(California Education Code §76215(a) – Mandatory Language)
** "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." **

Additional STRF Disclosures

(California Education Code §76215(b))
Recordkeeping
It is important that students retain copies of:

- Enrollment agreements
- Financial aid documents
- Receipts

- Any other documentation showing amounts paid to the institution

Questions Regarding STRF

Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education (BPPE)
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900 or (888) 370-7589

STRF Eligibility Criteria

To be eligible for STRF recovery, a student must:
Be a California resident or be enrolled in a residency program;

- Have prepaid tuition;
- Have paid (or been deemed to have paid) the STRF assessment; and
- Have suffered an economic loss resulting from one of the following:
  1. The institution, campus location, or an educational program closed or was discontinued, and the student did not complete a BPPE-approved teach-out.
  2. The student was enrolled within 120 days prior to the closure or program discontinuation.
  3. The student was enrolled more than 120 days prior to closure, and BPPE determined there was a significant decline in program quality or value.
  4. The Bureau ordered the institution to pay a refund, and the institution failed to comply.
  5. The institution failed to pay or reimburse federal loan proceeds as required by law.
  6. The student was awarded restitution or a monetary award by arbitration or court and was unable to collect it.
  7. The student incurred legal costs resulting in loan cancellation and has documentation of both the legal services and loan cancellation.

STRF Application Deadline

To qualify for STRF reimbursement, an application must generally be received within four (4) years from the date of the event that made the student eligible.
If a loan is later revived by a loan holder or debt collector after a period of non-collection, the student may submit an STRF application at that time for the eligible amount.
No STRF claim can be paid without a valid Social Security Number (SSN) or Taxpayer Identification Number (TIN).

Method of Payment

Students are expected to contribute toward the Cost of Attendance (COA) through a combination of personal or family resources, approved payment arrangements, and—when eligible—financial aid. CNI College offers institutional payment plans and may refer students to private lending options as appropriate. Federal student financial aid is available to eligible students and may include grants (which do not require repayment) and student loans (which must be repaid in accordance with federal loan terms). The College encourages responsible borrowing and advises students

to consider alternative resources and payment arrangements before accepting student loan funds. Students may choose to reduce or decline any loan funds offered. Institutional charges are due in accordance with the student's enrollment agreement and approved payment arrangement. Financial aid funds credited to the student's account are applied first to authorized institutional charges. Any remaining eligible credit balance will be released to the student in accordance with federal regulations. All educational expenses should be considered when planning how to meet program costs. Institutional charges must be resolved prior to graduation, consistent with College policy and applicable law.

Disbursement of Funds Policy

CNI College disburses federal and state financial aid only after confirming student eligibility, enrollment status, and completion of all required documentation. Students may not receive aid in excess of their determined eligibility.

Disbursement Process

- Financial aid funds are disbursed by payment period in accordance with federal regulations.
- Aid is first applied as direct credit to the student's institutional account to cover authorized charges such as tuition and mandatory fees.
- Students receive disbursement notification identifying funds credited to their account.
- Any eligible credit balance remaining after institutional charges are satisfied is refunded to the student within the required federal timeframe.

Schedule of Disbursements

Disbursements are generally divided equally across all payment periods within the academic year, provided the student remains eligible.

- For programs structured in semesters composed of multiple modules or terms, federal, state, and institutional grant and loan funds are ordinarily disbursed during the first payment period of the semester in which the student qualifies for aid.
- Disbursement timing is subject to federal rules, enrollment status, and continued compliance with Satisfactory Academic Progress (SAP).

Aid disbursement may be delayed or adjusted if eligibility requirements are not met or if documentation is incomplete.

Grants (Federal Grants, State Grants)

Federal and state grant funds are credited directly to the student's CNI College account.
Institutional charges such as tuition and mandatory fees are satisfied first. If a credit balance remains after institutional charges are paid, the remaining eligible funds are refunded to the student in accordance with federal and state regulations.

- Cal Grant funds will not exceed the actual tuition and fees charged to the student for the applicable enrollment period, even if the student does not complete the term.
- California State Grant funds are credited to student accounts as they are approved by the California Student Aid Commission (CSAC) and received by the institution.

- Veterans' Education Benefits (Chapter 31 and Chapter 33) are paid directly to CNI College by the U.S. Department of Veterans Affairs (VA) based on enrollment certifications submitted by the College's School Certifying Official each term.

Federal Direct Loans

Federal Direct Loans are borrowed funds that must be repaid according to the terms of the borrower's Master Promissory Note (MPN).
Federal Direct Loans are generally disbursed in two or more installments over the loan period, based on the student's program structure and payment periods.

Requirements for Disbursement

Before any Direct Loan funds may be disbursed, students must complete all institutional requirements:

1. Submit all requested documentation to the Financial Aid Office
2. Accept the Subsidized and/or Unsubsidized Loan offer
3. Complete the Direct Loan Master Promissory Note (MPN) at StudentAid.gov
4. Complete required Entrance Counseling
5. Execute a valid Enrollment Agreement
6. Maintain Satisfactory Academic Progress (SAP)

Once eligibility is confirmed, loan funds are credited to the student's account to cover authorized institutional charges. Any eligible remaining credit balance is refunded to the student (or to the parent borrower in the case of a Parent PLUS Loan), unless the student or parent has provided written authorization for the College to retain the funds for future charges.
Students may grant or revoke authorization to retain funds at any time by submitting written instructions to the Financial Aid Office.
Important Note: Students who expect refunds to cover living expenses are encouraged to have sufficient personal funds available at the start of the term, as refund processing occurs after disbursement and reconciliation.

Other Scholarships

Students must notify the Financial Aid Office of any scholarships or third-party educational assistance received, including:

- Scholarships awarded by academic departments
- External or private scholarships paid directly to the student

All scholarship funds must be considered part of the student's total financial aid package. If required, CNI College may adjust other forms of aid to prevent an over award, in compliance with federal regulations.
External scholarship payments should be sent directly to:

CNI College – Financial Aid Office
1610 East St. Andrew Place, Suite 200
Santa Ana, CA 92705

Scholarship funds are disbursed according to donor instructions after institutional charges are satisfied.

Possible Delays in Financial Aid Disbursements

Financial aid funds may not be available at the beginning of a term for reasons including, but not limited to:

- FAFSA submitted after applicable deadlines
- Selection for federal verification
- Unresolved conflicting information
- Missing or incomplete documentation
- Financial aid offers not accepted in a timely manner
- Direct Loan MPN not completed
- Direct Loan Entrance Counseling not completed
- Failure to maintain Satisfactory Academic Progress (SAP)
- Outstanding institutional charges
- Default on a federal student loan or owing a repayment to a Title IV program

Students are encouraged to resolve outstanding issues promptly to avoid delays.

Questions About Financial Aid

Students with questions regarding financial aid eligibility, disbursement, or documentation should contact:

CNI College – Financial Aid Office
Telephone: 714-437-9697
Email: financialaid@cnicollege.edu

Refund Policy

Cancellation and Withdrawal Refund Policy

CNI College maintains a written Cancellation, Withdrawal, and Refund Policy that applies to all terminations of enrollment for any reason, including, but not limited to: student cancellation, student withdrawal, administrative withdrawal, program or course cancellation, or school closure.
This policy applies uniformly to all enrolled students, regardless of whether the student receives
Title IV federal financial aid or is a non-aid (institutionally funded or self-pay) student and applies whether or not a student begins instruction.
The Enrollment Agreement outlines the rights and obligations of both the College and the student.
All tuition fees and charges, including any non-refundable charges, are disclosed in the College
Catalog and Enrollment Agreement. A copy of the Enrollment Agreement is provided to the student prior to accepting any payment.
Federal Return of Title IV Funds (R2T4) requirements apply only to students who receive Title
IV federal financial aid.

Student Right to Cancel

Students have the right to cancel the Enrollment Agreement and receive a refund of charges paid through attendance at the first-class session or by the seventh (7th) calendar day after enrollment, whichever is later.

To cancel or withdraw, the student must submit written notice to CNI College by mail, email, or in person, stating the intent to cancel or withdraw. Written notice may be submitted to the
Registrar, Financial Aid Office, Admissions Office, or another designated institutional official.

- Mailed notices are effective as of the postmark date.
- Emailed notices are effective as of the date electronically delivered to the College.

Official Cancellation and Withdrawal Scenarios

A. Cancellation Within Seven (7) Calendar Days

If a student cancels the Enrollment Agreement in writing within seven (7) calendar days of signing, all monies paid are refunded, except any disclosed non-refundable application fee. This applies whether or not instruction has begun.

B. Cancellation After Seven (7) Days but Prior to Starting Classes
If a student cancels more than seven (7) days after signing but prior to attending any classes, the student is entitled to a refund of all monies paid **less than** the designated registration fee and the cost of books and equipment kits, if received.

C. Withdrawal After Instruction Has Begun
If a student withdraws after attending classes beyond the cancellation period, the refund is calculated based on the amount of instruction received through the official withdrawal date, in accordance with applicable state and federal refund formulas.

Deductions may include:

- Registration fee
- Cost of books and equipment kits
- Student Tuition Recovery Fund (STRF) fee, if applicable

Once books or equipment are issued and signed for, they are considered non-refundable.

Distance Education Programs

Students enrolled in distance education programs may cancel the Enrollment Agreement and receive a full refund if cancellation occurs prior to receipt of the first lesson or instructional materials. If materials were sent prior to cancellation, a refund will be issued within forty-five (45) days of the College's receipt of the returned materials.

Non-Acceptance for Enrollment

If a student is not accepted for enrollment, all monies paid will be refunded, except any disclosed non-refundable application fee, within **forty-five (45) days** of determination.

Determination of Withdrawal Status

Official Withdrawal

An official withdrawal occurs when the student notifies the College of intent to withdraw or when the College initiates an administrative withdrawal. The official withdrawal date is the **earliest** of:

- The date the student provides written or verbal notification;
- The date of administrative withdrawal, dismissal, or expulsion;
- The date the student notifies the College they will not return from an approved Leave of Absence (LOA); or

- The scheduled return date from an approved LOA if the student fails to return.

Unofficial Withdrawal

A student is considered to have unofficially withdrawn when they cease attendance without notifying the College. The unofficial withdrawal date is the student's last date of academically related activity, determined by:

- Last date of class or clock-hour attendance;
- Failure to attend classes for fourteen (14) consecutive calendar days without notice;
- Institutional attendance monitoring; or
- Date of death, if applicable.

Leave of Absence (LOA)

If a student fails to return from an approved Leave of Absence, the withdrawal date is the last date of attendance prior to the LOA, unless the student provided earlier notice of intent not to return.

Important Direct Loan Notice: If a student with a Federal Direct Loan fails to return from an approved LOA, the federal loan grace period begins on the student's last date of attendance prior to the LOA.

Refund Determination and Calculation

Refund calculations are performed using all applicable federal and state refund formulas. When multiple calculations apply, the method most beneficial to the student is used.
Refund methodologies may include, as applicable:

1. California State Pro Rata Refund Calculation
   Applied in accordance with California Education Code and BPPE regulations and applicable to all students.
2. Federal Return of Title IV Funds (R2T4)
   Applied to students who receive Title IV federal financial aid and withdraw or otherwise cease attendance during the payment period.
3. Earned and Unearned Title IV Aid Determination
   Determines the amount of Title IV aid earned and unearned as of the student's withdrawal date.

Federal Financial Aid and Return of Title IV Funds (R2T4)

For students receiving Title IV federal financial aid, the College is required to determine the amount of aid earned based on the percentage of the payment period completed.

- If the student completes more than sixty percent **(60%)** of the payment period, **100%** of the Title IV aid for that period is considered earned; however, institutional charges are determined separately under the College's refund policy.
- If the student completes sixty percent (60%) or less, the unearned portion of Title IV aid must be returned in accordance with federal regulations.

Unearned Title IV funds must be returned to the appropriate federal programs within forty-five (45) days of the date the College determines the student withdrew. As a result of the return of federal aid, the student may owe a balance to the College or the U.S. Department of Education.

Post-Withdrawal Disbursements

If a student has earned Title IV aid that was not disbursed prior to withdrawal, the College will notify the student or parent borrower in writing of eligibility for a post-withdrawal disbursement.

- The borrower has fourteen (14) calendar days to accept or decline the disbursement.
- If no response is received, the funds will be returned to the applicable Title IV programs.
- All post-withdrawal disbursements must be made within one hundred twenty (120) days of the withdrawal date, in accordance with federal regulations.

Refund Timelines

Any refund due to the student or parent borrower will be issued within forty-five (45) days of the official cancellation or withdrawal date, in compliance with applicable federal and state laws and regulations.

Important Direct Loan Notice

If a student with a Federal Direct Loan fails to return from an approved Leave of Absence, the federal loan grace period begins on the student's last date of attendance prior to the Leave of
Absence, in accordance with federal regulations.

Federal Refund Requirements vs. State Refund Requirements

In addition to the federal Return of Title IV Funds (R2T4) requirements that apply to students who receive Title IV federal financial aid, CNI College is also required to comply with California state refund regulations, which apply to all students regardless of financial aid status.
When a student withdraws prior to completing more than sixty percent (60%) of the payment period, both federal and state refund requirements may apply. These calculations are performed separately, in accordance with applicable laws and regulations.

- Federal Title IV refund calculations determine the portion of federal financial aid that has been earned or unearned by the student.
- State-mandated refund calculations determine the amount of institutional charges (such as tuition and fees) that may be refunded under California law.

Because federal and state refund calculations are independent of one another, the amount of
Title IV funds required to be returned to the federal programs may differ from the amount of institutional charges refunded to the student. As a result, after federal funds are returned, the student may owe a balance to the College or the U.S. Department of Education.

Reimbursement to Veterans and Eligible Persons

CNI College complies with all applicable laws and regulations governing the education of veterans and eligible persons, including Title 38 of the United States Code. For questions regarding veterans' educational benefits or for assistance with resolving payment issues, veterans and eligible persons may contact the U.S. Department of Veterans Affairs **(VA)** at its nationwide toll-free number:

U.S. Department of Veterans Affairs (VA)

Phone: 1-800-827-1000
Website: www.va.gov

In accordance with federal law, CNI College will not impose penalties, deny access to classes**,** labs, externships, or other educational services, or require payment of covered charges while waiting for VA educational benefits to be processed, provided the student has submitted the required documentation.
Covered individuals will not be assessed late fees, interest, or administrative penalties for delayed VA payments, nor will they be prevented from enrolling, attending, or participating in coursework during the benefit determination period. Students using veterans' education benefits are responsible for maintaining academic progress, attendance, and satisfactory conduct in accordance with College policies.

Veteran Readiness & Employment (VR&E) – Chapter 31

CNI College may enroll and certify eligible veterans under the Veteran Readiness & Employment (VR&E) Program (Chapter 31), subject to prior authorization by the U.S. Department of Veterans Affairs. Enrollment, tuition, fees, and educational services under VR&E must be approved by the veteran's assigned VA VR&E Counselor. Additional requirements and student responsibilities applicable to VR&E participants are provided at the time of enrollment.

Registration Fees, Kit, Equipment, and Supplies

A registration fee, not to exceed one hundred dollars ($100), is a non-refundable charge.
Equipment, books, supplies, tools, uniforms, kits, and other required items that are issued to and received by the students are non-returnable and non-refundable once distributed. Upon receipt, these items become the property of the student. All additional costs associated with a student's program of study, including but not limited to books, equipment, supplies, uniforms, kits, graduation fees, and other materials not included in the tuition amount, are clearly identified prior to enrollment. Any items designated as non-refundable are disclosed in the College Catalog and Enrollment Agreement.

Course Cancellation

If a course is canceled after a student has enrolled but before instruction in the course has begun, CNI College will, at the student's option:

a. **Provide a full refund** of all monies paid; **or**
b. **Offer the opportunity** to complete the course or program at another institution in the area, if such an arrangement is reasonably available and acceptable to the student.

All course schedules, including start and completion dates, are subject to change. Students will be notified in a timely manner of any schedule changes. Where required by law, students will be offered the opportunity to consent to material changes. If a change results in undue hardship to the student and the student elects not to continue, the student will be entitled to an appropriate refund, as required by law. CNI College reserves the right to cancel or withdraw from a scheduled course or program due to insufficient enrollment. In such cases, all monies paid for the affected course or program will be fully refunded.

College Closure Policy

If CNI College closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the following will apply:

a. Students shall be entitled to a pro-rata refund of tuition and charges for the period of instruction not completed, calculated in accordance with applicable state and federal regulations.
b. If a program is canceled after a student has enrolled but before instruction in the program has begun, the student shall be entitled to a full refund of all monies paid.

c. At least thirty (30) days prior to closure, when practicable, CNI College will notify the Bureau for Private Postsecondary Education (BPPE) in writing of its intent to close and will provide a closure plan. A list of all students enrolled at the time of closure, including the amount of any applicable pro-rata refunds, will also be submitted to the College's accrediting agency, as required.

Collection Policy

If a student withdraws from or is terminated from CNI College, the College will notify the student in writing of any balance owed, including the basis for the balance calculation. CNI College is committed to conducting all collection activities using ethical, professional, and lawful business practices. Any collection efforts undertaken by the College or by third parties acting on behalf of the College will clearly acknowledge and comply with the College's published cancellation, withdrawal, and refund policies.
All collection correspondence and activities shall:

- Accurately reflects the student's account status;
- Reference applicable institutional policies governing refunds and withdrawals; and
- Comply with all applicable federal and state laws governing debt collection practices.

CNI College does not use the name or authority of its accrediting agency in connection with any collection efforts. CNI College does not sell, assign, or discount student promissory notes, enrollment agreements, or contracts for tuition to third-party entities. If a collection agency, attorney, or other third party is engaged, such entity acts solely as an agent of the College and must adhere to this policy and all applicable regulations.

REFERRAL OF SUSPECTED FRAUD OR ABUSE: If, during the verification process or at any other time, CNI College obtains information that reasonably indicates the applicant may have engaged in fraud or other criminal misconduct in connection with the Title IV Federal Student Aid programs, the College is required to refer the matter to the U.S. Department of Education**.** Such referrals will be made to the Office of Inspector General (OIG**)** of the U.S. Department of Education, in accordance with federal regulations. The College will also resolve any conflicting information prior to making or disbursing federal financial aid.

Bankruptcy

CNI College affirms that it does not have a pending petition in bankruptcy, is not operating as a debtor-in-possession, and has not filed for bankruptcy protection under Chapter 11 of the United
States Bankruptcy Code (11 U.S.C. § 1101 et seq.) within the preceding five (5) years. CNI College is operating as a financially stable and ongoing educational institution.

Catalog Certification

CNI College, Inc. certifies that the information contained in this Catalog is current and accurate at the time of publication. The College reserves the right to make changes to policies, procedures, programs, tuition, fees, calendar dates, and other information as necessary. Such changes do not constitute a binding agreement and may be implemented without prior notice, subject to applicable laws and regulations. Prospective students are strongly encouraged to review this Catalog carefully prior to signing an Enrollment Agreement. Students are also encouraged to review the School Performance Fact Sheet, which is required to be provided before signing an Enrollment Agreement.

Any questions regarding this Catalog that have not been satisfactorily answered by CNI College may be directed to the Bureau for Private Postsecondary Education (BPPE) at:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Telephone: (888) 370-7589
Website: www.bppe.ca.gov

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 available on the Bureau's website at www.bppe.ca.gov.

APPENDICES

State Regulatory Information

Disclosure Statement for Professional Licensure and Certification

Notice to Students Re: Professional Licensure and Certification

CNI College provides this disclosure to students enrolled in programs that may lead to professional licensure or certification. Federal regulations require institutions offering such programs to disclose whether the program meets the educational requirements for licensure or certification in states other than the state in which the institution is located. This disclosure is made available publicly on the CNI College website and is provided to students individually as part of the application and enrollment materials, prior to enrollment, in compliance with 34 C.F.R. §668.43(a)(5)(v)(C). CNI College is authorized to operate in the State of California, and its programs that require licensure or certification are designed to meet California educational requirements only. Admission to or completion of a program does not guarantee licensure, certification, or employment. Licensure and certification requirements are established by agencies not affiliated with or controlled by CNI College, and those requirements may change at any time.

California Licensure Alignment

The following programs are intended to prepare students for California licensure or certification requirements, where applicable:

Program	Total Clock Hours
Magnetic Resonance Imaging Technology - Associate of Occupational Science	1,800
Surgical Technology - Associate of Occupational Science	1,730
RN to BSN Degree Completion Program	710
Vocational Nursing Diploma Program	1,530
Bachelor of Science in Nursing (BSN) Program	2,460
Master of Science in Nursing (MSN) – Healthcare Leadership Focus	640
Radiologic Technology - Associate in Science	2,728

Licensure and Certification Outside California

CNI College has not determined whether its programs meet the educational requirements for professional licensure or certification in states other than California, including but not limited to:
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 who plan to pursue professional licensure or certification in a state other than California are responsible for determining whether completion of a CNI College program will meet the educational requirements for licensure or certification in that state. This disclosure is made in accordance with 34 C.F.R. § 668.43(a)(5)(v)(C).

Licensing and Credentialing Information

State and National Board Exams

State and national licensing, certification, and/or registration examinations and related processes are the responsibility of the student. CNI College will, when available, provide students with general information regarding examination requirements, application processes, testing dates and locations, and applicable fees for required or optional examinations. Students should be aware that all examinations, licensure, certification, or registration fees, unless explicitly stated in the Enrollment Agreement are separate from and in addition to tuition and institutional charges paid to CNI College. Students who choose to participate in state or national licensing, certification, or registration examinations are responsible for making all required payments directly to the sponsoring or credentialing organization. Students are responsible for confirming their individual eligibility for any licensing, certification, or registration examination. Students are also strongly encouraged to monitor and understand any changes, additional requirements, or state-specific conditions that may affect licensure, certification, or registration eligibility, as such requirements are subject to change and are established by agencies not affiliated with or controlled by CNI College

Licensure/Certification Requirements

Surgical Technology - Associate of Occupational Science

Although certification is not required for employment as a Surgical Technologist in the State of California, CNI College requires all Surgical Technology students to sit for a national certification examination as a condition of program completion. In accordance with ABHES accreditation requirements, students must take the Certified Surgical Technologist (CST) National Examination prior to graduation. Program completion does not guarantee certification or employment.

Magnetic Resonance Imaging Technology-Associate of Occupational Science

The State of California does not require licensure or a state-administered certification examination for Magnetic Resonance Imaging (MRI) Technologists. However, industry standards and employer expectations typically require national certification. Accordingly, CNI College requires all MRI students to take the ARMRIT National Certification Examination prior to graduation. Students who meet eligibility criteria may also choose to sit for the ARRT MRI National Certification Examination. Program completion does not guarantee certification or employment.

Registered Nursing-Bachelor of Science in Nursing (BSN)

To practice as a Registered Nurse (RN) in the State of California, graduates must successfully pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and obtain licensure through the California Board of Registered Nursing (BRN). Graduation from the BSN program does not guarantee licensure or employment.

Public Health Nurse Certificate- Post-Baccalaureate Credential

The State of California requires any individual using the title Public Health Nurse (PHN) to hold a California Public Health Nurse Certificate, issued by the California Board of Registered Nursing (BRN). Eligibility for the PHN certificate

requires completion of a Bachelor of Science in Nursing (BSN) program and satisfaction of all BRN registration requirements. Program completion does not guarantee issuance of the certificate.

Vocational Nursing-Diploma Program

To practice as a Licensed Vocational Nurse (LVN) in California, graduates must successfully pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and obtain licensure through the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Graduation from the program does not guarantee licensure or employment.

Programs Preparing Graduates for a Field Requiring Licensure

Under California law, CNI College is required to take reasonable steps to ensure that a student is aware of licensure eligibility requirements when enrolling in a program that prepares graduates for a field in which state licensure or certification is required. Licensure eligibility requirements vary by profession and may include, but are not limited to, educational background, criminal history, physical and mental qualifications, examinations, and other criteria established by the applicable licensing authority. Students are strongly encouraged to carefully review all licensure requirements and to conduct additional research to see if there are any concerns regarding their ability to obtain licensure. Students are encouraged to discuss licensure-related questions or concerns with their Admissions Advisor and Program Director prior to enrollment. If a student chooses to pursue enrollment despite a potential ineligibility for licensure, the student must acknowledge this decision and may be required to sign a written disclosure or release acknowledging the limitation. Licensure and certification requirements vary by state. Students who plan to seek employment or licensure outside California are responsible for determining whether completion of a CNI College program will meet the educational and other licensure requirements in another state.

Magnetic Resonance Imaging (MRI) Technologist

Graduates of MRI programs seeking professional certification are generally required to complete an approved educational program and meet eligibility criteria established by the applicable credentialing body. CNI College's MRI program is designed to meet the educational requirements necessary to pursue national certification through recognized organizations, such as the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT), where applicable. Certification and employment are not guaranteed.

Registered Nursing (RN)

To practice as a Registered Nurse in California, graduates must meet the licensure requirements established by the California Board of Registered Nursing (BRN). These requirements generally include, but are not limited to:

- Graduation from an approved nursing education program
- Submission of an application and required fees to the BRN
- Successful completion of a criminal background check, including DOJ and FBI fingerprinting
- Successful completion of the National Council Licensure Examination for Registered Nurses (NCLEX-RN)

Licensure is granted solely at the discretion of the BRN. Graduation from the program does not guarantee licensure or employment.
Additional information is available from the California Board of Registered Nursing at:
www.rn.ca.gov

Public Health Nurse (PHN) Certificate

The State of California requires individuals using the title Public Health Nurse (PHN) to hold a valid PHN Certificate, issued through the California Board of Registered Nursing. Eligibility generally requires:

- Possession of a Bachelor of Science in Nursing (BSN)
- Submission of required documentation and application materials
- Payment of applicable fees

Issuance of the PHN Certificate is governed by the BRN and is not guaranteed upon program completion.

Licensed Vocational Nurse (LVN)

To practice as a Licensed Vocational Nurse in California, graduates must meet licensure requirements established by the California Board of Vocational Nursing and Psychiatric
Technicians (BVNPT). These requirements generally include:

- Graduation from a BVNPT-approved vocational nursing program
- Submission of an application and required fees
- Successful completion of DOJ and FBI fingerprinting and background review
- Successful completion of the National Council Licensure Examination for Practical Nurses (NCLEX-PN)

Licensure decisions are made by the BVNPT. Graduation from the program does not guarantee licensure or employment.
Additional information may be obtained from the BVNPT at: www.bvnpt.ca.gov

Professional Practice Process

Conduct Policy

CNI College prepares students for professional practice in health-related fields and maintains an environment that reflects the standards of professional conduct expected in healthcare and allied health professions. Students are expected to demonstrate professional, respectful, and lawful behavior at all times, including on campus, in online learning environments, during clinical or externship experiences, and interactions with faculty, staff, peers, and affiliated partners.
Students must respect the rights, dignity, and safety of others. Incivility, disrespectful conduct, or unprofessional behavior toward faculty, staff, peers, patients, or institutional personnel will not be tolerated.

Violations of student conduct standards include, but are not limited to:

- Disruptive behavior, verbal or otherwise, that interferes with instruction or the learning environment
- Use of inappropriate, abusive, threatening, or discriminatory language or symbolic representations
- Harassing, abusive, or threatening communications (including email, text, or electronic messages)
- Conduct that invades another individual's privacy or constitutes harassment or abuse on the basis of race, ethnicity, religion, sex, gender, disability, or other protected status
- Threats of physical harm or damage to property
- Theft, dishonesty, or unethical conduct
- Plagiarism, cheating, or unauthorized use of academic materials
- Use, creation, or distribution of malicious or destructive software intended to damage systems or data

CNI College reserves the right to suspend or dismiss a student for violations of conduct standards.

Academic Dishonesty Policy

Academic honesty is an essential component of professional and safe practice. Acts of academic dishonesty is inconsistent with the ethical standards required in healthcare professions and are strictly prohibited.

Academic dishonesty is defined as intentional participation in deceptive or unethical practices in one's own academic work or in the work of others. Academic dishonesty includes, but is not limited to:

Cheating

Cheating includes any attempt to misrepresent academic knowledge or performance, including:

1. Submitting work completed by another individual as one's own
2. Submitting previously completed work for another course or assignment without authorization
3. Using unauthorized materials or devices during examinations or quizzes
4. Copying or sharing examinations, assignments, or academic materials without permission
5. Completing academic work for another student or allowing such assistance
6. Altering graded work and resubmitting it for evaluation
7. Communicating with others during an examination without authorization
8. Obtaining or distributing exam or assignment content improperly

Plagiarism

Plagiarism presents the words, ideas, data, or creative work of another as one's own without proper acknowledgment. Self-plagiarism, defined as submitting one's own prior work as original without disclosure, is also prohibited.

Collusion

Collusion occurs when a student knowingly or unknowingly assists another student in an act of academic dishonesty. Collusion is considered a violation and is subject to the same disciplinary action as direct misconduct.

Use of Turnitin

CNI College uses Turnitin, an electronic plagiarism-detection and academic integrity tool, as part of the assignment submission process. Turnitin reports identify potential concerns related to improper citation, excessive quotations, inadequate paraphrasing, or plagiarism.

A similarity score alone does not automatically indicate misconduct. Faculty review reports with students as appropriate to determine whether instructional coaching or disciplinary action is warranted.

Consequences of Academic Integrity Violations

Violations are documented and maintained in the student's academic record. Depending on severity, frequency, and circumstances, consequences may include:

- Reduction of grade on the affected assignment
- No credit for the assignment or examination
- Failing grade in the course
- Academic probation
- Suspension or dismissal from CNI College

Prevention and Reporting

Students share responsibility for maintaining academic integrity and professional conduct.

Violations should be reported using the Chain of Communication, which includes:

1. Faculty or Staff Member
2. Program Director
3. Director of Student Services
4. Dean of Students (Conduct)
5. Provost (Academic)

Students are encouraged to:

- Protect their work during examinations
- Avoid sharing assignments or assessments
- Refrain from discussing examinations until completion by all students
- Use proper citation and APA formatting
- Seek clarification from faculty when unsure

Academic, Attendance, and Conduct Violation Process

1. A violation may be reported by any student, faculty member, or staff member at the time of observation.
2. The faculty member documents the incident and follows the Chain of Communication.
3. The student is notified and given an opportunity to respond.
    - If sufficient explanation is provided, the concern may be resolved.
    - If not, the Professional Practice Process proceeds.
4. The matter may be referred to the Professional Practice Committee (PPC).

Disciplinary Actions (Non-Cheating Violations)

First Offense

- Required meeting with faculty
- Letter of Concern and corrective action plan
- Makeup work or remedial assignments (if applicable)
- Probation if corrective plan is not completed successfully

Second Offense or Failure to Complete Action Plan

- Academic, attendance, or conduct probation
- Ineligibility for clinical or externship placement
- Ineligibility for scholarships, awards, or leadership opportunities
- Referral to the Professional Practice Committee

Cheating Violations

Any instance of cheating results in immediate referral to the Professional Practice Committee (PPC). The PPC conducts a thorough review and makes recommendations to the College

Administration, which renders the final decision.

Professional Practice Committee

The Professional Practice Committee (PPC) is responsible for reviewing serious academics, attendance, conduct, or professionalism concerns referred to through Professional Practice
Process. The Committee's responsibilities include:

- Providing the student with an opportunity to be heard and to present relevant information
- Reviewing and evaluating all submitted documentation and evidence
- Determining whether a violation of institutional policy has occurred
- Recommending or issuing appropriate disciplinary action, consistent with College policy

The PPC conducts its review in a fair, impartial, and professional manner and makes determinations based on established standards, documentation, and the nature and severity of the violation.

Sanctions

Based on its findings, the Professional Practice Committee may impose one or more of the following sanctions, as appropriate:

- Suspension for up to one academic term or quarter
- Failure of a course associated with the violation
- Dismissal from the program or College

Sanctions are determined by the seriousness of the violation, prior conduct history, and the student's adherence to previous corrective action plans. The Committee's recommendation of our decision is submitted to the College Administration for final review and decision, in accordance with institutional policy.

Academic Integrity Student Precautions

CNI College faculty members consider acts of academic dishonesty to be inconsistent with professional conduct, patient safety, and ethical practice. Students are expected to demonstrate integrity and academic honesty at all times, in accordance with College policy and the CNI
College Program Student Handbook.

Definition of Cheating

Cheating is defined as any act or attempted act of **fraud, deception, or misrepresentation** by which a student inaccurately presents their knowledge, skills, or academic performance.
Cheating includes, but is not limited to:

1. Use of **unauthorized materials or devices** during examinations, including but not limited to notes, electronic devices, smart watches, calculators not approved by the instructor, dictionaries, or reference materials not expressly permitted.
2. Using another person's examination, assignment, or academic work, or allowing another student to do so.
3. Completing an examination or assignment for another individual or permitting another individual to complete any portion of an examination or assignment.

4. Engaging in **unauthorized communication or collaboration** during an examination, whether in person or through electronic means.
5. Purchasing, copying, stealing, accepting, or otherwise obtaining examination questions, answers, or academic materials without authorization.

Violations of academic integrity may result in disciplinary action as outlined in the Professional

Practice Process, including course failure, probation, suspension, or dismissal.

Examination Integrity Acknowledgment

(To be completed prior to examinations, when required)

Students may be required to acknowledge the following examination conditions prior to testing.

By initialing each statement, the student affirms understanding and compliance.

Initials	Student Acknowledgment
☐	I am not wearing hats or head coverings (unless approved for religious or medical reasons), sunglasses, hoodies, or jackets during the examination.
☐	My cell phone, smart watch, and electronic devices are powered off and stored as directed by the proctor.
☐	If I require access to a phone for an emergency, I obtain prior approval from the faculty member.
☐	I am using approved ear plugs and not headphones or earbuds.
☐	I will not communicate with another student during the examination by any means.
☐	I will not ask faculty or proctors questions related to exam content during the examination.
☐	I will use only pen or pencil and proctor-provided scratch paper, which will be submitted at the end of the exam.
☐	I will use only one computer screen, if applicable.
☐	I will use only a CNI College-approved calculator, if permitted.
☐	I did not possess or view an unauthorized copy of this examination or its questions prior to today.
☐	Upon completion, I will submit the exam, collect my belongings quietly, and exit the room without returning.
☐	Restroom use will follow proctor instructions and may be limited to one student at a time
☐	If a potential academic integrity concern is observed, I understand I may complete the exam and that any review will occur after submission.
☐	I will avoid any actions that could reasonably be interpreted as an academic integrity violation

Student Use of Artificial Intelligence (AI) Policy and Guidelines

Policy Statement

CNI College recognizes that artificial intelligence (AI) tools—such as ChatGPT, Bard, Grammarly, and similar applications—may support learning when used appropriately and ethically. These tools may assist students in understanding concepts, organizing ideas, and improving written communication. However, AI tools are supplemental resources and may not replace a student's own academic work, critical thinking, or professional judgment.

This policy establishes guidelines for the responsible use of AI tools in academic coursework and reinforces the College's commitment to academic integrity, professional practice, and student learning outcomes.

Guiding Principles

- AI tools are not authoritative sources and may contain inaccurate or misleading information.
- Students are responsible for verifying all information used in assignments through peer-reviewed, scholarly, or authoritative sources.
- AI tools may support learning, but original student work must remain central to all assignments.
- Proper citation and disclosure of AI use is required when applicable.

Appropriate Use of AI Tools

Students may use AI tools in the following ways, unless otherwise restricted by the instructor or Course syllabus :

Informational Support and Concept Clarification

- Exploring or clarifying complex topics after class
- Reviewing definitions, terminology, or general concepts
- Supplementing learning similarly to consulting a tutor or librarian

Idea Development and Organization

- Brainstorming research or presentation topics
- Creating outlines, study guides, flashcards, or concept maps
- Identifying areas for deeper research

Writing Support and Review

- Editing, proofreading, and grammar assistance
- Improving clarity, tone, or organization of written drafts
- Drafting professional emails or communications

When AI tools are used in these capacities, the student must still produce original content and apply independent analysis and professional judgment.

Citation and Disclosure Requirements

- Use of AI tools that contribute substantively to an assignment must be disclosed.
- AI tools may be referenced in the reference list or acknowledgment section, when applicable.
- AI-generated content does not replace required scholarly or peer-reviewed sources.
- Faculty may provide specific citation instructions for AI use within a course.

Failure to acknowledge AI use where required may be treated as a violation of academic integrity.

Prohibited Use of AI Tools

The following uses of AI tools are not permitted and may constitute academic dishonesty:

- Submitting AI-generated content as one's own original work
- Copying and pasting text generated by AI without proper citation or disclosure
- Using AI tools to complete examinations, quizzes, or assessments without explicit instructor permission
- Using AI tools in a manner that bypasses learning objectives or undermines critical thinking

Any attempt to represent AI-generated work as original student work will be reviewed under the Academic Integrity Policy and may result in disciplinary action.

Academic Integrity and Consequences

Violations involving misuse of AI tools are subject to review under CNI College's Academic Integrity and Professional Practice policies. Depending on the nature and severity of the violation, consequences may include:

- Instructional coaching or revision of the assignment
- Reduced or zero credit for the assignment
- Academic probation
- Referral to the Professional Practice Committee
- Suspension or dismissal from the College

Student Dependency on AI Tools

Excessive reliance on AI tools may interfere with the development of critical thinking, clinical reasoning, problem-solving skills, and professional competence - all of which are essential in healthcare and allied health professions. Students are expected to engage actively with coursework, instruction, and clinical experiences and to use AI tools judiciously and responsibly.
Learning outcomes are designed to support the student's independent judgment and professional accountability. Over-dependence on AI tools may hinder academic and professional growth.

Final Note

Faculty members may establish additional AI use guidelines within individual courses or programs. Students are responsible for understanding and complying with both institutional policy and course-specific requirements.

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.

Education 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
Rosanna Dempsey, MS, BS, *Director of Online Education/GE (online only)Full-Time*
Texas AM University, Texas, University of South Florida, Florida, University of Tampa, FL

Faculty Listing

Associate of Occupational Science in Magnetic Resonance Imaging Technology

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Khalid, Khan, MD,
AOS MRI Faculty, Part-Time

St. Petersburg State Pediatric Medical Academy, St. Petersburg, Russia

Dr. Khalid Suleman, MBBS- Medicine,
Science Theory Instructor, Full-Time Instructor, Nishtar Medical College, Pakistan, South Asia

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Joneisha Roach, Masters, Bachelor,
Part-Time Faculty, GE COMP 101, Computer Application Core, Devry University, CA, Computer Information Systems, Keller Graduate School of Management, Information Systems Management, Masters

Muhammad Sana Ullah, Masters, Bachelor *Part-time Faculty*, GE, BIO 201/A&P, Gannon University Healthcare Administration, Masters in Healthcare Admin., Liaquat University, Medical and Healthcare Med & Surgery, Bachelors

Associate in Science – Radiologic Technology

LeAnn Shaeffer, BS. (DMI), AS.R.T. (R)(MR)(CT)(ARRT)

Radiologic Technology Program Director/Faculty

Associate of Occupational Science in Surgical Technology

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