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# MEDICAL & NURSING COLLEGE

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## School Catalog

**JANUARY 2, 2025**

12832 GARDEN GROVE BLVD., STE. F GARDEN GROVE, CA 92843  
<https://mncollege.edu> – (714) 591-5477

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## **Ownership and Board of Directors**

Medical & Nursing College is a DBA of Madid & Nofe Group Inc.

Madid & Nofe group Inc was incorporated in the State of California on January 2019 as an S Corp.

The members of the Board of Directors for the Corporation are Waleed Shehade, Dr. Sari Metwalli, Kia Shirali, Josie Villanueva and Dr. Khalifa Alshammiry. The corporate office of Madid & Nofe Inc is located at 12832 Garden Grove Blvd, Ste. F Garden Grove, CA 92843.

## **School History:**

The idea of establishing a vocational school that would provide healthcare programs training started in 2012 but materialized in 2018 by K. Alshammiry as the founder.

The Garden Grove campus established in 2018 is the main and only campus, initially offered CPR courses until granted the approval by CDPH to offer the Nursing Assistant program in 2020

The institution does not have a pending petition in bankruptcy; is not operating as a debtor in possession; has not filed a petition within the preceding five years; and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **EDUCATIONAL APPROVAL**

The college is a private institution, approved to fully operate by the Bureau of Private Postsecondary education (BPPE), the approval to operate means compliance with state standards.

The institution is nationally accredited by ACCET (Accrediting Council of Education and Training).

California statute requires that a student who successfully completes a course of study be awarded an appropriate certificate verifying the fact.

Prospective students are encouraged to visit the physical facilities of the school and discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Programs:

Medical & Nursing College offers the following programs:

**Nurse Assistant**

**Medical Assistant**

**Medical Billing & Coding**

This catalog covers the following period August 1, 2025 – December 31, 2025

All information in the content of this school catalog is current and correct and is so certified as true by School Administrator/President.

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Dr. K. Alshammiry – President

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## **Institution's educational Philosophy**

Medical & Nursing College understands the need of the country at a macro level and each community at the micro levels for qualified and skilled workers to meet the increasing need for healthcare providers. The institution is committed to assisting students to acquire the knowledge and skills necessary to reach their full potential academically, professionally, and personally to be successful and contributing to members in their chosen fields. This is accomplished by providing a sound curriculum, qualified faculty, rigorous delivery, and collaborative and participatory environment leading to the success of our graduates and the service the community.

## **MISSION STATEMENT**

Medical & Nursing College mission is to prepare students with the skills and knowledge necessary to gain employment in entry level jobs and be successful in their chosen careers in the healthcare field to serve their communities.

### Core Values

Integrity

Honesty

Excellence in Education

Excellent customer service

Personal accountability and social responsibility

Inclusion

### **Objectives**

- To prepare students academically and professionally for careers in their chosen field.
- To develop and maintain high achievement standards for students.
- To encourage critical thinking is necessary to solve challenges in the professional environment.
- To apply knowledge and skills learned in the classroom for service to the community

**Classes Physical address:**

All classes are being held at 12832 Garden Grove Blvd. Ste. F, Garden Grove, CA 92843.

Ph: (714) 591-5477

Externship and clinical rotations are held at auxiliary facilities off campus at addresses specified in the affiliation agreements.

For the Nursing Assistant program, the externships are conducted off campus in one of the CDPH approved facilities in the area.

The Medical Assistant and Medical Billing & Coding are conducted at one of the affiliated sites.

**Program offerings:**

**NURSING ASSISTANT**

**Program Description**

**Duration: 160 hours**

**CIP: 51.3804**

**SOC code: 31-1131**

Number of weeks: 10

Method of Delivery: Lecture and skills on campus, Clinical rotation on a clinical site.

The Nursing Assistant Program provides students with the knowledge and skills to prepare them to sit for the state certification exam and for entry-level positions in a nursing career upon successful completion. The curriculum emphasizes patient safety, infection control, and the role of the Nurse Assistant on a health care team.

Students learn basic anatomy and medical terminology, ethics, patient rights and communication. Students learn to observe and provide personal care to patients and provide assistance to other health care personnel in hospital settings and in extended care and long-term care facilities, such as Hospice and Skilled Nursing Facilities.

Students will acquire the necessary skills and knowledge to qualify for the California Department of Public Health certification exam, to gain the certification required to obtain employment as a Nurse Assistant or Nurse Aid. The Nursing Assistant Program is a condensed course that includes at minimum Sixty (60) hours of theory & skills lab and one hundred (100) hours of supervised clinical training, as required by CDPH.

**Skills:**

Hand Hygiene - Washing

Donning & Removing PPE (GOWN AND GLOVES)

Measures & Records Height & Weight

Counts and Records Vital Signs

Measure and record urinary output

Cleans Dentures

Provides mouth care (Conscious & Unconscious)

Feeds a dependent client

Position patient laterally (Laterally) /Turning

Assist patients with bedpans

Position the Resident in a Fowler's Position

Provides perineal care (Peri-Care) for Female

Provides catheter care for female

Provide foot care

Dress patients and paralyzed patients

Perform range of motion

Applies one knee- high elastic stocking

Assists to ambulate using transfer belt

Transfer from bed to wheelchair using transfer belt

Making an occupied bed

Shaving / Grooming

Gives modified/partial bed bath – Upper/Lower

Applying pads and briefs on patients

| <b>Course Title</b> | <b>Clock Hours</b> |
|---------------------|--------------------|
| Theory              | 60                 |
| Clinical            | 100                |
| <b>Total</b>        | <b>160</b>         |



**Program Objective / Outcome**

Upon completion of the Nurse Assistant program, students will be able to demonstrate an understanding of the theoretical concepts and objectives, and the fundamental nursing skills taught in the program to gain employment as a Nurse Assistant or Nurse Aid.

**Credentials:**

Upon program completion, the student will receive a certificate of completion.

Upon passing the state exam, the graduate will receive a state certification.

**Graduation Requirements**

- Must successfully complete all theory and clinical parts of the program.
- Maintain acceptable attendance as prescribed in the college's attendance policy.
- Must achieve a 70% overall passing grade in the program.
- Must have a satisfactory clinical rotation.
- Must be in good financial standing with the college.

**Eligibility for initial Licensure:**

- Graduate and complete an approved (CDPH) Nurse Assistant program.
- Complete a minimum 160-hour Theory and clinical.
- Submit a live scan and criminal background clearance.
- Possess a valid ID and Social Security card or TIN number.
- Pass California State exam.

**Total Clock Hours**

This program is 160 hours in length for morning and evening sessions.

**Clinical rotation**

Practical Instructions as a nurse assistant in a clinical setting with an affiliated and approved Skilled Nursing Facility and/or long-term Nursing Rehabilitation Center, unless prohibited by extenuating circumstances, where it is permitted to perform the clinical skills in the skills lab as approved by CDPH.

## **Nurse Assistant Certification**

Pathways to become certified as a NA in the state of California,

- 1- Applicants are required to pass an NA certification examination. The exam includes a written multiple-choice portion, as well as a practical and skills portion requiring the demonstration of several randomly selected NA skills. Medical & Nursing College is a testing site for Southern California Regional Testing Center (Pearson), For more information, visit <http://www.regionaltestingcenter.org>.

Or

- 2- By completing Reciprocity Application CDPH 283E and submitting fingerprints, copy of out of state CNA certification, Proof of work within the last 2 years and a Verification of current NA certification CDPH 931.

Or

- 3- Completing equivalency application by submitting a reciprocity application CDPH 283E, submit a Live scan BCIA 8016, Submit an official Transcript of training and proof of work within the last two years.

**The following requirements are not included in the tuition fee for the Nurses Assistant Program and the student responsibility:**

- Health Screening, T.B. Test, vaccinations and Physical exam (if tested positive, needs chest x-ray)
- Live scanning (Fingerprint for criminal record verification - CNA)
- State Competency Examination Fee.

### **Physical address:**

All classes are being held at 12832 Garden Grove Blvd. Ste. F, Garden Grove, CA 92843.

### **Nursing Assistant Equipment List**

- Anatomy Charts
- Glucometers
- Skeleton

- Stethoscopes
- Wheelchair / Walker
- Anatomical Models
- Hospital Beds with Overbed and Side Tables • Procedural Anatomical Mannequins
- Scale
- Side tables
- Sphygmomanometers (Blood Pressure sets)
- Thermometers/Electronic/Tympanic
- Canes
- Urinalysis strips/containers
- Bedpan
- Basins
- TED Hose
- Gait belts
- Nonskid socks
- Call Lights
- Indwelling Catheters
- CPR Mannequins
- Patient training Mannequins
- Trapeze
- Consumable supplies
- Face masks
- Isolation gown
- Catheterization kits
- Tongue blades
- Nitrile gloves

- Bandages and tape
- Kidney basins
- Staple remover kits
- Disposable supplies
- Bedside commode
- Dressing materials: sterile gauze 4x4s, 2x2s, Cotton, Bandages abdominal dressings.
- Linen supplies: sheets, blankets, bedspreads, towels, washcloths, pillows, wash basins
- Bed Pans (regular and fractured)
- Urinals Graduated cylinders.

#### **Nurse Assistant Program completion:**

The students must comply with the attendance policy, attending 100% of the required hours (160 hours).

Complete the program, students must pass required quizzes with a minimum 70% overall grade. Pass the final programmatic exam.

#### **To become a Certified Nurse Assistant:**

Students are required to sit and pass the State exam required by CDPH as the State exam passage is required to earn the California State Certificate.

\*Students do not have to pass the State exam to complete the program.

Medical & Nursing College is a state examination testing site for Southern California Regional testing Center, Credentia and Headmaster testing entities. We assist students in completing initial applications for certification, CDPH 283B, the exam registration form, fees and submitting all required documents to the testing center.

MNC, in partnership with Golden West College, sets the exam dates for each cohort and allows community members to test on site as needed.

## **Medical Assistant**

Diploma

Instructional Weeks: 36

CIP Code: 51.0801

(SOC Code: 31-9092.00)

The Medical Assistant Program is designed to help train and prepare you for an entry level and rewarding occupation in your chosen field, and an exciting future upon timely and successful completion of the required modules.

Training helps students learn the skills required to be a valuable member of the healthcare team. Students can prepare for work as a medical assistant by choosing the credential level that best meets their needs and career goals.

This program prepares students for positions such as Medical Assistant, Clinical Assistant, Medical Records, Medical Lab Assistant, or Medical Administrative Assistant to work in medical offices and specialty clinics.

Students will have the opportunity to have hands-on training needed to manage and provide the best care possible.

The program has two main components, clinical and administrative. The delivery methods consist of lectures, hands-on training utilizing the skills lab and computer and software component in the respective modules to learn administrative skills.

The program is 36 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program.

The eighth module is spent in an externship consisting of 160 hours of on-the-job training at an approved externship site in the community.

Flexible schedule:

We offer flexible schedules to accommodate your personal, professional life and career needs.

### Skills learned:

The Medical Assistant program is designed to help you prepare for a rewarding career in an exciting environment like a medical office, clinic, HMO or other health care setting. Today's medical assistants play important roles assisting physicians, such as:

- Scheduling patient appointments.
- Maintaining patient records, and billing and coding information for insurance purposes.
- Taking and recording vital signs and medical history
- Preparing patients for examination.
- Specimen collection needed for diagnostic, evaluation, and therapeutic purposes.
- Assist in obtaining patient's medical, family history & help the physician in the evaluation process.
- Assist in patient education and explain to patients performed exams and procedures.
- Preparing exam rooms and maintain its cleanliness and readiness between patients.
- Assisting doctors during certain exams and procedures
- Insurance eligibility processing.
- Charting
- Drug administration and blood withdrawal for CLIA waiver tests.

### Medical Assisting program career outcome:

Medical Assistants upon program completion can work in general and specialty medical and healthcare practices. Those with formal education in this field, like graduates of our program, will be preferred to hold these positions.

| Module | Title                                                                  | Clock Hrs | Semester Credits |
|--------|------------------------------------------------------------------------|-----------|------------------|
| MA 110 | Medical Law, and Ethics, and Therapeutic Procedures                    | 80        | 4                |
| MA 120 | Vital signs, Infection Control, Minor Office Surgery, and Pharmacology | 80        | 4                |

|        |                                                        |     |   |
|--------|--------------------------------------------------------|-----|---|
| MA 130 | Digestive System, Nutrition, and Financial Management  | 80  | 4 |
| MA 140 | Emergency management and Cardiopulmonary Resuscitation | 80  | 4 |
| MA 150 | Clinical Laboratory Procedures                         | 80  | 4 |
| MA 160 | Anatomy & Physiology, Pediatrics and Geriatrics        | 80  | 4 |
| MA 170 | Office procedures, Patient Care and Communication      | 80  | 4 |
| MA 180 | Externship                                             | 160 | 8 |

### **Program completion:**

To complete the program, students must maintain acceptable attendance per the attendance policy, pass all required modular exams. No final programmatic exam is required.

Clock Hours/ 720

Semester 36 Credits

### **Medical Assistant Program equipment and Supplies:**

- Anatomical Charts/Models
- Snellen Charts
- Audiometer
- Autoclave
- Centrifuge machine
- Electrocardiograph Machines
- Examination Tables
- Glucometer

- Mayo Stand
- Microscope
- Otoscope
- Ophthalmoscope
- Scales
- Blood Pressure Sets
- Skeleton
- Stethoscope
- Computers
- Thermometers
- Surgical instruments and indicator packets
- CPR mannequins
- Patients Training Mannequins
- Assistive devices (Wheelchairs, Crutches, Walkers, Canes
- Spirometers
- Consumable supplies (Gauze, bandages, alcohol, swabs, syringes, needles, lancets, Vacutainers, under pads, blood collection tubes, urinalysis strips, Urine cups.



## **Medical Billing and Coding**

Certificate awarded: Diploma

Instructional Weeks: 36

CIP Code: 51.0713

SOC Code: 43-9041.01

Instructional Weeks: 36

Delivery Method Offered: Residential

Program and occupational objectives:

Upon completion of this program, students will be prepared for an entry-level medical billing or coding position in the health care industry, as medical biller/coder, medical collection Assistant, Hospital Medical Billing and Coding, Medical Office Billing and Coding, Claims Examiner, Insurance Company Reviewer, Clinic Billing and Coding, or Medical Insurance Claims Processor.

They will learn the correct utilization of the reference materials used by the medical biller (CPT, ICD-10-CM, HCPCS, HCFA-1500, PDR and medical dictionary. Students develop knowledge and skills in the functions of a medical office; learn how to set up a patient's chart, proper collection procedures and the insurance verification. Students are also introduced to computer software that allows them to perform a variety of billing operations. Students are trained to code medical procedures and diagnoses, complete insurance claim forms and assess patient records for claims reimbursement.

Graduates may apply to take the National Insurance and Coding Specialist exam.

The program is 36 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program.

The eighth module is spent in an externship consisting of 160 hours of on-the-job training at an approved externship site.

| <b>Module</b> | <b>Title</b>                        | <b>Clock Hrs</b> | <b>Quarter Credits</b> |
|---------------|-------------------------------------|------------------|------------------------|
| MB 110        | Anatomy & Medical Terminology       | 80               | 4                      |
| MB 120        | MEDICAL FINANCIAL PROCEDURES        | 80               | 4                      |
| MB 130        | INSURANCE I                         | 80               | 4                      |
| MB 140        | INSURANCE II                        | 80               | 4                      |
| MB 150        | Healthcare Reimbursement            | 80               | 4                      |
| MB 160        | Office Administration               | 80               | 4                      |
| MB 170        | Computer uses in the Medical Office | 80               | 4                      |
| MB 180        | Externship                          | 160              | 8                      |

### **Program completion:**

To complete the program, students must pass all required modular exams and no final programmatic exam is required.

Clock Hours/ 720

Quarter 36 Credits

### **Medical Billing & Coding Equipment**

- Billing and Coding References: CPT, ICD-CM, and HCPCS Manuals
- Medical Office Software
- Textbooks
- Scrubs
- Microsoft Suite (Word, Excel and PowerPoint Software)

- Medical Claims Software
- Medical Billing Software
- Lab Equipment
- ICD – 10
- CPT – 10
- CMS 1500 forms
- Computers
- Filing Cabinets
- Charts

**Tuition / Educational Cost:**

Tuition payment may be made with cash, checks, wire transfer (Zelle), payable to Medical & Nursing college.

| Program                  | Total Charges for current period of attendance | Application Fee (non-refundable) | Student Tuition Recovery Funds (non-refundable) | Estimated Total tuition Cost | Estimated Total Fees *1 | Estimated Total Book Charges | Estimated Total Charges for the Entire Educational Program |
|--------------------------|------------------------------------------------|----------------------------------|-------------------------------------------------|------------------------------|-------------------------|------------------------------|------------------------------------------------------------|
| Medical Assistant        | <b>\$17,377.00</b>                             | \$50                             | \$45.00                                         | \$16,257.00                  | \$1,120.00              |                              | \$17,427.00                                                |
| Medical Billing & Coding | <b>\$17,407.00</b>                             | \$50                             | \$45.00                                         | \$16,257.50                  | \$1,150.00              |                              | \$17,457.00                                                |
| Nursing Assistant        | \$1,750.00                                     | \$200                            | \$0.00                                          | \$1,750                      | \$0.00                  |                              | \$1,950.00                                                 |

All diploma program students must pay a \$50 nonrefundable application

fee upon enrollment. Nonrefundable application fee upon enrollment. The following scenarios require that students pay a new, nonrefundable application fee: students that have withdrawn from a program and been away from school for more than

6 months and would like to continue in the same program, students that have withdrawn from one program and would like to enroll in a different program.

\*1 Fees vary by program and include items such as Textbooks, customized uniforms, Stethoscope, classroom consumables, administrative fees.

Itemized Costs:

Nursing Assistant: Textbook - \$80, Scrubs - \$50, Stethoscope - \$20

Students may incur the following fees during enrollment: Additional copies of official transcript \$25, additional official diploma \$25, Additional uniform/scrubs \$35.

**Books and Supplies:** All textbooks and training materials for the course will be supplied by the school for student use. Students must furnish their own incidental supplies such as pens, paper, notebooks, etc. Note: Classroom reference textbooks are not issued to students but are supplied in sufficient numbers to complete assignments. Books that are lost, mutilated, or not returned timely will be replaced at the student's expense. Students

may elect to purchase their own books from outside of the institution and opt-out of receiving books from the institution, and they must do so no later than the 7<sup>th</sup> day of class.

**Past Due Account and Delinquency:**

Any student with a delinquent account will be advised and given the opportunity to bring the account current.

If the student does not bring the current account, he/she may be withdrawn from the program.

Students become past due on their account after their first missed payment period. The Campus administration communicates with students that have past due accounts on a weekly basis. Communication may include, but is not limited to: phone calls, emails, text messages, paper notifications delivered by their instructor, or notification via regular mail.

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good-faith effort to keep their account current and in good-standing, may be subject to late fees and College disciplinary action. For students that wish to re-enter or restart their program of study, and are delinquent on their current payment plan, a good faith payment of 50% of their past due balance on their current payment plan is required. Additional criteria may be required if the student is 60 days or more delinquent on their current payment plan.

Students who have been dismissed for non-payment of tuition will not be re-admitted or be allowed to re-start until all delinquent tuition payments have been paid in full.

**Licensing examination registration:**

State and National licensing and/or certification and examination registration processes are students' responsibility. The college will provide students with guidance and information regarding the test dates, location and fees whenever possible. Students should be aware that all fees, unless stated on the enrollment agreement, are in addition to the tuition paid to the College. Students who choose to participate in State and national Licensing and/or certification or registration or processes are responsible for paying any sponsoring organizations fees.

Students are responsible for confirming their eligibility for any licensing, certification or registration. Additionally, students are encouraged to understand any changes or additional requirements that may apply to the licensure, certification or registration requirements.

**Instructional Location:**

All classroom instruction will take place at 12832 Garden Grove Blvd, Ste. F, Garden Grove, CA. 92843 All clinical instruction will take place at the approved clinical site.

Administrative hours: 9:00am – 6:00pm

**CLASS SCHEDULES:**

**Day:** Mon Through Thurs / 8:00 AM – 12:00 PM (Lunch break 10:00 AM / 10:30 AM).

**Evening:** Mon Through Thurs / 5:00pm to 9:00pm (Lunch break 7:00pm / 7:30pm).

Clinical rotation:

Day: 7:00 AM to 11:00AM (Lunch Break 9:00 AM to 9:30 AM).

Evening: 5:00pm to 9:00pm (Lunch break 7:00pm / 7:30pm).

**Externship hours:**

Nursing Assistant Day: 7:00am – 11:00am

Nursing Assistant evening: 5:00pm – 9:00pm

Medical Assistant and MBIC: 8:00am – 5:00pm

## ENTRANCE REQUIREMENTS/ADMISSIONS PROCEDURES

### Nursing Assistant Program

Applicants should apply to Medical & Nursing College by visiting the institution and meeting with an Admissions Representative. The representative will give a tour of the campus, provide detailed information on the institution's programs, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives. The admission staff member will also conduct a career profile to assist the applicant with clarifying his or her career objectives.

If the applicant contacts the school by completing the inquiry form available on our website, the Admission Representative will contact them and will schedule them for an appointment and interview.

If an applicant inquires by phone, the Admissions Representative will invite the applicant to visit the College.

### **General Admission Requirements:**

For admission to the programs, a potential student must meet the following requirements:

- All candidates must be at least 17 years of age or older. (If the candidate is 17 years old, you must have a parent or guardian co-sign their Enrollment Agreement).
- Applicants must possess a high school diploma or equivalent.
- A US citizen or legal resident.
- All non-English transcripts must be translated into English and evaluated for US equivalency.
- **Nurse Assistant must obtain a negative TB test and complete a Physical Exam through his/her Primary Care Practitioner at his/her expense before starting date.**
- **Nursing Assistant applicants must satisfactorily pass a criminal background check.**
- Be advised that any felony may adversely impact your ability to benefit from the program.
- The Nurse Assistant program applicants are not required to pass an entrance exam.

- Complete, sign, and submit enrollment documents provided by Medical & Nursing College.
- The college does not accept international students nor provide visa services.

### **Medical Assistant & Medical Billing and Coding programs**

For admission to one of MNC diploma programs, a potential student must meet the following requirements:

- All candidates must be 18 years of age.
- Applicants must possess a high school diploma or equivalent.
- A US citizen or legal resident.
- All non-English transcripts must be translated into English and evaluated for US equivalency.
- Medical Assistant and Medical Billing and Coding program applicants must pass with a minimum score of 13 on the SLE.

### **Acceptable High School Diploma Policy**

The following are considered acceptable forms of proof of completion of high school diploma:

1. High School Diploma with graduation date or GED.
2. Foreign transcript evaluated to be equivalent to US high school
3. Academic transcript of successful completion of at least 60 semester or 72 quarter credit hours acceptable for full credit towards a bachelor's degree at any institution; or
4. Successful completion of associate degree program

High School or College used for proof of equivalency must be state-approved or accredited.

### **Articulation Agreements:**

The institution has not entered into an articulation or transfer agreement with any other college or university.

### **Experiential credits:**

The college does not award or accept credits for prior experiential learning.



**Challenge Credit**

Medical & Nursing College do not accept challenge credits earned at other institutions.

**Credit for Previous Training**

Due to California Department of Public Health – CDPH requirements to complete a NATP program, no credit for prior training is accepted.

**Language Proficiency:**

Applicants are required be proficient in the English language to succeed in their chosen program. Instruction at the College is delivered in English. Students must be able to read, write, speak, understand, and communicate in English on a high school proficiency level. This requirement can be demonstrated by having proof of a high school diploma or its equivalent.

No instructions are provided in any language other than English.

The institution and its program is approved by the California Department of Public Health and operates under an exemption by BPPE (California state) but not accredited by a National accrediting agency.

Currently, the college does not accept international students.

**Ability to Benefit Applicants**

Ability-to-Benefit (ATB) students are those who do not possess a high school diploma or recognized equivalent and are beyond the California State age of compulsory school attendance.

The institution does not accept the ability to benefit students in any of the programs offered, except for the following:

Currently, the institution is not a participant in Title IV and none of the students is eligible for Title IV funding.

**Pregnancy**

The program you enroll in may be physically demanding. As a student, you are expected to participate in all lab and/or clinical sessions to earn lab grades in your modules. Failure to do so will result in a failing grade for the module(s) and/or being withdrawn from the program. In the event a student is pregnant at time of enrollment or becomes pregnant during the program, the lab requirement will not be waived. The pregnant student must provide a doctor's note of release as a condition to participate in lab work. A pregnant

student will not be permitted to participate in the required lab work without a doctor's release. The school will take reasonable steps to accommodate a pregnant student who has provided the school with a doctor's release. Additionally, in the event the baby is delivered during your enrollment period, the lab work. A Leave of Absence (LOA) may be granted pursuant to a student's written request and eligibility for a leave; however, the LOA must be approved by the school's administration prior to the leave.

## **CLASS SIZE**

The maximum size is 20 students per session assigned to each instructor during the didactic part and 15 per clinical training and demonstration of skills.

During clinical training the students to instructor ration is 15:1

Class size may vary from one subject area to another and between laboratory to lecture.

## **ATTENDANCE POLICY**

### **Nursing Assistant program**

#### **1. 100% Attendance Requirement:**

- All students are expected to maintain 100% attendance during the program.
- Full participation is essential to achieve academic goals and meet institutional expectations.
- The minimum attendance rate required is 90% with mandatory make-up for any missed days.

#### **2. Permitted Absences:**

- Students are allowed a maximum of **Four (4) days** of absence during the program for personal, medical, or emergency reasons or extenuating circumstances.
- Planned absences must be documented and reported to the school administration/ Registrar/ Program Director **prior to the absence** or as soon as possible.

#### **3. Make-Up Requirement:**

- The missed theory hours must be made up prior to transitioning to clinical externship.
- The missed clinical hours must be made up at the end of the clinical rotation on the makeup date assigned by the program director.
- The makeup session can include assignments, extra practice sessions, or tasks equivalent to the time/hours missed. The nature of the makeup work will be at the discretion of the instructor/Program Director
- Failure to make up missed work within the prescribed period will result in the absence being marked as unexcused and will impact the participation/attendance grade.

#### 4. Exceeding the Absence Limit:

- If more than **days (4)** days are missed, regardless of reason, the individual may be subject to disciplinary action, which could include but is not limited to:
  - Withdrawal from the program.
  - In extenuating circumstances, such as serious illness may be considered but must be discussed and approved by the administration or program director.
  - Although students are required to make up any missed days up to 4 days, the student's grade will be deducted for each day missed in any given week and such deduction will be reflected on the modular grade.
  - A student is not allowed to miss more than 4 days, unless experiencing extenuating circumstances with the approval by the program Directors.

#### 5. Tardiness and Early Departure:

- Total tardiness that exceeds 1 hour or more to be made up.
- Being late or leaving early equivalent to cumulative to 4 hours will be counted as **one (1) full-day absence**. Punctuality is critical to meet the 100% attendance requirement.
- Exceptions will be made only in cases of emergencies or pre-approved partial-day absences.

## **General Attendance Requirements – Diploma programs (MA, MBIC)**

- Attendance is recorded for all programs and is tracked by minutes in the scheduled class, lab or clinical session. This includes absence from the entire session, late arrival (tardy), and early departure.
- Students absent for 20% of any module or course will receive a verbal warning.
- Students absent for 30% of any module or course will receive a written warning and verbal advisement.
- Students absent for 50% or more of any module or course will fail that module or course and will be required to repeat the module or course in its entirety.
- Students absent for 14 consecutive calendar days will be dropped from the program, excluding College Holidays and Winter Recess.
- Students must complete all required hours for externship modules or clinical courses to meet graduation requirements.
- Students are not permitted to make up absences in the didactic or laboratory portion of their program, except for those enrolled in Nursing Assisting and as required by State regulation (BVNPT) for the VN and CDPH for the CNA programs.
- Regardless of the program, students are responsible for make-up work and assignments.
- Attendance is recorded for all programs and is tracked incrementally on a 15 minute basis.

in the scheduled class, lab or clinical session. This includes absence from the entire session, late arrival (tardy), and early departure.

*\*NOTE: Program specific requirements (see below) supersede any general attendance requirements.*

## **Externship and Clinical Experiences:**

Externship and clinical experiences required in some programs enable students to work with patients/clients to apply the competencies and practices learned in the classroom.

Students participating in externships and clinical experiences work under the supervision of a qualified assigned preceptor, as determined by college faculty, in participating sites and under the general supervision of college staff. Students are evaluated by supervisory personnel and evaluations are placed in the students' permanent records.

Externship and clinical guidelines and requirements for each program may be obtained from the Program Director. The following applies to all students who are required to complete an externship or clinical experiences:

1. Students are expected to meet all the host site requirements.
2. Site assignments are determined by the College.
3. Students may be terminated from the program if they refuse the clinical or externship site assignment.
4. Externship and clinical sites are selected to meet the objectives of the program. Students are required to travel to the clinical site. In many cases, this may require travel that is a greater distance than the student's commute to the campus.
5. Site locations within a specified distance from the campus or from a student's home cannot be guaranteed.
6. The College reserves the right to re-assign site assignments and locations as needed to ensure that program requirements are met.
7. Students must arrange and pay for their own transportation to and from their assigned clinical or Externship experience, including any parking charges at the host site.
8. If students are going to be absent from their clinical or externship site, they are required to notify their designated supervisor and the applicable College staff member.
9. Students must make up for all absences that occur during clinical or externship experiences to ensure that the required hours are completed prior to the end of the scheduled period.
10. Students enrolled in a program that requires an externship are expected to immediately begin that portion of their program, upon successful completion of all classroom/didactic requirements.
11. Students are expected to always adhere to the College's Conduct Policy while on examination or clinical, as well as the policies and procedures of the site.

### **Medical Assistant and MBIC**

#### **General Attendance Requirements**

- Attendance is recorded for all programs and is tracked by minutes in the scheduled class, lab or clinical session. This includes absence from the entire session, late arrival (tardy), and early departure.

- Students absent for 20% of any module or course will receive a verbal warning.
- Students absent for 30% of any module or course will receive a written warning and verbal advisement. • Students absent for 50% or more of any module or course will fail that module or course and will be required to repeat the module or course in its entirety.
- Students absent for 14 consecutive calendar days will be dropped from the program, excluding College Holidays and Winter Recess.
- Students must complete all required hours for externship modules or clinical courses to meet graduation requirements.
- No make up policy for the MA and MBIC. Students are not permitted to make up absences in the didactic or laboratory portion of their program.
- Attendance is recorded for all programs and is tracked incrementally in the scheduled class, lab or clinical session. This includes absence from the entire session, late arrival (tardy), and early departure.

*\*NOTE: Program specific requirements (see below) supersede any general attendance requirements.*

#### Externship and Clinical Experiences:

Externship and clinical experiences required in some programs enable students to work with patients/clients to apply the competencies and practices learned in the classroom.

Students participating in externships and clinical experiences work under the supervision of a qualified assigned preceptor, as determined by college faculty, in participating sites and under the general supervision of college staff. Students are evaluated by supervisory personnel and evaluations are placed in the students' permanent records.

Externship and clinical guidelines and requirements for each program may be obtained from the Program Director. The following applies to all students who are required to complete an externship or clinical experiences:

1. Students are expected to meet all the host site requirements.
2. Site assignments are determined by the College. Students may be terminated from the program if they refuse the clinical or externship site assignment.

3. Externship and clinical sites are selected to meet the objectives of the program. Students are required to travel to the clinical site. In many cases, this may require travel that is a greater distance than the student's commute to the campus.
4. Site locations within a specified distance from the campus or from a student's home cannot be guaranteed.
5. The College reserves the right to re-assign site assignments and locations as needed to ensure that program requirements are met.
6. Students must arrange and pay for their own transportation to and from their assigned clinical or Externship experience, including any parking charges at the host site.
7. Students should expect the hours and days to vary depending on the host site. Shifts on an externship or clinical experience can range up to 12 hours, occurring any hour of the day, afternoon, or evening and any day of the week.
8. If students are going to be absent from their clinical or externship site, they are required to notify their designated supervisor and the applicable College staff member.
9. Students must make up all absences that occur during clinical or externship experiences to ensure that the required hours are completed prior to the end of the scheduled period.
10. Students enrolled in a program that requires an externship are expected to immediately begin that portion of their program, upon successful completion of all classroom requirements.
11. Externship students are encouraged and should be prepared to participate in their externship training on a full-time basis (30-40 hours per week).
12. Students are expected to always adhere to the College's Conduct Policy while on externship or clinical, as well as the policies and procedures of the site.

### **Leaves of Absence**

#### Nursing Assistant:

No leave of absence available to the Nursing Assistant students. If a person needs to stop training, she/he must withdraw and reenter the program at a later date.

#### Medical Assistant & MBIC:

In the event of extenuating circumstances such as medical illness, death of a family member, military deployment or other extenuating circumstances deemed serious by the school administration where that a leave of absence is to be requested, a student must submit a written request for a leave of absence to the campus administration.

The written notice must contain a statement of the nature of the request. At the discretion of the program director or school administrator, leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the program director or school administrator may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

## **STANDARD OF PROGRESS, GRADING & GRADUATION REQUIREMENTS**

### **SATISFACTORY ACADEMIC PROGRESS**

The institution is not a participant in federal Title IV.

To be eligible for graduation, a student must successfully complete and pass all modules and achieve a cumulative GPA of 2.0 by the time he/she completes the program. To be considered making satisfactory academic progress (SAP) toward graduation, a student must maintain a minimum cumulative grade point average and progress at a specified rate to complete the program within Maximum Time Frame equal to 100% of the published program length.

Satisfactory Academic Progress is measured according to SAP evaluation schedule as specified in the Required Completion Rate charts included in this policy.

SAP evaluation process and procedures for remediation are outlined in the following section of the policy.

SAP will be assessed as follows:

- 1- At the 25% and 50% of the theory portion (25 hours and 50 hours respectively).
- 2- At 25% and 50% of the clinical portion of (25 hours and 50 hours respectively)

To meet SAP, a student must meet criteria for both quantitative and GPA (qualitative).



If a student fails to meet SAP minimum standard of SAP, he/she may be given the opportunity to appeal the decision. The program director will device an academic plan for improvement.

Lack of progress will result in termination.

The student will be notified of the termination decision in writing within 72 hours of the date of determination.

Once the student is withdrawn due to failure to meet SAP, he/she will not get credit for previous attempts but allowed to restart the program.

### **Measuring Satisfactory Academic Progress (SAP)**

All students must satisfactorily complete their program within 100% of the normal time frame

as measured in both hours and weeks.

Listed below are normal and maximum time frames for sample programs offered at the college.

| Program                    | Clock hours | Number of weeks | 150% max time in clock hours | 150% max time in weeks |
|----------------------------|-------------|-----------------|------------------------------|------------------------|
| Nurse Assistant            | 160         | 10              | 160                          | 10                     |
| Medical Assistant          | 720         | 36              | 1080                         | 54                     |
| Medical Billing and Coding | 720         | 36              | 1080                         | 54                     |

A student will be allowed to remediate any final test with a grade of 69% or below in the theory part and skills deficiency in the clinical part (if fail more than 3 skills.

There are written and practical tests required to graduate from the program.

A student must attain a minimum of an overall GPA of 2.0 – C grade.

A student must satisfactorily complete all requirements before he/she can graduate and be issued the Certificate of Completion. Students who do not meet a satisfactory grade will be allowed to retake a different version of the examinations at the discretion of the instructor.

Students will be issued a progress report or transcript from the school in writing at no charge. All records and grades are maintained by the school for a period of five years and are protected from fire, theft, and other perils. Transcripts are maintained permanently.

### **Grading system**

|             |    |     |
|-------------|----|-----|
| 97 – 100    | A+ | 4.0 |
| 93-96       | A  | 4.0 |
| 90-92       | A- | 3.7 |
| 87-89       | B+ | 3.3 |
| 83-86       | B  | 3.0 |
| 80-82       | B- | 2.7 |
| 77-79       | C+ | 2.3 |
| 73-76       | C  | 2.0 |
| 70-72       | C- | 1.7 |
| 69 or below | F  | 00  |

Clinical / Externship = Pass or Fail

Quizzes: Any missed quiz or exam must be made up. A minimum Overall passing grade is 70%.

### Nursing Assistant program

In addition to the graduation requirements listed, to be considered as a program completer and a graduate, you must pass the final exam with a minimum of 70% and a passing grade on clinical skills,

To advance to sit for the state exam, you must complete the program successfully.

### Diploma Program

In addition to the graduation requirements listed, to complete the program and graduate, must pass all the required modules and maintain a minimum of 2.0 GPA

### **Graduation Requirements**

- Must successfully complete all the Didactic and clinical externship parts of the program and the required clock hours.
- Nurse Assistant must complete the program within 100% of the allotted time (10 weeks) without interruption.
- Students in Diploma Programs must complete the program within 150% of the allotted time.
- Maintain acceptable attendance as prescribed in the college's attendance policy.
- Must maintain an overall GPA of 2.0.
- Meet the tuition financial terms and obligations.

Credential awarded: Certificate

### **RE-ADMISSION**

In the event a student starts then withdraws from the program, he/she may re-enter no more than two times at the discretion of the program director or college administration.

Any student who wishes to re-enter the program must be reviewed by the Program Director to discuss the appropriateness and viability of his/her re-entering the program.

The Program Director will review all student petitions and requests for re-admission and meet with the student as needed to determine what led up to the incompleteness of the program and what steps are needed to ensure future successful completion of the Program.

The reentry of the program means repeating the whole course with no credit applied to any tuition paid before the withdrawal, and results in new charges.

### **PROBATION**

A student may be placed on probation for unsatisfactory attendance or academic progress only once. The Director will determine the length of probation and at the end of the probationary period the student will be re-evaluated. During the probation the student must maintain 100% attendance and make satisfactory progress based upon feedback

from the instructor. The student can submit a written appeal for their probation to the Director. All requests will be evaluated and acted upon promptly.

### **Dismissal Policy**

A student is subject to dismissal/termination for violating any of the following:

1. Failure to maintain Satisfactory Academic Progress.
2. Students may be dismissed for academic reasons due to failure to complete all program requirements within the maximum allowable time frame.
3. Failure or inability to continue the program.
4. Violation of the attendance policy.
5. Failure to comply with the College's Student Conduct Policy.
6. Failure to satisfy all financial obligations to the College per the payment plan.
7. The college reserves the right to administratively dismiss a student for violations of academic honesty or clinical negligence.
8. Offences that negatively impacts his/her criminal record or background, such as crimes, weapons policy violations, illegal drugs use.

Students retain the right to appeal a dismissal decision, please see Grievance/Appeal Process.

### **Conduct:**

Students are expected to follow all the rules and regulations of Medical & Nursing College and to always conduct themselves within the acceptable behavior. While on school premises or clinical sites, students shall conduct themselves in a professional manner.

Disruptive behavior, including but not limited to fighting, harassment, cheating, use of profanity, and stealing is not acceptable and may lead to termination from the program/college.

Use of cell phones for personal use is not permitted during any academic session, except in an emergency and should be kept to a minimum.

A student may be terminated from the program for not satisfying the academic or administrative policies outlined in this manual. A strong academic and behavioral foundation must be created in the didactic component to successfully move onto the clinical and field settings. Students may be placed on probation for a non-academic or administrative reason including but not limited to:

1. Repeated absences or tardiness as outlined in the attendance policy.
2. Inappropriate or unprofessional conduct as outlined in the conduct/behavior/and ethics policy.
3. Failure to meet academic standards as outlined in the grading policy.
4. Failure to meet course requirements after being placed on administrative or academic probation.
5. Failure to meet course requirements during the clinical and field internship.

Upon termination, students (and their sponsoring agencies, if applicable) will be notified in writing of the reasons surrounding the termination. This documentation will also be placed in the student's file.

## **ADVISING**

Students who feel that they have a need for academic, career or personal advising may contact the director or school administrator. The institution has an open-door policy.

## STUDENT'S RIGHT TO CANCEL

1. According to California Educational Code section 94919 (d), **the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.**
2. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.
3. Read the Cancellation policy for an explanation of your rights and responsibilities. If you have lost your Notice of Cancellation, ask the school for a sample copy.
4. After the end of the cancellation period, you also have the right to stop school at any time; and **you have the right to receive a pro rata refund if you have completed 60 percent or less of your program through the last day of attendance.**
5. Your refunds rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy. If you have lost your contract, ask the school for a description of the refund policy. If the school closes before you graduate, you may be entitled to a refund.

**Procedure for Student to Cancel**

You may cancel this agreement without any penalty or obligation by the date stated below. If you cancel, any refundable payments you have made, and any negotiable instrument signed to you shall be returned to you within 45 days following the day you notify the school or if the school /college cancels this agreement as described below.

**Written notice of cancellation is preferred but not required.**

## **Withdrawal Policy**

You have the right to withdraw from the course of instruction at any time, and if you have completed 60 percent or less of the period of attendance you shall have a pro rata refund.

The institution has the right to withdraw a student after the cancellation period for the following reasons:

- 1) Not meeting the minimum attendance requirements.
- 2) Not meeting minimum Satisfactory Academic Progress.
- 3) Not having been placed on an externship site within 7 calendar days.
- 4) Unsatisfactory conduct
- 5) Not meeting his/her financial obligations

Should the institution/College cancel a class after a student has been accepted, all money paid by that student shall be refunded in full.

Students not accepted by the school and students who cancel this contract or notify the school within the cancellation period specified above, are entitled to refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee is refundable.

In case a student withdraws after the end of cancellation period, but prior to the 60 percent point of the period of enrollment or payment period for which he or she has been charged, the student shall be entitled to pro rata refund of the tuition charged.

The school will retain the application fee plus a percentage of tuition and fees, which is based on the percentage of the clock hours attended.

If a student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of refund.



In case of a prolonged documented illness or accident, death in the family or other circumstances that make it impractical to complete the program the refund policy will be enforced, however, the institution and in good faith shall make a settlement that is reasonable and fair to both parties.

**Refund Policy:**

If a student should be readmitted in the program after a previous withdrawal for any reason, based on the refund policy the weeks in attendance for repeating a course will be used in the program completion percentage calculation in determining the student's financial obligation to the school.

If a student officially withdraws or is expelled from school, any refund that is due will be paid within 30 days after the student's withdrawal date. If a student drops out of school.

If upon withdrawal a refund is due and any portion of your tuition was paid from the proceeds of a third-party loan, the refund may be sent to the lender or to the agency that guaranteed the loan. Any remaining amount will be paid directly to you. If there is a balance due, you will be responsible for paying that amount.

**Procedure for a student to withdraw**

The institution's policy for determining the student's withdrawal date is the earlier date of (A) the date the student notifies the institution of his/her withdrawal, or the date specified by the student, or (B) the last recorded date of class attendance by the student, as documented by the institution. If the student stops attending classes without notifying the institution, or (C) the date the student violates published institution's policy that provides for the student being withdrawn.

Procedure:

If practical, notify the school of your decision, contact:

**Registrar office**

Medical & Nursing College

12832 Garden Grove Blvd Ste. F., Garden Grove, CA 92843

I request to withdraw from the \_\_\_\_\_ program with the school.

Date:

Student's name:

Student's signature:

## **NOTICE OF STUDENT RIGHTS**

1- You may cancel your enrollment at the school, without any penalty or obligations. A student will receive refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later for each program, as described in the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your form, ask the school for a copy.

1. After the end of the cancellation period, you also have the right to withdraw at any time, and you have the right to receive a pro rata refund and shall be no less than the total amount owed for the portion of the educational program provided, subtracted from the amount paid by the student, calculated as follows: (1) The amount owed equals the daily charges for the program (Total institutional charges, divided by the number of days or hours in the program ), multiplied by the number of days or hours student attended , or was scheduled to attend, prior to withdrawal.

2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Postsecondary Education at the address and telephone number printed below.

3. If you have any complaints, questions, or problems that you cannot work out with the school, write, or call the

### **Bureau for Private Postsecondary Education:**

1747 North Market Blvd., Suite 225 Sacramento, CA 95834

Phone: (916) 574-8900

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Or by visiting

[www.bppe.ca.gov](http://www.bppe.ca.gov)

## NOTICE CONCERNING THE TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

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

### **Grievance Policy**

All student complaints may be brought to the administrator or any school staff and officials.

You may submit a complaint to BPPE at any time during this process, at

1747 North Market Blvd., Suite 225  
Sacramento, CA 95834

Phone: (916) 574-8900  
Toll Free: (888) 370-7589  
Main Fax: (916) 263-1897

, as well as law enforcement authorities of the complaints, investigation, and lack of resolution.

- Students may lodge a complaint by communicating orally or in writing (preferred) to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall relay the concern or complaint as soon as possible to the person authorized to handle and resolve such complaints and make a reasonable attempt to resolve complaints related to that person's duties.
- If the student's complaint is in writing, the institution shall, within 10 days of receiving the complaints, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If a complaint or relief requested by the student is rejected, the reasons for rejection shall also be given.
- The student's participation in the complaint procedure and the disposition of student's complaint shall not limit or waive any student's rights or remedies. Any documents signed by students that purport to limit or waive the student's rights and remedies is void.
- The person authorized to resolve complaints under this section shall not be terminated from employment or suffer any diminution in compensation because of the appropriate and good faith discharge of addressing and resolving student complaints.

### **Pre-Dispute Arbitration and Class Action Waiver Disclosure**

Medical & Nursing College seeks to resolve disputes or claims between any student and the school in a manner that addresses an individual student's complaint in an efficient, cost-effective, and quicker manner than traditional litigation. A student who enrolls at Medical & Nursing College agrees, as a condition of his or her enrollment, to resolve any dispute through mandatory arbitration that shall not be adjudicated as a class action or a consolidated class arbitration proceeding. However, the school cannot require a student loan borrower (if applicable) to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR 685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR 685.206(e)(6)(ii).

### **STUDENTS COMPLAINT AND GRIEVANCES PROCEDURES:**

Students are encouraged, always, to communicate their concern to members of the faculty and administration. If a situation arises in which a student has a complaint or grievances

regarding grades, instructions or other topics related to their program of study, the following procedure is in effect:

- Make an appointment to discuss the matter with your instructor, if applicable. If not resolved
- Make an appointment to discuss the matter with your Program Director, if applicable. If not resolved
- Make an appointment to discuss the matter with the Academic Dean.

IF A STUDENT IS UNABLE TO RESOLVE A PROBLEM INFORMALLY. WRITTEN GRIEVANCES MAY BE SUBMITTED TO THE CAMPUS DIRECTOR. THE PROCEDURES IS AS FOLLOWS:

The written grievances must be submitted to the Campus Administrator. An incident report form is available for student use and may be obtained from the Campus Director. An incident report is not required in submitting written grievances.

The Administrator will verify that the student has tried to resolve the concern informally.

The Campus Administrator will address the grievance within 72 hours of receipt of the written grievance. The process may involve the Program Director, the instructor, and any other individuals whose participation is warranted by the circumstances of the particular concern.

All the people involved with the incident must be present at the time of the hearing. Evidence will be presented by the students and by all other parties involved. Minutes will be taken.

This institution is seeking accreditation with the Accrediting Council for Continuing Education & Training (ACCET). To this end, the institution has applied for accreditation and will subsequently submit a self-study and have an on-site team visit to determine whether it meets ACCET's Standards for Accreditation. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided.

When issues arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure. This is required by ACCET and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure published in the institution's catalog or otherwise available

from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (<https://accet.org/about-us/contact-us>). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all people involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. The name, email address, telephone number, and mailing address of the complainant.  
If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.

7. The status of the complainant with the institution (e.g., current student, former student)  
Please include copies of any relevant supporting documentation (e.g., student enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.

You may submit a complaint to the BPPE at any time during such process/proceedings, at

Department of Consumers Affairs

Bureau for Private Postsecondary Education

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

Phone: (916) 574-8900  
Toll Free: (888) 370-7589  
Main Fax: (916) 263-1897

[www.bppe.ca.gov](http://www.bppe.ca.gov)

### **Required disclosure**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

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

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

1747 North Market Blvd., Suite 225  
Sacramento, CA 95834

Phone: (916) 574-8900  
Toll Free: (888) 370-7589  
Main Fax: (916) 263-1897

[www.bppe.ca.gov](http://www.bppe.ca.gov)

This institution does not admit students from other countries unless a government ID, social security or TIN are provided, and no visa related services are offered.

All instructions are provided in the English language only.

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

If a student obtains a loan to pay for an education program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any



refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling

(888) 370 – 7589 or by visiting,  
[www.oscar.bppe.ca.gov](http://www.oscar.bppe.ca.gov)

### **Financial Aid disclosure:**

#### **Medical & Nursing College currently is not a participant in any financial aid programs.**

However, MNC provides an installment plan for students who cannot afford to pay the full tuition at the time of enrollment. The students are responsible for obtaining their own financial resources through private institutions or third parties before enrolling in the program if he/she chooses to do so. If a student obtains a loan to pay for an educational program, will have to repay the full amount of the loan plus interest, less the amount of any refund.

Students can opt to be on an in-house payment plan and may be required to make weekly/monthly payments while attending school. Payments amounts are based upon the program in which the student is enrolled. All payments are the full responsibility of the students and are payable as stated in the enrollment agreement.

### **Career and Employment Services:**

Medical & Nursing College ultimate objective is to educate and train students on the vocational skills necessary to attain an entry level job. However, no school can ethically promise or guarantee a job. Medical & Nursing College cannot guarantee graduates a job placement or a certain salary range, the school maintains a policy of assisting students in job placement effort for all its graduates.

The school staff will assist students in the job searches activities after they have successfully completed their program of studies, by offering information on the job opportunities and guidance in resume preparation and interviewing techniques, job search skills, arranging appointments for job interviews and subsequent follow-up.

## **GENERAL INFORMATION**

### **Description of Facilities and Equipment**

The school is in Garden Grove. It is only a few minutes away from the business and major population of Santa Ana City of Orange, Anaheim, Westminster, Costa Mesa, and Huntington Beach. Due to its central location, *MNC* is in an area where employment opportunities, educational facilities, and cultural resources abound. The school is readily accessible from the Garden Grove 22 Freeway and I-5 freeway. It is an approximately 1,600 square feet commercial building consisting of 2 classrooms, a skills lab, 1 restroom, reception area, 1 office. It also has an available parking area inside the business park.

The facilities are readily accessible for students requiring physical accommodation, and the campuses have convenient access to public transportation and freeway access.

The campus has large classrooms appropriately furnished with laboratories and instructional furniture for the type of work performed. Supplies for each program of study are available in the classrooms and laboratories at each campus.

### **Library resources:**

Students at Medical & Nursing College receive all classroom instructions on campus and all resources available during class time and as an extracurricular activity.

The institution has a list of library holdings, textbooks and resources by program to enhance students learning experience and skills videos and Power Point slides available on campus and provided to each student in an electronic medium upon starting the program.

**Procedure:**

- Students can borrow resources through the program director or the Administrative Assistant.
- Students must fill out the library check-out form.
- The check-out form is to be placed in a binder.
- Students must sign the resources back once they are returned.
- The administrator will sign off on receiving the material and resources.

**Skills Video and power points:**

Each student is issued a flash drive (student owned) with the PowerPoints and skills video upon enrollment to use during the program and after in preparation for the State exam (as applicable).

**INSTRUCTIONAL EQUIPMENT** Medical & Surgical Beds, & Side Tables, Visual Aid

Equipment, Mannequins, Bathing and Dressing Units, Sample Adult Hygiene Products, CPR Equipment Ambulation Equipment: Wheelchairs, Walkers and Gait Belts, Blood Pressure apparatus and different Types of weight scales, IV poles and documentation samples.

**Insurance**

Medical & Nursing College provides its students with general liability and accident insurance covering incidents that occur on campus during normal classroom hours or during clinical rotations at the affiliate facilities.

**Emergency Telephone Numbers**

Each Student must provide the school with one or more telephone numbers where a family member may be reached in an emergency. Only in the event of an emergency will a student

be called out of class to take a telephone call. Emergency information should always be kept current.

### **Personal Belongings**

Purses, clothes, books, etc., should not be left unattended, as the school does not assume responsibility for loss or theft.

### **Personal Data Changes**

Any change of name, address, or telephone number must be reported to the student's instructor, the appropriate Program Director and registrar as soon as the change occurs.

### **Student Housing**

**The institution has no responsibility to find or assist a student in finding housing.** The institution does not operate dormitories or other housing facilities. This institution neither provides housing assistance nor does it have any responsibility to assist students in finding housing.

Housing. However, ample housing options are available near the campus. Per California Student Aid Commission statistics for 2021-2022, average housing costs are \$1,500.00 per month.

### **Student Records and Transcripts Retention**

The College will maintain student records for each student, whether the student completes the educational service or not, for a period ending five (5) years after the date of the student's graduation, withdrawal, or termination (except for students who cancel their program). Student transcripts will be maintained indefinitely.

All records pertaining to individuals who have successfully completed the program or withdrawn shall be available for the Department's inspection for a period of 5 years from the date of enrollment. (22 CCR §71835(l))

Student records such as transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request the errors be corrected. If a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student records, including a transcript of grades earned. The first copy of the official transcript is provided at

no charge. Subsequent copies are available upon advance payment of the transcript fee of \$10.00 per copy. Transcripts will only be released to the student upon receipt of a written request bearing the student's signature.

### **Family Educational Rights & Privacy Act of 1974 (FERPA) and Confidentiality of Student Records**

All student records are kept on file. Files are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act of 1974, school will not release educational records to unauthorized people without prior written consent from a student, a parent, or a legal guardian. School will keep student records for five years from student graduation date. A student has the right to review his or her education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education. A student who wishes to review or request

amendment of education records should contact the Student Services/Registrar. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including people in an emergency to protect the health or safety of students or other persons.

The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. The school reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.

### **NON-DISCRIMINATION POLICY STATEMENT:**

Overall, Policy

It is the policy of the Medical & Nursing College to maintain a working environment free of all forms of unlawful discrimination such as sex, race, ethnic origin, religion or sexual orientation.

MNC does not discriminate based on race, color, religion, national or ethnic origin, sex, marital, parental, familial, veteran, or military service status, age, or disability.

The College complies with all local, state, and federal laws barring discrimination.

Accordingly, equal opportunity for admission shall be extended to all persons. This policy extends to conduct that occurs in all settings where activities of the educational program sponsored by the institution occur, whether on individual campus properties owned or controlled by MNC or off campus while a person is participating in an education program or activity of the Institution. This includes activity that takes place on MNC sponsored devices, internet networks or digital platforms operated or used by MNC in its operations.

Student complaints pertaining to discrimination under this policy should be directed to the Campus Director, who will direct students to the applicable procedures for the resolution of complaints relating to alleged unlawful discriminatory actions. When applicable, the Complaint/Grievances Procedure will be used to address allegations of discrimination. If the allegation includes violation of the student conduct code, the applicable provisions of the student conduct code and student conduct referral to hearing procedures will be applied.

### **Equal Opportunity**

Medical & Nursing College affords equal opportunity to all prospective students, students, employees and prospective employees without regard to race, color, sex, gender, sexual orientation, religion, age, marital status, disability, veteran status or national origin or other criteria protected by law.

### **Disability**

Medical & Nursing College will not discriminate against any employee/student or applicant for employment/training because of disability regarding any position for which the employee or applicants for employment is qualified. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Medical & Nursing College will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee/student unless undue hardship would result. If you believe you may need accommodation, please contact the College Director.

### **Complaint Procedure**

Any individual, whether an employee/student or applicant for employment/training, who believes that he or she has been discriminated against, should bring their concerns to the College Director.

Complaints may be lodged in writing or orally in person.

### **Consequences**

Medical & Nursing College will not tolerate any form of discrimination and will take appropriate disciplinary action, including but not limited to termination, of any person determined to have engaged in unlawful conduct under this policy.

### **No Retaliation**

Medical & Nursing College will not retaliate nor discriminate against any staff or student because he or she has opposed any unlawful employment practice or filed a charge of employment.

discrimination, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to employment practices

### **DRUG AND ALCOHOL FREE POLICY:**

Our policy is to maintain a drug-free workplace and training facility.

Faculty and students are expected and required to report to work or class on time and in appropriate mental and physical condition for work or class. It is our intent to provide drug-free, healthful and safe work/class environment.

The unlawful manufacture distribution, possession or use of a controlled substance on the College's premises or while conducting the College's business off its premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination/expulsion and may have other legal consequences.

Faculty and students must report any and all conviction under a criminal drug statute for violations occurring on or off the College's premises while conducting clinical training or while attending classroom instruction. A report of a conviction must be made within seven (7) days after the conviction.

The College recognizes drug dependency as an illness and a major health problem.

The College also recognizes drug abuse as a potential health, safety and security problem. Faculty and students needing help in dealing with such problems are encouraged to use our employees to provide them with the community resources and health insurance plans that provide counselling and treatment.

### **No weapons policy**

Medical & Nursing College prohibits all individuals who enter campus property from carrying weapons of any type, regardless of whether the person is permitted/licensed to carry the weapon or not. Failure to comply with this policy will lead to dismissal from the college.

### **Vaccination Policy**

Students may be required to obtain vaccinations or a Physical Exam according to the requirements of their externship or clinical rotation sites. These requirements must be cleared up before the student is able to start an externship or clinical rotation.

If you have any objections or concerns regarding vaccinations, please disclose that to the admissions advisor in advance to advise you accordingly.

### **Sexual Harassment**

Medical & Nursing College is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities (EEO) and prohibits discriminatory practices, including harassment. Therefore, the College expects that all relationships among people in the workplace will be business-like and free of bias, prejudice, and harassment. The College maintains a zero-tolerance policy regarding harassment of any kind towards its students or personnel.

Victims of harassment are encouraged to immediately report any incidents to the school Director.

Medical & Nursing College is an Equal Employment Opportunity (EEO) employer. All discriminatory practices including age, ancestry, color, disability, marital status, national origin, race, religion, sex, or veteran status are strictly prohibited.

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal



Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, age, national origin, disability, or any other characteristic protected by law.

The Company strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have experienced conduct that they believe is contrary to Company policy should file their complaints with the school Director or another designated representative.

State and Federal laws prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

**Employees of Medical & Nursing College** are prohibited, under any circumstances, from dating or engaging in any improper familiarity with students. 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 Medical & Nursing 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 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 school Director immediately.

### **Compliance with Copyright Laws**

- All members of the institution are expected to comply with national and international copyright laws and regulations.

- Unauthorized reproduction, distribution, performance, or display of copyrighted materials, whether in digital or physical form, is strictly prohibited.
- In cases where the use of copyrighted material is necessary, members must obtain proper permission or licenses from the copyright holder or use materials covered by an appropriate license (e.g., Creative Commons or open access content).

### **Special needs accommodation:**

The 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.”

A student is eligible for consideration for accommodation and/or auxiliary aids and services if the student has a documented disability and the Campus Director has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services. The College is committed to providing reasonable accommodation to qualified individuals with a disability, unless providing such accommodations is cost prohibitive and would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request auxiliary aid or service, please contact the Campus Director/President. Requests with supporting documentation should be submitted at least two weeks prior to the beginning of the first day of classes or as soon as practical.

### **Recruiting and Advertising**

The institution’s staff and management work to ensure that our advertisement and marketing materials are a true reflection of the services provided without any misrepresentation.

To avoid and potentially eliminate any misrepresentation within the institution, the Institutions leadership and marketing partners and affiliates review all publications and promotional materials produced by Medical & Nursing College on a regular basis, this include but not limited to Catalog, collaterals, creative and website.

The marketing personnel meet with subject matter experts (faculty) and marketing agents to review for accuracy and true representation.

The Admissions Department is monitored daily by the Campus Director to deliver accurate and quality information with a high level of integrity to all prospects and students.

All Admissions and staff involved directly or indirectly in the enrollment process participate in an orientation process on accuracy in presentation during and after the hiring process, they are all expected by the senior management to deliver with a high level of accuracy and integrity.

Any school official that may have misrepresented or misled in part or all within their role and responsibility will be addressed appropriately by the Campus President and will be subject to disciplinary action and up to termination of employment.

Students are all encouraged to participate and complete a quarterly survey, where they can express any concerns regarding the enrollment process or any deviations by the institution and / or its agents.

A suggestion and concerns box is available on campus for students to express dissatisfaction.

All surveys and evaluations are reviewed by the campus management to validate that the institution effectively communicates with prospects and students accurately and truthfully.

## **ADMINISTRATION & FACULTY**

Faculty in the College's occupational programs are required to have at a minimum, three (3) years of actual work experience in their field.

Additionally, Faculty providing instruction in programs which lead to licensing and/or certification are required to maintain their own licenses and certifications as well.

- The Nursing Assistant program faculty are required to have a valid license in the state of California to practice as either a Licensed Vocational Nurse or a Registered Nurse and meet all the state requirements to hold such license. The Nurse Assistant program is approved by the California Department of Public Health (CDPH) and all instructors must have prior approval by CDPH.

**Administration:****President**

Dr. Khalifa Alshammiry - MD, MS

Laura Kosonoy – Registrar / Administrative Assistant

Chandar Shanmugam – Lab Coordinator Certified Nurse Assistant

Josefina Villanueva – Career Services Coordinator

**Faculty:**

Joan Tanida – RN, MSN

Bachelor of Nursing Science, RN and Master of Nursing Science

Rachel Friedman – LVN

Licensed Vocational Nurse

Dr. Edmundo Falcon – MD, BSN & RN / Substitute

Registered Nurse, Bachelor of Nursing Science, Doctor of Medicine

Dr. Ellen Falcon – MD, BSN & RN / Substitute

Bachelor of Nursing Science, RN and Doctor of Medicine

Patricia Armstrong – RN

Albert Reynaldo - LVN

## List of Clinical externship sites

### Pacific Haven Healthcare Center

12072 Trask Ave, Garden Grove, CA 92843

(714) 534-1942

### Advanced Rehabilitation of Tustin

2210 E 1st St, Santa Ana, CA 92705

(714) 547-7091

### Anaheim Point Healthcare

3415 W Ball Rd, Anaheim, CA 92804

Phone: (714) 826 - 8950

### Start dates 2025

| Start date | End Date   |
|------------|------------|
| 01/06/2025 | 03/06/2025 |
|            |            |
| 03/03/2025 | 05/08/2025 |
|            |            |
| 05/12/2025 | 07/22/2025 |
|            |            |
| 06/09/2025 | 08/07/2025 |
|            |            |
| 07/28/2025 | 10/06/2025 |
|            |            |
| 10/06/2025 | 12/12/2025 |

## Holidays Observed

| Date                  | Academic Holidays                                     |
|-----------------------|-------------------------------------------------------|
| Monday, January 1     | <a href="#"><u>New Year's Day 2025 (observed)</u></a> |
| Monday, May 26        | <a href="#"><u>Memorial Day 2025</u></a>              |
| Friday, July 4        | <a href="#"><u>Independence Day 2025</u></a>          |
| Monday, September 1   | <a href="#"><u>Labor Day 2025</u></a>                 |
| Tuesday, November 11  | <a href="#"><u>Veterans Day 2025</u></a>              |
| Thursday, November 27 | <a href="#"><u>Thanksgiving 2025</u></a>              |
| Thursday, December 25 | <a href="#"><u>Christmas Day 2025</u></a>             |