

# **ST. FRANCIS CAREER COLLEGE**

## **GENERAL CATALOG AND STUDENT HANDBOOK**



**July 1, 2011 to June 30, 2012**

Published June 2011: Volume 23



## **Providing Quality Educational Programs for Successful Careers**

**SFCC General Catalog and Student Handbook  
Published July 2011: Volume 23**

*Every effort has been made to ascertain the accuracy of the information contained herein as of the date of publication. St. Francis Career College reserves the right to correct errors and make changes in policies, procedures, programs, and/or activities without prior notice, as it deems appropriate and in the best interest of the College. Tuition and program costs (as well as graduation requirements) are always retained according to program start-date and would not change during an individual's ordinary length of programmatic study. While provisions of this catalog/handbook will ordinarily be applied as stated, St. Francis Career College reserves the right to change any provision listed (except tuition) without notice to individual students. Every effort will be made to keep students advised of any revisions. Information on changes will be posted and available in the Registrar's Office.*

## **Student Responsibility**

St. Francis Career College is an adult learning environment. It is the applicant/student's responsibility to read and understand the provisions of this Catalog/Handbook. Any prospective student is encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the Student Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Any questions or concerns regarding College policies and procedures should be addressed to the appropriate administrator.

### *Peace Prayer of St. Francis of Assisi*

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;  
where there is injury, pardon;  
where there is doubt, faith;  
where there is despair, hope;  
where there is darkness, light;  
and where there is sadness, joy.

O Divine Master,  
Grant that I may not so much seek  
to be consoled as to console;  
to be understood as to understand;  
to be loved as to love.  
For it is in giving that we receive;  
it is in pardoning that we are pardoned;  
and it is in dying that we are born to eternal life.

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# SFCC Master Calendar July 2011 - June 2012

## 2011 Summer

July 1-4	Independence Day <b>Holiday four-day weekend</b>
July 11	LYNWOOD New Student Orientation
July 18	~ Nurse Assistant Program start: Day
	St. Camillus de Lellis -patron of hospitals and healthcare
July 22	St. Mary Magdalene Day

## 2011 Fall

Monday, August 15	The Assumption of Mary <b>Holiday</b>
Aug 16-19	LYNWOOD New Student Orientation
Aug 22	~ Vocational Nurse Program start
September 2-5	Labor Day <b>Holiday four-day weekend</b>
September 15 – October 15	Hispanic Heritage “Month”
September 17	USA Constitution/Citizenship Day
September 27	St. Vincent de Paul Day
October 4	St. Francis of Assisi Day
Oct. 10-14	LYNWOOD New Student Orientation
October 17	~ Vocational Nurse Program start
October 18	St. Luke -patron of physicians
October 22	Blessed Pope John Paul II Day
Monday, Oct. 31	Halloween <b>Holiday</b>

	NOVEMBER: Native American Indian Heritage Month
November 1 & 2	All Saints Day and All Soul’s Day
Friday, November 11	Veteran’s Day <b>Holiday observed</b>
November 24-27	Thanksgiving <b>Holiday four-day weekend</b>
November 27 & 28	Miraculous Medal and St. Catherine of Labouré

December 8	Immaculate Conception of Mary (Patroness of the USA)
December 12	Our Lady of Guadalupe Day
December 22, 2011 - January 2, 2010	<b>Winter Holidays Break</b> (return Tuesday, January 3 <sup>rd</sup> )

## 2012 Winter

January 4	St. Elizabeth Ann Seton Day
January 4-6	Lynwood Faculty and Staff Development Days
January 13-16	Martin Luther King, Jr. Day <b>Holiday four-day weekend</b>
January 17-25	“Week” of Prayer for Christian Unity
January 30-Feb. 3	LYNWOOD New Student Orientation
February 6	~ Vocational Nurse Program start
January 29 – Feb. 3	Catholic Schools Week

	FEBRUARY: Black History Month
February 2	Presentation of the Lord / Candlemas
February 5	St. Agatha – against breast cancer
February 10 -13	Lincoln’s B-day <b>Holiday four-day weekend observed</b>
February 11	Our Lady of Lourdes Day/World Day of the Sick
Monday, February 20	Washington’s B-day/President’s <b>Holiday</b>
“Fat” Tuesday, February 21	Mardi Gras: Carnival season ends
Wednesday, February 22	Ash Wednesday: Lent begins

## 2012 Spring

	MARCH: Women's History Month/ Nutrition Month Irish American Heritage Month
March 15	St. Louise de Marillac Day
March 17	St. Patrick's Day
March 19	St. Joseph's Day
March 31	Cesar Chavez Day
<hr/>	
April 6-9	Good Friday and Easter <b>Holiday four-day weekend</b>
April 22	Earth Day
<hr/>	
	MAY: Asian Pacific Heritage Month
May 1	St. Joseph the Worker Day
(first Thursday) May 3	National Day of Prayer
May 6-12	Nurses' Week at SFCC
Tuesday, May 8	Student Nurse Day
May 10	St. Damien de Vuester of Moloka'i
May 12	Florence Nightingale's birthday / Int'l Nurses' Day
Sunday, May 13	Mother's Day <b>Holiday</b>
May 22	Harvey Milk Day
May 25-28	Memorial Day <b>Holiday four-day weekend</b>
May 31	The Visitation (Mary and Elizabeth)
<hr/>	
Thursday, June 14	San Jose Baccalaureate and Commencement Exercises (Graduation Ceremony)
Sunday, June 17	Father's Day <b>Holiday</b>
Thursday, June 21	Lynwood Baccalaureate
Friday, June 22	Lynwood Commencement Exercises (Graduation Ceremony)
Saturday, June 30	San Jose Branch Campus closes
Wednesday, July 4	Independence Day <b>Holiday</b>

## Hours of Operation

St. Francis Career College - Lynwood Main Campus operates five days a week with twelve hour days Monday through Friday. However, most administrative offices are only open Monday through Friday 9AM to 5PM. Faculty office hours are posted. An Admissions Officer is available certain evenings.

VN students are given some days off in between semesters, specific to their instructional plans.

Please note that SFCC does not have childcare facilities.  
Please do not bring children on campus!

## Historical Overview

St. Francis Career College - Both the Lynwood Main Campus and the San Jose Branch Campus are owned and managed by St. Francis Medical Center (SFMC), a member of Daughters of Charity Health System, a not-for-profit organization. In keeping with its commitment of service to the community, St. Francis Medical Center established a High School Vocational Nurse (VN) Training Program in April 1988, under the administration and leadership of Sister Margaret Keaveney, D.C., F.A.C.H.E. The initial class was established in collaboration with the Lynwood Unified School District. The success of this program led to its expansion to include the Compton Unified School District ROP, the City of Los Angeles Private Industry Council under the Job Training Partnership Act, and the James Irvine Foundation in 1993.

Recognized for its exemplary programs and educational services, St. Francis Career College, herein referred to as SFCC and/or The College, has grown to provide other healthcare career training, LVN-RN Bridge Program for SFMC associates in collaboration with East Los Angeles Community College (ELAC), continuing education programs and other career/professional development and enhancement programs.

In September 2003 St. Francis Career College -San Jose was established as the first branch campus of SFCC. The main campus and the medical center are both located in the city of Lynwood, California.

## Historical Milestones

### 2010

- As an institution SFCC joins the American Association of Collegiate Registrars and Admissions Officers (AACRAO).
- The California Bureau for Private Postsecondary Education (BPPE) re-launches, dropping “Vocational” from its name and reapproves SFCC.

### 2009

- Lynwood Main campus re-accredited for five years by ACCSC (name change: dropping “Technology”).
- Lynwood VN curriculum revised and expanded from 1551 to 1593 clock hours.
- Expansion of San Jose campus: new classrooms, labs and library.
- The newly renovated Lynwood facilities, featuring the Seton Hall of Knowledge, are blessed and dedicated by Bishop Salazar, the San Pedro regional auxiliary.

### 2008

- Lynwood campus expands onto a third floor with new classrooms and skills labs.
- Reaccredited, without stipulations, by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) - Lynwood Main Campus & San Jose Branch Campus.

### 2007

- Recertified by the US Department of Education (ED) to continue participation in the federal financial aid program.
- Entered into a *voluntary agreement* with Director of CA Dept. of Consumer Affairs (DCA)

### 2006

- Reaccredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCST) - San Jose Branch Campus.
- Entered into partnership with El Camino College - Compton Center to facilitate enrollment in general education courses or RN pre-requisites.
- Launched Weekend Vocational Nursing program (pilot program)
- Graduated the first class of Nurse Assistants -San Jose Branch Campus

**2005**

- Granted temporary approval as a degree-granting institution by the Bureau for Private Postsecondary and Vocational Education (BPPVE)
- Graduated the first Vocational Nursing Class - San Jose Branch Campus.
- Approved by CA Dept. of Health Services for a Nurse Assistant program - San Jose Branch.
- Implemented the Health Care Interpreter Program (pilot program)

**2004**

- Reaccredited by the ACCSCT - Lynwood Main Campus
- Granted initial accreditation by ACCSC - San Jose Branch Campus
- Granted permanent license by the BPPE to operate as an educational institution
- VN curriculum revised and expanded from 1534 to 1551 clock hours.

**2003**

- Established St. Francis Career College - San Jose Branch Campus
- Established the Patient Care Institute (PCI) in collaboration with SFMC clinical division
- Approved by ACCSCT, BPPVE and U.S. Department of Education for *change of ownership* from Catholic Healthcare West to the Daughters of Charity Health System

**2002**

- Launched the RN prerequisite program for Lynwood Unified School District (LUSD) high school students, in collaboration with ELAC and Compton College

**2001**

- Approved by the US Department of Education (ED) to participate in the Federal Student Aid Program for *six years*
- Approved by the CDHS to offer the Emergency Medical Technician (EMT) program

**2000**

- *Provisionally* approved by the Department of Education to participate in the Federal Student Aid program
- Launched the Community Education Initiative

**1999**

- Assumed supervision of the Career Development and Naseau Reading programs

**1998**

- Approved by the Board of Registered Nurses (BRN) as a Provider of Continuing Education
- Achieved initial accreditation by the ACCSCT with no stipulations

**1997**

- Approved by the CA BVNPT as a provider for Continuing Education Courses
- Approved by the CA Department of Health Services to offer the Home Health Aide Program

**1996**

- Established the Allied Health Clinician (AHC) and Nurse Assistant (NA) programs
- Licensed to operate as an educational institution by the Bureau for Private Postsecondary and Vocational Education (BPPVE)
- Approved by the State of California Department of Health Services (CDHS) to offer the Nurse Assistant program
- Changed school name from *St. Francis Medical Center Vocational Nurse Program* to *St. Francis Career College*
- Launched a pilot SFMC LVN-RN Bridge program for SFMC associates and SFCC graduates in collaboration with East Los Angeles College (ELAC)

**1994**

- Expanded the Vocational Nursing Program in collaboration with Compton Unified School District Regional Occupational Program (ROP)
- Accredited by the Board of Vocational Nurse and Psychiatric Technician (BVNPT) effective for the initial VN class that started in 1993

**1993**

- Under the direction of Marilyn U. Overby, launched the St. Francis Medical Center Vocational Nurse Program in collaboration with City of Los Angeles and Private Industry Council (PIC) under the Job Training Partnership Act (JTPA) and James Irvine Foundation
- Granted approval by the City of Los Angeles to utilize the Core Training and Skills Acquisition Plan for the Vocational Nurse Program
- Launched a LVN-RN pilot program with Compton Community College.

**1988**

- Launched the first High School Vocational Nurse Class for the SFMC/Lynwood Unified School District partnership

**Legal Control**

St. Francis Career College (a private institution) - Lynwood Main Campus and San Jose Branch Campus - is owned and managed by St. Francis Medical Center, a member of Daughters of Charity Health System, a not-for-profit organization.

**St. Francis Medical Center - Administration**

Gerald T. Kozai, PharmD, President & CEO  
Jesse Guevara, Sr. Vice-President & CFO  
Sr. Alicia Martin , DC, Vice-President Mission Integration  
Beverly Quaye, RN, Vice-President, Patient Care Services &CNO  
Trish Baesemann, Vice-President, Strategic Planning & Business Development  
Marsha Chan, Chief Quality Officer  
Laura Kato, Vice-President, Human Resources  
Larry Stahl, Vice-President, Support & Ambulatory Services  
Dub Monahan, Vice President of Development and Chief Executive Officer, SFMC Foundation

**Special Recognition**

- **MEJOR award** for Outstanding Achievement as a Department of SFMC, June 2006.
- Recipient of the Catholic Health Association of the United States, **Achievement Citation Award**, June 2001.
- Recipient of the **Presidential Award for Region V** from the California Career Education Association in February 1999.
- Recognized as one of only four nationally accredited (ACCSC) schools initially accredited with no stipulations in 1998.
- **Alumnus of the Year Award** was presented to SFCC Alumna Sean Hadnot from the City of Los Angeles in August of 1998.
- Recipient of the **Philosophy in Action Award** from Catholic Healthcare West in February of 1997.
- **Alumnus of the Year Award** was presented to SFCC Alumna Anita Isaiah from the City of Los Angeles in August of 1995.

## **St. Francis Career College Philosophy, Mission and Objectives<sup>1</sup>**

St. Francis Career College recognizes and supports the philosophy and mission of St. Francis Medical Center, a member of the Daughters of Charity Health System. St. Francis Career College is motivated by the same set of values and beliefs consistent with and supportive of the healing ministry of the Roman Catholic Church and the traditions of the Daughters of Charity of St. Vincent de Paul. These values give rise to certain beliefs which influence the structures and guide the activities of SFCC.

### **BELIEFS**

We believe that St. Francis Career College is linked to the Roman Catholic Church through the sponsorship of the Daughters of Charity and should therefore reflect the Daughters' spirit of humility, simplicity and charity and their special concern for those persons who are poor.

We believe that each person is created by God and that each person, as a unity of body, mind and spirit, has been endowed with human dignity, rights and responsibilities.

We believe that the gifts which persons have are diverse and that each person, as well as each organization, is a steward of those gifts.

We believe that we live in communities from which we draw and to which we must contribute. We have a legacy from St. Vincent de Paul, St. Louise de Marillac and St. Elizabeth Ann Seton which calls us to provide quality education and opportunities for people to develop their God-given talents.

We believe that persons perform best when they understand their rights and responsibilities as individuals and members of the human community.

We believe that a greater sense of belonging to the human community is created when a sense of Christian community exists among students, faculty, and administration.

We believe the commitment to the Gospel values of Jesus Christ creates an educational environment marked by respect, love, justice and community and requires faculty and staff to contribute their talents to the goals of the organization.

We believe that each person is capable of ongoing growth and we seek to provide opportunities and support systems which empower students, faculty and staff to achieve their full human potential.

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<sup>1</sup> *Adapted from the Daughters of Charity Health System Philosophy.*

## MORE BELIEFS

We believe that persons develop their potential in situations where clearly identified goals, educational programming, and evaluation procedures are in place.

We believe that high standards of performance are a requirement, and we support measures which reward competence and compassion.

We believe that education which promotes and maintains health is vital to the members of our community.

We believe that the presence of illness affects the whole person: body, mind and spirit; therefore the training of health professionals must reflect the importance of caring for the whole person: body, mind, and spirit.

We believe in collaboration with civic, church, and other organizations that share our beliefs, values and goals.

We believe in upholding and promoting high ethical and moral standards. We work to integrate in our educational programming, the health services standards described in the Ethical and Religious Directives for Catholic Health Care Services.

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## MISSION

In the spirit of our Founders, St. Vincent de Paul, St. Louise de Marillac, and St. Elizabeth Ann Seton, the Daughters of Charity Health System is committed to serving the sick and the poor. With Jesus Christ as our model, we advance and strengthen the healing mission of the Catholic Church by providing comprehensive, excellent healthcare that is compassionate and attentive to the whole person: body, mind, and spirit. We promote healthy families, responsible stewardship of the environment, and a just society through value-based relationships and community-based collaboration.

The Mission of St. Francis Career College is to provide an education leading to a diploma or certificate, which integrates the career, personal and social skills needed to seek secure careers in the health care field.

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### BIO: ST. EMYDIUS

THE LOCAL ROMAN CATHOLIC PARISH IN LYNWOOD IS NAMED AFTER AN ITALIAN SAINT INVOKED AGAINST EARTHQUAKES. HE IS A SECONDARY PATRON OF THE ARCHDIOCESE OF LOS ANGELES, ALONG WITH SAINTS PATRICK (OF IRELAND) AND JUNIPERO SERRA.

## OBJECTIVES

To accomplish our Mission, St. Francis Career College is further committed to:

- preparing students to provide quality and compassionate care in a dynamic and competitive workplace
- promoting respect and self-sufficiency while fostering responsibility, values, skills and accountability necessary to achieve success
- encouraging students to learn to think critically, make decisions, solve problems, and take initiative needed to meet current and future challenges in their personal lives and careers
- creating an intellectually stimulating atmosphere that is conducive to motivating students to realize their potential through learning and the development of relevant skills
- providing a quality education, and utilizing modern, relevant, and practical equipment necessary to achieving learning objectives
- maintaining a skilled, experienced, professional education staff devoted to the personal and professional development of each student
- providing special services and activities designed to promote students' life-long learning and quality of life in the community
- supporting recruitment and hiring activities to ensure a highly qualified faculty
- ensuring ongoing opportunities to develop the professional knowledge and abilities of the staff and faculty
- offering guidance and advising designed to assist students in making decisions that may affect their education, career, and personal success
- ensuring the requisite library and learning resources needed to enable students to achieve their educational objectives
- ensuring responsible financial stewardship and resources needed to support the College, its mission and students
- enabling students to overcome barriers to their success
- ensuring students achieve their professional and personal goals
- assisting students in developing and living the Vincentian Values in everyday life
- strengthening operational and programmatic services through continuous improvement

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## SFCC VISION

St. Francis Career College will be a nationally renowned educational institution, celebrated for its academic achievements and value-based educational standards with special concern for the poor and underserved.

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## VINCENTIAN VALUES

- **Respect:** Recognizing our own value and the value of others.
  - **Compassionate Service:** Providing excellent care with gentleness and kindness.
  - **Simplicity:** Acting with integrity, clarity and honesty.
  - **Advocacy for the Poor:** Supporting those who lack resources for a healthy life and full human development.
  - **Inventiveness to Infinity:** Being continuously resourceful and creative.
- 
- 

The following service standards and behavioral guidelines show how each Vincentian Value is part of our daily activity:

**Appearance:**

We believe the respect we have for those we serve is reflected through the manner in which we dress.

**Attitude:**

We believe a positive approach to any situation directly impacts the outcome.

**Teamwork:**

We believe if we all work hard as a team, our strength as a whole will be seen and appreciated by all in our care.

**Service:**

We believe in meeting the needs of those we serve with an open heart, positive intent, compassion and attentiveness to the whole person: body, mind and spirit.

**Communication:**

We believe how we use words and actions to share our feelings and empathize with the feelings of others are key to showing compassion.

Please refer to the “Standards for Behavior” and other policy sections of this catalog.

“Those whom you serve should feel the efforts of your kindheartedness.”

--St. Vincent de Paul

**Accreditation and Approvals - SFCC Lynwood Main Campus**

**Institution-Wide**

**Accreditation by:**

Accrediting Commission of Career Schools and Colleges  
(ACCSC), July 1, 1998

**Licensed in the**

**State of California by:** Bureau for Private Post-Secondary Education (BPPE)

**VN Programmatic**

**Accreditation by:**

California Board of Vocational Nursing and Psychiatric Technicians  
(BVNPT) February, 1993

**Other Programmatic**

**Approvals by:**

California Department of Health Services(CDHS) [Nurse Assistant /HHA]

California Dept. of Consumer Affairs (DCA) and California Board of  
Registered Nursing (BRN) for Continuing Education

*Veterans:* Approved for the training of veterans and eligible persons under the provisions of  
Title 38 United States Code.

**Approval Disclosure Statement**

St. Francis Career College - Lynwood Main Campus, 3680 E. Imperial Highway, Lynwood, CA 90262, is granted institutional approval by the California Bureau for Private Postsecondary Education. Such approval means that the school and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. The College is subject to continuous accreditation review.

The following career training programs are currently approved and offered at St. Francis Career College:

Nurse Assistant	150 Clock Hours
Home Health Aide	40 Clock Hours
Vocational Nursing Program	1,593 Clock Hours or 52.5 semester units

**Approved Clinical Facilities**

The following clinical facilities have been approved:

- |   |   |
|---|---|
| <p>1. St. Francis Medical Center<br/>3630 E. Imperial Hwy.<br/>Lynwood, Ca 90262<br/>(310) 603-6000</p>     | <p>4. Marlinda Convalescent Home<br/>3615 E. Imperial Hwy.<br/>Lynwood, CA 90262<br/>(310) 639-4623</p> |
| <p>2. St. Francis Care Medical Group<br/>3628 E. Imperial Hwy.<br/>Lynwood, CA 90262<br/>(310) 631-2900</p> | <p>5. Country Villa<br/>3611 E. Imperial Highway<br/>Lynwood CA 90262<br/>(310) 537-2500</p>            |
| <p>3. Downey Care Center<br/>13007 S. Paramount Blvd.<br/>Downey, CA 90242<br/>(562) 923-9301</p>           |   |

**College Location and Facilities**

St. Francis Career College's main campus is located at 3680 East Imperial Highway, Lynwood, CA 90262. The college occupies the third, fourth, & fifth floors of a professional building. Classroom size accommodates 15/30/45 students, depending on the program. On the third floor of the College are four classrooms and two laboratories. The skills laboratories are equipped with patient beds, sphygmomanometers, mannequin models, a SimMan high fidelity mannequin, medication carts and medications, crash carts, and equipment and supplies used in clinical skills practice. Computers for student use are housed in three different areas: 12 in Seton Hall, 20 in a computer classroom and 4 in the fourth floor learning lab. These Pentium computers contain applicable training software and internet access. On the fourth floor is a multi-purpose room that can be divided into two classrooms (400 A/B). The student lounge is equipped with three microwave ovens and a refrigerator. On the fifth floor can be found a chapel for quiet reflection, as well as the Counselor's office, Admissions, Registrar's Office and Financial Services. The administration and faculty have offices throughout the three floors. The building facilities and parking are wheelchair accessible.

St. Francis Career College has a branch campus located at 749 Story Road, Suite 50, in San Jose, CA 95122.

BIO: MARY, THE MOTHER OF JESUS

She is the principal patroness of the Archdiocese of Los Angeles under the title of Our Lady of the Angels, also referred to as Queen of Angels. The City of Los Angeles was named after the Franciscan mother church or Portiuncular in Assisi, Italy. This "Little Portion" was given to St. Francis to be the home of the Franciscan Orders. Many of the place names in California, especially the missions, are Franciscan in origin, so named as the friars made their way up and down the coast. As a saint, Mary is invoked as patroness of numerous causes and under a multitude of titles. Most commonly she is referred to by Catholics as the Blessed Virgin Mary (BVM). As the Immaculate Conception, she is patroness of the USA. As Refuge of Sinners, she is patroness of California. Our Lady of Guadalupe, Our Lady of Lourdes, and Our Lady of Fatima commemorates three different series of apparitions or appearances of Mary. In 1830 Mary visited a Daughter of Charity, St. Catherine Labouré at Rue Du Bac, Paris. Mary appeared to Catherine standing on a globe, rays of light streaming from her fingers, surrounded by an oval frame inscribed with the words, "O Mary, conceived without sin, pray for us who have recourse to thee." The whole vision "turned" showing the back of the oval inscribed with the letter "M" entwined with a Cross, and the hearts of Jesus and Mary. Mary told her to strike a medal in this form -- now known as the "Miraculous Medal". (jdc)

## **Seton Hall of Knowledge (Library)**

HOURS: The Seton Hall of Knowledge is generally available to students seven days a week:

Monday-Thursday 7:30AM - 7:00 PM, Friday 7:30AM - 6:00PM

Saturday/Sunday 9:00AM - 5:30PM

All materials taken from the Hall of Knowledge must be checked out. The loan period for circulating books is two weeks. Borrowing privileges may be suspended if library materials become over due or lost. If a student loses a book, the student is responsible for replacing the book or paying for the book. If the book is still in print, the student can purchase it for the library directly at a local bookstore or pay the college for the cost of the book.

Certain reserved and reference books cannot leave the library. The library also contains a limited number of periodicals and magazines relating to nursing and other health care professions. Various online databases and inter-library loans are available to students.

Students are able to also utilize the medical library on the second floor of St. Francis Medical Center located at 3630 E. Imperial Highway, Lynwood, California. SFMC books may be checked out for up to one week with proper ID badge and signed library form. The medical library also has the ability to access other library resource database.

The Seton Hall of Knowledge also houses some student computer workstations, printing and photocopier services for students, and remediation opportunities. It is also a multipurpose space used for meetings, testing, luncheons, and other gatherings.

### BIO: ST. FRANCIS OF ASSISI

*by Franciscan Father Leonard Foley*

The Roman Catholic Saint Francis of Assisi (Sept. 1181 – October 3, 1226) was someone who took the gospel literally by joyfully following all Jesus said and did. From the cross in the neglected field-chapel of San Damiano, Christ told him, "Francis, go out and build up my house, for it is nearly falling down." Francis became a totally poor and humble workman. He must have suspected a deeper meaning to "build up my house"; but he would have been content to be, for the rest of his life, the poor "nothing" man actually putting brick on brick in abandoned chapels. He gave up every material thing he had, piling even his clothes before his earthly father (who was demanding restitution for Francis' "gifts" to the poor) so that he would be totally free to say, "Our Father in heaven." He was, for a time, considered to be a religious "nut," begging from door to door when he could not get money for his work, bringing sadness or disgust to the hearts of his former friends, ridicule from the unthinking.

But genuineness will tell. A few people began to realize that this man was actually trying to be Christian. He really believed what Jesus said: "Announce the kingdom! Possess no gold or silver or copper in your purses, no traveling bag, no sandals, no staff" (see Luke 9:1-3). He had no idea of founding an order, but once it began he protected it and accepted all the legal structures needed to support it. His devotion and loyalty to the Church were absolute and highly exemplary.

He was torn between a life devoted entirely to prayer and a life of active preaching of the Good News. He decided in favor of the latter, but always returned to solitude when he could. He wanted to be a missionary. During the last years of his relatively short life (he died at 44) he was half blind and seriously ill. Two years before his death, he received the stigmata, the real and painful wounds of Christ in his hands, feet and side. He is known as the patron saint of animals, birds, ecology and the environment, and against dying alone. The Medical Center is named after him because it was originally founded by Franciscan sisters.

## Admissions Requirements

1. **SFCC admissions application.** This document must be completed in its entirety.
2. **Valid photo identification.** This should be a state drivers license or state ID card or military ID proving the applicant to be at least 18 years of age.
3. **Original Social Security card.** The Federal Privacy Act of 1974 requires that students be notified that disclosure of his/her social security number (SSN) is mandatory. The social security number is used to verify a student's identity, to process the awarding of financial aid funds, and to trace individuals who have borrowed funds from federal, state, or private programs.
4. **Proof of U.S.A. citizenship or eligibility of non-citizens.** Must be verified by U.S.A. birth certificate, U.S.A. passport, U.S.A. naturalization certificate, or other appropriate documentation to be in the USA. NOTE: There is very limited accommodation that can be made towards "foreign" applicants, since SFCC does not process student visas.
5. **Proof of graduation from U.S.A. high school or GED or equivalent.** Verified by official transcripts from an accredited and approved institution or foreign transcript evaluation.
6. **Proof of English and math skills.**
  - For Nurse Assistants: passing scores on CPAT / COMPASS.
  - For VN applicants: Demonstrate the ability to succeed in college-level coursework. The prerequisites that must be successfully completed (with a 'C' or better) before consideration to the vocational nursing program are college-level Pre-Algebra and college-level English Fundamentals. Comparable levels of achievement on the Accuplacer assessment will also be accepted as course completions.
7. **Resume.** Show current educational and work experience.
8. **Certification.** Current Basic Life Support (BLS) for Healthcare Providers certification (American Heart Association only). Certification for CPR + AED must be kept current throughout the SFCC educational experience, and must be renewed if expiration occurs before program completion.
9. **Interview.** Formal interview process, with questionnaire and short essay, must be successfully completed.
10. **Background Check.** Clear background checks from past seven years.  
Program Specific Requirement for Nurse Assistant: Process LiveScan or fingerprint card (If there is a problem with clearance, please alert the Admissions Office right away! Any negative/criminal record could impact acceptance and/or lead to termination.)
11. **Health screening.** Pass the required physical exam, confirmation of required immunizations, vaccinations and drug screening test. Be in good physical and mental health in order to perform all requisite activities of the programs. (Physical exams are an annual occurrence and must be re-filed after a year.)

## Admissions Process

1. Interested applicants who are at least eighteen years of age must **apply in person** at the Admissions Office of St. Francis Career College, Monday through Friday, generally from 9:00AM to 5:00PM. Applicants who fail to provide accurate and complete information on an admissions application will not be considered for acceptance.
2. Applicant will meet with an Admissions Officer for an informational session or one-on-one appointment.
3. **English and math skills:** Skills in mathematical computation, reading, and basic writing are considered extremely vital to success in any SFCC programs. Lack of preparation in these areas, as well as questionable mastery of mathematical and English skills (that arise on any of the entrance tests and admissions essays or on educational transcripts) can be cause for denial of admission.
  - a. The entrance examination for the Nurse Assistant program is COMPASS which is the computerized equivalent of the Career Programs Assessment test (CPAt). The non-refundable fee for this examination is \$5.00, per attempt. The applicant must successfully pass with the acceptable scores as listed below. The test includes the following:
    - **Language Usage:** This section measures skill levels in punctuation, grammar, sentence structure, capitalization and spelling and logic and organization. **Passing score 27**
    - **Reading Skills:** This section measures skills in comprehension, interpretation, and generalization. **Passing score 63**
    - **Numerical Skills:** This section assesses mathematical skills in arithmetic operations and problem-solving, and multiple arithmetic operations and logical progression. **Passing score 41**

COMPASS is a computer adaptive test and results are available upon test completion. If the applicant did not pass at the required levels as stated, s/he can retest after completing remediation work through community college or other referral. Applicant must wait at least one week/seven days before making another attempt, as mandated by the State of California. If a perspective student does not pass after two attempts, they can return to reapply after six (6) months, with proof of related remediation in English and math skills. Points are assigned for each of the three test sections.

- b. Vocational Nursing applicants will be assessed in their English and math skills by utilizing a computerized placement test called Accuplacer. The non-refundable fee for this exam is \$5.00, per attempt. Accuplacer is a computerized test and results are available upon test completion. Points are assigned based on section scores.  
NOTE: After acceptance into the program, we ask our VN applicants to participate during orientation in a pilot project to explore benchmark scores on the COMPASS test.

4. **Documentation** collection and verification: Original documents need to be submitted to provide photocopied verification of admission requirements. An official, sealed transcript from an accredited and approved high school or from the general educational development (GED) test or from a NACES-approved foreign evaluation service must be provided. The originals are retained of any official/sealed educational transcripts. Such records and documentation (including original transcripts) become the property of St. Francis Career College and will not be returned to the applicant. Any requirements specific to local, state, governmental or private funding agencies must be met.
5. Student must clear **background checks** that include a Social Security trace and a review of criminal records. Any derogatory instances from the past seven years may preclude a student from participating in a program. All students are considered on a case-by-case basis. The Calif. Dept. of Health Services (CDHS) publishes a list (which is available from the SFCC Admissions Office) of code violations that are unacceptable. Certain other incidents not designated by the CDHS, especially DUI, are considered unacceptable by St. Francis Career College or Medical Center. Applicants will be reviewed on a case-by-case basis. Nurse Assistants need to clear the fingerprinting process and are responsible for resolving any notification from CDHS or the U.S. Dept. of Justice regarding denial or delay of clearance.
6. Vocational Nursing applicants need to meet with the Financial Aid Coordinator to determine eligibility, receive financial counseling and establish a payment plan.
7. Upon completing the necessary requirements, the applicant will be invited to schedule an appointment for a **formal interview**. Faculty and/or staff of St. Francis Career College will conduct the interview. An interview **questionnaire and essay** question will be completed at the time of the interview. The following is a checklist on how to prepare for this interview:
  - Arrive early for the appointment.
  - Be professionally dressed and well-groomed, appropriate to the interview.
  - Be able to articulately describe nursing abilities and duties.
  - Provide relevant answers to all questions.
  - Demonstrate respect with a courteous demeanor.
  - Ask appropriate and relevant questions.
  - Demonstrate appropriate body language.
  - Project interest in and motivation for the program.

Points will be assigned for testing results, high school GPA, the essay and interview criteria. Previous education and work experience will also be taken into consideration. Academic performance should indicate the ability to engage and succeed in the learning process.

8. A **physical examination/drug screening** is required as evidence of satisfactory health, as validated by a physician. Applicants must pass the illegal drug screening and will be subject to random screenings for illegal drugs throughout their program. The SFCC physical examination form includes the following: Negative TB skin test, and/or negative chest x-ray (or PPD); negative Urinalysis; negative VDRL; positive MMR: Measles, Mumps, Rubella; positive Varicella. It is strongly recommended that Hepatitis B vaccination series be started or a waiver signed. Copies of test results must be submitted to the Admissions Office. The student must be free from communicable diseases to be considered.
9. Upon completion of the application and interview process, the **final selection process** is based on the following:
  - a) The Selection Panel evaluates and scores each individual applicant file according to established criteria for admissions. The panel will only consider those VN applicants with a score of at least ten (10) points of Selection Criteria for acceptance. Nurse Assistants need at least five (5) points for acceptance.
  - b) Additional formal appointments may be necessary to clarify any issues or to answer questions as to the readiness of a specific applicant.
10. **Acceptance of applicants:** Individuals who are accepted for enrollment will be notified by mail prior to the start date of the program. Once admitted, an applicant has the right to defer the start of program for up to one year as long as all admissions requirements are still met. Official deferral should be in written form. Should there be more applicants than space available, the remaining applicant(s) will be placed on a waiting list.
11. Students who are **admitted provisionally** receive a letter of acceptance stating the reason(s) for the provision and what is necessary in order to receive full acceptance. Provisional acceptance applies to students who lack one or more requirements for full acceptance. The provisional requirements stated in the admissions letter must be satisfied by the stated deadlines. It is the student's responsibility to work closely with SFCC administration and to make sure that the Admission's Office has received the necessary documentation demonstrating that all requirements for admission have been met.
12. HHA and Nurse Assistant and other short term program applicants will meet with the Bursar to establish a payment plan.
13. **Wait List:** SFCC may accept more applicants than seats per start, with those extra applicants placed on a numbered waiting list. Those on the wait list may be assigned a seat in the class during the first few days if there are any cancellations or no-shows.

14. All applicants will be given a **tour** of the facilities before enrolling.
15. The final step for an applicant to be enrolled is to sign and accept a **contract** (the “Enrollment Agreement”), which outlines the details and obligations between a student and the College.

### **Additional Notes With Regard to Admissions**

- Applicants for enrollment at St. Francis Career College must possess a high school diploma from an accredited and approved institution, a General Educational Development “GED” Certificate or equivalent, prior to enrollment. Candidates are asked to provide an official institutional transcript as proof of graduation. Just because high school was completed in a foreign country will not exempt someone from this high school requirement. If and only if high school transcripts are unavailable due to extraordinary circumstances, then transcripts for any higher degrees that have been awarded from an accredited and approved institution, such as an associates or bachelors, can be accepted. SFCC does not service ability-to-benefit students.
- Applicants must disclose any previously attended institutions and are asked to submit transcripts for consideration.
- Applicants wishing to receive Veterans Benefits must submit a statement of previous training to be considered by SFCC.
- Foreign Applicants: A person who is already in the USA on a current M-class visa or interim documentation may attend SFCC on a cash-only basis, as long as their educational program concludes within the timeframe of their visa. Any student whose documentation expires and/or cannot gain renewal will be subjected to termination. SFCC does NOT process student visas.
- A student who successfully completes the SFCC Nurse Assistant program and becomes a California state Certified Nurse Assistant is not guaranteed acceptance into the SFCC Vocational Nursing program.

#### **Angelic Intervention: Who Are the Archangels?**

Traditional Roman Catholic angelology names three archangels: Michael, Gabriel and the lesser known, Raphael (from the Book of Tobit). They offer protection and patronage to those working in health care professions.

*Raphael's Patronage:* against nightmares; blind people; bodily ills; doctors; druggists; eye disease; eye problems; happy meetings; insanity; love; lovers; mental illness; mentally ill people; nurses; pharmacists; physicians; shepherds; sick people; sickness; travelers; young people

*Michael's Patronage:* against temptations; ambulance drivers; artists; bakers; bankers; banking; battles; boatmen; dying people; emergency medical technicians; fencing; grocers; hatmakers; holy death; knights; mariners; milleners; paramedics; paratroopers; police officers; radiologists; radiotherapists; sailors; security forces; security guards; sick people; soldiers; storms at sea; swordsmiths

*Gabriel's Patronage:* ambassadors; broadcasters; communication workers; diplomats; messengers; philatelists; postal workers; postal services; radio; radio workers; stamp collectors; telecommunications works; telephones; television

### **Non-Discrimination Policy**

The College does not discriminate on any basis including gender, sex, sexual orientation, age, marital status, economic status, race, national origin, ethnicity, creed, religion, or disability. St. Francis Career College complies with the provisions of Title 1 of the Civil Rights Act of 1964 and 1974, the Rehabilitation Act of 1973, the Americans with Disabilities Act and all amendments therein. Upon written request with supporting documentation, reasonable accommodation may be provided to individuals with protected disabilities.

The College does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs.

### **International Students**

The College does not currently offer visa services for international students. Courses in English as a Second Language (ESL) are not offered. Students may be referred to available programs in the community.

### **Evaluation of Foreign Transcripts**

A student with foreign transcripts seeking admission and/or petitioning for credit must provide an evaluation of their transcripts validated by an independent transcript evaluation and translation service approved by the Commission for Foreign Transcription Evaluation, and any member of the National Association of Credential Evaluation Services (NACES). Two local evaluation agencies are Global Services Associates, Inc and International Education Research Foundation, Inc. Address and contact information for any of the approved agencies may be requested from the SFCC Admission's Office. A statement from the certifying agency stating that the student holds "completion of a high school diploma equivalent to senior high school graduation in the United States" is required. Any foreign transcripts must be evaluated indicating that the coursework is comparable to United States educational standards.

*"Humility is the origin of all good that we do.  
God blesses humble beginnings."  
-St. Vincent de Paul*

## **Transfer of Credit to St. Francis Career College**

St. Francis Career College recognizes course work completed at other accredited colleges and for work experiences that meet the policies of accrediting and licensing agencies governing the College. Accordingly, college credit is awarded in the following three areas:

- Previously earned college units from accredited institutions of higher education, **within the past five years.**
- Credit by examination: The student must petition to receive credit by examination with the approval by the Dean.
- Foreign course work completed outside of United States, deemed comparable or equivalent to courses offered at SFCC. Foreign transcripts must be evaluated from an approved NACES agency.

The College will accept transfer credit for subjects or courses completed at other postsecondary institutions that are accredited by an agency recognized by the United States Department of Education, when comparable in scope and content to the school's own course requirements. A maximum of 75% of the semester credit hours must be completed at St. Francis Career College- Lynwood Main Campus for students enrolled in non-degree programs and the proposed degree programs. St. Francis will accept up to 25% of the semester credits in the program as transfer credit.

A student may be granted advanced standing in his/her selected program as a result of acceptance of transfer credit. If course requirements are satisfied by transfer credit from another college, tuition will be adjusted accordingly. Some coursework at St. Francis Career College has requirements that cannot be satisfied by examination or transfer credit. The Dean of Academic Affairs has the final authority in determining which coursework can be satisfied by transfer of credit.

To be eligible for transfer of credit to SFCC, a student should have successfully completed the coursework within the past five years, and have earned at least a grade of "C" in each course being transferred. Record of the course grade must be submitted to SFCC. Normally an official transcript from the originating school must be received prior to further review of the transfer request. Coursework completed at institutions that are not accredited by agencies recognized by the United States Department of Education will not be considered and will not be accepted as transfer.

## Competency-Based Credit

Prior to a student beginning a course, the College will consider giving credit by examination, for certain courses, to those applicants who have relevant knowledge and/or skills acquired through experience. Competency-based credit shall be granted for knowledge and/or skills acquired through experience.

Credit shall be determined by successful completion of a comprehensive written or practical examination. Successful passing of examination requires a grade of C or better, and demonstration of the requisite practical skills.

Interested students should see the Associate Dean of Health Sciences for scheduling of examinations. The Associate Dean will determine applicability on an individual basis, and will evaluate prior coursework, grades received and relevant experience. When class requirements are satisfied by an examination, a student will be entitled to a class substitution at no charge, provided that the substitute class is of equal or lesser course hours and that space is available in the scheduled course.

## Credit Waiver

A student may waive credit for previous training, relevant knowledge and skills by signing the appropriate portion in the “Request for Credit” form. All decisions regarding credit waivers are at the discretion of the Associate Dean of Health Sciences or Dean of Academic Affairs.

*(NOTE: This credit waiver does not apply to students receiving Veterans' Benefits. SFCC must evaluate all previous education and training. The student and the VA are notified accordingly. A VA student does not have the option to request that an evaluation not be conducted or that course credit not be granted where appropriate. Appropriate credit will be allowed and recorded on a veteran student's enrollment record and the length of the program will be shortened proportionately.)*

## Transfer of Credit from St. Francis Career College

NOTICE OF TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earned at St. Francis Career College - Lynwood Main Campus is at the complete discretion of an institution to which you may seek to transfer. Acceptance of any diploma or certificate that you earn at SFCC is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework. For this reason you should make certain that your attendance at SFCC will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending St. Francis to determine if your credits or diploma or certificate will transfer. St. Francis Career College will provide academic information, in the form of a transcript or other verification, to the receiving school at the written request of the student.

## Matriculation

St. Francis Career College defines matriculation as an admission process providing guidance to students in their educational goals through orientation, assessment, career counseling, academic advisement, program and course planning and follow-up services.

Auditing: SFCC does not permit anyone to officially “audit” a class.

**Cost of Tuition and Fees Schedule**

Students and their families are responsible for financing educational costs.

<i>(Fees are subject to change)</i>	<u>Nurse Assistant</u>	<u>Home Health Aide</u>	<u>Vocational Nurse</u>
Program Cost of Tuition & Fees:	\$1555.00	\$350.00	\$34,637.50

**Non-refundable examination fees:**

COMPASS                      \$5.00 (per test)  
 Accuplacer                      \$5.00 (per test)

**Registration/contract signing fee:** \$50.00 (non-refundable cash or money order only)

**Returned check fee:** \$25.00

**Re-entry/Re-admission processing fee:** \$50.00  
 Student may incur additional charges to retake a failed course.

**Replacement garage-door opener (Lynwood):** \$25.00

**Clinical Make-Up fee (per day):** \$100.00

**Cell phone use fines:** \$5.00 first time, \$20.00 subsequent

**Nurse Asst “challenge”/ transfer credit:** \$150.00

**Transcript fees:**

Normal processing is one week /five business days.  
 Unofficial copies are available at no charge.  
 Official/sealed copies are \$2.00 each (normal processing).  
 “RUSH” two-day request is \$5.00 *per copy*.

**Photocopying of student records (physical, immunizations, etc.) fee:** minimum \$2.00 (approx. 10 to 15 cents per page)

**Parking fees:**

Parking is available at no cost to the student outside the St Francis Career College facility. However, when a student is required to attend a clinical site, there maybe parking fees.

***Note: Special programs and alternate funding agencies absorb the above fees to students who meet eligibility requirements.***

Please also refer to the explanation of CA STRF, which follows the cost of programs.



ST. FRANCIS  
CAREER COLLEGE  
*our mission is life*

**St. Francis Career College**  
**Nurse Assistant Program**  
150 Total Clock Hours  
**2011-2012**



**Program Cost of Tuition and Fees: \$1,555.00**

CA Student Tuition Recovery Fund (STRF) (non-refundable)	\$ 5.00
Registration/Contract-signing fee (non-refundable)	\$ 50.00

<b><u>Equipment/Supplies/Materials</u></b>	<b><u>\$ 248.00</u></b>
Stethoscope bundle	\$ 60.00
Clinical and other medical supplies	\$ 58.00
Physical examination	\$ 100.00
Drug screening (SFMC Employee Health Dept.)	\$ 30.00

<b><u>Book Cost</u></b>	<b><u>\$ 50.00</u></b>
<i>Nursing Assistant</i> text and workbook	\$ 50.00

<b><u>Uniforms</u></b>	<b><u>\$ 200.00</u></b>
Uniform and sweater	\$ 70.00
Nursing shoes (one pair)	\$ 65.00
Commencement cap, gown and pin	\$ 65.00

<b><u>Program Cost</u></b>	
Cost of General Tuition (150 hours)	<b><u>\$1,002.00</u></b> (150 X \$6.68)

~~ Prices (especially the cost of books) are subject to change without notice. ~~

**Other Costs Not Included in NA Program Fees or Tuition:**

~~ Prices vary, so the actual cost of the items in this second section will vary. ~~

*The applicant/student is responsible for the cost of the following items listed below:*

**Entrance Requirements**

- BLS for Healthcare Providers certification (AHA)
- CertifiedBackground.com
- Hepatitis B series and MMR booster

**Certification Process Fees**

- State Nurse Assistant certification exam (Red Cross)



ST. FRANCIS  
CAREER COLLEGE  
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**St. Francis Career College**  
**Home Health Aide Program**  
40 Total Clock Hours  
**2011-2012**



**Program Cost of Tuition and Fees: \$350.00**

Registration/Contract-signing fee (non-refundable)	\$ 50.00
Cost of General Tuition (40 hours)	<u>\$ 300.00</u> (40 X \$ 7.50)

*~~ Prices are subject to change without notice. ~~*

**Other Costs Not Included in HHA Program Fees or Tuition:**

*~~ Prices vary, so the actual cost of the items in this second section will vary. ~~*

*The applicant/student is responsible for the cost of the following items listed below:*

**Entrance Requirements**

- BLS for Healthcare Providers certification (AHA)
- Physical Examination
- CertifiedBackground.com
- Hepatitis B series, MMR booster, vaccinations
- Drug screening (SFMC Employee Health Dept.)

**Equipment/Supplies**

- Stethoscope bundle
- Scrubs

**Book Cost**

**Certification Process Fees**

- State Home Health Aide certification exam (Red Cross)



ST. FRANCIS  
CAREER COLLEGE  
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**St. Francis Career College**  
**Vocational Nursing Program**  
1593 Total Clock Hours  
**2011-2012**



**Program Cost of Tuition and Fees: \$34,637.50**

CA Student Tuition Recovery Fund (STRF) (non-refundable)	\$ 87.50
Registration/Contract-signing fee (non-refundable)	\$ 50.00
<b><u>Equipment/Supplies</u></b>	<b><u>\$ 250.15</u></b>
Clinical and other medical supplies	\$ 120.15
Physical examination	\$ 100.00
Drug screening (SFMC Employee Health Dept.)	\$ 30.00
<b><u>Book Cost</u></b> (title selections subject to change)	<b><u>\$ 1278.00</u></b>
Christensen & Kockrow: <i>Foundations and Adult Health Nursing</i> 6 <sup>th</sup> Ed. (text, study guide & VCE)	\$ 147.00
Leifer: <i>Intro to Maternity &amp; Pediatric Nursing</i> 5th Ed (text, study guide & virtual clinical excursion)	\$ 99.00
Edmunds: <i>Intro to Clinical Pharmacology</i> 6 <sup>th</sup> Ed (text and study guide)	\$ 56.00
Skidmore: <i>Mosby's Drug Guide for Nurses</i> 9 <sup>th</sup> Ed	\$ 28.00
<i>Mosby's Dictionary</i> 8 <sup>th</sup> Ed	\$ 30.00
Hill: <i>Success in Practical/Vocational Nursing</i> 6 <sup>th</sup> Ed	\$ 32.00
Herlihy: <i>The Human Body in Health and Illness</i> , 3 <sup>rd</sup> Ed (text and study guide)	\$ 58.00
Lahey: <i>Psychology, An Introduction</i> , 10th Ed (text and study guide)	\$ 148.00
Feldman: <i>Development Across the Life Span</i> , 6 <sup>th</sup> Ed	\$ 147.00
NCLEX preparation including ATI resources & testing	\$ 500.00
including <i>Saunders Review for NCLEX-PN</i>	\$ 33.00
<b><u>Uniforms/Apparel</u></b>	<b><u>\$ 395.00</u></b>
Uniforms (1 theory, 1 clinical, 1 polo shirt)	\$ 265.00
Nursing shoes (one pair: if not prev. acquired)	\$ 130.00
<b><u>Cost of General Tuition</u></b>	<b><u>\$ 32,576.85</u></b> (1593 X \$20.45)

*Financial Aid  
available to those who qualify*

~~ Prices (especially the cost of books) are subject to change without notice. ~~

**Other Costs Not Included in VN Program Fees or Tuition:**

~~ Prices vary, so the actual cost of the items in this second section will vary. ~~

*The applicant/student is responsible for the cost of the following items listed below:*

**Entrance Requirements & Health Clearances**

- BLS certification (AHA)
- CertifiedBackground.com
- Immunizations
- Hepatitis B series and MMR booster
- Any second or subsequent physical exams, TB tests

**Fees Associated with the Certification Process**

- Nurse Assistant challenge: State certification exam (Red Cross)
- Any LiveScan fingerprinting,
- LVN app. fee, LVN State licensure exam, & initial two year license

**State of California Student Tuition Recovery Fund (STRF)**

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.”

NOTE: Reference Sections 94803, 94877 and 94923, CA Education Code.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

## **Tuition Payment Policy**

St. Francis Career College (SFCC) tuition and fees for all programs may be satisfied with payment by money order, debit or credit card, or official scholarship or financial aid award letter. (Personal checks are accepted only after a good payment record has been established at SFCC.) Cash payment for tuition and fees will only be accepted when paid in person with Student Services. SFCC tuition payment policy is subject to change at any time at the discretion of the SFMC administration and SFCC. Prospective students have five (5) options available for the payment of the tuition and fees. These options are described as follows:

### **Option 1: Full Payment by the Student**

Full payment of the tuition and fees will be made at the time of registration.

### **Option 2: Installment Payment by the Student**

This option requires different payment plans based on the students' program of choice.

a. Short Term Programs:

< \$900 of tuition and fees: payment in full upon registration

> \$900 of tuition and fees:

A twelve-month payment plan begins upon signing of the enrollment agreement.

b. Core Term Programs:

20% payment upon registration

70% payment while attending SFCC

10% payment 1 year after completion with 4 months grace period - interest free

### **Option 3: Direct Payment by the Student's Employer**

The student will not be required to make payment at registration time if a letter from the employer is submitted upon registration. The letter from the employer (Letter of Commitment) or the voucher must indicate that the employer will remit payment of tuition and fees to SFCC upon receipt of the invoice from SFMC accounts receivable office.

### **Option 4: Tuition reimbursement by the Student's Employer**

If a student submits a letter from their employer at registration time that indicates eligibility for tuition reimbursement, the student may choose a payment plan as described in Option 2. The letter from the employer must indicate that the employer will pay SFCC directly.

**Option 5: Financial Aid, State Aid and/or Scholarship Award**

**Long Term Program:**

Students who have applied for financial aid and submitted all the required paperwork must sign an internal document with the Financial Aid Coordinator that establishes eligibility. Since financial aid may not cover a student's entire cost of tuition and fees, a student may elect one of the following plans to resolve the gap funding (balance of tuition and fees not covered):

- A. Full payment of gap funding at the time of registration.

Students **must** exhaust all available Title IV eligible funding source(s) before the gap payment options listed below may be selected:

- B. 20% payment of gap funding upon registration  
70% payment of gap funding while attending SFCC  
10% payment of gap funding 1 year after completion with 4 months grace period - interest free

- C. Gap funding paid over a designated timeframe based on uncovered balance with first payment beginning on start date:

1. \$20,000 or greater - 60 months
2. \$15,000 to \$19,999 - 48 months
3. \$10,000 to \$14,999 - 36 months
4. \$5,000 to \$9,999 - 24 months
5. Less than \$5,000 - 9 months

All categories may be extended for up to an additional 17 months.

**Books and Supplies**

Materials become the property of the student once purchased, unless they are returned in good condition (allowing for reasonable wear and tear and in saleable condition, i.e., not marked in or on) within 10 days following the date of a student's withdrawal.

BIO: BLESSED ROSALIE RENDU, DOC

BLESSED ROSALIE RENDU (1786-1856) WAS A HEROIC DAUGHTER OF CHARITY WHO WORKED IN THE MOUFFETARD DISTRICT OF PARIS FOR FIFTY-FOUR YEARS. IT CAN BE SAID OF SR. ROSALIE THAT SHE HAD THE "GIFT OF HUMANNESSE". SHE WAS CLOSE TO THE POOR, SHE UNDERSTOOD THEM, AND SHE LOVED THEM WITH HER HEART AND WITH HER FAITH; THERE LAY HER SECRET. SHE DIED ON FEBRUARY 7<sup>TH</sup> AND IS REMEMBERED ON THAT DATE.

## **Fee Payment**

For any fee paid, St. Francis Career College will accept money orders or cash. When applicable, also honored will be VISA, MasterCard, American Express and Discover credit or debit cards. Personal checks drawn on United States banks may be accepted for tuition after a successful pattern of payment has been established. However, clinical makeup *cannot* be paid by check: cash or money orders paid in advance only. Checks returned by a student's bank for any reason could result in the following: suspension from enrollment, denial of subsequent registration, and detention of transcript until the financial obligation has been satisfied. A service charge of \$25.00 will be charged by SFCC on any returned check.

## **Repayment Policy and Financial Clearance**

All financial obligations and arrangements for repayment of tuition are to be made prior to withdrawal or graduation. If contemplating withdrawal from SFCC, a student is encouraged to first contact the Financial Aid Office to determine the impact of their withdrawal on their financial obligations. The student who becomes indebted to St. Francis Career College due to unpaid deferred tuition, library fines, damage or loss of equipment/materials, or other reason may be denied further enrollment. Past due accounts may be sent to collections and affect your credit rating.

TRANSCRIPTS and VERIFICATIONS: Release of academic transcripts is contingent on satisfactory financial standing with SFCC. Release of any information to potential employers or other agencies or other verifications may be denied until all indebtedness has been cleared.

## **Cancellation Policy**

STUDENT'S RIGHT TO CANCEL: A student may cancel their contract by written notice, without any penalty or obligation, and receive a full refund of money paid, less the cost of any non-refundable items retained and less the registration fee of \$50.00, until midnight of the fifth business day after the official start date. Business day means a work day on which the College is officially open for business. Cancellation occurs when written notice of cancellation is given to the Registrar at the College's address. This can be done by USPS mail, in person, or by FAX. The notice of cancellation, if mailed, is effective when deposited in the USPS mail, properly addressed with postage prepaid. This notice need not take any particular form. It only needs to state that the student wishes to cancel the agreement. If the contract is canceled, the college will refund any money that was paid within forty-five (45) days after the notice is received.

Any equipment that the student is to return needs to be done within ten (10) days following the date of the notice of cancellation. If the student fails to return the equipment within this ten day period, SFCC may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment.

## **Withdrawal or Termination Refund Policy and Rights**

After the end of the cancellation period, a student also has the right to stop school at any time and has the right to receive a refund for the part of the program not taken; SFCC shall calculate a pro rata refund by the following method to be paid within 45 days of withdrawal. The student is obligated to pay for the educational services rendered and for unreturned equipment.

### **Institutional Pro Rata Policy**

The refund will be calculated as follows:

1. Deduct the registration and STRF fees plus the cost of books, uniform and supplies from the total Program Cost of Tuition and Fees.
2. Divide this figure by the number of clock hours allocated to general tuition charges in the program. The result is the hourly charge for the general tuition clock hours.
3. Multiply the total scheduled hours as of the last day of attendance by the hourly charge.
4. Add to this the cost of the registration and STRF fees plus the cost of books, uniform and supplies received and not returned in saleable condition.
5. Subtract this figure from the total paid by the student or on the student's behalf and allowed to be retained by the school per the (Return to Title IV) R2T4 calculation and tuition credits received for transfer courses.

If the result is a credit balance, more monies have been paid than what is owed; a refund will be issued to the student/parent or applicable third-party payer within 14 days of the R2T4 refund calculation. If the calculation determines that a balance is owed to St. Francis Career College, the student will be required to amend an existing payment plan arrangement with the Bursar's office to satisfy the debt within 14 days of the date of the withdrawal calculation package.

A student has the right to withdraw from the College at any time. For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- A. Student notifies the institution of the student's intention to withdraw or of the actual date of the student's withdrawal, whichever is later. In this case, for the purpose of determining the amount of refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.
- B. The institution terminated the student's enrollment as provided in the agreement.
- C. The student has failed to attend classes for a three consecutive day period. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the three-day period (No Show/No Call).

**HYPOTHETICAL REFUND EXAMPLE:** The following table outlines the refund due based on percentage of training completed, assuming you paid the following:

Total Contract	Less Registration Fee	Less Supplies	Tuition Fees
\$8,075	\$75	\$2,000	\$6,000
% Completed	Refund Due	% Completed	Refund Due
10%	\$5,400	60%	\$2,400
25%	\$4,500	75%	\$1,500
50%	\$3,000	100%	- 0 -

For programs beyond the current “payment period”, if a student withdraws prior to the next payment period, all charges collected for the next period will be refunded.

**SPECIAL NOTICE:** *This clarifies the terms and conditions for payment of charges. The listing of total fees implies that the entire balance is due and payable upon enrollment, but this is not the case. The obligation to pay is limited to distinct intervals, referred to as payment periods. In all instances the amount of fees owed is based upon the amount which is directly attributable to the payment period. The U.S. Department of Education’s Federal Register, 34 CFR Part 668, Sec 668.22 of 6/8/93 states among other items that: An institution shall return the total amount of Title IV, HEA program funds paid for institutional charges for the period if the unpaid amount of the student’s scheduled cash payment is greater than or equal to the amount which may be retained by the institution under the institution’s refund policy. The net result is that if at the time of the student’s withdrawal from school, a balance of the charges made for that period is still outstanding, the amount will be due and collectable from the student and a portion of the federal aid used to pay tuition may have to be refunded, reducing the net aid received. The student will be responsible for any unpaid balance. Any fees accrued in the collection of a balance may be added to the amount due.*

If any equipment/supplies have been provided by the College, they shall be returned to the College in good condition within 10 days following the date of the notice of cancellation or withdrawal. If a student fails to return equipment in good condition within the ten day period, the College may retain that portion of payment paid (up to the documented cost) and deduct the amount from any refund that may be due. Upon use, equipment such as medical supplies is not returnable or refundable. Once equipment is paid for, it is the student’s to keep without further obligation.

### **Return of Federal Funds**

If a student, who is a recipient of Title IV grant or loan, ceases to be enrolled, the school is required to complete a calculation for *Return to Title IV Aid (R2T4)*. This calculation determines the earned and unearned portions of Title IV aid as of the date the student-ceased attendance based on the amount of time the student was scheduled to attend. Up through the 60% point in the payment period, there are no unearned funds. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to applicable program(s). If the amount student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew, and offer any post-withdrawal disbursement of loans funds within 30 days of that date. The school must disburse any Title IV grants funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school has determined that student withdrew, and disburse any loan funds a student accepts within 180 days of that date.

### **Financial Aid Policy and Programs**

St. Francis Career College utilizes a “Third Party Servicer” to process federal financial aid for students while adhering to all federal, state, accreditation agencies and institutional requirements. The third party servicer, Weber & Associates, maintains a virtual financial aid office via the website; <https://stfranciscareercollege.vfao.com>. Students are required to log onto the website in order to initiate the financial aid process. Once a student begins the financial aid process, the student will be able to track their financial aid process. Communication of missing documentations will be primarily preformed via email Students are therefore encouraged to utilize an email address, which will be checked on a regular basis to monitor their financial aid funding process. St. Francis Career College staff will continue to be available to assist current and prospective students.

Some functions of the financial aid process will be maintained by St. Francis Career College staff, such as Cal Grants, veterans’ benefits, private loans, and other aid that becomes available. Students are encouraged to seek tuition assistance from other possible sources such as private agencies, community grants, etc.

## **Financial Aid Programs**

### **Federal Pell Grant:**

This program provides grant money based on financial need. The awards do not have to be paid back.

### **Federal Supplemental Educational Opportunity Grant (FSEOG):**

This program provides grant money based on financial need. The awards do not have to be paid back; funds in this program are limited.

**Cal Grants:** This program provides state funded grants, which do not need to be repaid. St. Francis Career College students' who submit all required documentation by the March deadline for each award year will be considered for the following two Cal Grant Programs:

- Cal Grant B: entitlement awards and competitive awards, which can provide low-income students with a living allowance and assistance with tuition & fees.
- Cal Grant C: competitive awards, which provide assistance in paying for tuition and training costs.

Students are encouraged to reapply each year during the duration of their enrollment period, even if they did not qualify for Cal Grant awards in prior attempts.

### **Federal Loan Programs:**

An eligible student may borrow under the Direct Loan Program, which offers the following types of loans:

- Subsidized: for students with demonstrated financial need, as determined, by federal regulations. No interest is charged while a student is in school at least half of the time, during the grace period, and during deferment periods.
- Unsubsidized: not based on financial need; interest is charged during all periods, even during the time a student is in school and during grace and deferment periods. A student may elect to make periodic interest payments, or have the interest capitalized.
- PLUS: unsubsidized loans for the parents of dependent students. PLUS loans help pay for educational expenses up to the cost of attendance minus all other financial assistance. Interest is charged during this period.

Students receiving federal aid are required to maintain at least a half-time status and satisfactory academic progress to retain eligibility funds awarded. Once a student is no longer maintaining at least a half-time status in an eligible program, the student will receive a 6 month grace period on Direct Subsidized and Unsubsidized loans during which the student will not be required to make loan payments. The student must begin repayment at the end of the grace period. If the student has an *in-school deferment* on a Direct Subsidized or Unsubsidized Loan that entered repayment at an earlier date before the withdrawal from school, the student will be required to immediately begin making payment because the 6 month grace period was exhausted; **there is no second grace period.**

**Alternative Loans** are also available to assist in covering tuition cost. Students can visit the following sites to apply: [www.salliemae.com/smartoption](http://www.salliemae.com/smartoption) and [www.wellsfargo.com/privateloans](http://www.wellsfargo.com/privateloans)

### **Financial Aid and Transfer Credit**

A student, who provides St. Francis Career College with an official transcript demonstrating successful completion of relevant courses, will be credited for the completed courses and will therefore not be eligible for Federal funding for those courses. A student who elects to complete one or both psychology courses through St. Francis Career College, and meets all Title IV eligible requirements, will be funded for the classes.

### **Applicant's Responsibilities**

Applicants interested in applying for financial aid programs are required to log onto the virtual website at <https://stfranciscareercollege.vfao.com> to begin the financial aid process. Applicants will be required to create an account in order to access the system and proceed with completing the student interview process including a FAFSA and applicable Direct Loan applications. The applicant will receive confirmation upon successful completion of the process. If any additional information is required to complete the applicant's financial aid packaging, the applicant will receive notification via email. An official award letter will be submitted to the student indicating all eligible funding an applicant has been awarded. Prospective and current students are required to complete a student interview for each award year and each academic year for which federal funding will be processed.

### **Consequences of Failure to Provide Documentation**

If the student cannot provide all required documentation, the school cannot complete the verification process. The school must then advise the student of the loss of financial aid eligibility. The following options will be provided to the student who has lost financial aid eligibility:

- The student may select one of the non-financial aid tuition payment options.
- The student may withdraw, and re-enroll when all required documentation is provided to the school. If documentation is provided after federal established deadlines, a student will not be able to establish eligibility for funding for an award year.

## **Academic Programs**

St. Francis Career College - Lynwood Main Campus offers three career training programs: the Nurse Assistant program, the Home Health Aide program and the Vocational Nursing program. As a ministry of the Daughters of Charity, the College also administers and coordinates the Naseau Reading program to assist grade-level children in improving their reading abilities. Note: SFCC does not have an RN program. Through special limited funding and grant assistance, the College is able to refer some of its eligible graduates and other associates to a LVN-RN bridge program, in partnership with East Los Angeles College (ELAC).

## **Program Changes**

St. Francis Career College reserves the right to make program curriculum changes, additions and/or adjustments as deemed necessary to ensure that coursework is current with applicable industry standards and requirements. Changes in tuition rates will not affect students already enrolled, and who have been continuously enrolled since signing an Enrollment Agreement. Students will be notified of significant changes or modifications in programs.

## **Comparable Program Information**

The Accrediting Commission of Career Schools and Colleges (ACCSC) is an available resource for information pertaining to comparable programs as it relates to tuition, fees and program length. Write to: ACCSC, 2101 Wilson Blvd, Ste. 302, Arlington, VA 22201, or call (703) 247-4212.

### BIO: ST. VINCENT DE PAUL

The Roman Catholic Saint Vincent de Paul (1581 – September 27, 1660) was born to a peasant family. A highly intelligent youth, Vincent spent four years with Franciscan friars getting an education. He began divinity studies in 1596 at the University of Toulouse and was ordained at age twenty. Taken captive by Turkish pirates to Tunis, he was sold into slavery. Freed in 1607 when he converted one of his owners to Christianity.

Returning to France, he served as parish priest near Paris where he started organizations to help the poor, nursed the sick, found jobs for the unemployed, etc. With Louise de Marillac, founded the *Congregation of the Daughters of Charity*. Instituted the *Congregation of Priests of the Mission*. Worked always for the poor, the enslaved, the abandoned, the ignored, the pariahs.

Vincent died at age eighty and since death his body has been found to be incorrupt. He is patron saint of charitable workers; hospital workers; hospitals; lepers; leprosy; prisoners; spiritual help; Saint Vincent de Paul Societies; Vincentian Service Corps; and volunteers. (jdc)

**Nurse Assistant\* (NA) Program**

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The objective of the Nurse Assistant Program is to train students to acquire satisfactory skills as a Nurse Assistant. This program is designed to give a student basic knowledge of the principles and skills necessary to provide basic nursing care. Clinical experience is provided in a skilled nursing facility and chronic/acute medical surgical settings for basic care.

Upon successful completion of 150 hours, the graduate receives a certificate of completion and is eligible to take the examination for certification in the State of California. For eligibility, a graduate must apply for state certification within two years of completing their training. Upon passing the certification examination, the graduate will be qualified to assume an entry-level position in relation to the training and skills acquired in this Nurse Assistant program.

At the completion of the Nurse Assistant program, the student will be able to:

1. Discuss requirements, roles and responsibilities of a certified nurse assistant.
2. Discuss patient's rights.
3. Demonstrate effective interpersonal skills.
4. Describe emergencies and safety rules and procedures.
5. Discuss basic rules of body mechanics.
6. Demonstrate medical/surgical asepsis and universal precautions.
7. Demonstrate use of metric system.
8. Demonstrate capability to perform various patient care skills.
9. Demonstrate capability to perform various patient care procedures.
10. Demonstrate methods of measurement for vital signs.
11. Discuss proper nutrition and feeding techniques.
12. Discuss various emergency procedures and temporary interventions for emergencies.
13. Discuss the role of the certified nurse assistant in long term patient care.
14. Discuss rehabilitative nursing as it pertains to the Nurse Asst. role/scope.
15. Demonstrate observation of patients and charting responsibilities.
16. Discuss stages of grief, death and dying.

The Nurse Assistant course consists of sixteen modules. One final percentage grade is given at the conclusion of the theory portion of the course. A pass/fail grade is given at the conclusion of all clinical hours.

\*adapted from NATAP Model Curriculum, revised January 2004

**Nurse Assistant\* (NA) Program** Length of Program: 6-8 weeks Total Clock Hours: 150

<u>Title of Required Modules</u>		<u>Theory</u>	<u>Clinical</u>
<b>Module I</b>	<b>Introduction</b> The purpose of this module is to introduce the nursing assistant student to the California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for certification, professionalism, ethics, and confidentiality.	2	0
<b>Module II</b>	<b>Patient Rights</b> The purpose of this module is to introduce a student to the fundamental principles behind patient/resident rights that are protected by federal and state regulations. Each patient/resident is a member of a family and of society as a whole and must be cared for in a manner that protects their rights and meets the individual, family, psychosocial, and spiritual needs in a long-term care setting.	2	1
<b>Module III</b>	<b>Interpersonal Skills</b> The purpose of this module is to introduce the concepts and skills required for the student to communicate effectively and interact appropriately with patients, residents' families and guests, and other members of the health care team.	2	0
<b>Module IV</b>	<b>Prevention Management of Catastrophe and Unusual Occurrence</b> The purpose of this module is to introduce the student to the concepts and procedures related to the patient's safety and environmental emergency issues and the CNA's role in creating a safe environment for the client.	1	1
<b>Module V</b>	<b>Body Mechanics</b> The purpose of this module is to present information about basic rules of body mechanics, patient transfer techniques, and ambulation support. Dangers of bed rest and immobility will also be discussed.	2	4
<b>Module VI</b>	<b>Medical and Surgical Asepsis</b> The purpose of this module is to present information about asepsis and the control of infection. Procedures and precautions to protect patients/residents, health care workers and others from infection are presented, including standard universal precautions, transmission-based prevention and bio-hazardous waste management.	2	8
<b>Module VII</b>	<b>Weights and Measures</b> The purpose of this module is to introduce a common system of weights and measurement used in nursing.	1	1
<b>Module VIII</b>	<b>Patient Care Skills</b> The purpose of this module is to teach students the skills needed to support and/or assist a patient in the areas of personal hygiene and activities of daily living, and elimination. Use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the patient will be discussed.	14	44

\*adapted from NATAP Model Curriculum, revised January 2004

**Nurse Assistant\* (NA) Program Continued**

<b>Module IX</b>	<b>Patient Care Procedures</b> The purpose of this module is to provide learning experiences that will prepare a nurse assistant to safely carry out procedures that support the patient in meeting physical care needs such as the collection of specimens, bed making, and advanced procedures that cannot be performed independently.	7	20
<b>Module X</b>	<b>Vital Signs</b> The purpose of this module is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn correct procedures for measuring temperature, pulse, respirations, and blood pressure and learn to recognize and report normal /abnormal findings.	3	6
<b>Module XI</b>	<b>Nutrition</b> The purpose of this module is to examine the body’s need for food and the effect of food on the body including basic food groups, nutrients, and common therapeutic diets, as well as assisting a patient to meet their nutritional and hydration needs.	2	6
<b>Module XII</b>	<b>Emergency Procedures</b> The purpose of this module is to examine vocabulary relating to emergency procedures, identify common emergency situations, signs and symptoms of distress in common emergency situations. Factors that affect the occurrence of emergency conditions, immediate and temporary interventions for emergency situations, and the responsibilities of the nursing assistant during emergencies will be discussed.	2	1
<b>Module XIII</b>	<b>Long-Term Care Patient</b> The purpose of this module is to introduce the student to the role of the nurse assistant in Long Tem Care (LTC). Common physical and psychological conditions found in elderly patients/residents are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.	2	0
<b>Module XIV</b>	<b>Rehabilitative Nursing</b> The purpose of this module is to introduce the nursing student to restorative care and ways to assist a patient in achieving maximum independent living skills through the use of rehabilitative or restorative procedures.	2	4
<b>Module XV</b>	<b>Observation and Charting</b> The purpose of this module is to prepare students to know how, when, and why to use objective and subjective observation skills, and report and record observations on appropriate documents using medical terms and abbreviations.	4	4
<b>Module XVI</b>	<b>Death and Dying</b> This module introduces the student to the various stages of the grieving process and physical signs of approaching death and ways to recognize the physical, psychological, and spiritual needs of a patient during this period. Students will learn coping mechanisms and ways to support the patient and family members.	2	0

**Total NA Clock Hours    50    100**

\*adapted from NATAP Model Curriculum, revised January 2004

**Home Health Aide (HHA) Program**

Total Clock Hours: 40

The objective of the Home Health Aide program is to train a Certified Nurse Assistant to acquire satisfactory skills as a Home Health Aide. Upon successful completion of the forty hours, the graduate is eligible to sit for the certification exam and upon its successful completion, assume an entry-level position as a Home Health Aide.

Upon completion of this program, the student will be able to:

1. Function as a member of a Home Health Agency team.
2. Develop an appreciation of basic human needs, gain an understanding of them and thus relate better to co-workers, patients, and patient's families.
3. Developing skills and techniques in the art of nursing for good patient care in the home.
4. Develop an awareness of possible hazards and a sense of responsibility in prevention of accidents and injuries to patient and personnel.

**Home Health Aide (HHA) Program**

Length of Program: 1 Week

Prerequisites: Satisfactory completion of a CNA program.

**Program Outline:**

Modules	Title/Description	Clock Hours	
		Theory	Clinical
ONE	<b>Home Health Aide Introduction</b> This module involves discussion of the nursing tasks, procedures, and personal qualities needed to function as a home health aide. It will identify and define the credentials and function of a home health agency, its organizations, various methods of payments for home care services and the position of the home health aid in the system.	2	0
TWO	<b>Interpretation of Medical and Social Needs of Clients</b> This module involves in depth discussion of physical, emotional and psychological needs of the family and its members. It includes discussion of the role and function of the family as it relates to changes in life such as mental, physical changes, death and dying. The home health aid student will have the knowledge of the importance of safe environment and their role in maintaining it. An instruction to the basic infant care will also be discussed.	5	0
THREE	<b>Personal Care Services</b> This module involves a discussion on the principles of body mechanics, positioning techniques, ambulation techniques and its safety rules in home environment. It also includes discussion and performance of basic skills on skin and personal care, cast care, and wound dressing care. Special procedures such as specimen collection and assisting with medications will be introduced as basic skills.	5	15
FOUR	<b>Nutrition</b> This module introduces the essential nutrients and the basic food groups necessary for the home health nurse in the management of diet for the patient. It will involve guidance for menu planning, purchasing food, food preparation and serving food. This module will provide knowledge and understanding of various cultural and religious practices relative to food preparation.	5	3
FIVE	<b>Cleaning and Care Tasks in the Home</b> This module provides essential knowledge of home safety and safety rules. This module will discuss the principles of infection control such as universal precautions and provides an overview of how the home health aide will assist client in management of the household.	3	2
<b>Total Clock Hours</b>		<b>20</b>	<b>20</b>

**Vocational Nursing (VN) Program**

68-72 weeks

Total Clock Hours: 1,593

The St. Francis Career College Vocational Nursing (VN) Program provides students with a conceptual framework of Knowledge, Skills, Values, Meanings, and Experience (KSVME) and its integration into the provision of nursing care within the scope of the Vocational Nurse Practice Act. The course of study is designed to utilize a curriculum that progresses from simple to complex concepts in theory and clinical skills. The VN students are required to successfully complete 1593 curriculum hours; (621 theory hours, 972 clinical hours) with a minimum 78% grade in theory and a “Pass” grade in all clinical competencies.

Students who successfully complete the graduation requirements for the SFCC Vocational Nurse program are eligible to take the Vocational Nurse licensure examination for the State of California. Upon passing the Vocational Nurse State licensure examination, the licensee may be employed as a Licensed Vocational Nurse in health care settings.

At the conclusion of the St. Francis Career College - Lynwood Main Campus Vocational Nursing (VN) Program, the graduate will be able to:

1. Demonstrate the integration and application of the conceptual framework of Knowledge, Skills, Values, Meanings, and Experience and its integration into the provision of nursing care within the scope of the Vocational Nurse Practice Act.
2. Apply basic critical thinking/reasoning and nursing process related to the promotion of physiological integrity, focusing on the following skills:
  - Provision of basic patient care and comfort.
  - Review of standardized nursing care plans or discussion of appropriate nursing action.
  - Administration of effective, safe, pharmacological therapies.
  - Recognition of the manifestation of disease processes requiring and/or preventing physiological adaptation.
3. Participate in the implementation of a plan of care for patient and family which promotes psychosocial integrity with emphasis on therapeutic communication, effective coping mechanisms, and psychosocial adaptation.
4. Recognize and utilize opportunities to promote and maintain health and wellness within the scope of Vocational Nurse practice.
5. Integrate theoretical knowledge of factors - ethical, legal, cultural, spiritual, economic, and environmental - influencing health in the provision of nursing care.
6. Demonstrate awareness of accurate documentation, its standards and potential legal issues.
7. Demonstrate knowledge and competency in providing a safe and effective care environment.
8. Discuss normal physical and psychosocial growth and development of the neonate, child, adolescent, and adult and older adult.
9. Demonstrate understanding of leadership and supervision, its application into the provision of nursing care within the scope of Vocational Nurse Practice Act.
10. Collaborate with the health care team in providing information regarding community resources accessible to patients and family.

[Prior to SFCC enrollment: Math and English “pre-requisite” courses]

### Semester One

#### VN 10 – Strategies for Success

Theory Clock Hours = 54

This course introduces principles that lead to success in college, at work, and in social life. Preparation for the vocational nursing curriculum will be emphasized. This course includes an introduction to the conceptual framework of **Knowledge, Skills, Values, Meanings, and Experience (KSVME)**, and the learning skills for critical thinking, time management, effective study habits, math computation, test-taking strategies, career/ academic planning, and utilization of available campus resources. Each student will be actively involved in practicing techniques that promote success. Basic concepts of medical terminology will also be included in this course. (3)

#### VN 14 –Overview of Human Anatomy and Physiology

Theory Clock Hours = 54

This course is a basic study of human anatomy and physiology. The course *is specifically* geared to the student with minimal preparation in the sciences—biology, chemistry and physics. The basic principles of chemistry and biochemistry are addressed. Content is presented from simple to complex assignments. The course focuses on anatomy and physiology that is most clinically relevant to vocational nursing. (3)

#### VN 21 – Fundamentals of Nursing

Theory Clock Hours = 72

#### CLN 21L – Fundamentals Skills Lab

Clinical Skills Clock Hours = 162

#### CLN 21 – Fundamentals Clinic

Clinical Clock Hours = 54

This series of courses introduces the application and integration of the curriculum framework of **Knowledge, Skills, Values, Meanings, and Experience (KSVME)** in providing direct client care to meet clients’ basic health needs. The following topics will be covered: a) history of nursing; b) regulations and influences of the Vocational Nurse (VN) Practice Act; c) understanding the relationship of basic anatomy, physiology and growth and development to a client’s care; d) basic principles of nursing care skills; e) ethical, legal, cultural, economic and spiritual issues impacting nursing care; f) therapeutic communication to establish caring client relationships; g) the nursing process to assist in the implementation of nursing care; h) concept mapping for client care; and i) moral principles and respect for diverse values and beliefs. Beginning medical-surgical nursing will be introduced in providing care to clients with diabetes mellitus and urinary disorders. At course completion a student is eligible to apply for nurse assistant certification (to become a CNA) by equivalency. (4/3/1)

### Semester Two

#### VN 24 –Introduction to Psychology

Theory Clock Hours = 54

This course is a survey of the principles of general psychology. Students will learn about human behavior and mental processes with emphasis on basic theory and research generated by the scientific method. Major topics include psychobiology, learning, human cognition, personality theory, psychological disorders, therapeutic approaches, and social psychology. (3)

#### VN 25 –Lifespan Psychology: Human Growth & Development

Theory Clock Hours = 54

This course is an introduction to lifespan development that will focus on physical, cognitive, social, and personality development. It will cover the entire range of human existence from its beginnings at conception to its inevitable ending at death. It will cover basic theories and concepts about the lifespan, chronologically, encompassing the perinatal period, infancy /toddlerhood, preschool years, childhood, adolescence, early, middle, & late adulthood.(3)

#### VN 12B – Introduction to Nutrition for Nurses

Theory Clock Hours = 36

This course is an introduction to the basic principles of nutrition as they relate to the health and physical wellness of individuals throughout the lifespan. A student will learn to use the recommended healthy diet patterns, described in the web publication of MyPyramid, as a tool to assist patient teaching. Other topics include medically prescribed diets, parenteral nutrition and drug interaction with nutrients. (2)

#### VN 20 – Pharmacology I

Theory Clock Hours = 27

This course explores the relationship between pharmacology and the role of the practical/vocational nurse. The following content areas of clinical pharmacology will be studied: the fundamental concepts of pharmacology; groups of therapeutic drugs; prototypes of drug groups; commonly prescribed individual drugs; the interrelationships between body systems and drugs; and the role of the nursing process in drug therapy and dosage calculations. Other topics include legal and ethical issues of medication administration within the vocational nurse scope of practice. (1.5)

VN 22 – Medical Surgical Nursing I  
CLN 22 – Medical Surgical I Clinic

Theory Clock Hours = 36  
Clinical Clock Hours = 108

These courses continue the application and integration of the conceptual framework of **Knowledge, Skills, Values, Meanings, and Experience (KSVME)**, with the nursing management and care of noncomplex medical surgical clients. Pathologies of the following body systems will be discussed: a) cardiovascular; b) peripheral vascular; c) respiratory; d) urinary; and e) endocrine (diabetes). Pathophysiology, diagnostic studies, nutrition, pharmacotherapy, and nursing care are integrated into the discussion of each system. The use of critical thinking to make problem-solving decisions about medical surgical health care needs will be stressed. Clinical experiences allows an opportunity for students to practice nursing procedures, skills, and critical thinking and concept mapping in client care learned in Fundamentals of Nursing. Each student will administer medication by mouth and injections. (2/2)

VN 23 – Gerontology  
CLN 23 – Gerontology Clinic

Theory Clock Hours = 9  
Clinical Clock Hours = 54

These courses emphasize health promotion and care of the older adult. The student will study theories of aging, normal body changes with aging, the concept of wellness in the aged, and principles of health promotion and disease prevention in the older population. Clinical practice sites provide an opportunity for each student to apply these theoretical concepts while providing nursing care for older adults. (.5/1)

### **Semester Three**

VN 30 – Pharmacology II

Theory Clock Hours = 27

This course continues the focus on the nurse's responsibilities in medication administration. The knowledge and intervention needed to maximize therapeutic effects and prevent or minimize adverse effects of drugs will be discussed. Content areas include major drug classifications; selected individual drugs; and responses to drug therapy. Attention will be given to the special care needed when administering medications to pediatric and geriatric clients. The importance of health teaching is emphasized as well as a review of legal and ethical issues. (1.5)

VN 31 – Medical Surgical Nursing II  
CLN 31 – Medical Surgical II Clinic

Theory Clock Hours = 54  
Clinical Clock Hours = 216

These courses focus on a mastery of the curriculum framework of **Knowledge, Skills, Values, Meanings, and Experience (KSVME)** in the management and care of clients. Pathologies of the following organ or systems will be discussed: a) liver; b) gastrointestinal tract; c) gallbladder; d) endocrine; e) urinary; f) musculoskeletal ; g) integument; and h) reproductive. Pathophysiology, diagnostic studies, nutrition, pharmacotherapy, and nursing care are integrated into the discussion of each system. The student will provide basic health teaching to clients with identified health needs, using established teaching plans. Monitoring of intravenous fluid therapy is added to the administration of medications via oral and injection routes. Students will practice all previously learned skills and competencies in the clinical area. (3/4)

VN 32 – Mental Health Nursing  
CLN 32 – Mental Health Clinic

Theory Clock Hours = 27  
Clinical Clock Hours = 54

These courses continues the application and integration of the conceptual framework of **Knowledge, Skills, Values, Meanings, and Experience (KSVME)** in the nursing management and care of clients with varying degrees of mental health problems. The role of the vocational nurse in the provision of nursing care for psychiatric clients will be studied. The student will provide nursing care, including participation in therapeutic relationships, for clients with mental health problems in both psychiatric and non-psychiatric settings. (1.5/1)

**Semester Four**

VN 40 – Obstetrical Nursing  
 CLN 40 – Obstetrical Clinic

Theory Clock Hours = 27  
 Clinical Clock Hours = 54

These courses apply and integrate the curriculum framework of **Knowledge, Skills, Values, Meanings, and Experience (KSVME)**, in the management and care of childbearing women and their families. The course focuses on providing nursing care for healthy women experiencing a healthy pregnancy with the goal of physical safety and emotional satisfaction for the new family. Course content addresses care of mother and baby from conception to postpartum as well as discharge and home care. A brief overview of high-risk situations will be included. The student will practice skills necessary to provide care in the labor and delivery suites, newborn nursery, and the postpartum care units. (1.5/1)

VN 41 – Pediatric Nursing  
 CLN 41 – Pediatric Clinic

Theory Clock Hours = 27  
 Clinical Clock Hours = 54

These courses apply and integrate the conceptual framework of **Knowledge, Skills, Values, Meanings, and Experience (KSVME)**, in the management and care of pediatric clients. The principles and skills to assist children in achieving and maintaining an optimum level of health and development are compared to skills needed for the treatment and rehabilitation of children who have health deviations. Pediatric student will have the opportunity to practice these principles and skills when providing care to pediatric clients. (1.5/1)

VN 42 – Medical Surgical Nursing III  
 CLN 42 – Medical Surgical III Clinic

Theory Clock Hours = 54  
 Clinical Clock Hours = 189

These courses complete mastery of the application and integration of the curriculum framework of **Knowledge, Skills, Values, Meanings, and Experience (KSVME)** in the management and care of clients with complex pathologies of the following systems: a) neurological; b) sensory; c) immune / blood / lymph; and d) systems with cancerous diseases. Pathophysiology, diagnostic studies, nutrition, pharmacotherapy, and nursing care are integrated into the discussion of each system and health problem. End-of-life care including hospice and palliative care will also be studied. Clinical experiences provide a student with opportunities to care for several clients and to practice procedures, skills, and critical thinking learned in all previous courses of the vocational nursing program. The student will continue monitoring intravenous therapy and administer medications to clients via all routes except intravenous. (3/3.5)

VN 43 – Supervision/Leadership  
 CLN 43 – Supervision/Leadership Clinic

Theory Clock Hours = 9  
 Clinical Clock Hours = 27

These courses provide a student with the theories and clinical experience to apply and integrate the curriculum framework of **Knowledge, Skills, Values, Meanings, and Experience (KSVME)** to the coordination of human and material resources when planning assignments for clients. Students will use beginning leadership skills to promote the provision of quality nursing care by the nursing team and use critical thinking to solve problems that arise during the clinical day. Student will continue to apply learned clinical principles during leadership roles to provide care to adult clients requiring medical-surgical nursing care. The nursing process will be used to assist in the implementation of planned care and evaluation of care provided in the clinical setting. The student will practice selected leadership roles in an assigned clinical facility, usually long-term care. (.5/.5)

1593 Total Program Clock Hours:

Theory	621 hours
Clinical	810 hours
Skills (Clinical)	162 hours

52.5 Total Program Credits.

(Semester credit units are in parentheses at the end of each course description.)

### **Requirements for Graduation**

SFCC students will receive the appropriate diploma or certificate if the following requirements have been met:

*(Please refer to the Graduation Clearance Form)*

1. All required courses/modules in the program have been satisfactorily completed;
2. A minimum grade of 78% (cumulative grade point average of 2.0) has been earned in all theory coursework and a “Pass” grade in all Clinical coursework;
3. Every clock hour and credit unit must be completed successfully;
4. Financial obligations due the College have been satisfied;
5. All requirements for the other various Administrative Departments (For example: Financial Aid, Advising, and Placement) have been completed satisfactorily;
6. All required course hours have been completed within the maximum time frame allowed: 1.5 times the normal duration of the training program;
7. All required community service hours are completed as required per program:  
Nurse Assistant (CNA): 12 hours  
Vocational Nursing Program (VN): 65 hours (approx. 8 - 12 events)  
Any additional hours required by SFCC scholarship requirements.
8. VN only: After the program clock hours are satisfied, the entire NCLEX review process must be completed.

### **Diploma or Certificate Awarded upon Completion**

Those who complete the SFCC Vocational Nursing program will be awarded a "Diploma." Those who complete the SFCC Nurse Assistant program will be awarded a "Certificate." Awarding takes place once a year, coinciding with the annual commencement exercises.

### **Examination Obligations upon Program Completion**

Upon program completion, Nurse Assistant graduates are required to attend review and sit for the state certification test through the American Red Cross.

Upon program completion, Vocational Nursing graduates are required to attend the NCLEX review and sit for the state licensure test.

## **NCLEX-PN Review Process**

St. Francis Career College (SFCC) is committed to assist the vocational nursing graduate in achieving a passing score on the National Council Licensure Examination for Vocational Nursing (NCLEX-PN). SFCC and not the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) or any other accrediting and licensing agency requires that you comply with the following process prior to SFCC submitting your application to BVNPT:

Research has demonstrated a strong correlation between successful completion of Assessment Technology Institute (ATI) proctored assessments and successful first-time pass rates on the NCLEX-PN. Therefore, St. Francis Career College (SFCC) has implemented the ATI Comprehensive Assessment and Remediation Program (CARP) in the nursing curriculum.

### **NOTE:**

- Students are expected to comply with the ATI syllabus that serves as a guide for completing all ATI requirements.
- All practice examinations must be completed “as scheduled” prior to taking any proctored examinations.
- Students are required to achieve a level two or higher on all seven (7) proctored content areas to be eligible to take the Comprehensive Predictor Examination.
- If a score of a 91% or higher probability of passing the NCLEX is not achieved on the Comprehensive Predictor Examination within 60 days of completing the VN curriculum, the student will be **required to re-take the NCLEX-PN review course.**
- Students are expected to schedule a date to take the NCLEX-PN Exam within 90 days of completing the VN program. Failure to do so will result in the student being **required to re-take an NCLEX-PN review course.**
- Failure to complete the NCLEX-PN Assessment Readiness requirements will result in a delay in the submission of your application to the BVNPT.

## Community Service Hours

St. Francis Career College requires all students to participate in community service hours through Health Fairs and other activities scheduled by St. Francis Medical Center.

Nurse Assistants must meet this requirement (minimum 12 hours) by the end of their program. Only Nurse Assistants are allowed to participate in the SFMC Volunteer program as a means to satisfy their hours.

VN's must maintain the following schedule to complete a minimum of 65 hours:

Semester	One	Two	Three
CS hours	20	25	20

All community service hours must be completed by the end of Semester Three, so any additionally required hours need to be properly scheduled to be completed on time as well. Students who do not achieve these benchmarks will not progress to their next academic level.

The Community Service Coordinator maintains a schedule of community service events and will keep track of the students' records of community service hours. Students who receive St. Francis Medical Center Foundation scholarships are obligated to do up to an *additional* twenty (20) hours of community service. The community service hours are not included in the curriculum hours, but are required for the awarding of diploma/certificates and forwarding of application for state licensure or certification examination. This is required by SFCC, not by any accrediting or licensing agencies governing the College. A contract will be signed as proof that the student understands and complies with this requirement.

Once a student signs up for a community service event, they are responsible for participating. A student will receive a formal write-up for first occurrence of a No-Show. A second occurrence could result in a one-day suspension. Any additional occurrences may result in the student's termination. Only documented emergencies will be accepted on a case by case basis—must bring physician's note or other verifiable documentation to the Associate Dean of Health Sciences. A student can arrange for another student to substitute coverage, however this must be pre-approved by the Community Service Coordinator.

## Baccalaureate Prayer Service and Celebration

Traditionally graduates for an academic year are celebrated in a religious ceremony known as the baccalaureate. This prayer service, scheduled annually in conjunction with commencement, is a celebratory event for the entire institution, marking the end of one academic year and the beginning of the next. All students, staff, faculty, family and friends of the institution are invited to participate, whether the service is held in a Catholic Church or during the Roman Catholic liturgy or as ecumenical/interfaith prayer.

## Commencement Exercises

Once a year (usually in June), each campus of St. Francis Career College stages its own commencement exercises to celebrate the program completion of the previous academic year's cohorts/classes. At that ceremony various outstanding achievements are recognized and awards presented:

Highest Academic Achievement	Awarded to the student in each cohort with the highest grade point average (GPA)
Honorable Mention, Academic Achievement	Awarded to the student in each cohort with the second highest GPA
Clinical Excellence Award	Awarded to the student in each program who demonstrated exceptional clinical skills
Vincentian Spirit Award	Awarded to a student who best exemplifies the <i>Vincentian Values</i> in action.
Community Service Excellence Award	Awarded to a student who exceeds 40% of the volunteer hours required.

**deMarillac AWARD:** The highest achievement award of the institution is named after St. Louise de Marillac, co-founder of the Daughters of Charity. The award is given to the student who has exemplified the dedication, resilience and perseverance needed to overcome tremendous personal, social, financial and academic challenges, which reflect the tremendous obstacles that challenged St Louise de Marillac during her time. The recipient of this award has excelled in achieving his/her career and personal goals and is an outstanding role model for future SFCC students.

## Quarterly Recognition and Awards

**Dean's List:** A student who receives an "A" GPA (minimum 3.4) per semester has the honor of being on the Dean's List. Students will be notified by letter and their transcripts will be annotated.

### Academic Honors for Vocational Nursing students:

1. Student has achieved a cumulative GPA of 3.7 or above at the end of each semester.
2. Student has no disciplinary action pending or in the official records during the awarding semester.
3. Student will have met or exceeded the community service hour requirement.
4. Student will have maintained attendance with the SFCC standards.

### Vincentian Spirit Awards:

1. Three per quarter, chosen by committee from submitted nominations.
2. Nominees must not have any code of conduct violations during time of nomination.
3. One of the graduating quarterly recipients will be chosen to receive the annual award.

## **Retention of Student Records**

It is the policy of St. Francis Career College to maintain all records required by federal and state law at its primary administrative location for a minimum of five years. Additionally, it is the policy of the College to maintain student transcripts indefinitely. After five years, student transcripts may be retained on site or may be moved to another location, and may take a longer period to access. Medical records are retained only one year after graduation or termination.

## **Legal Names**

Official student records at SFCC must be maintained under the full legal name of an applicant, as is printed on their Social Security card. The California Dept. of Health Services issues certificates based on the Social Security name, since background checks are determined based on this information. The U.S. Dept. of Education also tracks student information based on the Social Security name and number. Nicknames are recorded as such and can be used by students for certain purposes. Nicknames and the corresponding legal names must be well documented so as to not create any identity confusion within student records or in correspondence with any licensing or certifying agencies. Request for name changes must include legal documentation; for example, a change from a maiden name to a married name requires a copy of the marriage certificate.

## **Policy Regarding the Disclosure of Information from Student Records**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. In compliance with FERPA, SFCC designates the following categories of personally identifiable information as “directory information:” name, address, telephone number, e-mail address, date of birth, dates of attendance, enrollment status, program of study, honors, awards and degrees received. SFCC may release or publish directory information without prior consent of the student, unless specifically instructed by students to withhold their information. To restrict the release or publication of any student information, a student must provide the appropriate written instructions to the Registrar’s Office.

Pursuant to the federal Family Educational Rights and Privacy Act (FERPA) and the California Information Act, students at SFCC have the right (1) to inspect and review records that pertain to themselves as students, known as education records, unless waived or qualified under Federal and State law or College policies; (2) to seek to amend the content of education records that may be considered inaccurate or misleading; (3) to have withheld from disclosure personally identifiable information contained in their education records, except as provided in Federal and State laws or College policies; and (4) to file a complaint with the U.S. Department of Education - Family Policy Compliance Office regarding alleged violations of their FERPA rights. The address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4005

### **Process for Reviewing or Amending Student Education Records**

1. A student will be given the opportunity to inspect and review his/her education records within 45 days of the day the school receives the request for access. Student should submit to the Registrar, or other appropriate school official, written requests that identify the record(s) s/he wishes to inspect. The school official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official for whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed. (Photocopies of selected materials from a student's file may be available, at an additional cost).
2. Student may ask the school to amend a record that they believe is inaccurate or misleading. In such cases, the student should write the school official responsible for the record, clearly identify the part of the record they are requesting be changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and will advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Refer to the institutional Grievance Policy.
3. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college as an administrative, supervisory, academic or research, or support staff person (including law enforcement unit, personnel and health staff); a person or company contracted (such as an attorney, auditor, funding agency, or collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Parental access to a student's records will be allowed without prior consent only if the student is under age eighteen or is a dependent as defined in Sect. 252 of Internal Revenue Code.

### **Transcript Requests**

Contact the Bursar. Before any transcript or verification is issued by the Registrar, non-active students (e.g. graduated, terminated, etc.) need to gain financial clearance from the Bursar and pay any appropriate fees for officially sealed transcripts (\$2 per official copy). Unofficial copies are complementary, but are also subject to the same financial clearance standards. Please plan ahead for your transcript needs: there is no same-day service for transcripts. The quickest is a two-day "rush" service that costs \$5 per official copy. Normal processing is one week/five business days.

### ***Purpose of the Attendance Policy***

1. To establish acceptable standards of attendance and punctuality for all SFCC students.
2. To enable the student to meet required program objectives successfully.

### **Attendance and Tardiness Standards**

Students are expected to attend *all* classes and clinical learning experiences: this includes classes at off-campus locations as well. Failure to meet this expectation may result in dismissal from the program. Ultimately 100% of the clock hour credits must be accounted for, so absences *must* be made up.

1. Attendance and punctuality is expected in all classes and clinical sessions.
2. “No Call/No Show” is defined as failure to report to class and/or clinical area as scheduled *without* appropriate and timely notification to the instructor. Such behavior will result in disciplinary action unless the student can demonstrate inability to provide required notification.
3. Should an emergency arise, timely notification is defined as 60 minutes before the start of theory/clinical.
4. Absences and tardiness will be evaluated on a case-by-case basis as to whether the student will be retained or terminated from the program. Contagious illnesses, the demise of a family member, and equally catastrophic reasons for absences will be taken into consideration for student retention. Prior approval, staffing considerations and available resources will determine whether or not absences can be made up. Refer to Admonition Procedures.
5. Every attempt will be made to provide substitute faculty when a designated instructor is sick or unable to attend theory or clinical. If no substitute is found, theory/clinical will be cancelled. Any cancelled class will require that missed time be made up by the students.

### **Tardiness**

A tardy is defined as arriving late and is unacceptable. Tardiness is disruptive to those students who have already gathered with their faculty and are in the midst of the day’s lessons. In the theory/classroom situation: Two tardies equals one absence. When a student has a second tardy, a written warning will be issued. Continued tardiness will result in progressive disciplinary action. A student will be terminated for excessive tardiness.

1. A student may not enter or exit class except during break without the express permission from the instructor.
2. Any student arriving up to ten minutes past the scheduled start of theory will be considered tardy. Student must sign in and record the time of arrival next to their name. The student will make up the missed time through arrangements with the instructor.
3. A student who arrives beyond ten minutes for theory is also considered tardy, but will be admitted into the room only when the class is given a break.

4. A student who arrives late to any degree for a scheduled clinical rotation will be sent to the Associate Dean of Health Sciences. The Associate Dean will determine if the student should be sent home and considered absent from clinical. Based on the decision of the Associate Dean, a student may have to make up the whole day. (NOTE: Enrollment will be interrupted or student will be placed on attendance admonition if tardiness continues to be an issue.)
5. If a test or quiz is in progress when the student arrives late, s/he will be admitted and allowed to take the test or quiz within the allotted test time remaining. No extra time will be provided.
6. If a student returns late from a break or leaves early, the student is considered tardy and a disciplinary action will ensue according to the Disciplinary Policy. Any missed time needs to be made up.
7. If a student does not attend post-conference after the clinical experience, the student is considered absent and the whole clinical day must be repeated and made up. Emergency situations preventing attendance at post-conference will be reviewed at the instructor's discretion, with approval by the Associate Dean of Health Sciences. Any missed time needs to be made up.

#### **Student's Responsibilities When Tardy or Absent**

1. A student absent from theory or clinical classes is responsible for obtaining missed materials and information, meeting the course objectives, and arranging completion of make-up hours with the instructor.
2. A student must schedule an appointment with his/her instructor to obtain missed lecture materials or handouts.
3. Homework, assignments or other requirements cannot be submitted for credit if planned or unplanned absence should occur. Credit will only be given at the instructor's discretion with the approval of the Associate Dean of Health Sciences.
4. A student who has frequent absences or tardiness will be advised, and/or counseled in accordance with the College Standards. This may involve additional meetings or appointments with the Academic Success Team.
5. The school may require medical clearance for any communicable disease, health condition and pregnancy. As long as a pregnant student has full medical clearance with no physical restrictions, she may continue in the program. Monthly medical clearance during pregnancy is required.

#### *Angels of Comfort*

Florence Nightingale and Clara Maass are recognized as "Renewers of Society" on the Lutheran liturgical calendar for August 13<sup>th</sup>, which is the day that Florence died. (Clara died on August 24<sup>th</sup>.) Florence Nightingale is on the Anglican calendar for May 18<sup>th</sup>.

**Attendance Admonition**

Students with excessive tardiness or any absenteeism may be placed on attendance admonition (warning). For courses that last from one to nine weeks, admonition will be issued after just one absence. For those courses that last ten to sixteen weeks, the warning is issued after the second absence. (Reminder: it takes two tardies to equal one absence). Instructors will issue written advisories for theory/clinical absences and tardies.

1. During attendance admonition, if the student continues to have absences, s/he may be dismissed. If the student demonstrates good attendance within the policy guidelines, the admonition will be removed.
2. Absences can result in the student being unable to satisfactorily demonstrate required achievement of the course objectives; if such a result occurs, the student will not be allowed to advance to a higher level in the program. The student may petition to retake the course according to policy, and on a space available basis.

**Leave of Absence**

A student must file a **written petition** requesting leave of absence (LOA) due to extenuating circumstances, which include, but are not limited to: a) medical reasons such as pregnancy, major illness or other health related circumstances, b) military duty, c) church missionary work, d) jury duty or e) financial reasons which require working prior to resuming the educational program. This petition is not a guarantee of an approved LOA. Within 48 hours of receipt, the Associate Dean of Health Sciences will review and approve or reject in writing the LOA request.

A leave of absence may be for a period of no more than 180 calendar days within any 12-month period. SFCC is able to grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, provided that the combined leaves of absence do not exceed 180 days within the 12-month period.

A plan must be drawn up that ensures a realistic return, otherwise a leave of absence cannot be granted and the student must withdraw. It is the responsibility of the student to stay in touch with an Academic Team member throughout the approved LOA period to ensure successful re-entry into the program. If the student does not return from the scheduled leave of absence on the documented return date, the student automatically will be withdrawn.

Financial Aid impact: If a student on an approved LOA fails to return, the school must report to the loan holder the student's change in enrollment status as of the withdrawal date. A student who is a Title IV recipient is allowed a six month grace period to begin repayment on his/her loan after withdrawal or completion of the program. If a student utilizes the entire 180 days of a leave of absence, the student will be considered to have exhausted his/her grace period resulting in the loan entering repayment. The student may postpone loan repayments by applying for applicable deferment options or forbearance.

**Readmission**

A former student, who was terminated or withdrawn from the program, is required to reapply for admission. Re-admission is governed by availability of a seat within the appropriate cohort, as well as other factors. To be eligible for readmission, a student must gain financial clearance from the SFCC Bursar and the Financial Aid Department. Re-acceptance is dependent upon fulfillment of all conditions set forth at time of withdrawal/termination. All physical exams, immunization records and health clearance must be brought up-to-date. The student must first submit a signed and dated letter to the Associate Dean of Health Sciences detailing why s/he should be considered a viable candidate for readmission, including specific reference to resolution of the issues(s) that led to the termination. The reasons behind the unsatisfactory progress will have to be removed and a readmission plan between SFCC and the student put into place. In cases where a student was terminated due to his or her lack of attendance or progress, the student must show positive proof that the problem causing the termination has been corrected, thereby ensuring proper attendance and/or progress. Student is responsible for the cost of any retaken course(s). In consultation with the Academic Success Team, the Associate Dean will make final approval of readmission, as well as the right to test any student for knowledge/skills assessment prior to consideration for re-admission. **A readmitted student is governed by the catalog current at the time of the readmission.**

## BIO: ST. ELIZABETH ANN SETON

The Roman Catholic Saint Elizabeth Ann Seton (August 28, 1774 – January 4, 1821) was a wife, mother, widow, sole parent, foundress, educator, social minister, and spiritual leader. Elizabeth Bayley Seton was the first person born in the United States to become a canonized saint (September 14, 1975). Born into a wealthy and influential Episcopalian Bayley family, Elizabeth was raised in the New York high society of the late 18th century. She married the wealthy businessman William Magee Seton in 1794 at age 19, and was the mother of five.

About ten years into the marriage, William's business failed, and soon after he died of tuberculosis, leaving Elizabeth an impoverished widow with five small children. For years Elizabeth had felt drawn to Catholicism, believing in the Real Presence in the Eucharist and in the lineage of the Church going back to Christ and the Apostles. She converted to Catholicism, entering the Church on the 14th of March 1805, alienating many of her strict Episcopalian family in the process.

To support her family, and insure the proper education of her children, she opened a school in Baltimore. Though a private and secular institution, from the beginning she ran it along the lines of a religious community. At the invitation of the archbishop, she established a Catholic girl's school in Baltimore, Maryland which initiated the parochial school system in America. Because at that time the Daughters of Charity were not allowed to leave France, Elizabeth founded the American Sisters of Charity in 1809, the first native American religious community for women. This community is aligned with and spiritually akin to the worldwide Vincentian Daughters of Charity.

St. Elizabeth's patronage includes: Apostleship of the Sea (two of her sons worked on the sea); death of children; in-law problems; loss of parents; opposition of Church authorities; people ridiculed for their piety; and widows. (jdc)

## **Academic Standards**

Academic standards have been established to ensure that students maintain satisfactory progress throughout their educational program.

**PROGRESSION THROUGH THE NURSING SEQUENCE:** A student must achieve a final 78% grade in theory and a “Pass” grade in clinical to be eligible to progress to the next course. Any deficiencies leading to an incomplete (INC.) grade in a course must be resolved and a final grade recorded on the official transcript before a student is eligible to progress.

Attendance is vital to academic progress. Students are expected to attend all classes and clinical learning experiences. The student must adhere to the Attendance Policy, specifically as it relates to “Make-Up” of theory and/clinical coursework. Refer to the Attendance Policy for additional information.

Note: All academic “Instructional Plans” are subject to change.

## **Psychology Coursework (VN)**

Two psychology courses are a mandatory part of the vocational nursing program: *General Introductory Psychology* and *LifeSpan / Developmental Psychology*, also known as *Human Growth and Development*. If a student has already completed one or both of these psychology courses within the past five years prior to SFCC enrollment, the credit may be transferred by providing an official college transcript to the Admissions/Registrar’s Office prior to the start of the first semester.

Failure to complete any of these required courses would result in termination from the program, since all clock hours need to be completed.

## **Math Competency (VN)**

A drug calculation test is given prior to the clinical experience in Semester 1 and at the beginning of each subsequent semester. The test will assess math skills necessary for safe and effective medication administration required for each term. A student cannot administer medication until s/he successfully passes the math test with a score of 80% or better. A student receiving a score less than 80% may retake the test only one time. Prior to the retest, the student is required to review math errors and seek appropriate assistance to meet his/her learning needs. The student will schedule the math retest with the instructor no later than one week after the initial test.

**Definition of Clock Hour / Credit Unit**

St. Francis Career College measures student progress in clock hours. A clock hour in theory and clinical coursework is defined as follows:

1 Theory/Classroom Hour = 50 minutes of instruction
1 Clinical Hour = 50 minutes of clinical experience

Semester credit to clock hour conversion:

one (1) credit = 18 theory/classroom hours; 54 lab/shop (clinical) hours

**Grading System and Grade Scale**

When a grade is given for any theory portion of an educational program, or “Pass/Fail” for any clinical portion, the grade achieved will be determined by the course instructor. A student may appeal a final grade to his/her instructor, but may ask an Associate Dean to intervene or review a situation and mediate when a disagreement arises. The scholastic progress of the student is reported at the end of each course via an evaluation form. The form contains two columns: points possible in the course and points the individual student has earned. In the Vincentian value of simplicity the grade will be calculated by dividing the points earned by the points possible, resulting in a percentage-grade. Final grades are recorded on the student’s permanent record (transcript).

Cumulative grades for each theory course will be determined on a percentage grading scale. The translation of the percentage grading scale into a letter grade is done without plus or minus distinctions, as is outlined on the following chart:

(effective January 2010)

<u>Theory Percentages</u>	<u>Letter Grade</u>	<u>G.P.A. Points</u>	<u>Cumulative G.P.A. Range</u>	<u>Description</u>
90% - 100%	A	4.00	3.4-4.0	Excellent
82% - 89%	B	3.00	2.7-3.3	Good
78% - 81%	C	2.00	2.0-2.6	Average
73% - 77%	D	1.00	below 2.0	Unsatisfactory
72% - Below	F	0.00		Failure
	W			Withdrawn
	INC			Incomplete

**Clinical: Pass or Fail**  
*A student who fails to achieve a passing grade in the clinical portion of a course cannot progress in the program.*

Grading and course content: Since each course varies, the course content, objectives, and academic expectations specific to each course will be defined on a syllabus, distributed at the beginning of each theory course. Typically the various content components are tests/quizzes, projects, and homework.

**For clinical courses, performance is evaluated as:**

**A. Satisfactory**

The student has met the clinical objectives based on course requirements.

**B. Marginal/Needs Improvement**

There are one or more clinical objectives that the student has not satisfactorily met based on course requirements.

**C. Unsatisfactory (Unsafe)**

The student has not met clinical objectives based on course requirements, includes attendance/punctuality standards. Unsatisfactory rating may involve unsafe patient care or regression to a previous and lesser level of performance.

Unsafe patient care will cause the dismissal of a student without warning. Unsafe patient care is defined by, but not limited to:

- Patient is placed in physical or emotional jeopardy.
- Communication (written or verbal) is incongruent with care provided.
- Inability of the student to comply with written and/or verbal instruction in the clinical setting.

Refer to the Standards of Behavior section, especially the Code of Conduct.

A student must demonstrate overall satisfactory performance during the clinical assignments for each content area. A student who receives an overall unsatisfactory in clinical performance will be unable to progress in that semester and will be given the opportunity to remediate to improve to the necessary skill level. A student may re-enroll to repeat the course with the next available cohort only upon proof of improvement and on the basis of space-availability.

A student is evaluated in the domains of cognitive, psychomotor and affective behaviors. Clinical performance evaluations are based on evidence of student achievement of the course's clinical objectives. Clinical objectives will be measured through direct observation of actual performance. A student has the opportunity to practice clinical skills and behaviors prior to being evaluated. Written reports, charting, preparation of clinical assignments and pre/post conference participation may be used to measure achievement, and will be calculated as pass/fail contributions to the overall clinical performance assessment.

The *Clinical Evaluation Tool* used in assessment of student achievement of the course's clinical objectives evaluates a composite of skills and must be satisfactorily demonstrated in order for the student to receive credit. At the mid-way point and completion of each clinical rotation, written Clinical Performance Evaluations are prepared and reviewed with the individual students.

Achievement of clinical objectives is reviewed with the student periodically during each clinical rotation. Clinical performance pre and post conferences are held by the clinical instructor with the student throughout the rotation. Problem areas are written in anecdotal form, clearly identifying areas requiring improvement. A plan for the right to add any written comments to the original form and a copy, dated and signed by both parties, is given to the student.

**Note:** Clinical schedules are always subject to change, due to hospital scheduling. Therefore, SFCC cannot guarantee clinical rotations that match a student's program schedule (i.e., day program: day clinical; evening program: evening clinical) and that a day student may have a nighttime clinical schedule and an evening student may have a daytime clinical rotation, or even a weekend schedule. Advance notice will be given so that students may arrange their schedules accordingly.

**RELATIONSHIP OF THEORY AND CLINICAL:** The student must maintain a satisfactory rating during the clinical experience, regardless of theory grade. Failure in clinical can occur regardless of the accumulated theory grades attained by the student.

### The Christian Week

The Creation story in the book of Genesis has God working on creation for six days and then resting on the seventh. For ages and ages, Jews, Christians and Muslims have been counting the days in groups of seven. Whereas a solar year and a lunar month and a twenty-four-hour day are all natural, the seven-day week is supernatural in origin. Seven is holy. Seven is magic. Seven days make a week. This was determined by God! So, from the beginning, this seven-day cycle was religious.

The Romans' week was also seven days, naming them after the heavenly bodies of the sun, the moon, and the planets (five of which they knew). We read in the Acts of the Apostles that the followers of Jesus used to meet on the first day of the week. This was the day the Romans called the "Day of the Sun" or "Sunday". For Christians, Sunday is not only the day when God began creation, it is also the day when our Lord Jesus Christ was raised from the dead, and it was the day when the Holy Spirit came upon Jesus' disciples. Thus, Sunday became known as the "Lord's Day."

Calendars today still retain this structure, with Sunday as the first day of the week. However, most of us are used to thinking of the work week or school week that begins on Monday and end with the weekend, turning Sunday into the last day of the week. In the book of Revelations, Christ is called the Alpha and the Omega, the Beginning and the End, so actually it is very fitting that the Lord's Day is also both the end and the beginning of the week. Whatever way you look at it, Jesus Christ is at the center of Christian way of defining time.

**Remediation Guidelines**

Assistance is available to students whose progress is marginal or who voluntarily submit themselves for learning reinforcement and/or clarification of objectives previously learned. Students can seek assistance in preparing for assigned objectives or to review incorrectly-answered test questions.

A student earning between 78-81% is strongly encouraged to seek out available academic resources as well as meeting one-on-one with their instructor in order to continue their student success.

**THEORY: a test score of 77% or lower**

- A. SFCC requires a student who scores a 77% or lower on an examination to remediate.
- B. The amount of remediation hours required is determined by the following:
  - 1. A student must complete one hour of remediation for every ten questions on the exam.
  - 2. A student who incorrectly answers more than thirty questions on an exam must complete a total of ten hours of remediation.
  - 3. Remediation hours are not to exceed ten hours per exam.
- C. Student meets with the instructor to review areas of deficiency within the subject matter.
- D. A student must obtain study objectives for the failed examination from the instructor.
- E. A student must sign a remediation contract stating the student's agreement to complete the remediation hours and study objectives within three days of the failed exam date.
  - 1. A student who does not comply with the contract will keep the failing grade.
- F. After completing remediation hours and study objectives, a student must schedule to take the remediation exam with their instructor, no later than five days of the failed exam date.
- G. The Instructor or an Academic Coach will administer an alternate exam covering the same material.
- H. Remediation exam scores of 77% or lower:
  - 1. The grade on record will be the higher score of the two failed exams.
- I. Remediation exam scores of 78% or higher:
  - 1. The student has successfully completed remediation.
  - 2. 78% is the highest achievable grade for a student on a remediation plan.

### **Clinical Objectives**

1. Achievement of clinical objectives may be demonstrated by successfully performing, under supervision, those objectives missed in the clinical training, and must be documented by the instructor. In addition, a clinical remedial plan will be instituted.
2. Students may make up missed clinical objectives in the clinical and/or skills lab as outlined by the instructor.
3. *Performance Examination is based on clinical objectives missed:*
  - A. Administration of medication
  - B. Specific procedures related to Medical-Surgical disorders  
Example: Nasogastric feedings, trach care, postural drainage, Isolation
  - C. Specific pediatric procedures
  - D. Obstetrical procedures
4. A student may be given credit for make-up time by documented attendance at/or assistance at Health Fairs/Clinics or Blood Pressure/Health Assessments or simulation labs. Participation in such training experiences must be related to specific clinical objectives. Prior approval by instructor & Associate Dean required.

### **Incomplete Grades (INC)**

A deferred grade of incomplete “INC” is assigned when a student is unable to complete all of the objectives by the end of a course. The student must acknowledge their responsibility to finish the requirements **within a specific timeframe, as stipulated in a contract**. If the student does not satisfactorily complete the coursework within the specified time frame, the incomplete grade will generally revert to an “F” and the student will be terminated from the program. If the coursework is satisfactorily completed as assigned, the final grade will replace the “INC” grade on the student’s transcript. Incomplete situations will be monitored and the decision of the final grade reserved to the Associate Dean/Dean.

### **Standards of Satisfactory Academic Progress (SAP)**

St. Francis Career College has specific standards which a student is expected to achieve in order to maintain satisfactory academic progress in their program of study. These standards are based on grades, attendance and completion of program requirements within a maximum time frame. Compliance with satisfactory progress standards has substantial effect on the disbursement of Title IV Financial Aid Funds. Satisfactory progress for all students is defined by the following criteria:

1. A student is permitted to attempt program completion not to exceed 1.5 times the length of the program.
2. A student must meet the standards of attendance and maintain a minimum GPA while enrolled at St. Francis Career College. The student’s progress will be reviewed based on the required evaluation point at the end of each term or program length in weeks to determine satisfactory academic progress. Required Evaluation Point is the end of each course with minimum GPA = 2.0 (78%) (A student not meeting these standards will be dismissed.)

3. In addition, for students who are in educational programs that contain clinical hours, the minimum standard maintained by the student is "PASS"

Student must maintain good standing with all departments: academically, financially and behaviorally, in order to remain enrolled in their program of study. Up-to-date medical records (physical examination, immunizations, etc.) and health clearance are required for continued participation in the clinical experience. Requirements may vary by clinical institution.

*NOTE: To all Veteran benefit recipients - The required evaluation points must be based on the approved course lengths rather than the maximum program length.*

### **Academic Monitoring**

A student's academic progress will be monitored by the instructor at 25%, 50% and 75% of the length of the course. A student who falls below 78% in the theory portion of a course will be placed on academic warning with a mandatory remedial contract. The student must demonstrate a grade improvement by meeting the curriculum objectives and mandatory remediation; failure to do so will result in termination. If a student is terminated and consents to further academic monitoring, the student may complete additional coursework without academic credit.

**Academic Warning and Remediation:** During academic monitoring, a student will be required to spend specified hours per week in remediation as directed by the instructor. Example: An instructor may assign five hours per week until the next evaluation. During this time, the student will receive objectives that must be completed satisfactorily. If in clinical, student will complete required skills competency work in the skills lab under the observation of an instructor. The student will be assessed by the Academic Success Team on a schedule to be established by the Team on a case-by-case basis. If overall evaluation is satisfactory, the student's warning status will be removed. Refer to the Remediation Guidelines

**Note Regarding Probation:** Since a 77% "D" is a failing grade, there is extremely limited opportunity for probationary status (used only in exceptional cases) and applied to those students who are granted re-entry to repeat a failed course.

### **Code of Conduct Violation**

A student who does not maintain the behavioral standards of SFCC will be written up for a Code of Conduct Violation. Please refer to the "Standards for Behavior" section.

*"Love is inventive, even to infinity."*

*--St. Vincent de Paul*

### **Academic Failure and Dismissal**

A student is subject to academic dismissal, as recommended by the SFCC Academic Success Team, for reasons of academic failure, which include but are not limited to:

1. Fails to achieve a minimum final grade of 78%.
2. Fails to achieve a Satisfactory Clinical Performance Evaluation.
3. Fails to satisfy conditions for an incomplete grade in a course within the time specified, not exceeding one academic year.
4. Fails to complete training not exceeding 1.5 times the normal program duration.
5. Non-Adherence of SFCC Standards of Behavior
  - A. Repeated failure to adhere to Dress Code.
  - B. Code of Conduct violations, including attendance issues.

### **Repeating a Course**

A student is required to repeat any course in which s/he has received less than 78% in Theory or a “Fail” in Clinical. All failed grades become a permanent part of the record and student transcript. There are other situations in which a student is required to retake a course in order to improve their overall GPA. When the course is repeated, the second grade will also appear on the transcript. A failed section or course may be repeated only once. The student must complete the retaken theory course with at least a grade of 78% or whatever is appropriate to their cumulative GPA and a “Pass” in clinical before progressing in the program. In these situations, a student would be considered on probationary status until successfully completing the required course. Student is responsible for the cost of the retaken course. Financial exceptions or waivers will be determined by the Executive Director.

### **Appealing a Grade**

1. The student needs to submit a written petition addressed to the instructor of the course in question.
2. Upon receiving the written notice, the instructor can consult with other administrators (esp. the Academic Dean) in order to prepare a proper response.
3. Appeal must be initiated within sixteen (16) weeks (one semester).

#### *The Daughters of Charity trained Florence Nightingale!*

1850 - Florence Nightingale, the pioneer of modern nursing, begins her training as a nurse at the Institute of St. Vincent de Paul at Alexandria, Egypt

1853 - Florence Nightingale visits the Daughters of Charity in their Motherhouse in Paris to learn their methods.

## **Make-up Policy**

### ***Written Tests***

1. A student who misses a regularly scheduled test must make arrangements for a make-up test. Pop quizzes may not be made up. Policy is that the highest score possible for a make-up situation is 78%. The student must contact the instructor on the student's first day returning to school to request a make-up test. The instructor will schedule the time for the test to be made up. If the student does not keep the make-up appointment as scheduled, the student will receive a zero score and a failing grade for the test. If the student does not contact the instructor on the first day returning to school, the test may not be made up and the student will receive a zero (failing grade) on the test.
2. When a student is aware, in advance of a scheduled test, that s/he will not be able to take the test at the scheduled time, the student shall contact the instructor no less than two school days before the test date. The instructor will make arrangements for the student to take the test prior to the date on which the test is scheduled to be given to the class. If it is determined that a student was aware more than two days before a scheduled test that s/he would be absent and the student did not arrange to take the test before the scheduled test date, the student will not be allowed to make up the test.
3. Any student who does not take a test in accordance with the terms of this policy shall receive a score of zero (failing grade) on the test.

### ***Clinical***

For those students who have unforeseen circumstances there may be up to two (2) days of clinical make-up offered per course (based on availability of a clinical instructor). Clinical Make-Up costs \$100 per student per day. Absences and tardiness will be evaluated on a case-by-case basis as to whether the student will be retained or dismissed from the program. Any student who has more than two (2) days of clinical make-up shall not progress to the next course until the clinical hours are completed and may be subjected to disciplinary action or dismissal from the program.

- A. Clinical assignments and requirements for make-up will be consistent with regular clinical scheduling, and shall not change during the make-up period.
- B. Clinical make-up shall be scheduled by the Associate Dean of Health Sciences.
- C. Student will sign an agreement to complete the missed clinical hours.
- D. Clinical make-up contract must be complied with in order to progress to next course.

**NOTE: All missed theory and clinical hours must be made up in order for the student to progress to the next course, unless approved by the Academic Dean or the Associate Dean of Health Sciences.**

It is the policy of St. Francis Career College to have a procedure and operational plan for handling student complaints, including decisions regarding suspension and termination. As part of this procedure, if the student feels that the College has not adequately addressed a complaint, concern or grievance, the student may consider contacting other agencies.

## **Student Complaint and Grievance Policies**

The complaint procedure is available to any student who believes his/her questions/concerns concerning this College have not been resolved. The purpose of this procedure is to provide a prompt and equitable process of resolving complaints.

### **Informal Complaint Process**

1. A student with grievances should first meet with their instructor (if academic in nature) or the administrative personnel (if student services in nature). If the complaint is not related to the educational program, the instructor will refer the student to the proper person.
2. If after meeting with the instructor or appropriate administrative individual the student believes that the concern has not been appropriately resolved, then s/he can involve the appropriate Associate Dean or Campus Director. If resolution does not occur to the student's satisfaction, then the following Formal Complaint Process should be initiated.
3. Any financial matter or dispute that cannot be resolved with Financial Aid or the Bursar can be appealed to the Executive Director.

### **Formal Complaint Process**

1. If the student still has concerns, and/or is not satisfied with the resolution resulting from the Informal Complaint Process, s/he is directed to continue with the following grievance procedure:
  - A. Prepare a written statement that is signed, dated, and includes a clear and concise statement of the facts with all pertinent dates.
  - B. Submit the written statement of complaint to the Chairperson of the Student Concerns Committee within 15 working days of the incident.
  - C. The Student Concerns Committee will convene.
  - D. The student may be required to meet with the committee or other College representatives to discuss the grievance.
  - E. The Chair will consult with all the appropriate College individuals and prepare a written response to the complaint within 30 days of receiving the complaint in writing.
2. The student may appeal a grievance decision made by the Committee to the Executive Director if s/he believes it is unsatisfactory within 10 days of the Committee's decision. The student must submit a written appeal. The Executive Director will consult with the appropriate individuals and prepare a written response to the complaint within 30 days of receiving the written complaint.

3. The student may appeal a grievance decision, made by the Executive Director to the President of SFMC if s/he believes it is unsatisfactory within 10 days of the Executive Director's decision. The President or his designee will consult with College representatives and prepare a written response to the complaint within 30 days of receiving the student's written complaint.

### **Accrediting Commission Involvement**

If a student does not believe that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) in order for the Commission to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Direct all inquiries to:

*The Accrediting Commission of Career Schools and Colleges*  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
web site: [www.accsct.org](http://www.accsct.org)

A copy of the commission's complaint form is available at the College and may be obtained by contacting the Academic Dean. The decision of the Commission, after reviewing the complaint and the College's response, is the governing resolution. The complainant(s) will be informed of the resolution by the Commission.

*If students have any complaints, questions or problems which they cannot resolve with the College, they may also write or call:*

-regarding the Nurse Assistant program

CA Department of Health Services (CDHS)  
1800 Third Street, Suite 200  
Sacramento, CA 94234-7320  
(916) 327-2445  
[www.dhs.cahwnet.gov](http://www.dhs.cahwnet.gov)

-regarding Vocational Nursing program

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)  
2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833  
(916) 263-7800  
[www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

General unresolved complaints can also be addressed to the Bureau for Private Postsecondary Education, which is a division of California Dept. of Consumer Affairs in Sacramento, CA. A student or any member of the public may file a complaint about this institution with the Bureau (BPPE) by phoning or by completing a complaint form, which can be obtained on the bureau's website.

**STUDENT COMPLAINT EXHIBIT**

The following notice shall be published in the school's catalog:

**STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

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

**Accrediting Commission of Career Schools  
and Colleges  
2101 Wilson Blvd./ Suite 302  
Arlington, VA 22201  
(703) 247-4212**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting a Dean.

The following is an outline of the Commission's (ACCSC) procedure for handling complaints:

1. All complaints that are handled by the Commission staff must be in written form, with permission from the complainant for ACCSC to forward a copy to the complaint of the school. If permission is not included in the complaint letter, Commission staff will send a letter requesting the complainant's permission. In cases where permission is not received, and otherwise as a general practice, ACCSC will not act on an anonymous complaint. Permission is not necessary for advertising complaints since it is considered public information.
2. Commission staff will forward the complainant's letter to the school and request that the school promptly investigate the allegations and respond before a specific date.
3. In case of advertising violations, Commission staff will forward a copy of the advertising to the school, citing the standard that may have been violated and requesting a response before a specific date.
4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.
5. The school forwards its response to the Commission, at which time it is reviewed by the staff. If it appears in the school's response that a standard has not been met, the school will then be required to submit documentation which demonstrates that the necessary changes have been made for compliance with the Standards. In the event the school is not able to demonstrate compliance with the Standards in question, the issue will then be forwarded to the Commission for review and appropriate consideration.
6. If it is concluded after reviewing the school's response that the allegations do not establish a violation of standards or any serious deviation from educational standards imposed by the Commission, a letter is sent to the complainant (and copied to the school). A record of this file is maintained at the Commission's office.

## Student Representation

The Student Council is intended to provide a framework for communicating and problem solving between students and faculty/staff/administration in order to improve the quality of the student experience within the institution. Its objectives are:

- *Promote an on-going rapport between students and faculty within the school*
- *Stimulate interest and cooperation among students and faculty.*
- *Increase public knowledge and understanding of the status, achievements and goals of each cohort and the school.*
- *Identify concerns impacting the academic progress of students and provide problem solving ideas.*
- *Recognize individual achievements of students, faculty and staff within the school.*

Two Class Representatives shall be chosen from each cohort to serve for a semester's duration (if compliant with attendance, academic and code of conduct policies). A student class chaplain will also be selected, with the position rotated among those interested. Representatives will be chosen at the start of each semester by the Associate Dean of Health Sciences.

Student representatives should make every effort to gather representational feedback from their classmates to present to the departments (following the standards of the informal complaint process). It is their responsibility to present the views of students to staff and to report back to students the outcomes of meetings. Student representatives are expected to present constructive feedback to the departments and work actively with the school to find solutions to any problems encountered.

If concerns have not been resolved via informal complaint process, it is the responsibility of the student reps to collect items from students and to submit them to the Director of Student Services at least four working days in advance of a Student Council meeting. The Director of Student Services or appointed social work intern will oversee all of the Student Council meetings.

*"In your conduct toward the poor, may you never take the attitude of merely getting the task done. You must show them affection; serving them from the heart—inquiring of them what they need; speaking to them gently and compassionately; obtaining necessary help for them..."*

*—St. Louise de Marillac*

## **Dress and Appearance**

### *Purpose*

St. Francis Career College's commitment to excellence extends to the image projected by each student. A code for dress and appearance provides guidelines for a professional looking student, and is to be followed anytime a student is on campus or involved in college-related business.

*Policy: This policy is the school-based dress and appearance code. The administration reserves the right to determine the appropriateness of attire during the school day and at all school-related events.*

1. Neatness and cleanliness are absolutely necessary at all times. Uniforms and other clothing should be neat and clean.
2. Regulation uniforms are expected to be worn every day. They must be maintained in a clean and pressed state. It should fit properly: not too tight and not too loose. Each student must wear the prescribed uniform for the program in which they are enrolled.
3. In keeping with the appropriateness of attire for students of SFCC, students are asked to refrain from tattoos, extreme body piercing, extreme or unnatural hair colors, and extreme hair styles (for example, no Mohawks).
4. Other specific dress code policies:
  - **Patient Gowns**  
Patient gowns may not be worn by students at any time.
  - **Socks/Stockings/Shoes**  
The color of socks and stockings must be appropriate to the uniform: white with the white uniform and blue or black with the blue uniform. Women are to wear hose with skirts. No knee highs. No run in stockings. Socks may only be worn with pants. Black shoes are to be worn during theory classes. Shoes must be clean and polished and in good repair. White nursing shoes must conform to meet St. Francis Medical Center safety standards. Street clogs, open toe sandals, running/sport shoes, boots, and heels that exceed 2" in height are **NOT** permitted.
  - **Jeans/Slacks/Pants**  
Jeans or denim materials, sweat suits, form fitting, and clinging attire are **NOT** allowed when a student is on the premises of the Medical Center, the College, and clinical sites. Proper length for pants is the top of the back of the shoe.
  - **T-Shirts**  
T-shirts or tank tops are not accepted. Shirts that contain writing and/or pictures are also not permitted when the student is on the premises of the Medical Center, the College, and clinical site.

- **Jewelry**  
Wedding and engagement bands are permissible. Neck chains, extra rings and any non-medical bracelets are not permissible. Buttons, pins or hat/caps (except nursing caps) are not to be worn. No other jewelry will be worn.
- **Earrings and Piercing**  
Earrings are limited to one pair of small ear studs only. (one ear= one earring). No large or dangling or hoop earrings are permitted. Any other body piercing ornaments need to be removed while on campus or in clinical training.
- **Tattoos**  
Any tattoos need to be covered and **NOT** to be visible. Wear bandages, gloves, and/or long sleeves if necessary. (Student services offers information regarding tattoo removal.)
- **Personal Care**  
Scented grooming products should be avoided, so as to not offend patients or trigger allergic reactions. Daily bathing and personal hygiene is encouraged. Modest make-up may be worn.
- **Fingernails**  
Nails must be clean and trimmed, and not excessively long. Excessively long nails are considered to be in excess of ¼” from tip of the finger. Fingernails are not to exceed ¼” for use in patient care areas to be in compliance with infection control standards. Artificial nails and nail tips are prohibited. No nail polish allowed.
- **Hair Styles**  
Extreme or unnatural hair colors (example: purple, bright red, green, blue, multicolored rainbow, etc.) are not permitted. Must be neatly groomed, off the collar, contained and tied away from the face at all times. Hair styles should be neatly combed and arranged in an easy-to-maintain style and not interfere with wearing cap. Beards are to be neatly trimmed and groomed.
- **Wrist Watch**  
A working wrist watch with second hand is a required part of the uniform. The watch will be worn on the wrist at all times.
- **Sweater/Jackets**  
A white regulation sweater (cardigan) may be worn as needed. White or blue heavy jackets, appropriately complementing the uniform, may be worn.
- **Hats and Scarves**  
No hats and scarves are allowed. (Religious coverings are acceptable).

- **Navy Blue Polo Shirt (Lynwood only)**  
The Behavioral Health Unit (BHU) requires its own standard of dress which is dark slacks and a standard navy blue polo shirt.
- **White Scrub Warm-up Jacket**  
Uniform jacket for clinical must be clean, wrinkle free and in good repair, e.g. no torn seams.
- **ID Badge**  
The ID badge is part of the uniform and is worn above the waist, usually on the left side of the uniform. It must be worn at all times and with the photo side facing outward.
- **Cap (VN Female Students only)**  
Wearing of the cap by all female nurses is expected during clinical days; however, it may not be allowed in some clinical facilities due to infection control. Cap must be clean, starched and properly secured to the hair as part of the clinical uniform.
- **Pin (VN Male Students only)**  
All male nurses must wear their nursing pin during clinical days.
- **Undergarments**  
Proper undergarments must be worn and should not be visible.
- **Uniform Accessories**  
Bandage scissors are required and are part of the clinical uniform.
- **Writing utensils**  
Pens with red and black ink are required. No.2 pencils are required for test taking.
- **Stethoscope**  
Stethoscope is required while in the clinical area and is part of the uniform.
- **Drug Book**  
Drug book must be brought to the clinical area at all times.

*“Patience and humble submission are the only way  
to gain the blessing of heaven.”*

*-St. Elizabeth Ann Seton*

5. Dress Code and Behavior While in Uniform

- Full uniform must be worn at all times even when they are not assigned to patients' e.g., when going to the Medical Records Department for information or using the Medical Library, or cafeteria and on unassigned time.
- Wear only the regulation uniform as specified in this dress code policy. The uniform is to be worn during class hours even if the class is held outside of the hospital, or during remediation hours before or after class, or when the student's presence is required on the College premises.
- Gum chewing while in uniform and on duty is not acceptable.
- If you smoke, you may do so only on break times, in designated areas.
- Speech, tone of voice, and conduct must be professional when in uniform.

6. Special Events: Capping, Baccalaureate and Commencement Ceremonies

Participation in special events requires proper appearance and attire.

Even though the student is wearing the cap and gown, formal attire is required underneath for the Baccalaureate and Commencement Ceremonies!

- Wear solid colors.
- Females: Dress or skirt—no pants! Wear sensible non-skid shoes with heels no higher than two inches in order to safely navigate stairs and stage. Keep jewelry to a minimum without large or dangling earrings.
- Males: professional attire--at least dress shirt, slacks and tie with dress shoes (suit or tux optional).

BIO: ST. LOUISE DE MARILLAC

The Roman Catholic Saint Louise de Marillac (August 1591 – March 15 1660) was born in France and educated by the Dominican nuns. She desired to become a nun but on the advice of her confessor, she married Antony LeGras in 1613. After Antony's death in 1625, she met St. Vincent de Paul, who became her spiritual adviser. She devoted the rest of her life to working with him. She helped direct his Ladies of Charity in their work of caring for the sick, the poor, and the neglected. In 1633 she set up a training center, of which she was Directress in her own home, for candidates seeking to help in her work. This was the beginning of the Sisters (or Daughters, as Vincent preferred) of Charity of St. Vincent de Paul (though it was not formally approved until 1655). She took her vows in 1634 and attracted great numbers of candidates. She wrote a rule for the community, and in 1642, Vincent allowed four of the members to take vows. Formal approval placed the community under Vincent and his Congregation of the Missions, with Louise as Superior. She traveled all over France establishing her Sisters in hospitals, orphanages, and other institutions. By the time of her death in Paris, the Congregation had more than forty houses in France. Since then they have spread all over the world. She was canonized by Pope Pius XI in 1934, and was declared Patroness of Social Workers by Pope John XXIII in 1960. (jdc)

A complete uniform for VN clinical rotation is composed of the following:

1. Zippered professional top (white)
2. Regulation blue scrub pants
3. White Scrub Warm-up Jacket
4. Cap for females or Pin for males
5. White nursing shoes w/white socks/stockings
6. Wristwatch, with working secondhand
7. ID badge
8. Stethoscope
9. Bandage scissors
10. Pen light
11. Drug Book
12. Pen

A complete uniform for VN theory is composed of the following:

1. Regulation blue scrub set (top & pants)
2. Appropriate hosiery
3. Regulation blue or black shoes.
4. Regulation white sweater
5. ID badge

For Nurse Assistants:

1. Regulation white pants
2. For females: white smock top  
For males: zippered professional top (white)
3. ID Badge
4. White nursing shoes
5. White sweater

clinical uniform specific to BHU:

1. Regulation blue pants
2. Navy blue polo shirt

**Consequences for Failure to Adhere to or Abide by Dress Code**

Students arriving in the classroom, school events or on field trips, whose appearance does not meet the standards as stated in the policy, shall be sent home to correct the situation; the time missed shall be deducted from counted hours. In the clinical setting, the student will be sent to the Associate Dean of Health Sciences. Missed time will need to be made up.

Instructors will be enforcing the dress code policy as stated. When there is a difference of opinion, the final decision is the responsibility of the Associate Dean. For the first time and/or minor infractions, student will be counseled. Continued noncompliance will result in progressive disciplinary action and/or dismissal.

**Code of Conduct**

The Conduct Guidelines and Standards for Behavior are designed to protect the interests of St. Francis Career College, its students, clinical sites, patients, faculty and staff. All students at St. Francis Career College are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others.

St. Francis Career College reserves the right to suspend or dismiss any student whose conduct in the opinion of the Administration is disruptive or in any way interferes with the learning process of other students. The College further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the College.

Since there are a wide variety of unpredictable and individual situations, the following Conduct Guidelines is not an all inclusive list of unacceptable conduct; merely, they are examples.

**Examples of Unacceptable Conduct**

- Insubordination
- Willful abuse of the clinical site's building, equipment or other property.
- Smoking in unauthorized areas.
- Excessive absenteeism or tardiness.
- Absence without proper notification or adequate explanation.
- Leaving assigned work without permission.
- Violation of the clinical site's safety rules.
- Engaging in horseplay.
- Failure to report an accident involving a patient, visitor, student or self.
- Theft, regardless of value.
- Dishonesty in dealing with the College or clinical site.
- Secretly electronically recording another person or group without their permission (audio or video).
- Reporting to the school under the influence of alcohol.
- Possessing or using alcohol while at the College or clinical site.
- Use, sale, solicitation, unauthorized possession of, or being under the influence of illegal drugs, including narcotics and/or controlled substances, on the College campus, clinical site property, or elsewhere.
- Falsification of information on the application or other records.
- Discourteous treatment or abusiveness toward fellow students, associate, administrator, patient, visitor or guest of clinical site.
- Physical violence or threats toward any students, associate, administrator, faculty member, staff person, patient, visitor or guest of the clinical site.
- Unauthorized possession of firearms, explosives, knives, or other lethal weapons on the College campus or clinical site property.
- Indecent conduct while on the premises.
- Conviction of any crime which renders a student unsuitable for employment.
- Gambling on the College campus or clinical site properties.
- Violation of the no-solicitation rule.
- Failure to conform to dress and appearance standards.
- Failure to notify the College when absent from either clinical or theory.
- Removal of St. Francis Career College or clinical site's equipment for personal use without approval.
- Violation of the sexual harassment policy.
- Refusal to cooperate in an investigation (including reasonable suspicion drug/alcohol testing) by the clinical site of suspected wrongdoing when cooperation is requested and the request is a reasonable one.
- Misusing the availability of, or the access to confidential information.
- Cheating on any given examination.
- Plagiarism.

Ultimately you, the student, are responsible for your own actions. As much as SFCC sets guidelines and policies and promotes the Vincentian values, common sense and decency dictate how to be a good and responsible student.

### **Personal Phones/Electronic Devices**

Communication and other electronic devices (including but not limited to cell phones, pagers, personal CD players, iPods)\*\*\* may not be turned on during classroom lecture. It is the student's responsibility to ensure that these devices are turned off until dismissal time. In case of emergency, a student may be contacted by family or friends through the main college phone number (310-900-8050).

If a cell phone or texting device is used during unauthorized times, the cell phone may be confiscated and returned to the student at the end of the day, and the student will receive a \$5.00 fine. A second offense of using a cell phone during unauthorized time will result in a \$20.00 fine and a write-up. A third offense will result in a write-up and possible suspension.

Personal electronic devices may be allowed to be used during the clinical experience *only* under the direction of the clinical supervisor for instructional and research purposes; i.e. **no phone calls**.

\*\*\*Personal laptop computers are allowed on campus only after the student signs an institutional waiver of liability. Inappropriate use or disruption to the classroom learning process is grounds for such permission to be permanently discontinued. A student is responsible for all of their own personal property and the College is not liable for any damages or theft.

Audio/visual recording may be permitted by an instructor *only* after specific permission has been granted: secret recording is never acceptable and is against the SFCC Code of Conduct.

#### Early History of the Daughters of Charity

1633 - The founding of the Sisters (or Daughters) of Charity, Servants of the Sick Poor, by Saint Vincent de Paul and Saint Louise de Marillac.

1640 - The Sisters assume charge of a hospital at Angers, France.

1654 and 1656 - Sisters of Charity care for the wounded on the battlefields at Sedan and Arras in France.

1660 - Over 40 houses of the Sisters of Charity exist in France and several in other countries; the sick poor are helped in their own dwellings in 26 parishes in Paris.

## **Computer/Internet Use**

### **Policy and Procedures**

St. Francis Career College makes available technologies which will enable its students to use the internet and other information systems as tools for lifelong learning. Students can significantly expand their knowledge by accessing and using computers and other informational resources.

Students should use the school network and internet access in a responsible, efficient, ethical and legal manner. Students have access to computers and the internet during the school day and sometimes during instructional time with the use of mobile lap top labs. Faculty and staff will discuss with students the appropriate use of technologies, including the internet, and will intervene if the resource is not being used appropriately.

Access to technology is a privilege, not a right, and inappropriate use will result in a cancellation of privileges with appropriate disciplinary action. The following uses of school computers and internet access are *not* permitted:

- Accessing, downloading, or distributing pornographic, obscene, or sexually explicit material.
- Transmitting obscene, abusive, sexually explicit, or threatening language.
- Downloading unauthorized software or other material.
- Violating any local, state, or federal statutes.
- Vandalizing, intentionally damaging, or disabling the property of the college or medical center.
- Changing the configuration set on any school computer.
- Accessing another individual's materials, information, or files without permission.
- Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
- Violating generally accepted rules of network etiquette (including inappropriate use of language, disclosing personal information, and sending email from the school network).
- Visiting social networking sites on a school computer is not allowed.

St. Francis Career College makes no warranties of any kind, neither expressed nor implied, for the network/internet access it is providing. The school is not responsible for any damage users suffer, including (but not limited to) loss of data resulting from delays or interruptions in service. The college is not responsible for the accuracy, nature or quality of information stored on disks, hard drives, or servers, nor information obtained through the school's internet access.

## **Progressive Disciplinary Action**

It is the policy of St. Francis Career College to engage all of its associate representatives in the process of monitoring student conduct and academic achievement. This combined effort is designed to provide continuous, consistent and supportive services that are intended to inform and guide the student in all aspects of college life.

Through well-established professional standards of conduct, St. Francis Career College holds high expectations of its students. All students are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Each student must act in a manner that is non-disruptive and is conducive to his/her learning and the learning of others.

In all cases, the Associate Dean will participate in the review and decision making process of all incidents of unacceptable conduct, and will immediately inform student's external counselor or representative.

Procedures with regard to disciplinary action and/or termination are uniformly administered based on the severity and nature of the misconduct. The following constitute examples of disciplinary measures, which may be taken in individual cases as circumstances so dictate:

4. Verbal warning
5. Written admonition / notice of violation
6. Final written warning /admonition
7. Suspension
8. Probation
9. Termination

*Note: Based on the severity of the misconduct, the student may not receive a verbal or written warning, but may be immediately suspended or terminated.*

All warnings should be specific; the nature of the infraction and events must be related to the student. Names of witnesses, representatives or students should be retained in separate documentation and anecdotal notes, not on the warning form. Movements through the levels of discipline may or may not be related to the same type of offense. A school official reserves the right to implement various levels of discipline in conjunction with one another. Multiple infractions (misconduct) of any college or hospital policies may constitute grounds for termination. In such instances, the student may be terminated immediately or will be advised of his/her immediate suspension pending investigation.

The Executive Director, in collaboration with the Disciplinary Committee will conduct a proactive investigation of all disciplinary incident documents to determine effective disciplinary actions.

## **Termination and Withdrawal**

If a student wishes to voluntarily withdraw, s/he should speak with an academic team member to begin the process.

A student can be terminated for the following categorical reasons:

1. Not maintaining Satisfactory Academic Progress criteria
2. Non-adherence of the SFCC Standards of Behavior
3. Not returning from an approved Leave of Absence

***The following are some examples of actions which may constitute cause for immediate TERMINATION:***

- Conduct endangering life, safety or health of others.
- Deliberate damage to patient, other students, associate, school or clinical site's materials and/or property.
- Conduct unbecoming a student of the clinical site, i.e., discourteous treatment of a patient, sexual harassment.
- Falsifying, altering, removing, destroying or the unauthorized disclosure of confidential records or information pertaining to a patient or the clinical site.
- Falsifying personal or clinical site records, including school application and physical or examination questionnaire.
- Unauthorized possession of St. Francis associate or patient property.
- Failure to maintain satisfactory academic progress as outlined in the Standards of Satisfactory Academic Progress.
- Unauthorized possession, use, or being under the influence of liquor, narcotics, hypnotics, hallucinogens or other chemical agents while on the premises of the College or clinical site.
- Unauthorized possession of any firearms or weapons (pistol, revolver, rifle, shotgun, ammunition, explosives, incendiary devices, knife, etc.) on College or Medical Center property, including the parking areas.
- Conviction of a criminal offense performed on the College or Medical Center property or otherwise related to employment.
- Willful or repeated violation of the College or clinical site's policies and procedures.
- Willful disregard of the College's or clinical site's welfare; interference with operations or relationships with patients or associates.
- Unauthorized disposition of College or clinical site's assets or equipment.
- Failure to comply with the Attendance Policy.
- Sexual Harassment.
- Fighting or use of foul language.
- Violation of any conditions as set forth in the Enrollment Agreement.
- Failure to meet all financial obligations.

NOTE: Upon termination or withdrawal, a student is responsible for repaying his/her loans and the entire balance due on their student account.

## **Campus Crime Policy and Reporting**

In compliance with the Campus Security Act of 1990, St. Francis Career College is required to prepare, publish and distribute to all current students, employees and applicants for future enrollments or employment, upon request, the following information:

1. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.
2. A statement of current policies concerning security and access to campus facilities and security considerations used in the maintenance of campus facilities.
3. A statement of current policies concerning campus law enforcement, including the enforcement authority or institutional security personnel and policies that encourage prompt reporting of all campus crime.
4. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage them to be responsible for their own security and the security of others.
5. A description of programs designed to inform students and employees about the prevention of crimes.
6. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity engaged in by students at off-campus locations of student organizations, including off-campus housing facilities. In recognition of federal legislation requiring this information, St. Francis Career College does not provide off-campus housing facilities.
7. Statistics concerning the occurrence on campus during the most recent calendar year, and during the two preceding calendar years for which data are available, of the following criminal offenses reported to campus authorities or local police agencies:
  - Murder
  - Rape
  - Robbery
  - Aggravated assault
  - Burglary
  - Motor vehicle theft
8. A statement of policy regarding the possession, use or sale of alcoholic beverages and illegal drugs.
9. A description of any drug and alcohol abuse programs.

## **General Health, Security and Safety**

St. Francis Career College makes every effort to provide a secure and safe learning environment. Classrooms, labs and clinical sites comply with all requirements of federal, state and local safety codes, Board of Health specifications and Fire Marshal or OSHA regulations. A Safety Program is in effect at the Lynwood Main Campus. Please seek the assistance from a faculty member or the Administration if you wish to report a hazard or accident. All students and others are directed to immediately notify a school employee of any crimes that are witnessed, or that the student has been made aware of.

Students must take responsibility for their own security and safety. Consideration of the security and safety of others is also expected. The school is not responsible for personal belongings which are lost, stolen or damaged on campus or during an off-campus activity.

Students must notify a school employee of an injury or illness either experienced or witnessed. In addition, students are to advise a faculty member or other school employee, if they have seen or are aware of any compromise in security matters.

In case of an emergency, students are directed to immediately notify a school employee. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

## **Substance Abuse and Awareness Policy**

St. Francis Career College supports the “Drug-Free Schools and Communities Act” (DFSCA) of the U.S. Congress. As prescribed by this law, the College provides a prevention program designed to educate the student on the facts of substance abuse. SFCC is committed to maintaining a campus free of alcohol and illegal drug use. The school promotes an environment that is in the interest of student safety, efficiency, health, and productivity. It also recognizes that a student’s involvement with alcohol and drugs can be extremely disruptive to the learning process. It can adversely affect academic progress and the quality of work that a student can perform.

1. The unlawful manufacture, distribution, dispersion, possession or use of alcohol or illicit drugs within premises of the school is strictly prohibited. Students and associates violating this rule will be placed under review that could lead to termination from the school program or employment.
2. Students will be required to have drug screening in their initial physical examination, and may be subject to random drug testing while they are enrolled in their program. Failure to comply with a negative drug screen or random testing is grounds for denial of admission or disciplinary action up to and including permanent dismissal from St. Francis Career College.
3. SFCC is bound to take all appropriate actions against violators, including referral for legal prosecution and/or requiring a student to participate in an approved drug/alcohol abuse assistance or rehabilitation program.

**The following agencies provide assistance and/or drug referral:**

National Institute on Drug Abuse  
(800) 843-4971 or (800) 967-5752

National Clearing House for Drug Information  
(800) 729-6686

Narcotics Anonymous (800) 863-2962

Alcohol and Drug Programs (24 hour service) (800) 879-2772

4. **Medically Authorized Drugs:** The use of prescribed drugs, or possession of, is not prohibited if:

- A. The drug is medically prescribed and is being used for the purpose for which it was prescribed.
- B. The use of the drug is not inconsistent with the safe and efficient performance of the associate and student duties.
- C. An employee or student is required to notify a supervisor or associate dean before reporting to work or school if using prescribed or over-the counter drugs (such as pain medication, anti-depressants or other medicines) which may inhibit or limit their abilities to perform safely and/or efficiently.

**Harassment Policy**

Verbal, physical, visual, and sexual harassment of students and employees of St. Francis Career College is absolutely forbidden. It is expected that all students will be sensitive to the feelings of others and will not act in a manner that might be considered harassment by someone else.

If you think you or one of your fellow students has been the victim of harassment, you must report it immediately to an administrator.

**Policy for Reporting Non-Injury Criminal Offenses on Campus**

The College encourages prompt reporting of all campus crime. Anyone who is a victim of a criminal offense on campus is instructed to immediately notify a campus administrator who will proceed as follows:

1. Make contact with the person(s) involved in the criminal offense to ascertain what has occurred.
2. Contact the local police /sheriff's dept. to report a criminal offense and to respond to the campus site.
3. Wait with the victim(s) until the police arrive.
4. Detain individuals identified to be suspects of criminal offenses until law enforcement officers arrive.
5. The administrator will complete a criminal offense report and provide the Director of Corporate Compliance and the Executive Director with a copy. (The Executive Director will forward copies of the criminal offense report to the SFMC President and Security Dept.)

### **Policy for Reporting On-Campus Injury-Related Criminal Offenses and Medical Emergencies**

A campus administrator is to be notified immediately of any injury-related criminal offense or medical emergency, who will respond as follows:

1. Make contact with the person(s) injured in the criminal offense or who is/are a victim/victims of the medical emergency.
2. Advise the person(s) that the police and the SFMC security have been called and medical treatment is being sought.
3. Wait with the victim(s) until the police or SFMC security and emergency personnel arrive.
4. Complete a criminal offense report.
5. File a copy of the criminal offense report in the liability insurance file with Risk Management. (Executive Director will provide the SFMC President and VP of SFMC Security with copies of the criminal offense report.)
6. File the original copy of the criminal offense report in the student(s)' file and give a copy to the Director of Corporate Compliance.
8. Update the current year Criminal Offense Report (COR), and place a copy of the report in the COR File.

### **Sexual Assault Policy**

Acts of sexual assault will not be tolerated at St. Francis Career College.

All reported instances of sexual assault will be investigated and appropriate disciplinary, criminal, and/or legal action will be taken with the consent of the victim(s).

In addition, St. Francis Career College will endeavor to assist any student who is sexually assaulted on campus.

All personnel have been informed to immediately notify a campus administrator or an Associate Dean and the Executive Director in cases of sexual assault.

This is to be done immediately, following any necessary and appropriate emergency steps taken to aid the victim(s), but only upon the victim(s)' consent, (i.e., providing first aid, calling an ambulance, etc.).

The procedure is as follows:

1. An administrator will immediately make contact with the student(s) involved in the sexual assault.
2. The Executive Director or a designee of St. Francis Career College will be immediately notified and will make immediate contact with the student(s).
3. By law, the police and/or an ambulance service will be called. Students are advised to seek medical attention in order to be tested and/or treated for sexually transmitted diseases and pregnancy.
4. If the student(s) prefers private transportation to the hospital, it will be arranged through the student(s)' emergency contact person(s).
5. The administrator will complete a criminal offense form and follow outlined procedures for processing the form.
6. The victim(s) will be provided information that outlines the victim(s)' options for civil or criminal prosecution or availability of mediation and the disciplinary process. The Director will make available to the victim(s) current civil and criminal prosecution information obtained through the local police and district attorney's offices.
7. Confidentiality of the incident(s) must be maintained for the victim(s) under all circumstances. The Director will keep all students and unauthorized personnel away from the victim(s), must not allow the press to contact the victim(s) without the victim(s)' permission, and must only contact the spouse(s) or parents upon the victim(s)' authorized consent.
8. The campus Counselor will be available to any student who is the victim of sexual assault to provide assistance in obtaining services off-campus as may be required by the student(s).
9. The student(s) will be notified in writing, by SFCC's Executive Director or designee, of the disciplinary action taken by the College if the student(s) was assaulted by another student(s) or employee(s) of the College.
10. A meeting will be arranged between the victim(s), Counselor, and Director to discuss the victim(s)' return to school and any assistance needed by the victim(s) to deal with academic difficulties that may arise due to the victimization and its impact on the victim(s).

*Sexual Assault Counseling Referral Listings*

Domestic Violence Shelter for Women and Children:  
Peace & Joy Care Center  
1693 E. Del Amo Blvd.  
Carson, CA 90746  
24-Hour Hot Line #: (310) 898-3117  
Business #: (310) 763-7730  
Fax #: (310) 898-3118

Women's Shelter of Long Beach  
PO Box 32107  
Long Beach CA 90832  
(562) 437-4663  
Fax #: 562 436-4982

Sexual Assault Crisis Services  
1600 E. Compton Blvd.  
Compton CA  
(310) 763-9995

Sexual Assault/Rape Crisis Services  
1703 Termino Ave #103  
Long Beach CA 90801  
Business #: (562) 494 -5046  
Hotline: (562) 597-2002

***Important Facts about Sexual Assault***

**What is Sexual Assault?**

- Any sexual act attempted or committed against a person's will.
- Manipulation or coercion, as well as physical force, used to cause sexual contact.

California law defines "rape" as sexual intercourse, sodomy, or oral copulation accomplished against the victim's will. ***Rape is punishable by imprisonment.***

***If you force sexual activity on another person against his/her will, it is sexual assault.***

Any person sexually assaulting a person on school premises will be subject to any or all of the following:

- student disciplinary action
- civil law suit
- criminal charges

**If You Are a Victim of Sexual Assault:**

If you are a victim of sexual assault on campus, do the following:

- Go to a safe place.
- Immediately contact a faculty or staff member; if you are physically unable to do so, have a student contact a faculty or staff member.
- Police and/or an ambulance will be called.  
Getting help from the police does not mean you have to press charges. However, it is important that you get medical attention to be tested and/or treated for sexually transmitted diseases and pregnancy.

Victims of sexual assault have legal rights. You have the right to file a police report and to pursue civil or criminal charges.

**Prevention Tips:**

The following information is provided to help you avoid sexual assault. The more you know about rape prevention, the better your chances are of not becoming a victim. First, know the facts about rape. Become aware of locations and situations where rape might occur and avoid them.

- Consider your alternatives if confronted by a rapist. Practice possible responses so that you can recall them even under the stress of a real encounter.
- Avoid walking alone off campus.
- Don't give out any information about other classmates to strangers.
- Report all suspicious activity to a staff or faculty member.
- Let a friend or family member know when you expect to be home.
- Be alert and aware of your surroundings.

**Building Evacuation Plan**

1. Call 911. Give SFCC's address - 3680 E. Imperial Hwy. Lynwood, CA 90262
2. Individuals shall evacuate the area immediately. Follow the emergency safety routes as shown on the Evacuation Route, and **assemble in the front of the building at least 100 feet from the building, until you have been notified by security personnel that it is safe to return to the building.**
3. Do not attempt to use the elevators!
4. All vehicles next to the building shall be removed (upon request only).

**Designated Staff**

The **Floor Captains** will check all restrooms, lunchroom, and offices and direct students and personnel out of the building through the appropriate exit(s).

**ALL faculty** shall direct traffic from their classrooms to the corridors, then proceed to the designated area outside. Emphasize **NOT to light any cigarettes** near the building, and remind **EVERYONE** to remain in designated area until SFCC STAFF has been given the "All Clear" by security personnel or the Fire Department.

SFCC personnel shall direct traffic from the classrooms to the corridors, then proceed to the designated area outside the building.

**Persons with Health Issues:** Implement the buddy system in the classrooms using classroom emergency supplies.

## **Security and Safety**

REPORT OF CRIMINAL OFFENSES: The Department of Education requires data collection and reporting on an annual basis, for all schools and colleges receiving Title IV Funding.

Students are informed about security procedures during orientation. In addition, the review plan encourages students to be responsible for their own security and the security of others.

Security guards have been hired by the College to ensure safety and enforce order on the campus and around the parking areas.

***Call main phone number to inform campus administration of  
any security/emergency issues:  
(310) 900-8050***

*Phone 911 for extreme emergencies.  
St. Francis Medical Center Lynwood Security (310) 900-8595*

## **Student Assemblies**

For schools that receive federal financial aid funding, the Dept. of Education mandates that students be educated in a drug-free environment and that they receive some input on what that means. Also mandated is that the annual Constitution/Citizenship Day (September 17<sup>th</sup>) be acknowledged/celebrated. At St. Francis College, we conform to these requirements by holding at least two student assemblies each year: one in September and the other in April or May. For various reasons, other special student assemblies may be called in addition to these two. Student, staff and faculty attendance at these events is mandatory.

## **Student Guidance**

St. Francis Career College staff and faculty members strive to maintain close communication with our students. As deemed appropriate, a staff or faculty member may refer the student to a higher administrator. Student guidance is considered one of the College's most important and valuable services. Guidance is provided in a variety of areas, as indicated in this Student Services section. Vocational and personal guidance begins at the time a prospective student indicates an interest in attending SFCC, and continues throughout and beyond the term of education. The goal of the College is to support and guide students, and assist them in reducing or eliminating barriers which may interfere with their studies and ultimately their success.

## **Counseling and Support Services**

It is the goal of the Student Services Department to assist, support and enhance the experience of all students. In order to help students achieve academic success, each student is scheduled to meet with the Counselor within two months of enrollment, to introduce and determine if there is a need for any of the following:

1. **Responsive Services**— Time management, organization, study and test taking skills,
2. **Case Management**—Referrals and follow-ups are provided based on each student need.
3. **Consultation/Advocacy**—Ideas, strategies, and options in helping student improve are discussed.
4. **Referral Services**—For example: mental health providers, medical and Department of Rehabilitation to rule out possible learning disabilities. Other referrals include: food banks, childcare services, shelters, legal services and TANF, GAIN programs, etc...
5. **Conflict Resolution**—The Director of Student Services along with the Spiritual Advisor provide mediation assistance to students that are encountering conflict among peers/classmates. Assisting students in de-escalating and managing conflict improves the student's ability to succeed in school and their personal life.
6. **Comprehensive Support Services**—Students are evaluated on financial need in order to identify resources, should the student experience unexpected hardship.
7. **Crisis Management**—For example: crisis on campus, suicidal thoughts, loss of a family member or friend and homelessness.

This process will facilitate support and referral services as needed, thus providing continuous evaluation and interventions of a student's academic and personal needs in collaboration with outside institutions as needed. Also, St. Francis Medical Center has crisis intervention services that can be accessed by students.

## **Academic Success Team**

The Academic Success Team consists of the Academic Dean, Associate Dean of Health Sciences, Academic Advisors, SFCC Counselor, and a Faculty member. This Team reviews academic and attendance performance in accordance with the student handbook and SFCC policies and procedures. The Academic Team meets on a regular basis to plan interventions for at-risk students, and reviews student appeals which include course grades, terminations, and re-entry. The Academic Success Team is facilitated by the Associate Dean of Academic Support Services and is committed to assisting all SFCC students in achieving their academic goals.

### **Academic Advisement and Educational Planning**

The goals of Academic Advisement are to foster student success by providing individualized academic support and developing an academic plan to meet each student's educational objectives. The advisement office is committed to assist each student in planning their academic life at St. Francis Career College, and beyond. The office has the following services to fulfill student academic success: clarification of program requirements and schedules; information regarding career options, and higher education; on-going academic guidance; evaluation of course work for credit-granting options; and review of foreign transcript per evaluation of SFCC approved foreign transcript evaluating agencies.

### **Tutoring and Study Groups**

All students are encouraged to utilize SFCC tutoring resources. Study groups and tutoring are open to any student who wants additional information or needs additional help in a subject. Any student may request learning materials and/or assistance pertaining to the area in which s/he needs further study. This is designed to increase the student's understanding of course objectives.

### **VICTORY Program**

The Values in Collaborating, Training and Orienting for Retaining You (VICTORY) program assists students in meeting theory and clinical objectives. This program is designed to help current students who have been identified as at-risk in progressing successfully in their program of study.

### **English as a Second Language**

SFCC offers very limited services for international students, and does NOT offer English as a Second Language (ESL).

**SIMPLICITY** "Jesus the Lord expects us to have the simplicity of a dove. This means giving a straightforward opinion about things in the way we honestly see them, without needless reservations. It also means doing things without any double-dealing or manipulation, our intention being focused solely on God. Each of us, then, should take care to behave always in the spirit of simplicity, remembering that God likes to deal with the simple, and that he conceals the secrets of heaven from the wise and prudent of this world and reveals them to the little ones."

- St. Vincent de Paul  
from *The Constitutions and Statutes of the Congregation of the Mission*

## **Special Study Spaces**

In addition to the library, SFCC has skills labs, computer rooms and other areas set aside with additional academic resources available to students and faculty. One of these is a Learning Lab, which is a special space dedicated to the social process of learning. It contains over thirty anatomical 3-D models secured in display cases, food pyramids, anatomical charts, nursing and health related games, in addition to microscopes and computers. This area is dynamic, as it complements the college library, being specifically developed to facilitate interactive and collaborative learning through group study, meaningful dialogue, hands-on/manipulation, as well as investigatory and reflective practice.

## **Campus Vincentian Ministry and Spiritual Advising**

Campus Vincentian Ministry seeks to develop and sustain awareness of the spiritual dimension of life which is at the heart of the College's mission. Ministry Services is dedicated to providing spiritual and emotional ministry to students, faculty, staff, and administration, according to religious and ethical directives for Catholic Healthcare Services, which support and enhance the mission, philosophy and values of the Daughters of Charity.

The Campus Vincentian Ministry team consists of the Spiritual Advisor and Student Chaplains who together are responsible for a number of activities: prayer and spirituality; liturgy including reconciliation services and other prayer services; participation in the St. Francis Medical Center-sponsored spiritual festivities and observances; and community services opportunities. Opportunities for individual conversation and group discussions are also available.

## **Career Services and Job Placement**

St. Francis Career College measures its success by the success of its graduates. It is the position of the College that producing well-qualified graduates and placing them in meaningful employment is critical to its future success. For this reason, we maintain a vital interest in the job placement of our graduates.

In collaboration with the Career Services Coordinator a student develops goals and identifies employment opportunities. In-service and training opportunities offered include job placement listings, and job. Employer panels and job fairs are held throughout the year. The Career Services Coordinator assists with resume writing and cover letters. Successful career placement is dependent upon a mutual effort by both graduates and the Career Services Coordinator. Graduates are encouraged to aggressively seek employment opportunities on their own, keep record of their contacts, and inform the Coordinator of these efforts.

***\*NOTE: Placement assistance may be provided. However, the College cannot promise or guarantee employment, level of income, or wage rates to any student or graduate.***

## **Student Newsletter**

*The Guiding Light* is SFCC's student newsletter. Its purpose is to inform, advise, and communicate information to students. It is anticipated that the newsletter will be published during fall, spring and summer. Students, faculty, staff, and administrators are strongly encouraged to participate by submitting entries to the Director of Student Services in the following areas:

- **News** - What is going on around school? Are there new construction projects or rules? What big events are happening in the different classes/departments?
- **Features** - What human interest stories would appeal to the student body? They can be school-related but they can also be general stories that simply are important to students.
- **Q & A Column** - More than likely, there are several questions that students commonly have. Write down some of the most commonly asked questions and provide both the questions and answers in your newsletter.
- **Spotlight On** - Highlight a student per cohort by putting their photo in the newsletter and giving basic info about them, such as likes and dislikes, hobbies, etc.
- **Photos** - Showing pictures of what you are discussing, shots of the students in action, and so forth.
- **Calendar of Events/ Reminder Section** - Upcoming activities or important deadlines that students need to be aware of.

## **Job and Resource Fairs**

Job and resource fairs are held at least twice a year for current cohorts of vocational nurses and alumni. Some of the organizations that regularly attend our SFCC job and resource fairs are:

Harbor UCLA	St. Vincent Medical Center
Mary Crest Manor	Del Rio Convalescent Home
Procel Temporary Services	Health Care Benefits Resources
Cambrian Home Care	BAART
Center for Community and Family Services (Carson)	
Family Violence Prevention Program (South Gate)	
St. Francis Medical Center	
EZX Co. Mobile Tax Service	
Pacific Clinics	
Santa Teresita Convalescent Home	
Manantial De Amor Day Care Center	
Bright Star	

### **New Student Orientation (NSO)**

All new SFCC students are provided with an orientation on the educational system and student services, with a tour of the facility and school campus. New Student Orientation (NSO) dates (three to twelve days) are scheduled prior to the first day of theory and it is **required** for the student to attend. (Arrangements can be made for individual/private orientation if the need arises, esp. due to late enrollment). These days include the following sessions: New Student Orientation, Academic Advising, and Student Information and Assessment. Confirmation of dates and times will be issued to those accepted into the program. *Business casual attire is required for orientation. SFCC dress code is enforced. NO flip flops, shorts, low cut tank tops, revealing clothing, body piercing jewelry, denim wear (jeans, jackets), etc. Only one pair of earrings allowed.*

### **Housing**

The College does not have on-campus housing nor does it assist students in finding housing.

### **Parking and Carpooling**

Campus and campus-perimeter parking is limited. Carpooling is encouraged. General parking is available at no cost. Students are required to submit their vehicle's year, make, model and license plate number to be allowed to park on campus. There may be a daily parking fee for some clinical training sites.

St. Francis Career College offers a student carpooling program for those students deemed eligible. The program enables selected students to utilize reserved parking within P2 level of the college building structure. Fifteen (15) spaces are reserved for students that would like to participate in the program. Guidelines and specific details are made available during new student orientation.

### **Student Life**

Although St. Francis Career College is not a residential school, activities are planned to enhance the social life of our students with potlucks, holiday celebrations, cultural events, etc. Student participation is encouraged in a variety of activities including assemblies, community health fairs, and activities related to graduation.

"We should watch over the interests of others as well as we do our own, and be careful to act on every occasion with honesty and fidelity."

-- St. Vincent de Paul

## SAINT JOSEPH (SAN JOSE)

Joseph (Jose) is the name of Jesus' earthly foster father, who married the Blessed Virgin Mary. He was a builder by trade, traditionally called a carpenter or woodworker. He was a visionary who was visited by angels. Noted for his willingness to immediately get up and to do what God told him to do. What little we know of Joseph comes from early in Luke's and Matthew's gospel accounts and that seemed too little for those who made up legends about him. Since he is not mentioned in the gospels during Jesus' time of public ministry, it is traditionally thought that Joseph died prior to this. In 1874 Pope Pius IX proclaimed Joseph, along with St. Peter, Patron of the Universal Catholic Church.

Joseph's other patronage includes:

Workers/laborers, cabinetmakers, carpenters, crafts people, wheelwrights, joiners, engineers, confectioners, and bursars.

Emigrants, immigrants, pioneers, and travelers.

Families, married people, fathers, pregnant women, expectant mothers, unborn children, homes, house hunters, real estate.

Interior souls

Against doubt and hesitation

Against communism

Of a happy, holy death; dying people

For Protection

For Social Justice

"What emanates from the figure of Saint Joseph is faith. Joseph of Nazareth is a 'just man' because he totally 'lives by faith.' He is holy because his faith is truly heroic. Sacred Scripture says little of him. It does not record even one word spoken by Joseph, the carpenter of Nazareth. And yet, even without words, he shows the depth of his faith, his greatness.

Saint Joseph is a man of great spirit. He is great in faith, not because he speaks his own words, but above all because he listens to the words of the Living God. He listens in silence. And his heart ceaselessly perseveres in the readiness to accept the Truth contained in the word of the Living God."

From Pope John Paul II's *Daily Meditations*

Feast day = March 19

Also May 1: St. Joseph the Worker

*Editor's note: Saints' biographies and other Catholic information in this catalog has been researched and edited by Rev. Mr. James Dennis Bonaventure Cummings, MA, M.Div. (jdc)*

## Faculty of St. Francis Career College- Main Lynwood Campus

**Campbell, Alice** - Dean of Academics, AA in Nursing, Los Angeles Southwest College; BSN & PHN, Consortium of the California State University, Long Beach; MPH (Community Health), California State University, Long Beach; RNP (Women's Health), UCLA Harbor

**Cedeno, Norlean** - Associate Dean of Academic Support: AA in Liberal Studies, Cerritos College; BS in Vocational Education, Cal State Long Beach

**Cox, Gloria Jean** - Instructor, Vocational Nursing Program: AS, Long Beach City College, BS, University of St. Francis; MSN, University of Phoenix; Adult Vocational Education Teaching Credential: UC San Diego; Member of Sigma Theta Tau Honor International Society of Nursing

**Cummings, Jim** - Enrollment Management/ Registrar & Spiritual Advisor: BA in Psychology, UC Santa Cruz; M.Div., St. John's Seminary, Camarillo; MA in Psychology, Antioch University Los Angeles

**Falcon, Edmundo** - Instructor, Vocational Nursing Program: BSN, St. Dominic Savio College, Philippines; BS pre med, Univ. of Santo Tomas, Philippines; BS Biochemistry, University of Santo Tomas, Philippines

**Haggins, Rosemary** - Associate Dean of Health Sciences: BSN, Howard Univ; MSN, Cal State Univ, Dominguez Hills; Doctoral candidate in Health Administration: Univ. Of Phoenix; Member of Sigma Theta Tau International Honor Society of Nursing: Xi Theta & Omnicron Delta chapters.

**Henderson, Yvonne** - Instructor, Nursing Assistant Program/VN Skills Lab Coordinator: LVN, Los Angeles Job Corps

**Hipolito, Rosela** - Instructor, Vocational Nursing Program: BSN, Saint Dominic Savio College, Philippines; MSN, CS Long Beach; Women's Health Nurse Practitioner Program, UCLA Harbor; Family Health NP, CS Long Beach

**Jones, Bernice** - Instructor, Vocational Nursing Program: ASN, Los Angeles Southwest College; BSN Cal State Univ. Los Angeles; MSN, University of Phoenix

**Knight, Kimberly** - Skills Lab Coordinator: LVN, St. Francis Career College; ADN, East Los Angeles College

**Latham, Margaret** - Instructor, Vocational Nursing Program: BSN, Cal State Univ. Los Angeles; MSN, Cal State Univ, Dominguez Hills; Master of Management, Univ. of Phoenix

**Laurino, Donald** - Instructor, Vocational Nursing Program: BSN, Centro Escolar University, Manila, Philippines; MA in Nursing, University of the City of Manila; CCRN: Critical Care Registered Nurse Certification; Public Health Nurse certification; Certified Medical-Surgical Registered Nurse; Nurse Educator certification; Leadership and Management in Nursing certificate from Drexel University  
Memberships: Sigma Theta Tau Honor International Society of Nursing; American Nurse Association; American Association of Critical Care Nurses; American Academy of Medical Surgical Nurses; National League for Nursing; American Assembly for Men in Nursing

**Lyons, Kelly Rae** - Instructor, Vocational Nursing Program: AA In Nursing, Mt. San Antonio College; BA in Biblical Studies, Southern Christian University

**Luna, Linda** - Counselor: BA and MSW, Cal State Univ. Long Beach

**Odegaard-Turner, Susan** - Executive Director: BSN, Mt. St. Mary's; MSN, UCLA; MBA, California Lutheran Univ; Ph.D. in Business Administration, Southern California University

**Rohrbough, Michael** - Director of Academic Resources: BA in History, CSUN; State of California Adult Teaching Credential

**Shepard, Ermie J.** - Instructor, Vocational Nursing Program: AS in Nursing, Los Angeles Southwest College; BS Health Sciences, MS Healthcare Administration, Cal State Univ. Los Angeles; Teaching Credential Adult/Education Health Care Concentration, California State University Dominguez Hills

**Tittle, Latashia** - Instructor, Vocational Nursing Program: LVN, St. Francis Career College; AA in Nursing, El Camino College; BSN and MSN Univ. of Phoenix; RNP (Women's Health), UCLA Harbor

**Vega, Patricia** - Instructor, Vocational Nursing Program: LVN, East Los Angeles College; AS in Nursing, Los Angeles Southwest College; BSN, Pacific Union College

*From the writings of St. Vincent de Paul....*

Even though the poor are often rough and unrefined, we must not judge them from external appearances nor from the mental gifts they seem to have received. On the contrary, if you consider the poor in the light of faith, then you will observe that they are taking the place of the Son of God who chose to be poor. Although in his passion he almost lost the appearance of a man and was considered a fool by the Gentiles and a stumbling block by the Jews, he showed them that his mission was to preach to the poor: "He sent me to preach the good news to the poor." We also ought to have this same spirit and imitate Christ's actions, that is, we must take care of the poor, console them, help them, support their cause.

Since Christ willed to be born poor, he chose for himself disciples who were poor. He made himself the servant of the poor and shared their poverty. He went so far as to say that he would consider every deed which either helps or harms the poor as done for or against himself. Since God surely loves the poor, he also loves those who love the poor. For when one person holds another dear, he also includes in his affection anyone who loves or serves the one he loves. That is why we hope that God will love us for the sake of the poor. So when we visit the poor and needy, we try to be understanding where they are concerned. We sympathize with them so fully that we can echo Paul's words: "I have become all things to all men." Therefore, we must try to be stirred by our neighbors' worries and distress.

It is our duty to prefer the service of the poor to everything else and to offer such service as quickly as possible. Charity is certainly greater than any rule. Moreover, all rules must lead to charity. With renewed devotion, then, we must serve the poor, especially outcasts and beggars. They have been given to us as our masters and patrons.

# Quick Reference

## Boards of Accreditation and Approval

### ACCSC

The Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd. Suite 302  
Arlington VA 22201  
703-247-4212  
[www.accsct.org](http://www.accsct.org)

### CDHS

California Dept. of Health Services  
P.O. Box 942732  
Sacramento CA 94234  
916-327-2445  
Or 916-445-4171  
[www.dhs.ca.gov](http://www.dhs.ca.gov)

### BVNPT

Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205  
Sacramento CA 95833  
916-263-7800  
[www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

### DOE/ED

U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4005

### California BPPE

Bureau for Private Postsecondary Education  
(a division of the Dept. of Consumer Affairs-DCA)  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833  
916-431-6959  
888-370-7589  
FAX: 916-363-1897  
Mailing address: P. O. Box 980818  
W. Sacramento, CA 95798-0818  
[www.dca.ca.gov](http://www.dca.ca.gov)  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

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Member of Daughters of Charity Health System

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