

Hawaii Medical College

2016 Catalog



1221 Kapi`olani Blvd.
Penthouse 35
Honolulu, HI 96814
808.237.5140
www.hmi.edu

TABLE OF CONTENTS

INTRODUCTION	3
ADMINISTRATION	5
ADMISSIONS	7
SCHOOL POLICIES & GENERAL INFORMATION	18
CAREER SERVICES	30
CAREER TRAINING PROGRAMS	32
CLINICAL MEDICAL ASSISTANT PROGRAM	33
HEALTHCARE ADMINISTRATION, BILLING AND CODING PROGRAM	34
PHARMACY TECHNICIAN PROGRAM.....	35
NATIONAL PROFESSIONAL CERTIFICATIONS	38
CERTIFICATION PREPARATION COURSES	39
COURSE DESCRIPTIONS.....	40
TUITION AND FEES	49
2016 ACADEMIC CALENDAR	50
2017 ACADEMIC CALENDAR	52

Effective Date: 08/11/16



INTRODUCTION

This catalog provides information about Hawaii Medical College's policies, programs, and services. We reserve the right to make changes to the following without notice or obligation:

Change, delete, supplement, or amend at any time the information, requirements, and policies contained in this catalog or other documents.

Cancel or reschedule classes, change class times, set maximum limit for enrollment in certain classes, and revise class scheduling policies or procedures.

Discontinue or modify any course or program at any time due to circumstances beyond our control including but not limited to unavailability of qualified instructors, physical facilities, or equipment; or insufficient student enrollment.

NON-DISCRIMINATION POLICY

It is the policy of Hawaii Medical College to comply with Federal and State laws, which prohibit discrimination in programs and activities. Hawaii Medical College does not discriminate on the basis of race, color, national origin, religion, sex, disability, marital status, sexual orientation, or age in the admission or treatment of its students, prospective students, employees, or prospective employees.



VISION, MISSION, VALUES, AND CULTURE

VISION

To be the premiere healthcare career training and certification school in the state of Hawaii.

MISSION

To answer community needs by providing quality healthcare training in a supportive learning environment, leading to nationally recognized credentials, where each student can develop essential skills both professional and technical in their chosen field.

GOALS

Our college is focused on student-centered goals. These include: increasing student resources, expanding facilities, increasing community involvement, and increasing tuition financing options for our student body.

VALUES

We pride ourselves in creating a *learning community* that provides a caring and supportive learning environment to allow students to develop the confidence and skills necessary to pursue rewarding careers. As a company we value honesty, integrity, a love for continuous growth and development, and the sharing of knowledge.

CULTURE

The culture of HMC reflects the culture of the islands of Hawaii. The island's richness begins with respect for the land, and love that extends beyond our biological families. We learn from a very young age to love and respect the gifts offered by each individual, and to extend that love to each individual that graces our life path. We call this *ohana*.

At HMC, *ohana* means caring for each other, studying together, edifying each other in a way that promotes love, respect, and honor. We honor each other by listening attentively & patiently, encouraging friendly competition, and celebrating different learning styles.

It means doing our very best, developing a 'no matter what attitude', and never quitting.

By doing our individual best, we better our family, our school, and our island. We mature into skillful, productive professionals that can readily compete in the medical industry.



ADMINISTRATION

HISTORY

Hawaii Medical College was incorporated on May 20, 2007. First classes began on August 20, 2007.

LOCATION

The college is located on Kapiolani Boulevard between Pensacola and Piikoi Streets. It is directly across from the Design Center and is a short block from Ala Moana shopping center and major business organizations. The College is easily accessible by public transportation and ample parking is available to students. The main phone number is 808.237-5140.

HOURS OF OPERATION

Monday through Thursday- 8:00 am to 9:30 pm.

Friday- 8:00 am to 9:30 pm.

Saturday- 8:00 am to 5:00 pm.

Open all state holidays.

Closed Sundays and most major national holidays (see academic calendar).

AFFILIATIONS

Hawaii Medical College maintains membership in various professional, community, and business organizations, which include the National Healthcare Association (NHA), American Academy of Professional Coders (AAPC), American Medical Technologists (AMT), Pharmacy Technician Certification Board (PTCB), National Center for Competency Testing (NCCT), the Better Business Bureau (BBB) of Hawaii, and the African American Commercial Council Hawaii.

ACCREDITED

Hawaii Medical College is fully accredited by the Accrediting Council for Continuing Education and Training (ACCET), a U.S. Department of Education Recognized Agency.

LICENSING AND BONDING

Hawaii Medical College is licensed and bonded by the Hawaii Department of Commerce and Consumer Affairs, 335 Merchant Street, Room 310, Honolulu, HI 96813. 808-586-7327.

LEGAL CONTROL

Hawaii Medical Institute, Inc. is a privately held S corporation that operates in accordance within the laws of the State of Hawaii. Major shareholders include Ashton Cudjoe, Sarah Vanterpool, Guy Benjamin.

BOARD OF DIRECTORS

Ashton Cudjoe	President
Guy Benjamin	Vice President
David Ruiz	Treasurer
Sarah Vanterpool	Secretary

STAFF

Anita Graham-Roy, MD, MHA	Director of Education
Anna Mayes, BA	Student Success Specialist
Bradley Taguinod	Tuition Coordinator
Cheryl Char	Registrar
David Ruiz	Controller
Derchelle Lee	Career Services Manager
Elizabeth Manibog	Financial Aid Director
Ismael Mendoza	Student Accounts Manager
Guy Benjamin, MA	Executive Director
Jetta Tobin	Admissions Coordinator
Kiana Awong	Career Coach
Jonathan Hughes	Director of Admissions
Josephine Busano	Accountant
Julie Bannister, MBA	Admissions Advisor
Kynan Tumbaga	IT & Facilities Manager
Mike Harris, MBA, CPA	Operations & IT Director
Travis Ho	Admissions Advisor
Phylcia Murray	Administrative Assistant

PROGRAM COORDINATORS

Drew Peduto, BS, MAOM	Interim Pharmacy Technician Coordinator
Nida Ortega, RMA	Clinical Externship Coordinator
Ron Claxton, MHA/ED	Clinical Medical Assistant Coordinator
Sarah Vanterpool, CPC, CPC-H, CPC-I	Healthcare Admin, Billing, Coding Program Director

FULL-TIME FACULTY

Garry Roy, MD, MHA	Medical/General Education/AAS Instructor
Kevin Awaya, BS, MS, MBBS	Medical Instructor
Thomas Walker, DC	Medical/General Education/ Clinical/AAS Instructor
Sharis Pasion, CMA	Clinical Instructor
Shelley Fernandez, RMA	Clinical Instructor
Perfecto Salvador, MPsy, CMFSW RMA, CCMA	Clinical Instructor

ADJUNCT FACULTY

Lillian Jones, MD	Medical/Pharmacy Instructor
Toluwalope Ejiyoyee, CCMA	Clinical/Medical Instructor
Kevin Czaban, BS, MS	Medical Instructor
Jonathan Padua, BA, MFA	General Education/AAS Instructor
Lane Muraoka, MMI	General Education Instructor
Richard Vicain, BA, MS	General Education/AAS Instructor

COMMUNITY ADVISORY COUNCIL

Darryl Kan, MD	President, Orthopedic Associates
Derek Tengan, PharmD	5-Minute Pharmacy
John Pang, Pharm D	Pharmacist, Evercare, United Healthcare
Kore Liaw, MD	Physician, Hawaii Pacific Neuroscience
Mark Santi, MD	Chief, Surgery and Department of Orthopedics, Kaiser Permanente
Nora Uehara	Owner, MedBill Hawaii
Randy Wong, MD	Plastic Surgery practice

ADMISSIONS

GENERAL ADMISSION PROCEDURES

1. Prospective students are invited to visit Hawaii Medical College to discuss career planning and educational programs with an Admissions Counselor. Students are asked to fill out a Confidential Questionnaire about their educational objectives and marketing survey.
2. A tour of the school and first-hand information regarding the curriculum and facilities are provided during the initial visit.
3. If interested, the prospective student will then complete an Application for Admission and submit a non-refundable \$50 application fee.
4. The applicant will make arrangements to take the Wonderlic Basic Skills Test, obtain a High School Diploma or Transcript or GED, submit TB and MMR test results, and make arrangements to pay for tuition (see below).
5. Upon completion of all admission requirements (listed below) the application will be forwarded to the Admissions Committee for consideration.
6. All applicants will be notified of the decision at least 7 days in advance of the first day of class.
7. If accepted the applicant will make arrangements to complete financial aid, sign enrollment agreement and turn in all required documentation to enroll in a program.

ADMISSION REQUIREMENTS

All applicants are required to fulfill the following requirements:

1. Complete and sign an Application for Admission form.
2. Submit a non-refundable application fee of \$50.00.
3. Provide proof of High School Diploma or General Equivalency Diploma and/or official transcript.
4. If prospect attended a post-secondary institution and plans to transfer credit, prospect will need to provide official transcript and syllabus of classes taken for the Director of Education to review.
5. Take the Wonderlic Basic Skills Test and score a minimum of 265 in both Verbal and Math portions. For AAS seeking students, they will have had to complete our CMA Diploma program and have been placed in jobs for a minimum of 30 days before applying.
6. Provide verification of a negative tuberculin test done within the past twelve (12) months prior to first attendance. The verification must indicate the dates of administration and reading of the Mantoux skin test (PPD), the transverse diameter of induration in millimeters, and the signature or stamp of the MD, DO, APRN, PA, or clinic.
7. Provide proof of two (2) Measles Mumps Rubella (MMR) shots (*if received before the age of **18 years old***) or a combination of one (1) Measles shot and one (1) MMR shot required. Shots should be one month apart, given on or after January 1, 1968, and/or after the 1st birthday and/or if student previously had the shots or the disease, but does not have a record of it, a positive MMR IgG blood test report signed by an M.D. is acceptable. *Exception* If the tentative student is 18 years of age and receives (1) MMR vaccination, the CDC states, that it is acceptable.
8. Schedule appointment with the Business Office to determine applicant's form of payment. Cash-paying applicants are required to make a partial tuition payment

- upon registration. The Business Office will advise the applicant regarding payment plans.
9. If accepted for enrollment, prospective students must sign an Enrollment Agreement and supporting documents to enroll at Hawaii Medical College.
 10. Prospective students identified as needing additional learning and/or academic accommodations will be referred to the Student Success Specialist for the development of a success plan prior to matriculating at Hawaii Medical College.

****If all mandatory admissions' documents are not received within 21 days from the**** start of class, enrollment will automatically be cancelled. There are no exceptions to this policy.

QUALIFICATIONS FOR ADMISSION

Hawaii Medical College does not admit every applicant. Space is limited to provide the best possible student support and outcomes as well as opportunities in the job market. Requirements for admission are: Must possess a High school diploma or GED; If under the age of 18, a parent(s) or legal guardian must authorize by signing any necessary documents; a minimum score on the Wonderlic of 265 in each verbal and quantitative. For AAS seeking students, minimum scores will be 325 for verbal and 300 for quantitative. In addition AAS candidates will be submitting a Wonderlic Essay that will assess their writing and communication skills. In the event that the number of applicants exceeds the number of allocated enrollments, admission will be based on Wonderlic scores.

Students with special needs are encouraged to apply. If accepted for admission, an individual Student Success Plan (SSP) will be devised to accommodate specific learning disability.

For appropriate academic accommodations due to a disclosed disability, the student will need to provide documentation prepared by an appropriate professional, such as a medical doctor, psychologist, or other qualified diagnostician. In addition, HMC will accept previous documentation of an IEP (Individual Education Plan) that describes the accommodations made.

PHARMACY TECHNICIAN RETENTION COMMITTEE

Prospective students desiring enrollment into the Pharmacy Technician Program will be invited for a panel interview with the Director of Admissions, Director of Education, Pharmacy Technician Program Coordinator, and the Student Success Specialist.

ALUMNI RE-ENROLLMENT

Alumni seeking to re-enroll in another program after having completed their first program will first need to be gainfully employed for at least 30-days within the respective program from which they have graduated. Alumni will be required to submit an employment verification form to Career Services.

PAYMENT METHODS/TERMS OF PAYMENT

Tuition and fees for the entire program is payable in advance and due at the time of enrollment. Payments may be made with cash, check or credit card. Several payment plan options exist and arrangements can be made through the Business Office.

Hawaii Medical College participates in several Title IV federal financial aid programs, most of which are based on need. See the Financial Aid Department to apply.

TFC TUITION FINANCING

Student payment plans setup by Hawaii Medical College (HMC) will be managed by TFC, a 3rd party billing company. Calls, emails or correspondence from TFC regarding student accounts may be received over the course of the financing. If there are any questions regarding a TFC account the student can visit the TFC webpage at www.tfcstudentinfo.com, call TFC at 1-800-872-9832 or contact HMC.

REFUND & CANCELLATION POLICIES:

REFUND POLICY, BEFORE THE START OF CLASS

Applicants who do not begin class will receive a full refund of all monies paid except for the non-refundable application fee and the cost of any tablet/laptop received that is not returned in its original unused/unopened condition. Refunds will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

REFUND POLICY - AFTER THE START OF CLASSES

Students who wish to withdraw from the College after the 21st day from the first day of their initial entry term, regardless of the reason, including medical, will be granted a pro-rata refund of tuition unearned based on the total days of the program enrolled. Nonrefundable costs incurred from the withdrawal include an administrative fee of \$100.00 and, if applicable, the cost of any tablet/laptop received that is not returned in its original unused/unopened condition and any outstanding Misc. fees. The pro-rata refunds will be computed on the following basis:

$$\text{Refund/Balance} = (\text{Total Tuition Paid} - (\text{Total Tuition} * \text{Days Completed/Program Total Days})) + \text{Administrative Fee} + \text{Tablet/Laptop} + \text{Misc. Fees}$$

Example: A student completes 200 Days of a 558 Day program, and the tuition for the program is \$12,565 with additional charges & fees on account of \$800 Microsoft Surface + \$20 Late Fee. Total tuition paid by student as of withdrawal date is \$7,500.

$$\text{Refund/Balance} = \$7,500 - (\$12,565 * 200/558) + \$100 + \$800 + \$20$$

$$\text{Refund/Balance} = \$7,500 - \$5,423.58$$

$$\text{Refund/Balance} = \$2,076.42 \text{ Refund}$$

Refunds will be paid within forty-five (45) calendar days from the documented date of determination (DOD).

Any remaining balance due after the calculated tuition pro-ration is credited back will be the student's responsibility to pay in full upon withdrawal from the school.

VETERANS' REFUND POLICY

Hawaii Medical College's Veterans Refund Policy complies with CFR 21.4255. In the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded. Any amount in excess of \$10 of the registration fee, if applicable, is subject to proration. The amount charged will not exceed the exact pro-rata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be

determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course. Refunds are made within 40 days of the last date of the student's attendance.

CLASS CANCELLATION

The College reserves the right to cancel a starting class if the number of students is deemed insufficient.

CANCELLATION POLICY

An applicant will receive a full refund of all tuition paid if he or she is not accepted by Hawaii Medical College within seven (7) business days. Applicant or student may cancel an enrollment agreement by providing notice of such cancellation to the College at its address within 21 days after the start of the student's initial entry term.

The notice should be postmarked no later than midnight of the 21st day; excluding Sundays and Holidays, following his or her first day of class of their initial entry term, or it may be personally or otherwise delivered to the College within the above specified time.

In the event of dispute over timely notice, the burden to prove service rests on the student.

All monies paid by the applicant, except for the nonrefundable application fee and the cost of any tablet/laptop received that is not returned with all of its original components. Tablet/Laptop received can be returned within 21 days of the start date.

FINANCIAL AID/LOAN OPPORTUNITIES

Hawaii Medical College participates in the Federal Student Aid Program. Additional loans for students may be available through their own credit union or bank. See the following for additional information.

Hawaii Medical College Merit Scholarship

The Hawaii Medical College Merit Scholarship provides financial assistance to any incoming students enrolling into Hawaii Medical College for the first time. All Hawaii Medical College Merit Scholarship recipients are expected to maintain high academic standards and display exemplary leadership skills promoting Hawaii Medical College's philosophy and core values to transform into patient-focused professionals that employers need.

***“Selection of the recipients will be conducted through a blind review with the Hawaii Medical College Merit Scholarship board. During the blind review, all personable identifiable information will be redacted and the review board will evaluate your application on a point system with a maximum potential of forty (40) points. All review scores will be averaged and that will be your application score for the review. The top three scored applications will move to the final selection process, which will be conducted by the Financial Aid office. The number of reviews per file will vary and will be determined on case by case scenario.*”**

The final selection will be made based on performance that the applicant shows during the first five weeks of their program, which will demonstrate the applicant's ability to maintain the required Satisfactory Academic Progress (SAP) requirements for the scholarship. The SAP requirements consist of a 3.00 Grade Point Average and 100% Attendance with documented make-up hours. Notification of selection for the Merit Scholarship will be mailed out to you no later than the Friday of your second module."

MyCAA Scholarship

Career Advancement Account for Military Spouses

Spouse of an active duty Army, Navy, Air Force, or Marine service member, or activated Reserve member in pay grades E1-E5, W1-W2, or O1-O2.

If the spouse of National Guard and/or AGR member, the sponsor must be on federal Title 10 active duty orders as reported in DEERS.

Spouses of Guard/Reserve members in an Alert, Transition Assistance, or Post Deployment status are not eligible. MyCAA accounts will be limited to the new \$4,000 maximum benefit with a \$2,000 fiscal year cap. Waivers to the fiscal year cap will be available for spouses pursuing licensure or certification with a cost that exceeds the \$2,000 fiscal year cap up to the total maximum assistance of \$4,000.

Spouses must finish their program of study within three years from the start date of the first course. Funding is limited to only Associate's degrees, certifications and licensure programs.

GI Bill®

The Montgomery GI Bill® (MGIB) is available for those who enlist in the U.S. Armed Forces. MGIB encompasses both the Montgomery GI Bill®-Active Duty (Chapter 30) and The Montgomery GI Bill®-Selected Reserve (Chapter 1606). Under Chapter 30, Active Duty members enroll and pay \$100 per month for 12 months; and are then entitled to receive a monthly education benefit once they have completed a minimum service obligation.

The Post-9/11 GI Bill® provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®

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

Alu Like – Hana Lima Scholarship

The Hana Lima Scholarship provides financial assistance to students participating in a vocational or technical education program for occupations that can provide a "living wage." This scholarship is available to students in vocational programs that lead to a specific segment of employment. This \$1,500 scholarship gives financial assistance toward tuition and fees, books and other required tools or uniforms for a vocational program

The Hana Lima Scholarship is a need-based award with preference given to non-traditional students: Single parents, disabled (meets ADA definition), houseless, sole-income providers, previously incarcerated and wards of the court. Students pursuing a

major in Liberal Arts are not eligible for this scholarship as the Hana Lima Scholarship supports students who have declared and are committed to a specific program of study. Eligibility:

- As an applicant, you must meet the following criteria:
- Be of Native Hawaiian Ancestry
- Be a resident of the State of Hawai'i
- Be enrolled at least half time in a vocational degree or certification program in one of the approved educational institutions in Hawai'i listed on the application.
- Maintain a 2.0 or higher grade point average (GPA)

Alu Like – Ho'omānea 'Ōiwi

Employment & Training Program, funded by the Workforce Investment Act (WIA), provides year round services to eligible adults 18 years or older and youth ages 14-21. They provide a wide range of services which includes outreach, intake, assessment, career counseling, work experience, occupational skills training, educational & tuition assistance, tutoring and internships.

FSEOG - Federal Supplemental Educational Opportunity Grant (is a grant for undergraduate students with exceptional financial need)

To get an FSEOG, you must fill out the *Free Application for Federal Student Aid* (FAFSA®) so your college can determine how much *financial need* you have. Students who will receive Federal Pell Grants and have the most financial need will receive FSEOGs first. The FSEOG does not need to be repaid. You can receive between \$100 and \$4,000 a year, depending on your financial need, when you apply, the amount of other aid you get, and the availability of funds at your school.

FWS – Federal Work Study Program

Federal Work-Study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

Here's a quick overview of Federal Work-Study:

- It provides part-time employment while you are enrolled in school.
- It's available to undergraduate, graduate, and professional students with financial need.
- It's available to full-time or part-time students.

It's administered by schools participating in the Federal Work-Study Program.

ALPHA BETA KAPPA NATIONAL HONOR SOCIETY

The Alpha Gamma of Hawaii Chapter of the Alpha Beta Kappa National Honor Society for Hawaii Medical College was established on June 9, 2016. At Hawaii Medical College the selection of our Alpha Beta Kappa Honor Students is based upon the following criteria:

1. Superior student academic achievement (GPA 3.70 or higher)
2. Leadership Experience
3. Community Service

Alpha Beta Kappa outstanding students receives a Personalized Certificate with the Official Gold Seal of Distinction, the Alpha Beta Kappa Honorary Gold Key, the esteemed Alpha Beta Kappa honor cord, and a special letter of congratulations from the President of the Society. The Personalized Certificate includes the candidate's name,

institution, Chapter affiliation, and date of graduation. Elected membership in this honor society sets a student apart as an exemplar of personal integrity and excellence.

Membership privileges and honors include:

- National Student Recognition
- Reference Alpha Beta Kappa on all future resumes
- Lifetime membership (no annual dues)
- Letters of Reference (upon request)
- Responds to all inquiries from employers, colleges, graduate schools, and scholarship committees
- Personalized Membership Certificate
- All Certificates include the Alpha Beta Kappa Gold Seal of Distinction
- Alpha Beta Kappa Gold Key
- Congratulatory letter from Alpha Beta Kappa and a narrative about the society

RETURN OF TITLE IV FINANCIAL AID POLICY

If a student receiving Title IV funds ceases to be enrolled, the federal government mandates that HMC determine the amount of Title IV funds that the student earned as of the date enrollment ceased (withdrawal date). Unearned Title IV funds must be returned to the federal government. Ceasing enrollment may result in the student owing aid funds to the school, the government, or both.

- If a student withdraws, we are required to determine if any of the federal financial aid received should be returned. Federal financial aid is based on the length of time students are in class, so if a student does not attend the entire period, they may be required to return all or a portion of the aid received.
- If a student receives all W or F grades, we must perform this calculation. The repayment percentage is determined by the number of hours remaining in the payment period from the last date of attendance.
- If a student owes federal financial aid repayments or Return of Title IV Funds, they will be denied federal aid eligibility at any institution and will not be able to enroll at Hawaii Medical College until full payment arrangements are made.
- Satisfactory Academic Progress (SAP) requirements apply to all financial aid recipients regardless of the funding status due to a Return of Title IV Funds. Repayment of part of federal financial aid does not release students from the satisfactory academic progress requirements.

Withdrawal Date Policy

Official and unofficial withdrawal dates will be determined using the federal regulation definition for a withdrawal date. The official date will be determined by the earlier of one of the following:

1. Date the student begins the withdrawal process
2. Date the student provides official notification of intent to withdraw;
3. Students who fail to officially withdraw are assumed to have completed at least 50% of the term unless an earlier or later date is determined by the school.

Return of Title IV Funds

The school will use the federal policy to determine the amount which must be returned by the school to all Title IV programs no later than 30 days after date of determination.

The procedure is:

1. Determine appropriate withdrawal date
2. Determine Amount of Earned Title IV Aid
3. Determine Amount of Unearned Title IV Aid
4. Determine Title IV Aid to be Disbursed

5. Determine Title IV Aid Disbursed
6. Determine Title IV Aid to be Returned
7. Calculate the School's Responsibility
8. Determine Amount School Returns by Program
9. Determine Student's Responsibility
10. Determine Amount Student Returns by Program

Students that fall into the Return of Title IV Funds will be notified with a letter explaining how we calculated the return and the process we went through to come to that conclusion.

Funds Returned by Program

Funds are returned to Title IV Programs according to federal regulations. The schedule is:

Unsubsidized Direct Stafford Loans
Subsidized Direct Stafford Loans
Direct PLUS Loans
Federal Pell Grant

Note: Student responsible portions that must be returned to loans will be calculated by the school and any funds required to be returned to the loan programs will be in accordance with the terms of the promissory note.

RETURN OF FUNDS must be made directly to the school. Students who do not make satisfactory arrangements for payments in a timely manner will have their debts submitted to the U.S. Department of Education for collection.

Date of Determination of Withdrawal

Date of Determination is determined in two ways, either through student-initiated withdrawal (official) or through HMC administrative withdrawal (unofficial). Student-initiated withdrawal occurs when the student notifies HMC of the intent to withdraw. Administrative withdrawal occurs when HMC determines that the student is no longer enrolled based on attendance.

Official Withdrawal Date: The withdrawal date is the date the student notified HMC of the intent to withdraw.

Unofficial Withdrawal Date: 3 consecutive absences or 14 days after last date of attendance.

Calculation for the Return of Title IV Aid

A student earns Title IV aid in a prorated manner based on the number of credit hours the student is enrolled up through the 60% point in the payment period. After the student has completed more than 60%, the student is considered to have earned all aid.

Earned Aid: The percentage of earned aid is calculated by determining the number of scheduled credit hours from the first day of the payment period up through the withdrawal date and then dividing that number by the total clock hours in the payment period.

Unearned Aid: The amount of unearned Title IV funds that must be returned is calculated, first, by subtracting the earned Title IV percentage from 100% to determine the percentage of aid that is unearned and, second, by multiplying the total amount of

financial aid that could be disbursed to the student by the unearned Title IV funds percentage.

Over-award Policy: An “over-award” is when the need-based awards exceed financial need, or the total of financial aid awards exceeds the cost of attendance. If a student has been over-awarded, federal regulations require Hawaii Medical College to adjust award. Need-based aid includes grants, scholarships, Federal Work Study, Federal Perkins Loans, Federal Direct Subsidized Loans, and outside resources (i.e. faculty/staff tuition benefits, scholarships, etc.). Non-need based aid includes Federal Direct Unsubsidized Loans, Federal Parent PLUS Loans.

Possible reasons an over-award can occur are:

1. Additional awards are received after the final award letter was sent. **(Other Source: Scholarship, Military, Voc Rehab, etc.)**
2. The verification process may result in changes made to FAFSA data.

If a need-based over-award occurs, the financial aid department will reduce or cancel federal aid in the following order. A Federal Pell Grant is never reduced.

1. Direct Subsidized Loan
2. Federal Work Study
3. Federal Supplemental Educational Opportunity Grant

If a non-need based over-award occurs (student's cost of attendance was exceeded), the financial aid department will reduce or cancel federal aid in the following order.

1. PLUS Loan
2. Direct Unsubsidized Loan
3. Direct Subsidized Loan
4. Federal Work Study
5. Federal Supplemental Educational Opportunity Grant

If student's tuition is paid by other sources, financial aid loans will be cancelled or reduced by HMC – Financial Aid Office and will be refunded to Department of Education to avoid accumulation of non-need based FA on the student account.

Amount to Be Returned by the Student

The amount to be returned by the student depends on the actual amount that has been disbursed to the student at the point the student ceases enrollment. At the point a student receiving Title IV funds officially withdraws or is unofficially withdrawn, the Financial Aid Office completes the return of Title IV aid calculation and determines the student's portion of the funds to be returned. The Financial Aid Office notifies the student of the amount to be refunded to the federal government. The student may select one of the following repayment options:

- The student may pay HMC the full amount of funds owing and HMC will return the funds to the appropriate programs
- The student may contact the U.S. Department of Education to establish a payment plan.

For the student to remain eligible for Title IV funds, repayment must be made within 45 days of the student's notification of funds owing.

Students whose circumstances require that they withdraw are encouraged to contact the Financial Aid Office before doing so. Financial aid staff can explain the consequences of withdrawing. They can provide refund examples and further explain the policy.

LOAN DELINQUENCIES

Students are expected to remain current with their tuition payments as stated in her/his tuition payment plan. Students who fall behind are encouraged to meet with the Business Office as soon as possible to make arrangements to come current. Students must be current to register for each term.

METHOD FOR COLLECTING DELINQUENT TUITION

Students are counseled before graduation (or withdrawal) and if an amount is due a payment schedule is arranged if one is not already in place. If the student does not follow payment agreements, after 90 days delinquency, her/his account is turned over to a collection agency.

TRANSFER OF COURSES FROM OTHER INSTITUTIONS

Hawaii Medical College may accept courses transferred from regionally or nationally accredited institutions. Only courses passed with 3.0 / B or better and taken within the last 5 years will be considered. A copy of the syllabus/course description for those courses to transfer must be presented to the Director of Education. The Director of Education will review the official transcripts and outline to determine if the program content is comparable to the class being challenged. In general, at least 75% of the content must be comparable. If determined to be acceptable, the student will not have to take that course. The Director of Education's decision on accepting courses is final. Students who wish to appeal the decision may do so by writing a letter to the Director of Education. The Director of Education will review the case with the appropriate Program Director and respond with an answer to the student within 5 business days.

Unofficial transcripts from regionally or nationally accredited institutions will be accepted in lieu of the official transcript five weeks prior to the start of the course(s). If the official transcript is not received by this day, by default, the student will be automatically enrolled in the course(s).

There is a 50% program residency requirement for all courses transferred. That is, a maximum of 50% courses can be transferred (50% of courses completed towards diploma must be Hawaii Medical College courses). *No charges will apply to transfer of credit courses.

VA STUDENTS

For students who are classified as Veterans, HMC will evaluate for credit all prior education, training, and experience; including military training and experience. *No charges will apply to transfer of credit courses.

TRANSFER OF COURSES TO OTHER INSTITUTIONS

Students should be aware that the transfer of courses is controlled by the receiving institution, and therefore cannot be guaranteed by Hawaii Medical College. Students considering transferring to an unaffiliated school have the responsibility to determine whether that school will accept Hawaii Medical College courses. Hawaii

Medical College encourages students to make this determination as early as possible. Hawaii Medical College does not imply, promise, or guarantee transferability of its courses to any institution.

COURSE CHALLENGE EXAMINATIONS

Students who feel that their life experience and/or previous coursework gives them the competency required for a specific course may challenge that course by taking the course final examination. The student must pass with 80% or better. Students may not challenge more than 50% of the total program courses. Students may not challenge the Basic Clinical and Advanced Clinical courses as well as Career Preparation and externship /internship/certification courses. Students must schedule a test-out for a specific course no later than five weeks prior to the module in which that course is offered.



SCHOOL POLICIES & GENERAL INFORMATION

STUDENT CODE OF CONDUCT

Hawaii Medical College students will respect morality, order, and the individual rights of others. Students will do their best to represent the college and its traditions with honor.

HEALTHCARE CODE OF CONDUCT

On a regular, sustained basis, cooperates with other staff members both within and outside department in the accomplishment of own job duties as well as assisting others in accomplishing theirs; serves as team player and role model for other employees in the organization; always exhibits traits of courtesy, caring, helpfulness and respect; conducts oneself in service oriented manner that is attentive, pleasant, cooperative, sensitive, respectful and kind when dealing with patients, public and all employees.

SCHOOL FACILITIES

The campus includes over 8,000 square feet of office space. There is a reception area, a career services office, a business/financial aid office, an education/records office and cubicles for faculty in PH35. The office of admissions and the admissions advisor's offices are located in PH60. There are nine classrooms: in 6-C; 4 classrooms, #849 and #925 are clinical medical laboratories , #506 and #408 are open classrooms and PH 35 there is a pharmacy technician laboratory.

For all programs, classes have an average student: instructor ratio of 15:1. Lab classes average 15:1. Introductory courses average 15:1. The maximum is: 24:1 for introductory courses and 18:1 for Lab classes.

RESTROOM USE

Women's and Men's restrooms are located on the 6th Floor Roof Deck, Penthouse, Eighth and Ninth floor hallways. A key is available from the reception desk and on the 6th floor available in front of the Facilities Manager's office. These are the only bathrooms accessible to students.

STUDENT LOUNGE

There is a lounge area on the rooftop of the parking structure with a beautiful view of the ocean and Ala Moana Shopping Center that students are free to use. Covered tables and benches are available. Students may bring food and beverages. However, food and beverages are not available for purchase except from the snack machines. Rooftop hours are from 8:00am to 6:00pm. Smoking is allowed in designated areas.

PARKING

Parking is available in the building parking structure at the regular posted parking rates. Students may only park in non-reserved stall and no overnight parking is allowed. All parking related issues or concerns should be addressed with Elite Parking on level B of the parking structure.

VISITOR POLICY

Visitors are required to sign in at the reception area, obtain a valid visitors pass and identify the purpose of their visit. Visitors are required to wear a Visitors ID Badge at all

times while on campus. The College reserves the right to refuse entry to its premises to any individual who is suspected of loitering, trespassing, and/or is acting in an unruly or unacceptable manner.

CAMPUS CRIME

Crime on campus and a crime report for the Honolulu Police Department can be obtained from the campus Facilities Manager.

CHILDREN ON CAMPUS

In consideration of others, students may not bring children with them to the Hawaii Medical College campus. Resource information and referrals to childcare services can be obtained in the Student Services Office.

SOLICITATION/CANVASSING & FUNDRAISING ON CAMPUS

In general, solicitation or canvassing on campus is prohibited with the exception of Hawaii Medical College sponsored events and activities.

DRUG-FREE POLICY

The influence of drugs and/or alcohol impairs the students' ability to become employable and thus, is counter to the training and educational objectives of Hawaii Medical College. The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs or alcohol on Hawaii Medical College premises or during activities is strictly prohibited. All students' enrollment shall be conditional on their adherence to this policy. Any student who violates this policy will be subject to immediate disciplinary action including dismissal, and referral to the appropriate authorities for legal action.

Local, state and federal laws prohibit the unlawful possession, use, distribution, and sale of illegal drugs and underage possession, use, distribution, and sale of alcohol. Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to one year imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one (21) years of age may be punished by up to twice the term. Students who are under twenty-one (21) years of age and who use, sell, or who are in the possession of alcoholic beverages are subject to penalties of the State of Hawaii.

Serious health risks are associated with the illegal use of drugs and alcohol. These risks include but are not limited to: addiction, impaired ability and judgment, risk of hepatitis and AIDS, hallucinations, paranoia, psychosis, damage to major organs, and overdose which can result in death.

Students are encouraged to seek counseling and/or treatment should they need assistance with drug and/or alcohol problems. Contact the following for help:
1-800-NCA-CALL National Council on Alcoholism Information hotline.
1-800-662-HELP National Institute on Drug Abuse hotline.

NO SMOKING POLICY

In keeping with Hawaii Medical College's intent to provide a safe and healthy educational environment, smoking is prohibited throughout the campus.

In accordance with the City of Honolulu No Smoking Act Number 85-60, the building management has elected to prohibit smoking. This includes all areas of the building (rooms, offices, restrooms, stairwells, hallways, elevators, lobby, etc.). Smoking is available on the parking structure rooftop from 8:00 a.m. to 9:30 p.m.

DISCRIMINATION

Hawaii Medical College is committed to providing a working and educational environment that is free from all forms of discrimination. There will be no discrimination in any respect by the College against its students, prospective students, or staff based on sex, race, color, national origin, age, religion, disability, sexual orientation, marital status, or any other legally protected characteristic. Conduct that is deemed inappropriate, offensive, disrespectful toward others, or in violation of Hawaii Medical College policies will be subject to disciplinary action, up to and including dismissal.

COPYRIGHT AND FAIR USE

The term "copyright and fair use" refers to material someone else created that you, as a student, would like to use.

HMC requires that all faculty, staff and students comply with federal law regarding the use of copyright protected materials including material for use in the classroom, out of classroom in presentations, online, at conferences, and in homework.

Under the Digital Millennium Copyright Act, HMC has the responsibility to remove or deny access to websites with copyright violations if the websites are part of the College's network. In this event, it is the producer of the material that is liable for any copyright infringements.

Copyright law does make allowances for "fair use" of copyrighted material under certain circumstances. The circumstances are evaluated based on four criteria:

1. The purpose and character of use;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used;
4. The effect of use on the potential market of the work.

GRIEVANCE PROCEDURE

Any individual that has a concern or problem regarding any aspect of the operation of Hawaii Medical College may file a grievance with the administration. The grievance filing form is available from the Executive Director. The Executive Director will review the form and will act on the grievance within 5 working days.

In addition, individuals may contact Hawaii Department of Commerce and Consumer Affairs, 335 Merchant Street, Room 310, Honolulu, HI 96813. 808-586-7327 or

Hawaii Medical College's accreditation body, the Accrediting Council for Continuing Education and Training (ACCET) to resolve any conflicts. ACCET may be contacted by phone at (202) 955-1113 or by mail at ACCET, Chair, Complaint Review Committee, 1722 N Street NW, Washington, D.C. 20036.

DISCLOSURE AND RETENTION OF RECORDS/ACCESS TO FILES

All student files are the property of Hawaii Medical College. Students have the right to inspect, review, and challenge information contained in their academic record. Education records are defined as files, materials, and documents that contain information directly related to the student. Written consent from the student is required before education records may be disclosed to third parties with the exception of regulatory agencies.

A school official must be present during the examination of the student files. This school retains student files for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled.

COMPLAINT RESOLUTION POLICY

Any student with a formal complaint regarding faculty or any aspect of instructional or course presentation are first encouraged to discuss their concerns/complaints with their respective instructor, as students will be expected to develop positive conflict resolution skills to ensure success when gainfully employed within the healthcare profession. Should the concern remain unresolved, the student can seek out mediation from their respective Program Coordinator. If resolution is not possible with the respective Program Coordinator, the student can pursue complaint resolution with the Student Success Specialist. If the concern/complaint remains unresolved with the Student Success Specialist, it is at this time, that the student may make an appointment to meet with the Director of Education.

STUDENT CONFIDENTIALITY POLICY

All student files are held in the strictest confidence in accordance with federal student right to privacy laws. The Family Education Rights and Privacy Act (FERPA) governs their use. Access to files is limited to authorized staff that has a "working interest" in each file. Any information in student files will only be made available to outside parties with student written authorization. Other students will never have access to files.

DRESS CODE

No Flip Flops/slippers!

Identification badges must be visible at all times. ID badges must be on a lanyard around the neck or clipped to a pocket on the uniform top.

Hair must be shoulder length or clipped back or pinned up due to infection control and safety concerns. Long hair may contaminate or become contaminated from contact with others during patient care or while using equipment. Extreme or unnatural colors and/or style is prohibited (e.g. Purple orange, blue, green, multi-colored).

Sunglasses are to be removed upon entering building structures, including classrooms. No wearing of sunglasses on top of the head. Wearing sunglasses in the classroom will result in the loss of professionalism points.

Hats/caps must be removed when entering building structures, including classrooms. Wearing hats/caps in the classroom will result in the loss of professionalism points.

Medical Assistants are to be in full scrubs or HMC issued uniform scrub set (full length pants and top); closed toe and close heel, rubber soled shoes (no pumps, dress shoes, canvas, Vans, or crocs); no excessive make up; jewelry should be kept to one ring per

hand, no bangles, necklaces are to be worn under scrub top and not dangling when the trainee bends over and piercings and ear gauges must be filled with clear plastic retainers, no visible tattoos, finger nails must be kept to a functional length ($\frac{1}{4}$ inch) with clear nail polish only, long sleeves under scrubs nothing should covering your uniform or the HMC Logo and ID badges must be visible at all times. As MA's you may purchase hip-length lab jackets in white or black separately. Hair is to be pulled up at all times.

HABC/Pharm Techs are to be in HMC issued Polo shirt with full length business slacks (acceptable colors are brown, khaki, black, navy), absolutely no capris, jeans, sweats or yoga pants allowed, HMC logo and ID badge must be visible at all times, long sleeves under Polo shirts or lab jackets are available for purchase in white or black, no other jackets allowed, no visible tattoos and closed toe/closed heel shoes. Piercings and ear gauges must be filled with clear plastic retainers, no visible tattoos, finger nails must be kept to a functional length ($\frac{1}{4}$ inch) with clear nail polish only.

MICROSOFT SURFACE 3 EMAIL POLICY

Any student wishing to use a device other than the Microsoft Surface 3 must get approval from the Director of Education. For students wishing to use traditional textbooks a Microsoft Surface 3, tablet device or notebook computer is still a Hawaii Medical College requirement. In addition, a current email address is also required.

LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) provides students with computer and printer access as well as a quiet environment to study and complete course assignments. The Learning Resource Center has textbooks, reference books, and other study resources readily available for students' use. Computers and printers available for student use during regular business hours. Regardless of students' personal or academic schedule, the Learning Resource Center's extended hours provide flexible hours to accommodate students' need for research, studying, or completion of assignments. The Learning Resource Center is open daily, Mondays – Fridays, from 7:00 a.m. – 9:30 p.m. and Saturdays from 7:00 a.m. – 4:00 p.m.

ACADEMICS

SESSIONS/MODULES

Hawaii Medical College is on a ten week quarter-based system divided into two five week modules per quarter. Sessions are designated as follows: Fall, Winter, Spring, and Summer. Each session is subdivided into five week Module A and Module B.

CONTACT HOURS

Most classes meet for three to four hours at a time, twice or three times a week, during each five week module. Courses scheduled on Friday and Sunday will meet only once a week for six hours. The total student instruction or contact hours are usually 30 or 40 hours per course, per module. There may, from time to time, be exceptions to this. Check the class schedule for specifics.

CONTACT HOUR/CREDIT HOUR CONVERSION

Hawaii Medical College uses the Carnegie clock-to-credit hour conversion for lecture, laboratory, and externship/internship. These credit hours are measured in quarter credits.

Lecture Quarter Credit Hours:

Lecture hours are instructional hours consisting of theory or new principles. A minimum of 10 lecture hours are awarded for 1 quarter credit. In addition to lecture hours students are expected to complete at least 2 hours of out of class work per week. The average 3 credit course requires between 10 to 20 hours of out of class work at minimum.

Laboratory Quarter Credit Hours:

Laboratory hours are instructional hours consisting of supervised student practice of previously introduced theory/principle during which practical skills and knowledge are developed and reinforced. A minimum of 20 laboratory hours are needed to award 1 quarter credit.

Externship/Internship Quarter Credit Hours:

Externship/Internship hours are instructional hours consisting of supervised work experience activities related to skills/knowledge required during the training program. A minimum of 30 externship/internship hours are needed to award 1 quarter credit.

Clock Hour to Credit Hour Conversion for Financial Aid Purposes:

For financial aid purposes the method of converting clocks to credit hours for lecture, and/or externship/internship is as follows:

For financial aid purposes, the institution uses the clock hour to credit hour conversion rate of 20 hours of lecture, lab, or externship/internship to one quarter credit hour.

CLASS SCHEDULE

Monday-Thursday	Mon/Wed/Friday	Tuesday/Saturday	Thursday/Saturday
8:00am-11:30am	3:00pm-6:00pm	6:30pm-9:30pm	6:30pm-9:30pm
11:30pm-2:30pm	5:30pm-9:30pm	8:00am-11:00am	11:30pm-5:00pm
3:00pm-6:00pm			

Some class offerings may vary slightly from this schedule. Check the term class schedule for specifics.

FULL TIME/HALF TIME RESIDENCY

A full time student is registered to take 2 courses, for a total of 4 courses per session. A half time student is registered for 1 course, for a total of 2 courses per session. The average course meets in-class for 6 hours per week and requires between 2 to 3 hours of out-of-class work. Therefore, fulltime students are usually required to complete an average of 18 hours of total course work per week. Students receiving financial aid should check with the Financial Aid Department for more information.

CAREER PREPARATION ATTENDANCE POLICY

It is mandatory that students enrolled in the Career Prep course attend the first four days of lectures as these four days provide crucial information and strategies for students' continual success in coursework at Hawaii Medical College. If a student misses one or more of the mandatory first four days of class, regardless if the absence was an excused or unexcused absence, the student will not be allowed to continue on in Medical Terminology I. The student will also need to re-take the Career Prep course as well.

ATTENDANCE POLICY

Attendance at Hawaii Medical College is mandatory. Attendance standards are designed to prepare graduates to meet the demands of employers. If the student and Hawaii Medical College are to achieve the goal of placement in a health career, then it is necessary for the student to exhibit the most essential characteristic desired by employers, **reliability**. Employers define reliability as punctuality, regular attendance, and working an entire shift.

While attending Hawaii Medical College, attendance is critical to maintain the correlation between class attendance and learning. Therefore, it is of utmost importance that the student learns at his or her maximum potential, and provides the Hawaii Medical College job placement department with a reliability record that demonstrates satisfactory attendance and punctuality, which will be used to "market" the graduates to prospective employers upon graduation.

Therefore, students must be in attendance for a minimum of 90% of the classes for each course. If a student is absent for more than 10% of any course, the student will receive a grade of "F" and will have to repeat the course.

In addition, most courses use attendance as one factor in computing the final grade.

Students are required to contact the instructor in advance of any absence. Non-compliance with this will lower the student's grade in accordance with the grade computation listed in the course syllabus.

TARDIES AND EARLY DEPARTURES

Promptness is a quality that all employers look for. We expect every student to be in class before the scheduled start time. Students arriving more than 10 minutes after the beginning of class will be marked absent for that class. Students arriving late are required to phone or email the instructor to give the instructor the message. Students leaving class early, before class dismissal, will be marked absent for that class.

EXCUSED/UNEXCUSED ABSENCES

An excused absence is defined as any absence due to illness or emergency with at least two hours notice given prior to class start. To be deemed an excused absence, the student must communicate with HMC by phone or email the reason for the absence. If no communication is made to HMC or its staff, the absence will be deemed unexcused.

Emergency situations do arise, and so an explanation, e.g., a doctor's note, can be submitted the next class period to have an unexcused absence changed to an excused absence.

CONSECUTIVE ABSENCES

A student who is absent for 3 consecutive class days or 14 consecutive calendar days without an approved leave of absence will be terminated.

MAKE-UP WORK AND TIME

It is the policy of the institution to allow for make-up work and make-up time. The procedures to facilitate make-up work/time are stated in each syllabus. Make-up work must be completed before the end of each module.

GRADING SYSTEM

The minimum passing grade in all courses is the letter grade "C". Any "F" grade constitutes a failed course, which must be taken again in order for the student to receive credit for that course. Any "D" grade will require the student to repeat the course. All courses attempted are listed on the transcript with grade earned.

Letter Grade Explanation Percentage Numerical Grade

A	Superior	100—90%	4.0
B	Good	89—80%	3.0
C	Average	79—70%	2.0
F	Failing	69 & Below	0.0
W	Withdrawal		
*I	Incomplete		
P	Pass		
T	Transfer		

*Students with an incomplete (I) grade will be allowed up to one module or (5) weeks after the last day of the class to complete the requirements of the course. If the requirements remain incomplete after this extension period, a grade of "F" will be given and the student must repeat the course. The Director of Education must approve the use of I grade.

A student who does not pass a course must retake it in order to receive credit for the course. Of the two courses taken, the higher grade will be computed in the cumulative grade point average.

Grades are available two weeks after the last day of class.

WITHDRAWAL FROM A COURSE

Any student withdrawing from a course during the first week of class will be issued a “W” grade. Students withdrawing from a course after the first week will receive an “F” grade. “W” grades do not count towards the student’s Grade Point Average (GPA) but F grades will. If a student does not show for the first week of classes (without notification), the school will automatically withdraw the student from all courses. The student then has 14 calendar days to sign a Leave of Absence or Withdrawal form.

REPEATING COURSES

Students who fail a course or who do not meet the course attendance requirement and, therefore, must repeat the course, will not be charged for the course. Any student who wishes to repeat a course may do so at no charge provided a seat is available.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require Hawaii Medical College to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act.

The law requires institutions to develop policies regarding satisfactory academic progress (SAP). Each institution must design criteria that outline the definition of student progress towards a degree and the consequences to the student if progress is not achieved. Hawaii Medical College students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

Institutional Policy

The FAO evaluates student academic progress at the end of each term. Students are evaluated on the basis of grade point average (G.P.A.), credit hour completion, and maximum time frame limitation.

Grade Point Average/Credit Hour Completion

- To receive financial aid, a full-time student must achieve and maintain a minimum qualitative measure of progress defined below:

Student must achieve a minimum 2.0 GPA, meet the minimum amount of credit hours completed in their first payment period at Hawaii Medical College and thereafter meet the above minimum academic requirements.

- To receive financial aid, a part-time student must achieve and maintain a minimum qualitative measure of progress defined below:

Student must achieve a minimum 2.0 GPA, meet the minimum amount of credit hours completed in their first payment period at Hawaii Medical College and thereafter meet the above minimum academic requirements.

Credit Hour Completion (Incremental Progress) - Students are also required to meet a measure of incremental progress by the end of each academic year.

Maximum Time Frame Limitation (To complete degree) – student are also subject to a quantitative measure of progress. The maximum time frame may not exceed 150% of the published length of the program.

Modules 1-6 (1st pay period)

Program	Max Credits Attempted	Minimum Credits Earned
Clinical Medical Assistant	38	32
AAS CMA Degree	35	29
Healthcare Administration Billing & Coding	36	30
Pharmacy Technician	36	30

Modules 7-12 (2nd pay period)

Clinical Medical Assistant	34	27
AAS CMA Degree	33	26
Healthcare Administration Billing & Coding	28	21
Pharmacy Technician	28	21

Modules 13-18 (3rd pay period)

AAS CMA Degree	27	20
----------------	----	----

ACADEMIC WARNING

If a student's GPA falls below a 2.0 or receives an "F" in any given module, the student will receive an Academic Warning for the following five week module. Any student with an Academic Warning will have a Success Plan created by the Registrar and may be counseled by the Director of Education.

For the student to return to academic good standing, the student must achieve a GPA of 2.0 by the next module.

ACADEMIC PROBATION

Students that do not reach a cumulative GPA of 2.0 will be placed on probation.

ACADEMIC DISMISSAL

Any student on Academic Probation unable to obtain a cumulative GPA of at least a 2.0 (C) within the five week module will be dismissed.

Students are only allowed one academic probation. Any student that falls below a cumulative GPA of 2.0, a second time, will be academically dismissed.

The student may also be dismissed after receiving two Academic Warnings or dismissed after failing a course twice.

APPEAL PROCESS

Any student dismissed for failure to maintain satisfactory academic progress may appeal for reinstatement by written petition to the Director of Education. Such an appeal must

be based upon mitigating circumstances as described below. The appeal may begin five days after dismissal. A response to the appeal will be within five days.

MITIGATING CIRCUMSTANCES

The Director of Education may waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. These circumstances must be documented, and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the program. No waivers will be provided for graduation requirements.

RE-ENTRY CONDITIONS

Students who have been dismissed may be permitted re-entrance into a program after sitting out two consecutive modules. The student must show satisfactory evidence that the conditions which caused the termination for unsatisfactory progress have been rectified. The re-enrollment committee will determine whether or not the student will be required to "sit-in" a class or abide by a professionalism plan set by the committee.

The student may apply to be re-admitted through the regular admissions process. Applicants will not have to take the Wonderlic Basic Skills Test but will have to provide a current TB clearance. Re-admittance is not guaranteed.

CHANGE OF PROGRAM

Students seeking to change their program will need to see the Registrar. A \$50.00 program change fee will apply.

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

Students must complete their program within 150% of the stated normal program length. Please note that Leave of Absences are NOT included when computing the maximum period.

COMPLETE WITHDRAWAL FROM SCHOOL

A student seeking a complete withdrawal from Hawaii Medical College should notify the Student Success Specialist. If the student, at that time, does decide to withdraw from school, an official Withdrawal Form may be signed. Students can notify the school of their intent to withdraw via mail, email, over-the-phone or in-person. If a student does not notify the College of their intentions and simply "disappears," the College will send a letter via email request 14 days after the student's Last Day of Attendance. This letter will serve as official notification that the student has been withdrawn.

VOLUNTARY LEAVE OF ABSENCE

Occasionally circumstances arise that require students to interrupt their training. A student who finds it necessary to take a Leave of Absence must notify the Student Success Specialist. A "Request for a Leave of Absence" form must be signed and submitted. The request must outline the duration of the requested leave, date requested and the expected return date. More than one leave may be granted in a twelve month period and total leave shall not exceed six months in duration. Any Leave of Absence exceeding six months will be terminated.

STUDENT RIGHTS

Every student has the right to receive training in a safe, quiet, and professional environment free of disruption and harassment, real or perceived. Any student that feels

his/her rights are not being respected is welcome to file a written complaint. The complaint must contain the incident, time, location, persons involved, witnesses, documentation, and why the student feels her/his right to training is being violated.

DISCIPLINARY DISMISSAL

A student may be subject to dismissal for disciplinary reasons at the discretion of Hawaii Medical College. Dismissal may result for any one of the following unprofessional behaviors:

- Not abiding by the Student Code of Conduct
- Not adhering to the Healthcare code of Conduct
- Violation of safety regulations
- Use of illegal drugs or alcohol
- Flagrant interference of other students or Hawaii Medical College employees on campus
- Flagrant disruption of the learning environment
- Obscenity, vulgarity, bullying of other students or employees in person, in writing or over the internet
- Verbal, physical or sexual harassment or the threatening of students or employees in person, in writing or over the internet.

Any student accused of such behavior has the right to due process. Due process includes the offending student being presented with the infraction, being notified what her/his options are in the circumstance, being given an opportunity to defend her/his self. A student may appeal by submitting a written petition describing how the student did not violate another student(s) rights as stated above. A student dismissed for disciplinary reasons will not be automatically granted re-entry to the College. Final decision rests with Executive Director.

ACADEMIC DISHONESTY

Hawaii Medical College does not condone academic dishonesty. Academic dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of dishonest, deceptive, or fraudulent means. Consequences for offenders include, but are not limited to, a grade reduction and/or dismissal. Final decision rests with the Director of Education.

GRADUATION REQUIREMENTS

To graduate from a program, a student must pass all academic courses with a cumulative GPA of 2.0 and must have been present for 90% of her/his total program hours. Student must also complete a twelve hour externship orientation workshop. Upon completion of the program, the school will grant a diploma to the student. Passing certification exams are NOT required for graduation. All programs offer diplomas upon completion of the requirements.

COUNSELING

Students who need help with an academic or personal problem should contact their Student Success Specialist or their Admissions Advisor, Career Services, or their Instructor. The advisor or instructor will recommend the next course of action including referral to the appropriate place and/or person.

VOTER REGISTRATION

Hawaii Medical College encourages students to vote. Registration forms are available by request. We also encourage you to visit the following website for more information <http://elections.hawaii.gov/>

CAREER SERVICES

NEW STUDENT ORIENTATION

Each new student is required to attend orientation before commencing their classes. Students are provided direction on dealing with the many facets of school experiences, review school policies and procedures, and pick up their personal Microsoft Surface™.

Orientation sessions are held the Friday before the first week of each module.

EMPLOYMENT ASSISTANCE

The success and reputation of Hawaii Medical College depends on the success of our graduates. Our goal is to help every student get a better job with better pay and to start a career in the medical field. Towards that end, we have established several outstanding employment assistance services.

These services include workshops on developing a career portfolio, resume writing, job interview techniques and job search skills. Since each student has different interests, abilities, and goals, students receive individual employment assistance counseling and career guidance.

Hawaii Medical College does not guarantee employment. The Career Services Department, however, will provide students with assistance, as noted above, in finding employment.

EXTERNSHIP ORIENTATION

Before beginning their externship, in the eighth and ninth modules, students must complete a twelve hour externship preparation workshop which includes externship procedures, updating resumes, practicing interview questions, job search strategies and creating an individual job search plan. These are held outside regularly scheduled course times. Times will be posted well in advance.

EXTERNSHIPS

Time

The externship is scheduled as the last class in the last term of the program – the 10th module. The externship is a culmination and hands-on application of in-class training. Externships are for 225 hours and must be completed within 3 modules (15 weeks). A minimum of 22.5 hours per week is required. It is strongly recommended that students schedule as many hours as possible to complete the externship quickly.

All timesheets must be submitted weekly and all required hours completed to schedule a certification exam. After beginning an externship, all students are required to remain at that externship site.

Location

Externship offered must be accepted, choices are dependent on the number requesting externships and sites available. HMC will try to accommodate any request candidates may have. In determining placement, skill level, past attendance record, previous

grades, professionalism, and fit within a site will be taken into consideration by the program director. Skill level must fit the requirements for the site. In general, the better the candidate, the more sites they are eligible for.

Unprofessional Behavior

During the externship, students must adhere to all conditions stated in the *Externship Agreement*. Any unprofessional behavior that breaks the *Externship Agreement* will be cause for termination, i.e. the STUDENT MAY BE FIRED. If terminated by the site, HMC will not arrange another site, a final grade of F grade will be submitted and the student will be dismissed from the program.

Attendance

It is up to the student and site supervisor to agree upon a schedule. Once a schedule is determined strict adherence to attendance on those dates is expected. An absence or tardy may be excused only if a physician or legal note is provided to site supervisor. No unexcused absences will be allowed. Only one excused absence is allowed.

If HMC or the externship site determines that the extern does not adhere to these policies or is unprofessional for any reason, including absences, the extern will be removed from the site, a final grade of F will be submitted and the student will be dismissed from the program.

CAREER TRAINING PROGRAMS

Programs	Total Instruction Clock Hours (Lecture, Lab, Externship)	Academic Qtr. Credits	Hours for Title IV Financial Aid Purposes		
			Work Outside of Class (Clock Hours)	Total Clock Hours	Total Qtr. Credit Hours
Clinical Medical Assistant	855	59	157.5	1012.5	40.5
Pharmacy Technician	765	51	135	900	36
Healthcare Administration	765	51	135	900	36
AAS CMA Degree	1215	95	180	1390	95



CLINICAL MEDICAL ASSISTANT PROGRAM

This program offers training for students interested in clinical medical assisting. Clinical medical assistants assist doctors and patients in physicians' back offices, clinics, and outpatient departments of hospitals. They also are employed as assistants in laboratories or other health service areas.

This program can usually be completed within 60 weeks. Students will need to complete a 235 hour externship.

At the completion of the program students are eligible take the Certified Medical Assistant (CCMA), Certified Phlebotomy (CPT) and Certified EKG (CET) exams. These are nationally recognized certification exams of the National Healthcareer Association. For more information about this certification please visit www.nhanow.com.

Courses (Effective as of 05/02/16)

Course	Lecture Hrs.	Lab Hrs.	Externship Hrs.	Credits
100 Career Preparation	30	0	0	3
101 Medical Office Procedures	25	5	0	2
102 Word Processing Applications/Business English	25	5	0	2
103 Spreadsheet Applications/Basic Bookkeeping	25	5	0	2
104 Medical Insurance Billing	25	5	0	2
105 Psychology	20	0	0	2
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108 Medical Terminology I	30	0	0	3
201 Pharmacology	30	0	0	3
202 Pathophysiology	30	0	0	3
208 Medical Terminology II*	30	0	0	3
211 Basic Clinical Procedures	30	10	0	3
311 Advanced Clinical Procedures*	30	10	0	3
312 Phlebotomy I	30	10	0	3
312B Phlebotomy II	30	10	0	3
313 ECG I	30	10	0	3
313B ECG II	30	10	0	3
410 CMA Certification Exam Preparation	30	0	0	3
510 Externship	0	0	235	7
Career Service Workshop	0	0	0	0
	540	80	235	59
20 courses				
855 contact hours/ 59 credits				

HEALTHCARE ADMINISTRATION, BILLING AND CODING PROGRAM

Healthcare Administrators work in such diverse areas as: billing companies, clinic billing and/or coding departments, hospital billing and/or coding departments, private physician practices, insurance providers, and a select few work independently from home.

The Healthcare Administration program is usually completed within 60 weeks. Students will need to complete a 225 hour internship.

At the completion of the program students will take the Certified Professional Coder exam by the American Academy of Professional Coders. For more information about this certification please visit www.aapc.com.

At the completion of the program, students will also take a Customer Service Specialist exam.

Courses (Effective as of 05/02/16)

Course	Lecture Hrs	Lab Hrs	Externship Hrs.	Credits
100 Career Preparation	30	0	0	3
101 Medical Office Procedures	25	5	0	2
102 Word Processing Applications/Business English	25	5	0	2
103 Spreadsheet Applications/Basic Bookkeeping	25	5	0	2
104 Medical Insurance Billing	25	5	0	2
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108 Medical Terminology I	30	0	0	3
201 Pharmacology	30	0	0	3
202 Pathophysiology	30	0	0	3
208 Medical Terminology II*	30	0	0	3
221 CPT Coding	45	15	0	4
321 ICD-10-CM Coding	45	15	0	4
322 Hospital Billing	25	5	0	2
400 Customer Service	30	0	0	3
420 Coding Certification Exam Preparation	25	5	0	2
520 Coding Externship	0	0	225	7
Career Services Workshop	0	0	0	0
	490	50	225	51
17 courses				
765 contact hours/ 51 credits				

PHARMACY TECHNICIAN PROGRAM

The Pharmacy Technician program will provide the tools to enter the healthcare industry as a professional in a retail pharmacy, hospital, home healthcare setting, mail order or pharmaceutical wholesalers industry.

Pharmacy Technicians may assist pharmacists in providing medications and healthcare products to patients. A certified Pharmacy Tech is able to receive and verify prescriptions and prepare patient medication.

This program can usually be completed within 60 weeks. Students will need to complete a 225 hour clinical rotation externship.

At the completion of the program students will take the Certified Pharmacy Technician exam administered by the Pharmacy Technician Certification Board (PTCB) and a Customer Service Specialist exam. For further information about this certification visit www.ptcb.org.

Courses (Effective as of 05/02/16)

Course	Lecture Hrs	Lab Hrs	Externship Hrs.	Credits
100 Career Preparation	30	0	0	3
102 Word Processing Applications/Business English	25	5	0	2
103 Spreadsheet Applications/Basic Bookkeeping	25	5	0	2
104 Medical Insurance Billing	25	5	0	2
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108 Medical Terminology I	30	0	0	3
201 Pharmacology	30	0	0	3
202 Pathophysiology	30	0	0	3
231 Pharmacy Calculations 1	25	5	0	2
231B Pharmacy Calculations 2*	25	5	0	2
232 Pharmaceutics*	25	5	0	2
331 Retail Practice*	25	5	0	2
332 Hospital Practice*	25	5	0	2
301 Advanced Pharmacology*	30	0	0	3
333 Over-The-Counter Therapeutics*	25	5	0	2
400 Customer Service	30	0	0	3
430 Pharmacy Certification Exam Preparation	25	5	0	2
530 Pharmacy Tech Externship	0	0	225	7
Career Services Workshop	0	0	0	0
	490	50	225	51
19 courses				
765 contact hours/ 51 credits				

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) CLINICAL MEDICAL ASSISTANT

The AAS degree is designed to prepare students with the appropriate general education and didactic theory for advancing their knowledge and skills to pursue new opportunities in their current health care field.

The continuing degree program is comprised of a total of 36 credits. For those graduates who have already completed HMC's Clinical Medical Assistant 59 credit diploma program.

This degree program also offers advance training for medical assistants who wish to become or have recently become lead techs, senior techs, supervisors or trainers. Graduates will also be prepared for opportunities in supervisory roles.

The program is comprised of three areas of professional development that will increase opportunities for employment and/or advancement.

Professional Communication

Speech in Healthcare
Therapeutic Communication
Composition in Healthcare I
Composition in Healthcare II

Professional Response

Sociology
American History
Applied Psychology in Healthcare
Complementary and Alternative Healing

Professional Leadership

Healthcare Management
Health Information Management
Math for Professionals
Critical Thinking in Healthcare

Courses:

Course	Lecture Hrs.	Lab Hrs.	Externship Hrs.	Credits
100 Career Preparation	30	0	0	3
101 Medical Office Procedures	25	5	0	2
102 Word Processing Applications/Business English	25	5	0	2
103 Spreadsheet Applications/Basic Bookkeeping	25	5	0	2
104 Medical Insurance Billing	25	5	0	2
105 Psychology	20	0	0	2
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108 Medical Terminology I	30	0	0	3
201 Pharmacology	30	0	0	3
202 Pathophysiology	30	0	0	3
208 Medical Terminology II*	30	0	0	3
211 Basic Clinical Procedures	30	10	0	3
311 Advanced Clinical Procedures*	30	10	0	3
312 Phlebotomy I	30	10	0	3
312B Phlebotomy II	30	10	0	3
313 ECG I	30	10	0	3
313B ECG II	30	10	0	3
410 CMA Certification Exam Preparation	30	0	0	3
510 Externship	0	0	235	7
601 Therapeutic Communication	30	0	0	3
602 Complementary & Alternative Healing Med	30	0	0	3
701 Healthcare Management	30	0	0	3
702 Health Information Management	30	0	0	3
801 Composition in Healthcare I*	30	0	0	3
802 Composition in Healthcare II*	30	0	0	3
803 Speech in Healthcare	30	0	0	3
804 Critical Thinking in Healthcare	30	0	0	3
805 Sociology	30	0	0	3
806 American History	30	0	0	3
807 Math for Professionals	30	0	0	3
808 Applied Psychology in Healthcare	30	0	0	3
Career Services Workshop	0	0	0	0
	900	80	235	95
32 courses				
1215 contact hours/ 95 credits				

NATIONAL PROFESSIONAL CERTIFICATIONS

Each Hawaii Medical College program is designed for the student, upon completion of her/his career training program, to sit for a national certification in her/his respective area of study. The certifications are administered by the following national bodies:

American Medical Technologists (AMT)

National Healthcareer Association (NHA)

American Academy of Professional Coders (AAPC)

Pharmacy Technician Certification Board (PTCB)

American Heart Association (AHA)

American Red Cross

Occupational Services Health Administration (OSHA)

Basic Life Saving (BLS) & Cardio-Pulmonary Resuscitation (CPR)



CERTIFICATION PREPARATION COURSES

Hawaii Medical College offers professional national certification preparation courses for the following:

Certified Customer Experience Professional (30 hours)

Certified Professional Coder (30 hours)

Certified Pharmacy Technician (30 hours)

Registered Medical Assistant (30 hours)

Certified EKG Technician (80 hours)

Certified Phlebotomy Technician (80 hours)



COURSE DESCRIPTIONS

Course numbering system:

100 level courses are healthcare foundation courses.

200 level courses are advanced healthcare foundation courses and individual program foundation courses.

300 level courses are advanced program courses and laboratory courses.

400 level courses are certification preparation courses.

500 level courses are externships and internships.

600 level courses are cultural medical courses

700 level courses are supervisory and managerial courses

800 level courses are advanced general education healthcare courses

X0X's are foundation courses.

X1X's are clinical medical courses.

X2X's are coding courses.

X3X's are pharmacy technician courses.

X4X's are medical office courses.

X5X's are phlebotomy courses.

X00's are soft-skill courses.

100 Career Preparation

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

This course, taken the first term of study, serves as an orientation to each program. Students will review study skills and explore individual methods for success. This course also prepares students to successfully enter the workplace. Topics include: resume writing, job interview techniques, job search skills, understanding workplace norms, how to procure an externship. This course is taken as PASS/FAIL.

101 Medical Office Procedures

(25 Lecture Hrs. / 5 Lab Hrs. / 2 Credits)

This course emphasizes general medical office skills. An overview of the medical assisting profession. Administrative functions may include greeting patients, office management and correspondence, maintaining and filing medical records, scheduling appointments, arranging laboratory services, telephone techniques, operating office equipment. Training of roles will be simulated in such practices as physician's offices, large medical clinics, urgent care facilities and hospitals. An introduction on safety, OSHA guidelines, HIPAA regulations and personal protective equipment. A laboratory requisite adds to efficiency.

102 Word Processing Applications/Business English

(25 Lecture Hrs. / 5 Lab Hrs. / 2 Credits)

Upon successful completion of this course, students will be able to: - create a basic document. - edit documents by locating and modifying text. - format text. - format paragraphs. - use Word tools to make documents more accurate. - add tables to a document. - add graphic elements to a document. - control a document's page setup and its overall appearance. A version of Microsoft Word is used.

103 Spreadsheet Applications/Basic Bookkeeping

(25 Lecture Hrs. / 5 Lab Hrs. / 2 Credits)

This course presents both spreadsheet design concepts and hands-on experience in the use of spreadsheet software and includes use of a worksheet with graphics and a database management program. Students are required to integrate user-interface concepts, commands, worksheet mechanics, and applications in a problem-solving environment. A version of Microsoft Excel is used.

104 Medical Insurance Billing**(25 Lecture Hrs. / 5 Lab Hrs. / 2 Credits)**

This course is designed to help students learn medical insurance billing w/ Medical Management Software by understanding the cycle of medical billing and use of medical management software program for administrative use in the health field. Students will learn how to complete a CMS-1500 claim form, learn basic principles of procedure coding and diagnosis coding, different features available on medical management software programs. Throughout the course, students will be able to complete administrative task by inputting patient information, entering charge transactions, payments and adjustments. They will be able to schedule appointments, create claims and statements. Upon completion students should learn and understand the importance of proper and accurate billing to generate the most revenue for a medical practice.

105 Psychology**(20 Lecture Hrs. / 0 Lab Hrs. / 2 Credits)**

Introduces psychological principles that contribute to well-adjusted personality. Studies include individual behavior as it affects the individual's relationships and covers such topics as attitudes, needs, values, leadership, communication and group dynamics. Teaches constructive methods of interpersonal problem solving.

106 Medical Law and Ethics**(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)**

Introduces legal principles, procedures and regulations involving ethical relationships among physicians, patients and medical assistants regarding prior consent, confidentiality, and use of appropriate guidelines to release information, accurate documentation, negligence, fraud affecting health care practitioners, complying with established risk management and safety procedures. Ethical issues will be explored within the context of current laws and cases which structure medical practice for both the inpatient and outpatient environments. Emphasis is placed on the MAs role to practice within the scope of education, training and personal capabilities.

107 Anatomy and Physiology**(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)**

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function, including terms used to refer to the body in terms of directions and geometric planes, major cavities of the body and the organs they contain, cell function and the study of major body systems.

108 Medical Terminology I**(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)**

The student will develop a basic understanding of the medical language employed in the health care professions utilizing word analysis and application of medical terms to anatomy, physiology, and pathophysiology of the human body. This course introduces prefixes, suffixes and word roots. Topics include medical vocabulary and the terms that

relate to the anatomy, physiology, pathological, conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell and define medical terms as related to planes and directional terminology.
Passing grade of a C or better is required to advance to Medical Terminology II.

201 Pharmacology
(30 Lecture Hrs. /0 Lab Hrs. / 3 Credits)

This course introduces general principles of drug classifications. Students study how to use the Physician Desk Reference (PDR) to obtain drug information including types, interactions and side effects including medications prescribed for the treatment of illness and diseases. Upon completion of this course students will have an understanding of dosage calculations, drug sources, supplements, legislation relating to drugs, FDC and state laws, legal aspects as well as abbreviations used in prescription writing.

202 Pathophysiology
(30 Lecture Hrs. /0 Lab Hrs. / 3 Credits)

A study of anatomy and physiology with an emphasis on human diseases, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body parts.

208 Medical Terminology II
(30 Lecture Hrs. /0 Lab Hrs. / 3 Credits)

Prerequisite: 108. This is a continuation of Medical Terminology I. In addition, this course emphasizes the specific organ systems that include: Urinary, Female, Male Cardiovascular, Respiratory, Blood, Lymphatic and Sense Organs, including the Eye and Ear.

Passing grade of a C or better is required.

211 Basic Clinical Procedures
(30 Lecture Hrs./10 Lab Hrs. / 3 Credits)

This course provides the student with knowledge and application of back office skills of patient interviewing, vital sign measurement, height and weight measurement of children and adults, assisting with patient examinations, body mechanics, aseptic technique, first aid and cardiopulmonary resuscitation. Emphasis will also be placed on lab safety, OSHA guidelines, CDC regulations and the use of personal protective equipment (PPE). Passing grade of a C or better is required to advance to clinical courses.

221 CPT Coding
(45 Lecture Hrs. / 15 Lab Hrs. / 4 Credits)

This course is designed to build knowledge of CPT coding. Students will learn CPT manual organization, guidelines for E/M, Anesthesia, Modifiers and Surgery, guidelines for Integumentary System, Musculoskeletal System, Respiratory System, and Cardiovascular System. Students will continue to learn guidelines for female genital system, Maternity care and Delivery, General surgery, Radiology, Pathology/Laboratory, Medicine Section and Level II National Codes (HCPCS). Students will experience hands-on coding for different specialties.

231 Pharmacy Calculations I

(25 Lecture Hrs. / 5 Lab Hrs. / 2 Credits)

Reviews the critical mathematical relationships involved in daily practice used to calculate medication dosages, compounding quantities from percentages, dispensing quantities, pharmacokinetics, etc. Ranging from simple arithmetic to dosage conversions, ample examples similar to what is asked on the National Certification Board exam will be presented for confident understanding.

231-B Pharmacy Calculations II

(25 Lecture Hrs. / 5 Lab Hrs. / 2 Credits)

This course is a continuation of 231.

232 Pharmaceutics

(25 Lecture Hrs. / 5 Lab Hrs. / 2 Credits)

Prerequisites: 231. Explores the various drug formulations and their different routes of administration into the human body, while tracking the medications chemical disposition throughout its cycle up to elimination. In a laboratory setting, will briefly touch upon the differences between soluble and insoluble products and how that relates to where it goes and what it does in the body. Passing grade of a C or above is required to progress to higher level Pharmacy Technician courses.

301 Advanced Pharmacology

(30 Lecture Hrs. 0 Lab Hrs. / 3 Credits)

Pre-requisite: 201. This course includes advanced pharmacology designed primarily for the pharmacy technician. Further studies drug classifications and mechanisms of action beyond the Basic Pharmacology course.

311 Advanced Clinical Procedures

(30 Lecture Hrs./ 10 Lab Hrs. / 3 Credits)

Prerequisite: 211. This course is designed to build on the knowledge gained from basic clinical. This class provides the student with knowledge and application advanced procedures such as medication administration (mouth/eye/ear/topical/subq/IM). The student learns different positioning and preparation of patient for procedures in clinic setting, and wound care in accordance with guidelines set by National Wound Care Standards. Student will also be expected to have a basic understanding of sterilization techniques for medical equipment, proper storing and/or disposal of body fluids. Emphasis will also be placed on lab safety, OSHA guidelines, CDC regulations and the use of personal protective equipment (PPE). Passing grade of a C or above is required to begin clinical externship.

312 Phlebotomy I

(30 Lecture Hrs./ 10 Lab Hrs. / 3 Credits)

This course is an introduction to the principles and practices of Phlebotomy. Students will learn phlebotomy procedures and responsibilities, as well as infection control measures. The course consists of 5 weeks of lecture/lab time. This course prepares students to take the Phlebotomy Technician certification exam administered by the National Healthcareer Association.

312B Phlebotomy II

(30 Lecture Hrs./ 10 Lab Hrs. / 3 Credits)

Pre-requisite: 313. This course is a continuation of 313.

313 ECG I

(30 Lecture Hrs./ 10 Lab Hrs. / 3 Credits)

This course is an introduction to the principles and practices of ECG. Students will learn ECG procedures and responsibilities, as well as infection control measures. The course consists of 5 weeks of lecture/lab time. This course prepares students to take the ECG certification exam administered by the National Healthcareer Association.

313B ECG II

(30 Lecture Hrs./ 10 Lab Hrs./ 3 Credits)

Pre-requisite: 313. This course is a continuation of 313.

321 ICD-10-CM Coding

(45Lecture Hrs. / 15 Lab Hrs. / 4 Credits)

This course is designed to build knowledge in ICD-10-CM diagnosis coding (volume 1 & 2). Students will learn official guidelines for coding and reporting diagnosis and procedures.

322 Hospital Billing

(25 Lecture Hrs. / 5 Lab Hrs. / 2 Credits)

This course is designed for students to continue building knowledge of medical billing through hospital billing and ICD-10-PCS coding. With the demand for medical coders and billers on the rise knowledge of hospital billing will allow the students to be versatile in both outpatient and hospital billing and coding. Students will learn the history of hospitals, its organizational structure, regulatory environment, hospital billing and coding process (accounts receivable, patient account and data flow, hospital billing process), UB04 and prospective payment systems. Upon completion of this course students will have learned various hospital billing and coding concepts.

331 Retail Practice

(25 Lecture Hrs. / 5 Lab Hrs. / 2 Credits)

Prerequisite: 232. Instruction includes the retail scope of pharmacy practice including prescription intake, insurance billing, processing and filling of a legal prescription, stocking and repacking of inventory, patient counseling, compounding and more. Customer service skills and insurance claims processing will be covered in more detail under other sections.

332 Hospital Practice

(25 Lecture Hrs. / 5 Lab Hrs. / 2 Credits)

Prerequisite: 232. Covers the fundamentals of hospital pharmacy practice encompassing inventory management, prescription order processing, medication dispensing, sterile compounding, record keeping, re-packaging and performance improvement activities. Will stress the unique aspects of inpatient pharmacy not covered in outpatient/retail practice.

**333 Over-the-Counter Therapeutics
(25 Lecture Hrs. / 5 Lab Hrs. / 2 Credits)**

Prerequisite: 331. This course is a hands-on application encompassing both retail and inpatient settings, including customer communication, prescription processing, order entry, inventory management, OTC drugs, and compounding. This course is a synthesis of the practice of pharmacy from a technician's perspective.

**400 Customer Service Specialist
(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)**

Course includes topics such as understanding customer expectations and perceptions. It also defines what a customer focused organization espouses. It closely examines the internal structure of the organization and those individuals and departments that play an integral part in delivering an exceptional customer service experience. In addition there is a focus on how competitors can drive your customer service delivery to improve itself. Ultimately, the course examines the customer's experience and the ability of an organization to gather the necessary feedback to improve. Finally the course studies the need to properly address customer concerns by being proactive in its approach to customer service.

**410 Clinical Medical Assistant Certification Preparation
(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)**

This course prepares students to take a national certification exam administered by an approved agency.

**420 Coding Certification Preparation
(25 Lecture Hrs. / 5 Lab Hrs. / 2 Credits)**

Students will apply knowledge acquired from previous classes into practice by utilizing coding guidelines to prepare for the national coding exam administered by AAPC.

**430 Pharmacy Technician Certification Preparation
(25 Lecture Hrs. / 5 Lab Hrs. / 2 Credits)**

Students will study and practice for the Pharmacy Technician Certification Board (PTCB) certification exam.

**510 Clinical Medical Externship
(235 Externship Hours / 7 Credits)**

Students will obtain practical work experience in her/his specialty field under the supervision of a qualified professional. Externship is for 235 hours. This course is taken as PASS/FAIL.

**520 Billing and Coding Internship
(225 Externship Hours / 7 Credits)**

Students will obtain practical work experience in her/his specialty field under the supervision of a qualified professional. Internship is for 225 hours. This course is taken as PASS/FAIL.

**530 Pharmacy Technician Externship
(225 Externship Hours / 7 Credits)**

Students will obtain practical work experience in her/his specialty field under the supervision of a qualified professional. Externship is for 225 hours. This course is taken as PASS/FAIL.

**601 Therapeutic Communication
(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)**

This course will help the student explore and understand effective therapeutic communications. Recognize and define the verbal and non-verbal cues needed to understand healthcare populations and to nurture the empathy and optimal therapeutic communication between client and health professional.

**602 Complementary and Alternative Medicine
(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)**

Students will explore and understand the complexity of the mind-body in relation to beneficial and optimal medicinal treatments using the methods of Complementary and Alternative Medicine. This form of medicine involves the body, mind and spirit to gain balance, pain control, disease control and interventions to increase positive medical outcomes.

**701 Healthcare Management
(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)**

Students will explore the meaning of health care management as it pertains to all health professionals. Focus is on understanding the foundational standards of ethics, human resource management, marketing, communication, cultural diversity care, leadership, teamwork, strategic planning, information technology, financing health care and managing costs and revenues.

**702 Healthcare Information Management
(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)**

Students will explore the meaning of health information management as it pertains to all health professionals, by incorporating the broad landscape of the patient-centered care. Focus is on understanding the areas of setting, regulatory status, documentation, reimbursement and legal issues that surround all facets of patient-centered healthcare.

**801 Composition in Healthcare I: Introductory Writing
(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)**

Prerequisite: 803

Students will develop medically-consistent writing skills. This is an introductory course established to evaluate the level of the student's writing and progress.

**802 Composition in Healthcare II: Advanced Writing
(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)**

Prerequisite: 801

Students will continue to improve their writing skills from the foundation established in course 801 Composition in Healthcare I, to a pronounced higher level. Emphasis will be on the writing and developing higher written presentation skills, and will receive special emphasis for the medical environment. The subject areas presented in the introductory class are elevated to higher levels in this advanced course.

803 Speech in Healthcare

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

Prerequisite: Hawaii Medical College CMA Diploma (or current CMA student – Extended Program)

This course is a ‘hands-on’ approach to public speaking; students will understand how to create, write, and adjust speech presentations for a public or medical setting. Making the appropriate presentation is the ultimate goal.

804 Critical Thinking in Healthcare

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

The purpose of the course is to develop thinking skills, to take nothing for granted, and to establish a firm, reasonable stance – without being influenced by outside factors -- when evaluating anything. Students will take charge of their thinking and express the same both in written and oral presentations. This course could also be called “Problem Solving.”

805 Sociology

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

This course is about the sociological influences in today’s society and the different factors that have come to form our way of life. The course examines how culture, gender, ethnicity, race, religion, crime, media, music, technology, sports, family background and upbringing, political affiliations, and world affairs come to bear on your life and how your life comes to bear on them. This course also focuses on the understanding of Sociology in Hawaii and how you as a Medical Professional can utilize this knowledge to the betterment of your communities.

806 American History

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

The course will take the student through the beginnings of the United States from its first declaration of independence, to its growth through immigration and manufacturing, and to its development as a technologically advanced society all within a multi-cultural nation.

807 Math for Health Professionals

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

Explore and understand the mathematical concepts of basic math review, roman numerals, fractions, percentages, ratios/proportions, accounting, the metric systems, apothecary systems, power of 10 concept and statistics. These mathematical concepts will enhance the safe practice of all health professionals dealing with medications, procedures, and medical billing.

808 Applied Cross-Cultural Psychology

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

Explore the psychology of culture and its impact our lives. Understand cross-cultural influences in regards to research, society, education, family, gender, identity, communication, and organizations.

Career Services Labs

(0 Lecture Hrs. / 12 Lab Hrs. / No Credit)

The Career Services Lab will give students a foundation to successfully enter the workplace by creating a professional portfolio and understanding the interview process.



TUITION AND FEES

Application Fee (Charged upon application, Non-refundable) \$50

Books, supplies, certification exams, computer lab usage, onsite tutoring, and uniforms are provided by the school to the student at no extra costs

Program	Tuition	Tools
Clinical Medical Assistant	\$19,149	\$800
Healthcare Administration	\$15,586	\$800
Pharmacy Technician	\$15,166	\$800
A.A.S Clinical Medical Assistant	\$24,500	\$800

* Tuition and fees are subject to change.



2016 ACADEMIC CALENDAR

Winter Session 2016

New student orientation	Friday, January 15, 2016
Winter A Session begins	Monday, January 18, 2016
Martin Luther King Day Holiday	Monday, January 18, 2016
Make-up Day	Friday, January 22, 2016
President's Day Holiday	Monday, February 15, 2016
Make-up Day	Friday, February 19, 2016
New student orientation	Friday, February 19, 2016
Winter A Session ends	Saturday, February 20, 2016
Winter B Session begins	Monday, February 22, 2016
Winter B Session ends	Saturday, March 26, 2016

Spring Session 2016

New student orientation	Friday, March 25, 2016
Spring A Session begins	Monday, March 28, 2016
New student orientation	Friday, April 29, 2016
Spring A Session ends	Saturday, April 30, 2016
Spring B Session begins	Monday, May 2, 2016
Memorial Day Holiday	Monday, May 30, 2016
Make-up Day	Friday, June 3, 2016
Spring B Session ends	Saturday, June 4, 2016

Summer 1 Session 2016

New student orientation	Friday, June 3, 2016
Summer 1-A Session begins	Monday, June 6, 2016
4 th of July Holiday	Monday, July 4, 2016
Make-up Day	Friday, July 8, 2016
Summer 1-A Session ends	Saturday, July 9, 2016
SUMMER BREAK	Monday, July 11 – Sunday, July 17, 2016
New student orientation	Friday, July 15, 2016
Summer 1-B Session begins	Monday, July 18, 2016
Summer 1-B Session ends	Saturday, August 20, 2016

Summer 2 Session 2016

New student orientation	Friday, August 19, 2016
Summer 2-A Session begins	Monday, August 22, 2016
Labor Day Holiday	Monday, September 5, 2016
Make-up Day	Friday, September 9, 2016
New student orientation	Friday, September 23, 2016
Summer 2-A Session ends	Saturday, September 24, 2016
Summer 2-B Session begins	Monday, September 26, 2016
Summer 2-B Session ends	Saturday, October 29, 2016

Fall Session 2016

New student orientation	Friday, October 28, 2016
Fall A Session begins	Monday, October 31, 2016
Thanksgiving Holiday	Thursday, November 24, 2016
Make-up Day Classes	Friday, November 18, 2016
Make-up EVE Classes	Wednesday, November 30, 2016

New student orientation
Fall A Session ends
Fall B Session begins
HOLIDAY BREAK
New Year's Day Holiday
Last day of Fall Session

Friday, December 2, 2016
Saturday, December 3, 2016
Monday, December 5, 2016
Monday, Dec. 26 – Sunday, Dec. 31, 2016
Sunday, December 31, 2017
Saturday, January 14, 2017

Due to classroom availability, some classes may be held on Holidays

2017 ACADEMIC CALENDAR

Winter Session 2017

New student orientation	Friday, January 13, 2017
Winter A Session begins	Monday, January 16, 2017
Martin Luther King, Jr. Holiday	Monday, January 16, 2017
Make-up Day	Friday, January 20, 2017
New student orientation	Friday, February 17, 2017
Winter A Session ends	Saturday, February 18, 2017
Winter B Session begins	Monday February 20, 2017
Presidents Day Holiday	Monday, February 20, 2017
Make-up Day	Friday, February 24, 2017
Winter B Session ends	Saturday, March 25, 2017

Spring Session 2017

New student orientation	Friday, March 24, 2017
Spring A Session begins	Monday, March 27, 2017
New student orientation	Friday, April 28, 2017
Spring A Session ends	Saturday, April 29, 2017
Spring B Session begins	Monday, May 1, 2017
Memorial Day Holiday	Monday, May 29, 2017
Make-up Day	Friday, June 2, 2017
Spring B Session ends	Saturday, June 3, 2017

Summer 1 Session 2017

New student orientation	Friday, June 2, 2017
Summer 1-A Session begins	Monday, June 5, 2017
Fourth of July Holiday	Tuesday, July 4, 2017
Make-up Day Classes	Friday, July 7, 2017
Make-up EVE Classes	Wednesday, July 5, 2017
Summer 1-A Session ends	Saturday, July 8, 2017
SUMMER BREAK	Monday, July 10 – Sunday July 16, 2017
New student orientation	Friday, July 14, 2017
Summer 1-B Session begins	Monday, July 17, 2017
Summer 1-B Session ends	Saturday, August 19, 2017

Summer 2 Session 2017

New student orientation	Friday, August 18, 2017
Summer 2-A Session begins	Monday, August 21, 2017
Labor Day Holiday	Monday, September 4, 2017
Make-up Day	Friday, September 8, 2017
New student orientation	Friday, September 22, 2017
Summer 2-A Session ends	Saturday, September 23, 2017
Summer 2-B Session begins	Monday, September 25, 2017
Summer 2-B Session ends	Saturday, October 28, 2017

Fall Session 2017

New student orientation	Friday, October 27, 2017
Fall A Session begins	Monday, October 30, 2017
Thanksgiving Holiday	Thursday, November 23, 2017
Make-up EVE Classes	Wednesday, November 29, 2017
Make-up Day Classes	Friday, December 1, 2017
New student orientation	Friday, December 1, 2017
Fall A Session ends	Saturday, December 2, 2017

Fall B Session begins
HOLIDAY BREAK
New Year's Day Holiday
Make-up Day Classes
Fall B Session ends

Monday, December 4, 2017
Monday, Dec. 25 – Sunday, Dec. 31, 2017
Monday, January 1, 2018
Friday, January 5, 2018
Saturday, January 13, 2018

Due to classroom availability, some classes may be held on Holidays

2018 ACADEMIC CALENDAR

Winter Session 2018

New student orientation	Friday, January 12, 2018
Winter A Session begins	Monday, January 15, 2018
Martin Luther King Day Holiday	Monday, January 15, 2018
Make-up Day	Friday, January 19, 2018
New student orientation	Friday, February 16, 2018
Winter A Session ends	Saturday, February 17, 2018
Winter B Session begins	Monday, February 19, 2018
President's Day Holiday	Monday, February 19, 2018
Make-up Day	Friday, February 23, 2018
Winter B Session ends	Saturday, March 24, 2018

Spring Session 2018

New student orientation	Friday, March 23, 2018
Spring A Session begins	Monday, March 26, 2018
New student orientation	Friday, April 27, 2018
Spring A Session ends	Saturday, April 28, 2018
Spring B Session begins	Monday, April 30, 2018
Memorial Day Holiday	Monday, May 28, 2018
Make-up Day	Friday, June 1, 2018
Spring B Session ends	Saturday, June 2, 2018

Summer 1 Session 2018

New student orientation	Friday, June 1, 2018
Summer 1-A Session begins	Monday, June 4, 2018
4 th of July Holiday	Wednesday, July 4, 2018
Make-up Day	Friday, July 6, 2018
Summer 1-A Session ends	Saturday, July 7, 2018
SUMMER BREAK	Monday, July 9 – Sunday, July 15, 2018
New student orientation	Friday, July 13, 2018
Summer 1-B Session begins	Monday, July 16, 2018
Summer 1-B Session ends	Saturday, August 18, 2018

Summer 2 Session 2018

New student orientation	Friday, August 17, 2018
Summer 2-A Session begins	Monday, August 20, 2018
Labor Day Holiday	Monday, September 3, 2018
Make-up Day	Friday, September 7, 2018
New student orientation	Friday, September 21, 2018
Summer 2-A Session ends	Saturday, September 22, 2018
Summer 2-B Session begins	Monday, September 24, 2018
Summer 2-B Session ends	Saturday, October 27, 2018

Fall Session 2018

New student orientation	Friday, October 26, 2018
Fall A Session begins	Monday, October 29, 2018
Thanksgiving Holiday	Thursday, November 22, 2018
Make-up Day Classes	Friday, November 16, 2018
Make-up EVE Classes	Wednesday, November 28, 2018
New student orientation	Friday, November 30, 2018
Fall A Session ends	Saturday, December 1, 2018
Fall B Session begins	Monday, December 3, 2018
HOLIDAY BREAK	Monday, Dec. 24 – Sunday, Dec. 30, 2018
New Year's Day Holiday	Tuesday, January 1, 2019

Make-up Day Classes
Make-up EVE Classes
Fall B Session ends

Friday, January 4, 2019
Wednesday, January 2, 2019
Saturday, January 12, 2019

Due to classroom availability, some classes may be held on Holidays

2019 ACADEMIC CALENDAR

Winter Session 2019

New student orientation	Friday, January 11, 2019
Winter A Session begins	Monday, January 14, 2019
Martin Luther King, Jr. Holiday	Monday, January 21, 2019
Make-up Day	Friday, January 25, 2019
New student orientation	Friday, February 15, 2019
Winter A Session ends	Saturday, February 17, 2019
Winter B Session begins	Monday, February 18, 2019
Presidents Day holiday	Monday, February 18, 2019
Make-up Day	Friday, February 22, 2019
Winter B Session ends	Saturday, March 23, 2019

Spring Session 2019

New student orientation	Friday, March 22, 2019
Spring A Session begins	Monday, March 25, 2019
New student orientation	Friday, April 26, 2019
Spring A Session ends	Saturday, April 27, 2019
Spring B Session begins	Monday, April 29, 2019
Memorial Day Holiday	Monday, May 27, 2019
Make-up Day	Friday, May 31, 2019
Spring B Session ends	Saturday, June 1, 2019

Summer 1 Session 2019

New student orientation	Friday, May 31, 2019
Summer 1-A Session begins	Monday, June 3, 2019
Fourth of July Holiday	Thursday, July 4, 2019
Make-up Day Classes	Friday, July 5, 2019
Make-up EVE Classes	Wednesday, July 3, 2019
Summer 1-A Session ends	Saturday, July 6, 2019
SUMMER BREAK	Monday, July 8 – Sunday July 14, 2019
New student orientation	Friday, July 12, 2019
Summer 1-B Session begins	Monday, July 15, 2019
Summer 1-B Session ends	Saturday, August 17, 2019

Summer 2 Session 2019

New student orientation	Friday, August 16, 2019
Summer 2-A Session begins	Monday, August 19, 2019
Labor Day Holiday	Monday, September 2, 2019
Make-up Day	Friday, September 6, 2019
New student orientation	Friday, September 20, 2019
Summer 2-A Session ends	Saturday, September 21, 2019
Summer 2-B Session begins	Monday, September 23, 2019
Summer 2-B Session ends	Saturday, October 26, 2019

Fall Session 2019

New student orientation	Friday, October 25, 2019
Fall A Session begins	Monday, October 28, 2019
Thanksgiving Holiday	Thursday, November 28, 2019
Make-up Day Classes	Wednesday, November 27, 2019
Make-up EVE Classes	Friday, November 29, 2019
New student orientation	Friday, November 29, 2019
Fall A Session ends	Saturday, November 30, 2019
Fall B Session begins	Monday, December 2, 2019
HOLIDAY BREAK	Wednesday, Dec. 25 – Dec. 31, 2019

New Year's Day Holiday
Make-up Day Classes
Fall B Session ends

Wednesday, January 1, 2020
Friday, January 3, 2020
Saturday, January 4, 2020

Due to classroom availability, some classes may be held on Holidays

ADDENDUM

EFFECTIVE: 7/18/16

VOLUNTARY LEAVE OF ABSENCE

Occasionally circumstances arise that require students to interrupt their training. A student who finds it necessary to take a Leave of Absence must notify the Student Success Specialist. A "Request for a Leave of Absence" form must be signed and submitted along with statement. The request must outline the duration of the requested leave, reason (approved reasons listed below), date requested and the expected return date. Student will be unofficially withdrawn if form is not signed or have not returned. More than one leave may be granted in a twelve-month period and total leave shall not exceed six months in duration. Any Leave of Absence exceeding six months will be terminated.

Approved Leave of Absence Reasons:

- Family Emergencies
 - Caretaker, medical issues or death of immediate family member (spouse, children, parents, siblings and grandparents)
 - Babysitting
 - Legal/Court obligations
 - Family crisis
- Military (must be on active or reserve status)
- Medical
- Academic Interruption (Unapproved Leave for Title IV Purposes):
 - Failed class
 - No class being offered
 - Insubordination

102 Word Processing Applications/Business English

(10 Lecture Hrs. / 5 Lab Hrs. / 1 Credit)

Upon successful completion of this course, students will be able to: - create a basic document. - edit documents by locating and modifying text. - format text. - format paragraphs. - use Word tools to make documents more accurate. - add tables to a document. - add graphic elements to a document. - control a document's page setup and its overall appearance. A version of Microsoft Word is used.

103 Spreadsheet Applications/Basic Bookkeeping

(10 Lecture Hrs. / 5 Lab Hrs. / 1 Credits)

This course presents both spreadsheet design concepts and hands-on experience in the use of spreadsheet software and includes use of a worksheet with graphics and a database management program. Students are required to integrate user-interface concepts, commands, worksheet mechanics, and applications in a problem-solving environment. A version of Microsoft Excel is used.

107 Anatomy and Physiology

(40 Lecture Hrs. /5 Lab Hrs. / 4 Credits)

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function, including terms used to refer to the body in terms of directions and geometric planes, major cavities of the body and the organs they contain, cell function and the study of major body systems. Lab component entails further discussion of didactic material, facilitated group discussions and kinesthetic learning modalities through the use of anatomical models.

202 Pathophysiology

(40 Lecture Hrs. /5 Lab Hrs. / 4 Credits)

A study of anatomy and physiology with an emphasis on human diseases, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body parts. Lab component entails further discussion of didactic material, facilitated group discussions and kinesthetic learning modalities through the use of anatomical models.

REFUND POLICY - AFTER THE START OF CLASSES (Effective Date 10/25/16)

Students who wish to withdraw from the College after the 21st day from the first day of their initial entry term, regardless of the reason, including medical, will be granted a pro-rata refund of tuition unearned based on the total days of the program enrolled. Nonrefundable costs incurred from the withdrawal include an administrative fee of \$100.00 and, if applicable, the cost of any tablet/laptop received that is not returned in its original condition and any outstanding Misc. fees. Tuition proration will be based on 2 periods of 365 day student financial responsibility. All holidays and periods of student Leave of Absence will be excluded from the students' financial responsibility by removing them from the total program days and days of attendance. Total program length may vary depending on various factors and may be longer than 60 weeks. The refund calculation will be computed on the following basis:

1st Period of financial responsibility (365 and under days of attendance):

Refund/Balance = ((Total Tuition/60 weeks * 52 weeks) * (number of days completed / 365 days) + Administrative Fee + Tablet/Laptop + Misc. Fees) - Total Tuition Paid

2nd period of financial responsibility (366 and over days of attendance):

Refund/Balance = ((Total Tuition/60 weeks * 52 weeks) + ((Total Tuition/60 weeks * 8 weeks) * (number of days completed - 365 / (Total program days - 365)) + Administrative Fee + Tablet/Laptop + Misc. Fees) - Total Tuition Paid

Example 1: A CMA student completes 200 Days from the 1st 365 days of financial obligation of their 60 week program with no payments made.

$$\text{Refund/Balance } (((19,149 / 60) * 52) * (200 / 365) + 100)$$

$$\text{Refund/Balance } = ((16,595.80 * .547945) + 100)$$

$$\text{Refund/Balance } = (9,093.59 + 100)$$

$$\text{Balance Due } = \$9,193.59$$

Example 2: A CMA student completes 390 Days, exceeding the initial 1st 365 days of financial obligation of their 420 day program with no payments made.

$$\text{Refund/Balance } = ((19,149 / 60) * 52) + (((19,149 / 60) * 8) * ((390-365) / (420 - 365)) + 100) - 0$$

$$\text{Refund/Balance } = (16,595.80 + (2,553.20 * (.4545) + 100) - 0$$

$$\text{Refund/Balance } = (16595.8 + 1,160.43 + 100) - 0$$

$$\text{Balance Due } = \$17,856.23$$

Refunds will be paid within forty-five (45) calendar days from the documented date of determination (DOD).

Any remaining balance due after the calculated tuition pro-ration is credited back will be the student's responsibility to pay in full upon withdrawal from the school.