



CAROLINAS COLLEGE OF HEALTH SCIENCES



Carolinas College of Health Sciences
CATALOG AND STUDENT HANDBOOK
2012-2013

CAROLINAS COLLEGE OF HEALTH SCIENCES

ACADEMIC CALENDAR

The Medical Laboratory Science calendar can be found on page 42.

	Approved 2012-13	Tentative 2013-14
Fall Semester		
New Student Orientation (Clinical)	Aug 13-14	Aug 12-13
New Student Orientation (Non-Clinical)	Aug 16	Aug 15
Full Fall Classes & Fall I Classes Begin	Aug 20	Aug 19
Registration/Drop Add Ends	Aug 24	Aug 23
Holiday – College Closed	Sep 3	Sep 2
No On-Site Classes (online or offsite only Fall 2012)	Sep 4-7	
Fall I Midterm	Sep 12	Sep 11
Last Day to Withdraw – Fall I	Sep 21	Sep 20
Fall I Classes Ends	Oct 9	Oct 4
Fall I Final Exams	Oct 10-12	Oct 7-9
Fall Break – No Classes (class optional days Fall 2012)	Oct 15-16	Oct 14-15
Full Fall Midterm	Oct 17	Oct 16
Fall II Classes Begin	Oct 17	Oct 16
Last Day to Withdraw – Full Fall	Nov 9	Nov 8
Fall II Midterm	Nov 14	Nov 13
Holiday – No Classes (class optional day Fall 2012)	Nov 21	Nov 27
Holiday – College Closed	Nov 22-23	Nov 28-29
Last Day to Withdraw – Fall II	Nov 26	Nov 25
Full Fall & Fall II Classes End	Dec 7	Dec 6
Full Fall & Fall II Final Exams	Dec 10-14	Dec 9-13
Fall Commencement	Dec 14	Dec 13
Holiday – College Closed	Dec 24-25	Dec 24-25
Spring Semester		
Holiday – College Closed	Dec 31-Jan 1	Dec 31-Jan 1
New Student Orientation (Clinical & Non-Clinical)	Jan 3-4	Jan 2-3
Full Spring Classes & Spring I Classes Begin	Jan 7	Jan 6
Registration/Drop Add Ends	Jan 11	Jan 10
Holiday – No Classes	Jan 21	Jan 20
Spring I Midterm	Jan 30	Jan 29
Last Day to Withdraw – Spring I	Feb 8	Feb 7
Spring I Classes Ends	Feb 22	Feb 21
Spring I Final Exams	Feb 25-27	Feb 24-26
Spring Break – No Classes	Mar 4-8	Mar 3-7
Full Spring Midterm	Mar 6	Mar 5
Spring II Classes Begin	Mar 11	Mar 10
Last Day to Withdraw – Full Spring	Mar 28	Mar 28
Spring II Midterm	Apr 3	Apr 2
Holiday – College Closed	Mar 29	Apr 18



Last Day to Withdraw – Spring II
 Full Spring & Spring II Classes End
 Full Spring & Spring II Final Exams
 Spring Commencement

Apr 12
 Apr 26
 Apr 29-May 3
 May 3

Apr 14
 Apr 25
 Apr 28-May 2
 May 2

Spring II Classes Begin
 Last Day to Withdraw – Full Spring
 Spring II Midterm
 Holiday – College Closed
 Last Day to Withdraw – Spring II
 Full Spring & Spring II Classes End
 Full Spring & Spring II Final Exams
 Spring Commencement

Mar 12
 Mar 30
 Apr 4
 Apr 6
 Apr 13
 Apr 27
 Apr 30-May 4
 May 4

Mar 18
 Apr 5
 Apr 10
 Mar 29
 Apr 19
 May 3
 May 6-10
 May 10

Summer Semester

New Student Orientation (Clinical & Non-Clinical)
 Full Summer & Seven-Week Classes Begin
 Registration/Drop Add Ends
 Holiday – College Closed
 Seven-Week Midterm
 Full Summer Midterm
 Last Day to Withdraw – Seven-Week Classes
 Holiday – College Closed
 Seven-Week Classes End
 Last Day to Withdraw – Full Summer
 Seven-Week Classes Final Exams
 Full Summer Classes End
 Full Summer Final Exams
 Program Completion & Awards Ceremony

May 13-14
 May 20
 May 24
 May 27
 Jun 12
 Jun 19
 Jun 21
 Jul 4-5
 Jul 3
 Jul 10
 Jul 8-10
 Jul 26
 Jul 29-Aug 2
 Aug 2

May 12-13
 May 19
 May 23
 May 26
 Jun 11
 Jun 18
 Jun 20
 Jul 4
 Jul 3
 Jul 9
 Jul 7-9
 Jul 25
 Jul 28-Aug 1
 Aug 1



1200 Blythe Blvd.
 Charlotte, NC 28203
 704.355.5043
www.CarolinasCollege.edu

Accreditation	5	Academic Information and Records	30
Mission, Goals, Vision & Values	6	Distance Education Courses	32
History of the College	7	Attendance	33
Facilities and Services	8	Withdrawal	33
Carolinas Simulation Center	8	Dismissal	34
Computer Lab and Access	8	Academic Records	35
Library	9	Grading	36
Admission to the College	10	Graduation Requirements	37
General Admission Requirements	10	General Studies	38
Conditional Admission Requirements	10	Pre-Nursing	38
Clinical Laboratory Sciences	10	Pre-Radiologic Technology	39
General Studies	11	General Studies Track	39
Pre-Nursing Track	11	Clinical Laboratory Sciences	41
Pre-Radiologic Technology Track	11	Nursing	45
Nursing	11	Medical Imaging - Radiation Therapy	51
Radiation Therapy	12	Medical Imaging - Radiologic Technology	55
Radiologic Technology	12	Surgical Technology	60
Surgical Technology	12	Continuing Education Programs	64
Surgical Technology Bridge Program	12	Anesthesia Technician Program	64
Final Admission Requirements	12	Community Training Center	64
Admission to Continuing Education Courses	13	Healthcare Transporter Certification Program	64
Anesthesia Technician	13	Infusion Therapy (IV Therapy)	64
Nurse Aide I & II	14	Nurse Aide I	65
Phlebotomy	14	Nurse Aide II	65
Reamission Process	14	Phlebotomy	66
Transfer and Advances Standing Credit	14	Continuing Education Courses	67
Essential Functions	15	Course Descriptions	69
Financial Information	17	College Personnel	83
Financial Aid	18		
Student Services	19		
Individuals with Disabilities	20		
Placement	20		
Registration	20		
Student Organizations & Participation	22		
Community Standards	23		
Honor Code	25		
HIPAA	26		
Alcohol , Drug, and Tobacco Use	26		
Disruptive Behavior	26		
Psychological Impairment	26		
Intimidation and Harassment	26		
Student Grievances and Appeal	27		
Dress Code	28		
Communication Devises	29		
Intellectual Property	29		

ABOUT THIS CATALOG

The catalog/student handbook of Carolinas College of Health Sciences is published to serve as an informational guide to the programs, services, and policies of the College. The College reserves the right to make changes without notice whenever such action is warranted.

This catalog/student handbook is not a guarantee of courses, programs or services offered by the College. Wording may differ from actual policy, please consult the policy for further details or visit our Student Services Department.



ACCREDITATION

Carolinus College of Health Sciences is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate of applied science degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Carolinus College of Health Sciences.

Carolinus Simulation Center is accredited by the American College of Surgeons (ACS)
633 N. Saint Clair St.
Chicago, IL 60611-3211
312-202-5000
And the Society for Simulation in Healthcare (SSH)
5353 Wayzata Blvd., Suite 207
Minneapolis, MN 55416
952-358-2440

The Medical Laboratory Science program is accredited and the Phlebotomy program approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Rd., Suite 720
Rosemont, IL 60018-5119
773-714-8880

The Nursing program is approved by the North Carolina Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC)
3343 Peachtree Rd. NE, Suite 850
Atlanta, GA 30326
404-975-5000

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Dr., Suite 2850
Chicago, IL 60606
312-704-5300
www.jrcert.org

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park St.
Clearwater, FL 33756
727-210-2350

The College is also approved by the North Carolina State Approving Agency for Veterans Benefits and the North Carolina Department of Health and Human Services Division of Health Service Regulation.

AFFILIATIONS

American Association of Collegiate Registrars and Admissions Officers
American Association of Community Colleges
American Health Sciences Education Consortium
Association for Institutional Research
Carolinus Association of Collegiate Registrars and Admissions Officers
Charlotte Area Education Consortium
National Association of College and University Business Officers
National Association of Collegiate Admission Counseling
National Association of Student Financial Aid Administrators
National Association of Student Personnel Administrators
National League for Nursing
National Student Nurse Association Sustaining Member
Southern Association of Collegiate Registrars and Admissions Officers

ABOUT THE COLLEGE

Carolinas College admits qualified applicants without regard to race, color, religion, sex, age, national origin, disability, military status or any other basis prohibited by law. Concerns or inquiries regarding the application of Title IX regulations may be directed to the dean of student services. The College does not discriminate in the administration of educational policies, admission policies, financial aid policies and other college administered programs.

Carolinas College is in compliance with the Clery Act of the Higher Education Act of 1965. The campus security policy is available on the College's distance education platform, Moodle, and the crime statistics are available on the College's Web site. The College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and students or applicants with a qualified disability may contact the dean of student services for more information.

MISSION

The mission of Carolinas College of Health Sciences is to educate future healthcare providers by integrating theoretical concepts with clinical experiences. In partnership with Carolinas Medical Center, the College focuses on preparing individuals for employment in general and specialized healthcare fields. The College is committed to:

1. maintaining a structure that supports the College's mission, guides future development, provides resources, and integrates the College into the community
2. providing resources and services to promote a learning environment that facilitates student success
3. striving for excellence in educating entry-level and specialized practitioners to be competent in providing healthcare services in a variety of settings.

VISION

Carolinas College of Health Sciences will be recognized as an exceptional choice for students preparing for entry-level and specialized healthcare careers.

CORE VALUES

- Caring
- Commitment
- Integrity
- Teamwork

OUTCOMES

The College maintains specific objectives and measures for each of the above commitments as well as for each program and division of the College. These outcome measures comprise our Institutional Effectiveness Plan, available on the College web site in the "About Us" section under "Institutional Data."

For more information about our graduation rates, the median debt of students who complete the program, and other important information, please visit our website at, <http://www.carolinascollege.edu/ProspectiveStudents/disclosure.cfm>

ORGANIZATION CHART

The College's organizational chart can be found on the web site in the "About Us" section.

TREE OF LIFE

In Biblical times, the tree of life represented man's opportunity to obtain immortality. Through the ages, it became a symbol of hope and rejuvenation. Today, because of its seasonal growth and renewal, the tree has come to symbolize preservation and regeneration of life – to which Carolinas Medical Center (CMC) is dedicated. As a separately incorporated but wholly owned subsidiary of CMC, the College has added the filigree of laurel leaves around the tree as an indication of honor to recognize those making achievements in the arts and sciences.



HISTORY OF THE COLLEGE

The roots of Carolinas College date back to the early 1940s when Charlotte Memorial Hospital, now Carolinas Medical Center, provided nursing and allied health training.

The Charlotte Memorial Hospital School of Nursing closed in 1967. In the late 1980s, Charlotte Memorial Hospital, now Carolinas Medical Center, realized the need for registered nurses would outstrip the number being educated in the community and established the CMHA School of Nursing. Degree-granting authority was provided by the Hospital Authority Act [NC General Statute 113E-23 (a) (31)].



The application to establish a new nursing program was submitted to the North Carolina Board of Nursing in 1990. Initial approval status was granted in May of 1990 and the first students were admitted that fall. The college was located on Morehead Street in metropolitan Charlotte. Full approval status was granted and the first class graduated in 1992.

In December of 1993, the hospital authority's board of commissioners passed a resolution to incorporate the CMHA School of Nursing and to appoint a separate board of directors. Degree-granting authority was delegated to the College's board of directors. In May of 1994, the College moved into the newly renovated Rankin Education Center on Blythe Boulevard on the campus of Carolinas Medical Center. Currently, Carolinas College occupies the majority of the space in this building.

Effective in 1995, the CMHA School of Nursing was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer the associate degree. This regional accreditation was reaffirmed in 2000 and again in 2010.

In July of 1996, the board of directors changed the name of the school to Carolinas College of Health Sciences and approved preparations to educate other health care providers. The existing hospital-based programs in radiologic technology and surgical technology joined the College in August of 1996, and the medical technology program (today, medical laboratory science) joined the college in January of 1997. In 1999, the College began offering Nurse Aide I and Phlebotomy training with Nurse Aide II offered for the first time in 2006. These three programs formed the original core of the continuing education department, opened in 2007 and now offering a variety of non-credit courses and programs.

In partnership with Carolinas Medical Center's Pre-Hospital Medicine department, the emergency medical sciences program was started in 2003 and discontinued in 2008. The first radiation therapy students were admitted in August of 2009, leading to the creation of the School of Medical Imaging. Other new programs in 2011 included anesthesia technology and associate degree programs in surgical technology and general studies within the profession.

FACILITIES AND SERVICES

Bookstore

The College contracts with an online bookstore as a service to students, faculty and staff. Textbooks, supplies and course-related materials are available. The online bookstore link is available on the College Web site, along with a link to the College's logo store.

Computer Lab and Access

The College computer lab is open to all students. Personal computers with appropriate software packages, Internet access, and printing capabilities are available. In addition, viewing stations with VCR and DVD players are accessible to students. The lab offers multimedia activities for assigned work, remediation or supplemental work. Hours of operation and guidelines for use are available in the lab. Additional computers, for student use, are available in the Charlotte AHEC Library.

The College's computer labs meet the needs of most students. However, most students find it convenient to have off-campus computer access as well. Students should have access to a computer that allows them to complete all coursework and general curriculum requirements, maintain communication with the College via e-mail, and access electronic resources via the internet. To successfully complete a fully online course at Carolinas College, a student should have regular access to a computer with the following requirements:

System Requirements:

- Minimum CPU: Pentium 4, 2.0 GHZ or higher
- Minimum RAM: 3 GB
- Hard drive Size: 80 GB or higher
- CD / DVD ROM
- Sound card
- 10 / 100 Ethernet card or wireless card

Software Requirements:

- Internet connection: Since most content is data intensive, cable or DSL connection is required.
- The CCHS Information Portal platform MOODLE is currently best compatible with the browser Google Chrome. Other browsers may be used, but may not support all functionality in MOODLE.
- All browsers should support JavaScript and have JavaScript enabled.
- Operating system: online platform independent (Windows XP, Mac OS X or later versions).
- Microsoft Office 2007 or higher required.
- Other Software: Antivirus, Adobe Reader 10 or higher, WinZip, and Media Player software. Students are required to keep their personal computers up to date with the latest operating system updates, virus data files, etc.

Some courses require additional specialized software. In this case, the software requirements will be clearly outlined in the particular course syllabus. Students are then responsible for acquiring access to the specialized software, either through the College computer lab or off-campus. Students are responsible for knowing how to operate their chosen computer system and the required software packages. Computer skill training is available through the College computer lab. The College is not responsible for maintaining students' personal computers.

Skills Lab

The skills labs are available to students for practice and learning experiences during and outside class time. Typical uses allow for students to practice selected patient care skills.



Carolinus Simulation Center

Carolinus College is home to Carolinus Simulation Center, a globally recognized, multidisciplinary educational center. Accredited by both the American College of Surgeons as a Level I education Institute and the Society for Simulation in Healthcare, the center is one of only a few in the world that is dual accredited. Dual accreditation distinguishes the center as a regional leader in providing simulation-based healthcare education. Carolinus Simulation Center is available to college faculty for teaching specific skills in a simulated environment or to students for the practice of such skills.

AHEC Library

The College contracts with the Area Health Education Center (AHEC) Library located on the campus of Carolinus Medical Center to provide comprehensive information and library services to students and faculty. The library is an 11,500-square foot facility providing 26 computer stations, audio-video viewing rooms, and conference rooms. There is Wi-Fi enabled meeting and quiet study space available to students 24 hours a day, seven days a week with badge access. The library's collection is organized according to the National Library of Medicine's classification standards. The library's collection includes over 13,347 unique titles (books, CD's, DVD's and videos) and 1,326 print journal titles. In addition to the traditional library services, students and faculty members have full access to the AHEC Digital Library (ADL) providing more than 7,000 full-text journals, 150 e-books, and robust databases. The ADL is available from any computer with internet access, either on or off campus. Articulation agreements provide students with access to additional resources, and membership in the Charlotte Area Education Consortium expands faculty resources to include the libraries at seventeen additional colleges and universities in the Charlotte area.

Food Service

A canteen is available at the College offering hot and cold food. Also available on the CMC campus are cafeterias on the first and third floor of Carolinus Medical Center, Chick-Fil-A© on the mezzanine level of Medical Center Plaza, Starbucks© in the lobby of the Morehead Medical Plaza, and a cafeteria on the second floor of Carolinus Rehabilitation. Vending machines, microwaves, and refrigerators are also available at the College.

Student E-Mail

Students are provided a college e-mail address that is used for all official notifications. Students are expected to check this e-mail on a regular basis or forward it to an account which they regularly use.

ADMISSION TO THE COLLEGE

Carolinas College of Health Sciences seeks applicants who, on the basis of supportive data and in the judgment of the admission, progression, and graduation (APG) committee, appear to be able to complete an educational program offered by the College. Generally, admission to all programs is competitive with the most qualified applicants offered the limited number of spaces. The college considers all applicants without regard to race, color, religion, national origin, sex, age, handicap, disability, military status, genetic information indicating predisposition to chronic diseases, source of payment, or any other basis prohibited by law. Concerns or inquiries regarding the application of Title IX regulations may be directed to the dean of student services.

General Admission Requirements

Applicants to Carolinas College of Health Sciences must meet certain criteria to be considered for admission. Students entering clinical health care programs have access to Carolinas HealthCare System (CHS) patients and patient records. For this reason, and by contract with CHS, applicants are screened for criminal background and for CHS employment records that may indicate problematic behaviors. The following may preclude students from being admitted to the College:

- Having been charged with or convicted of certain misdemeanors or felonies
- Being in default on a student loan or owing money to the College
- Being ineligible for clinical placement in a CHS facility

Due to limited resources to support international students and a focus on providing health care practitioners for the Charlotte area, the College does not authorize requests for temporary or student visas. Proof of legal residency may be required. International students who are accessing online courses/programs from outside the United States with the intent to remain in their home country are not required to obtain proof of legal residency. In addition, home schooled applicants may be required to submit additional materials such as standardized test results or additional course work to be considered for admission.

Applicants for whom English is a second language must submit a Test of English as a Foreign Language (TOEFL) score of 213 or above (computer), 83 or above (iBT: internet based), or 550 or above (written exam). Test scores must be submitted by the admission deadline.

The College uses an internal weighting scale for those applicants to the nursing, radiologic technology, and surgical technology programs presenting a high school transcript that does not include a “weighted” GPA. This weighting is applied to those courses identified as honors, IB, or AP. After applying the weighting, the final calculated GPA, with the weighting, will be used in the admissions process.

Conditional Admission Requirements by Program

Admission to the following programs is competitive and offered on a space-available basis. To be considered for conditional admission, applicants must submit a college application form, an application fee, and all necessary items required for each program by specified deadlines.

Clinical Laboratory Sciences/Medical Laboratory Science Program

The admission criteria for the certificate in medical laboratory science are outlined below:

- Official transcripts from all post-secondary institutions attended demonstrating an earned baccalaureate degree, preferably in biology or chemistry.
- Cumulative GPA of at least 2.5 and math/science GPA of at least 2.5.
- Official college transcripts must demonstrate completion (by program start date) of the following prerequisites courses with a grade of “C” or above.
 - Biology: Minimum 16 semester credit hours required to include microbiology, microbiology lab, and immunology. Genetics, molecular biology, anatomy and physiology are highly recommended.
 - Chemistry: Minimum 12 semester credit hours required to include organic chemistry or biochemistry. Quantitative and qualitative analysis are recommended.
 - Mathematics: Minimum 3 semester credit hours in statistics (as a separate course or within another course). Physics is recommended.



- Courses in microbiology, immunology, and organic chemistry (or biochemistry) must be updated if not completed within the last five years of program start date.
- Three Carolinus College reference forms. References must be from college instructors, college advisors, or employers. References must be from a person who resides in the United States.
- Interview with college faculty (scheduled with most competitive applicants after submitting application, transcripts, and references).
- Manual dexterity test (administered at time of interview). To be successful, the applicant must complete the manual dexterity test in 60 seconds or less. Applicants will be allowed to take the manual dexterity test once per application cycle.
- Applicants with a foreign baccalaureate degree must take at least 12 semester hours at an accredited U.S. baccalaureate academic institution before application can be considered. The dean of student services and the program director will determine acceptable courses. All foreign transcripts must be evaluated by a recognized evaluating agency which will verify the U.S. baccalaureate degree equivalency.

General Studies

The associate of science degree in general studies offers enrollment in three tracks. The admission criteria for each track are outlined below:

General Studies Track

- Official high school transcript or equivalent verifying graduation and college preparatory coursework.
- Official transcripts from all post-secondary institutions attended with a combined cumulative GPA of at least a 2.0 (may be waived for the first seven (7) semester hours of coursework except in cases where courses require a prerequisite).
- Official SAT or ACT test score report with a minimum 900 (SAT) or 19 (ACT). Copies of official score reports and scores reported on an official transcript will be accepted. For the SAT, we consider only the critical reading and math scores in calculating the minimum requirement.

Pre-Nursing Track

- Official high school transcript or equivalent verifying graduation and college preparatory coursework. Applicants with less than 24 hours of college credit must have a minimum high school GPA of 2.5. Applicants with a GED must submit 24 semester hours of college credit with at least nine semester hours in math and science.
- Official transcripts from all post-secondary institutions attended with a combined cumulative GPA of at least a 2.5.
- Official SAT or ACT test score report with a minimum 900 (SAT) or 19 (ACT). Copies of official score reports and scores reported on an official transcript will be accepted. For the SAT, we consider only the critical reading and math scores in calculating the minimum requirement.

Pre-Radiologic Technology Track

- Acceptance to the pre-radiologic technology track is reserved for those applicants who have been deferred in their enrollment in the radiologic technology program.

Nursing

The admission criteria for the associate of applied science degree in nursing are outlined below:

- Official high school transcript verifying graduation and college preparatory coursework. Applicants with less than 24 hours of college credit must have a minimum high school GPA of 2.5. Applicants with a GED must submit 24 semester hours of college credit with at least nine semester hours in math and science.
- Official transcripts from all post-secondary institutions attended with a combined cumulative GPA of at least a 2.5.
- Official SAT or ACT test score report with a minimum 900 (SAT) or 19 (ACT). Copies of official score reports and scores reported on an official transcript will be accepted. For the SAT, we consider only the critical reading and math scores in calculating the minimum requirement
- Applicants who have previously attended a nursing program must not have been unsuccessful in two or more nursing course or unsuccessful in the same nursing course twice.

Applicants with a current, unencumbered LPN license may apply to the nursing program. Applicants must meet all requirements listed above and those accepted will receive nine semester hours of credit for the NUR 100 and NUR 101 courses. Prior to enrollment, applicants must have completed all of the general education requirements up to their entry point including at least BIO 101, MAT 101, and all fundamental nursing progression requirements.

Applicants wishing to transfer nursing courses to Carolinas College may apply to the nursing program and must meet all requirements listed above. The most recent nursing course must have been completed within one year and applicants must not have been unsuccessful in two or more nursing curriculum courses or unsuccessful in the same course twice. Prior to enrollment, successful completion of NUR 100, BIO 101, and MAT 101 is required. Additional courses may be required.

Students seeking guaranteed admission via the general studies pre-nursing track who earn an overall GPA of 3.25 in the following four courses will receive guaranteed admission to the Nursing program: BIO 101, BIO 102, MAT 101, and HEA 102 (or NUR 100). For the purpose of guaranteed admission, only the first attempt for each of these courses will be used to calculate the GPA. Pre-Nursing Program students must complete the guaranteed admissions requirements in three consecutive semesters. The actual start date for the Nursing Program is based on completion of the required courses and on the space available in the Nursing Program.

Radiation Therapy

The admission criteria for the certificate in radiation therapy are outlined below:

- Official transcripts from all post-secondary institutions attended demonstrating a combined cumulative GPA of 2.5 or above.
- Official transcript indicating an earned associate degree or equivalent diploma from a JRCERT-accredited Radiologic Technology program.
- Three completed Carolinas College reference forms
- Complete eight (8) hours of clinical observation in a Radiation Therapy department

Radiologic Technology

The admission criteria for the associate of applied science in radiologic technology are outlined below:

- Official high school transcript verifying graduation or equivalent (may be waived for college graduates upon request). Minimum 2.5 cumulative GPA for math and science courses.
- Official transcripts from all post-secondary institutions attended with a combined cumulative GPA of at least a 2.5.
- Official SAT or ACT test score report with a minimum 900 (SAT) or 19 (ACT). Copies of official score reports and scores reported on an official transcript will be accepted (may be waived for college graduates upon request). For the SAT, we consider only the critical reading and math scores in calculating the minimum requirements
- Interview with College faculty (scheduled with most competitive applicants after submitting application and transcripts).

Surgical Technology

The admission criteria for both the diploma and the associate of applied science degree in surgical technology are outlined below:

- Official high school transcript verifying graduation or equivalent (may be waived for college graduates upon request)
- Official transcripts from all post-secondary institutions attended with a combined cumulative GPA of at least a 2.0.
- Applicants must attend an information session and complete a locally administered math and timed assessment test. Official SAT or ACT test score report with a minimum 900 (SAT) and 19 (ACT) may be substituted. Copies of official score reports and scores reported on an official transcript will be accepted (may be waived for college graduates upon request). For the SAT, we consider only the critical reading and math scores in calculating the minimum requirements

Surgical Technology Bridge Program

- Applicants who have completed a diploma program in surgical technology or who are certified surgical technologists may apply to complete the associate of applied science degree by submitting official transcripts from all post-secondary institutions attended with a combined cumulative GPA of at least a 2.0



Final Admission Requirements

Exceptionally well-qualified applicants may be conditionally admitted upon completion of the application process. Generally, candidates for admission are ranked based on strength of academic history and test scores. Several programs also utilize references and interviews in the selection process. The Admission, Progression, and Graduation Committee makes admission decisions and the admissions office notifies applicants of the decision, which may include conditional admission, placement on the alternate list, or denial.

Students placed on the alternate list are notified as space becomes available. Applicants offered conditional admission are sent written notification of final admission upon confirmation of the following conditions of admission:

- Signed admission confirmation and non-refundable \$200 deposit (Medical Laboratory Science, Nursing, Radiation Therapy, Radiologic Technology, Surgical Technology).
- Signed admission confirmation and non-refundable \$100 deposit (General Studies).
- Immunization records indicating current and complete compliance with NC Administrative Code (19A-0401) as amended in 1994.
- Completion of a health assessment and baseline drug screen (Pre-Nursing Program students are exempt from this requirement).
- Proof of graduation from high school (or college for Medical Laboratory Science and Radiation Therapy applicants).
- Verification of eligibility for clinical placement within a Carolinas HealthCare System facility.

In addition to the above requirements, conditionally accepted applicants must meet the individual program requirements listed below:

- Submit a current copy of the ARRT certification card (Radiation Therapy programs)
- Submit documentation of current Basic Life Support for Healthcare Providers certification from an approved American Heart Association course with an expiration date on or after one year of study (Nursing, Radiation Therapy, Radiologic Technology and Surgical Technology programs)
- Submit official transcripts demonstrating completion of required pre-requisite courses with a "C" or better. Grades in AP, IB or honors courses will be considered individually. High school-level algebra, biology and chemistry are required for Nursing and Radiologic Technology programs. High school-level biology is required for Pre-Nursing and Surgical Technology programs. College-level algebra or equivalent is required for Radiation Therapy program.
- Submit official transcripts demonstrating completion of required pre-requisite courses with a "C" or better. Grades in AP, IB or honors courses will be considered individually. High school-level algebra, biology and chemistry are required for Nursing and Radiologic Technology programs. High school-level biology is required for General Studies and Surgical Technology programs. College-level algebra or equivalent is required for Radiation Therapy program
- Complete the Test of Essential Academic Skills (TEAS) at the identified benchmark determined by the nursing faculty (Nursing program)
- Verify compliance with all essential functions of the Program (General Studies, Medical Laboratory Science, Nursing, Radiation Therapy, Radiologic Technology and Surgical Technology programs)
- Obtain a score of Level 2 on RN Fundamental for Nursing CAP and satisfactorily complete sterile dressing, medication administration and a physical assessment without coaching (Nursing – LPN and Transfer students only)
- Attend a program information session and successfully complete a manual dexterity test (to be successful, this test must be completed in 60 seconds or less) (Surgical Technology Program)
- Be at least 18 years of age (Radiologic Technology, Radiation Therapy)

Admission to Continuing Education Courses

Carolinus College offers continuing education courses that lead to eligibility for certification in Anesthesia Tech, Nurse Aide I, Nurse Aide II, Phlebotomy and other programs as developed and offered on an annual basis. Enrollment in these courses is on a space-available basis and requires a registration form and submission of tuition to register. Some of the courses require applicants to submit a college application, full tuition and other necessary information listed for each of the courses below. In addition, applicants must be eligible for clinical placement in a Carolinas HealthCare System (CHS) facility.

Anesthesia Technician

- Official high school transcript verifying graduation or equivalent
- Experience as an anesthesia technician or equivalent experience

Nurse Aide I

- Official high school transcript verifying graduation or equivalent (may be waived upon request by completing a locally administered assessment test. This test may be taken only twice per calendar year).
- Copy of social security card.
- Signed waiver authorizing criminal background check.

Nurse Aide II

- Proof of registry as a Nurse Aide I.
- Signed waiver authorizing criminal background check

Phlebotomy

- Official high school transcript verifying graduation or equivalent. Minimum high school GPA of 2.0 required.
- Locally administered assessment test with a score of 14 or higher
- Signed waiver authorizing criminal background check.
- Manual dexterity test will be administered during the information and/or testing session to be completed in 60 seconds or less
- Application fee of \$20

Readmission Process

A student seeking to return to a program following a withdrawal except after an approved leave of absence must apply to progress or to be readmitted. The student submits the progression/readmission application packet with a nonrefundable application fee to student services. It is recommended that students complete a program within 150% of normal completion time.

Applicants for readmission into the first term of a program will be considered with new applicants and therefore should apply by the new student application deadline for maximum consideration. After one year from the date of withdrawal or if substantial program or course changes have occurred, the student must complete the entire application package and restart the program at the beginning. Applicants for readmission known to be in default on a student loan or owing money to the College will not be considered for readmission nor will those ineligible for clinical placement with Carolinas HealthCare System.

A student may be readmitted to a program only once. Applications for readmission are reviewed by the Admission, Progression, and Graduation (APG) Committee, with decisions based on the following:

- Interview with the APG Committee, if requested.
- Academic and clinical experience at the College.
- Actions taken to remedy problems that interfered with prior success, if relevant.
- Anticipated probability of success upon reentry.
- Space availability.

Additional aspects of progression and readmission are addressed in program-specific sections of this catalog.

Transfer and Advanced Standing Credit

The College recognizes knowledge and competence attained through formal, non-formal, and nontraditional approaches to learning. All advanced standing credit will be considered transfer credit, will not earn a grade, and will not be used to compute the grade point average. Comparable courses with grades of "C" or better from degree granting post-secondary institutions, Advanced Placement examinations, SAT scores, CLEP scores, and/or challenge examinations may be considered for credit. "Comparable courses" are those which are similar in breadth, depth, and content to those at Carolinas College and are taught by faculty with similar qualifications. Challenge testing is approved and administered by the dean of assessment, general education, and pre-nursing. Time limitations may apply for transfer credit. All transfer and advanced standing credit must be completed before beginning a program, including the Pre-Nursing Program, at the College. No more than seventy-five percent of the total coursework required for graduation from any program may be earned through advanced standing or transfer credit.

ESSENTIAL FUNCTIONS

The following are examples of activities which a student is required to perform in order to be successful in the specific program. Reasonable accommodations in meeting the essential functions may be provided upon request. See page 20 for details.

General Studies, Nursing, Radiologic Technology, and Surgical Technology

- Critical thinking ability sufficient for clinical judgment; ability to organize responsibilities, identify cause-effect relationships and make decisions. Collect, organize and analyze data and clearly communicate in verbal and written form. Manage time and systemize actions to complete tasks.
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Ability to establish rapport with clients, families and healthcare team members.
- Communication abilities sufficient for interaction with clients, family, faculty, staff, physicians and other healthcare professionals in verbal and written form. Ability to effectively read and comprehend technical and professional materials and to follow oral and written instruction. Ability to initiate client education, to interpret and document client actions, and to initiate appropriate responses.
- Physical abilities sufficient to walk, bend, push, pull, lift, balance and maneuver in small places; maneuver heavy equipment; lift, carry and balance items weighing up to 50 lbs individually or additional weight with assistance; full range of body motion; gross and fine motor abilities sufficient to provide safe and effective care; endure long hours of standing, walking and sitting.
- Tactile, auditory, and visual acuity sufficient for physical assessment, to observe and monitor client responses, to perform palpation functions, to perform therapeutic interventions, and to interact in clinical, lab, and classroom environments.

Medical Laboratory Science

- Physical abilities sufficient to move from room to room, maneuver in small places, and sit and stand for prolonged periods performing moderately taxing continuous physical work.
- Gross and fine motor abilities sufficient to maneuver phlebotomy equipment to collect blood specimens from patients, effectively and efficiently operate laboratory equipment (pipettes, inoculating loops, test tubes, etc.), control and adjust laboratory instruments, manipulate a computer keyboard, and calculate, record and transmit laboratory information.
- Visual abilities sufficient to distinguish color, consistency, and density of biological specimens and reagents, employ a clinical grade microscope to discriminate fine differences in structure and color in microscopic specimens, and read calibration lines on pipettes, laboratory instruments, graphs displayed in print, and on a video monitor.
- Critical thinking abilities sufficient to demonstrate rational judgment, organize tasks and responsibilities, make logical decisions, analyze data and reports, recognize potentially hazardous materials, equipment, and situations and proceed safely, and provide professional and technical services while experiencing the stresses of emergent demands and a distracting environment.
- Communication abilities sufficient to communicate effectively and efficiently in English, read and comprehend technical and professional materials, accurately follow oral and written instructions in performing laboratory tests, communicate with faculty, students, staff, physicians, and other healthcare professionals in oral and written formats, independently prepare research papers and present reports, and take paper, computer, and laboratory practical examinations.
- Professional attitudes sufficient to demonstrate honest, ethical and compassionate behavior, take responsibility for own actions and be forthright about errors or uncertainty, display flexibility, function effectively under stress, adapt to changing environments, possess ability to work with unpleasant biological specimens, and function as an active cooperative member of the health care team.

Radiation Therapy Program

- Critical thinking ability sufficient for sound judgment, sufficient problem solving skills to perform duties in a timely manner, ability to organize responsibilities, ability to identify cause-effect relationships and make decisions, ability to manage time and systemize actions to complete tasks, ability collect, organize, and analyze data, ability to recognize potentially hazardous materials, equipment, and situations and proceed safely, ability to adapt to working with unpleasant odors, be honest, ethical, responsible, and forthright about errors or uncertainty, understand and apply departmental and nationally recognized rules and regulations for radiation safety
- Interpersonal ability sufficient to interact effectively and sensitively with individuals, families, and groups from a variety of socioeconomic, cultural, emotional, racial, religious, and intellectual backgrounds, ability to establish rapport with patients, families and healthcare professionals, demonstrate mental stamina working under stressful and emotional conditions, possess emotional stability, maturity, gentleness, empathy, and compassion
- Communication ability sufficient for interaction with patients, family, faculty, staff, physicians and other healthcare professionals in verbal and written form, ability to read and comprehend technical and professional materials and to follow oral and written instruction, ability to clearly and concisely convey instructions and assess comprehension, ability to recognize and respond appropriately to non-verbal cues
- Physical ability sufficient to endure long hours of walking and standing on your feet, routinely walk, bend, push, pull, lift, stoop, kneel, squat, balance and maneuver in small places; maneuver heavy equipment; lift 20 pounds over your head; lift, carry and balance items weighing up to 50 pounds individually or additional weight with assistance, possess a full range of body motion; coordination and muscular control, ability to reach and operate overhead equipment
- Gross and fine motor skills sufficient to manipulate equipment and to provide safe and effective care, ability to manipulate a computer keyboard
- Hearing sufficient to adequately perceive and interpret audio signals from equipment and alarms, and to respond to patient questions or comments
- Visual acuity to work in dim lighting and distinguish colors, ability to view computer monitors for extended periods
- Tactile ability sufficient for physical assessment, to observe and monitor patient responses, to perform palpation functions, to perform therapeutic interventions, to manipulate and position patients, and to interact in clinical, lab, and classroom environments
- Olfactory senses sufficient to smell or detect smoke, chemicals, and electrical hazards

Nurse Aide I and II Programs

- Make decisions based on instructions and with consideration of time, place, and person.
- Organize responsibilities.
- Interact with people, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
- Communicate with others in verbal and written form.
- Move from room to room and maneuver in small spaces.
- Coordination and muscular control adequate to provide safe and effective client care and full range of body motion to include handling and lifting.
- Sense of touch adequate to perform physical assessment.
- Endure long hours of standing and walking.
- Hear adequately to monitor and assess client health needs.
- Adequate vision to observe and assess clients.
- Lift up to 50 pounds.

Phlebotomy Program

- Critical thinking ability sufficient to organize responsibilities and make decisions.
- Interpersonal abilities sufficient to interact with individuals from a variety of backgrounds.
- Communication abilities sufficient for interaction with others in verbal or written form.
- Physical abilities sufficient to move about freely and maneuver in small spaces.
- Gross and fine motor abilities to manipulate phlebotomy equipment to collect specimens.
- Visual ability sufficient to discern colors and perform phlebotomy procedures.



FINANCIAL INFORMATION

Carolinus College of Health Sciences maintains the following tuition and fee schedule (subject to change):

College Tuition (per credit hour) and Program Fees

Applied Courses (MLS, NUR, RAD, RTT, & SUR)	\$297
General Studies and Special Topics Courses (BIO, ENG, GEN, MAT, PSY, SOC, etc.)	\$243
Medical Laboratory Science (payable in thirds in Aug, Jan, and May)	\$7365

Non-Credit Tuition

Anesthesia Technician	\$500 per course
Nurse Aide I	\$495
Nurse Aide II	\$640
Phlebotomy	\$505
Community Training Center	
BCLS Healthcare Provider	\$60
BCLS Renewal	\$57
ACLS or PALS	\$140
ACLS/BCLS/PALS Instructor	\$175
ECG for ACLS	\$90

Fees may vary for other non-credit courses

College Fees

Application	\$50
Application (Phlebotomy & Anesthesia Technician)	\$20
Admission Deposit & Background Check (background check fee may vary depending on previous place of residence)	\$200
ID Badge/Parking	\$15
Activity (per semester)	\$25
Technology (per semester) (\$50 for students enrolled in fewer than 6 credits)	\$125
Science Lab	\$40
Nursing Lab (101 & 202)	\$170
Nursing Lab (151, 152, 153, 154 & 155)	\$85
School of Medical Imaging Lab	\$80
Surgical Technology Lab (SUR 101)	\$40
Surgical Technology Lab (SUR 102)	\$85
Surgical Technology Lab (SUR 103)	*\$230

*Includes certification exam costs

Course Pack (varies by course)	\$8-\$25
Graduation (final semester)	\$75
Late Registration	\$25
Returned Check/NSF	\$25

Texts/Supplies/Uniforms (approximate)

Medical Laboratory Science	\$700
Beginning Nursing	\$800
Intermediate Nursing	\$500
Advanced Nursing	\$150
Radiologic Technology Level I	\$700
Radiologic Technology Level 2	\$300
Radiation Therapy	\$1100
Surgical Technology	\$500

Certain programs and courses may have additional fees. Medical insurance is available on a per-semester basis payable directly to the insurance provider. See student services office for details.

Refund Policy

The tuition refund policy is applied to students who withdraw from the College for any reason and is based on the last date of attendance. This policy applies to all standard and non-standard academic terms. Student fees are not refundable. When a student officially withdraws or is dismissed, the College will refund tuition according to the following schedule:

- Before the first day of classes, 100% is refunded
- Within the first 10% of the term, 75% is refunded
- Between 11% and 25% of the term, 50% is refunded
- After 25% of the term, no refund

The College will retain a minimum tuition amount of \$100 for withdrawals after the start of class and for Nurse Aide and Phlebotomy classes when an enrolled student does not withdraw prior to two business days before the start of class.

A separate refund policy will apply to Title IV Federal Aid. When a refund is due to the U. S. Government due to unearned financial aid, that amount will be deducted from any tuition refund owed to the student.

Financial Aid

The College administers financial aid without regard to race, national origin, religion, sex, age or disability. Financial aid options offered by Carolinas College of Health Sciences to students enrolled in eligible programs include the following:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- William D. Ford Federal Direct Loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Work Study
- Alternative Loans (Private Loans)
- Carolinas HealthCare System Educational Loan Forgiveness Program
- Scholarships (merit, need-based, special application)
- North Carolina Forgivable Education Loan for Service Program (FELS)
- North Carolina Need-Based Scholarship Program

Students must complete the most current Free Application for Federal Student Aid (FAFSA) in order for their eligibility for federal student aid funds to be determined. The FAFSA is available online at www.fafsa.ed.gov. The Federal School Code for CCHS (031042) must be included on the FAFSA so the processed results can be accessed by the Financial Aid Office. Once the FAFSA information has been processed and reviewed by the Financial Aid Office, the applicant will be contacted if further information is required. An award letter will be sent to the applicant.

If a student receiving federal financial aid funds completely withdraws from the college before the 60% point of the term, a portion of the awarded funds must be returned to the federal aid program after calculation of the return to Title IV Funds.

Veterans benefits are available for eligible students enrolled in qualified programs. Details can be accessed at www.gibill.va.gov

For the most up-to-date financial aid information, please visit the college website or contact the financial aid office at 704-355-5486.

STUDENT SERVICES

The mission of the Department of Student Services is to facilitate and provide reliable student services through the education process in a caring environment. Student services staff are student advocates committed to providing excellent support leading to successful program completion and career placement. This is accomplished through the following policies, services and benefits.

Carolinas College does not tolerate discrimination or harassment and will endeavor to protect students and employees from those inappropriate actions of others inside or outside the College community. Allegations of discrimination or harassment will be taken seriously and will be acted upon following College policy. The College strictly prohibits discriminatory practices, including harassment and discrimination on the basis of race, color, religion, national origin, sex, age, handicap, disability, military status, genetic information indicating predisposition to chronic diseases, source of payment, or any other basis prohibited by law. Additionally, concerns or inquiries regarding the application of Title IX regulations may be directed to the dean of student services.

Advisement

All students enrolled in a credit program or in general studies courses are assigned an advisor upon acceptance to the College. Students may request an appointment any time questions arise during the educational program or for advice on course planning and registration. A minimum of two appointments per semester is expected.

Charlotte Area Educational Consortium (CAEC)

Carolinas College is a member of this consortium of Charlotte-area colleges and universities. Upon request and approval by the office of student services, students are eligible to take courses at other CAEC member institutions at no additional charge beyond Carolinas College tuition on a space-available basis. Courses must not be available at CCHS and must be relevant to the student's program. Grades earned in these courses will count towards the student GPA at CCHS.

Counseling

Confidential personal counseling is available through the Employee Assistance Program (EAP) (704-355-5021) and through CHS Pastoral Care (704-355-2218). Services or referrals are available for academic problems, stress management, family, or other concerns. Confidential advising is available with the dean of student services or the student success coordinator.

Enrichment Workshops

The office of student services coordinates enrichment workshops for students. Topics are offered as determined by request and the expressed needs of the student body.

Peer Tutoring

Students at Carolinas College can be matched with peer tutors through the Student Success Center. Peer tutors are volunteers who have been recommended by course faculty after completion of the course. There is no fee to receive tutoring.

Faculty Office Hours

Faculty and staff members at Carolinas College maintain an open door policy. Office hours are posted on schedule sheets on most faculty office doors. All faculty and staff members have voice messaging and e-mail contact information available via the college web site.

Housing

Carolinas HealthCare System offers housing in single-unit homes, duplexes, and apartments. This housing is made available to anyone in a qualified educational program within the health care system and is managed by a local real estate management company. See the College Web site for details and contact information.

Inclement Weather Procedures

In the event of inclement weather, safety of students and personnel is the first consideration. In the event inclement weather necessitates the closing or delay of the College, decisions will generally be made by 6:00 a.m. and will be posted on local television and radio stations, as well as the College's main number and web site. For announcements regarding delay of school, eight o'clock (8:00 a.m.) is considered the beginning time. Hours of delay are counted from 8:00 a.m. Programs or classes which begin earlier than 8:00 a.m. will indicate delay provisions in course syllabi.

Individuals with Disabilities

In accordance with federal law, the College is committed to assisting qualified individuals with disabilities, who can meet the essential functions of the program, to achieve their educational goals. Specific questions concerning the essential functions should be referred to the dean of student services. Students in need of special accommodations must complete a request form, supported with current medical documentation, and return it to the dean of student services.

Mentor Program

In the two-year programs at Carolinas College, entering students may request a second-year mentor.

Placement Services

The College assists students and alumni in finding employment and/or in continuing their education. Career counseling and assistance with placement paperwork are available through the student success coordinator. Students are encouraged to take advantage of workshops and other extracurricular offerings related to employment and continuing education.

Professional Liability Insurance and Student Insurance Plan

The College provides professional liability insurance without charge to students during clinical experiences. Liability coverage for students does not extend beyond their student role. For other medical insurance needs, the College makes available an illness and injury policy that students can purchase on their own. Students are not required to show proof of insurance.

Occupational Illness or Injury

Students will be provided access to first aid and emergency care for illnesses and injuries occurring while performing clinical duties. The severity of the illness or injury will determine how and where treatment occurs. Students injured while performing clinical duties in the course of the clinical portion of their curriculum (as defined in the course syllabus) are covered by CHS' Worker's Compensation.

Registration and Course Scheduling

The registrar will generate the course schedule and registration materials approximately 90 days prior to the first day of classes each semester. To be considered registered for a subsequent semester, students must complete the registration process including meeting with his or her advisor prior to registering for courses. Transfer and advanced standing credit must have been earned prior to the first day of the first semester of enrollment.

Continuing students not registering during the official registration period will be assessed a \$25 late registration fee. Section assignments will generally be on a first come, first served basis with priority provided to students in a clinical program. Students requesting sections that are full should register in an open section and place their name on the wait list for a possible opening. Student schedules are able to be viewed and printed online.

Students who want to drop a class that does not affect the master curriculum plan may do so online during the drop/add period. If the desired drop affects the master curriculum plan, requests must be approved by the student's advisor, the instructor, the program director/dean, and by the dean of student services. Classes may be added after the drop/add period only with the approval of the instructor and the dean of student services. Students withdrawing from a class after the drop/add period will receive a grade as described on page 33.

Students will be counseled by their advisor if the change affects progress toward completion of the students' master curriculum plan. Section changes are considered drop/add transactions and are handled as such. No section changes of healthcare classes will be made without the approval of the program director/dean. General education course section changes will be made upon approval of the involved faculty members. After the drop/add period, section changes need to be made by the registrar.

Safety

In the interest of safety and security for all students and personnel, students are expected to wear their name badge above the waist and clearly visible at all times when on campus, report unsafe conditions immediately, and wear appropriate personal protective equipment (PPE) as needed. Students arriving on campus without an ID badge are required to secure a temporary badge from the front desk. New student orientation will include instruction on HIPAA, corporate compliance, blood-borne pathogens, fire safety, handling hazardous materials, reporting injuries or accidents and maintaining a safe environment. Annual safety continuing education is required of all two-year students.

Periodically throughout the year, College personnel will conduct a test of the emergency notification system. During this testing, students' primary phone number on record with the College will be called. Findings will be used to improve the process.

Security

Carolinas HealthCare Systems (CHS) Corporate Security is available to provide assistance with security issues and concerns at the College. Security problems should be reported to security dispatch at 5-3333 from an on-campus phone or 704-355-3333 from an off-campus or cell phone. To request an escort after hours or assistance with car troubles, call 5-2093.

Student Employment

During school hours, students in clinical experiences are under the supervision of faculty or preceptors and are not considered employees of the facility. Students may be employed in a clinical facility but this employment is outside school hours, is noncompulsory, and will not count toward credit for graduation. The College assumes no responsibility for work performed by students when they are not in their student role and students are not considered employees of the facility. Students will not be substituted for regular staff.

Student Newsletter

Items for the monthly College newsletter should be submitted to the administrative staff assistant and are subject to space limitations. Requests for publishing a recurring newsletter/serial must be approved by the president. Such publications may reflect student opinion, but are expected to uphold high levels of journalistic responsibility and integrity. To this end, student organizations have assigned advisors who work closely with student editors. Publication matters of significant controversy are resolved by the Leadership Team at a regular or called meeting.

Transportation and Parking

Students are provided with free space on the campus of Carolinas Medical Center. Students who park in undesignated areas may be fined, ticketed, and towed. Ultimately, parking violations may be found to constitute a violation of the Code of Student Conduct. Students are responsible for their own transportation to the College and to clinical sites.

STUDENT ORGANIZATIONS AND PARTICIPATION

The opinions and ideas of students are highly regarded by the faculty, staff, and administration of the College. Student participation in the life of the College and in the decision-making process is encouraged through student organizations and other opportunities for involvement.

College Committee Structure

Standing College committees provide a means for students to function in an effective, democratic manner in planning, implementing, and evaluating activities and programs within the College. Students serve as voting members on the following committees: Admission, Progression, and Graduation (APG); Development & Scholarship; Learning Resources (LRC); Nursing Curriculum; Quality Improvement; Safety; Strategic Planning; and Student Life.

Council of Student Leaders

The dean of student services convenes a meeting once each semester with all of the student leaders of the college including student organization officers and other leaders. This group provides students a voice in college decision making and informs the dean of the current concerns, ideas, and issues facing the students.

Fundraising

Student organizations and college committees may conduct limited fundraising activities with prior approval of the president.

Open Forums

The president holds monthly open forums with interested students for the purpose of enhancing the communication between the student body and the administration of the College. Dates and times are published in the college newsletter.

Phi Theta Kappa

Phi Theta Kappa (PTK) is an international honor society founded to recognize and encourage scholarship among two-year college students. PTK provides opportunity for the development of leadership and service, for an intellectual climate for the exchange of ideas and ideals, for lively fellowship among scholars, and for stimulation of interest in continuing academic excellence. Membership criterion is a cumulative GPA of 3.25 or better after one semester of enrollment in a two-year program leading to an associate degree. Induction into the Beta Zeta Sigma Chapter of PTK occurs in the fall and spring semesters.

Student Ambassadors

Student Ambassadors serve the College as new student orientation representatives and in other outreach and service capacities. This student organization is committed to finding opportunities to represent the college within Carolinas Healthcare System and in the community at large to grow awareness of the college.

Student Government Association

SGA provides the primary voice for students in college decision making. All students are members of the Student Government Association (SGA). Each program elects representatives to serve with the officers, who are elected by a vote of the student body. The officers and representatives provide a means of communication between the administration, faculty, and student body. The SGA recommends student representatives to serve on College committees. SGA coordinates community service and fundraising projects and provides opportunities for the development of leadership skills among students. The president appoints a faculty/staff member to serve as an advisor to the SGA to guide the direction of activities within the framework of the purpose, goals, policies, and procedures of the College.

Student Nurses' Association

Nursing students are encouraged to participate in the Student Nurses' Association (SNA). Through participation, students have an opportunity to grow professionally as they collaborate with other local chapters and the state and national associations. The dean of the School of Nursing appoints a nursing faculty member to serve as the advisor for the SNA. The faculty advisor guides the SNA activities within the framework of the purpose, goals, policies, and procedures of the College. Membership fee is required.

COMMUNITY STANDARDS

Carolinas College seeks to provide an environment in which learning, teaching, and related activities are undertaken freely, safely, responsibly, and without distraction. Given that we exist in a diverse campus community, we recognize that our actions must be motivated not only by personal concerns but also by the concerns of the healthcare system, the community, and the welfare of the College. The policies and procedures of the College establish standards of professional conduct where each member of the college community has the freedom to pursue academic and curricular activities in an educational context of healthy, responsible, and respectful behavior.

Code of Student Conduct

Students are expected to abide by College policies and state and local laws. When behavior violates one of these tenets, students can expect the College to respond deliberately and appropriately. The Code of Student Conduct serves as the basis for student behavior and places responsibility for abiding by this code on the student. Consistent with the mission of the College, the disciplinary process seeks to educate students about responsible and appropriate behavior.

Students have the right to:

1. be evaluated on established grading criteria identified in each syllabus, not on opinions or conduct in matters unrelated to academic standards unless that conduct is in opposition to standards of professional conduct or violates College or clinical facility policy.
2. freedom of expression, inquiry, and assembly subject to reasonable and nondiscriminatory College rules and regulations.
3. inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through the Student Government Association, Open Forum with the president, individually with college administrators, and in writing through the complaint/grievance/appeal policy.
4. privately confer with College personnel concerning a personal grievance. If the outcome is not satisfactory, the student may proceed to the next person in the organizational chain, to the dean of student services, and finally to the college president, to seek resolution.
5. review their official school record and to request nondisclosure of certain information per College policy.

Students accept the responsibility for:

1. reading the College Catalog and Student Handbook and knowing, understanding, and acting in accordance with College policies and all applicable regulations and laws.
2. promoting the highest standards of ethical conduct. Students are expected to demonstrate honesty and integrity in academic, clinical, and administrative matters.
3. completing their academic curriculum properly. Program deans/directors, advisors, and student services personnel will counsel students, but the final responsibility for knowing and meeting program completion requirements is the student's.
4. respecting the rights of others and treating them with respect and dignity. Disruptive behavior, intimidation or harassment will not be tolerated. Disruptive behavior includes but is not limited to inappropriate behavior, sleeping in class or clinical, failure to turn off cell phones or other electronic devices, or violating computer restrictions. Intimidation includes, but is not limited to, action or speech that causes another person to believe his or her personal safety or personal property may be at risk or harm. Harassment relating to race, sex, religion, ancestry, ethnicity, age, sexual orientation, veteran status, or disabling condition is inconsistent with the College's commitment to create and maintain a safe educational environment.

5. maintaining the ability to perform the essential functions of the program or to participate in class, lab, or clinical.
6. reporting, in writing to the dean of student services, any charges, convictions, pleas of no contest or prayer for judgment of a criminal offense. Charges of a criminal offense must be reported, in writing, by the next internship, field, or clinical study day after the charges are filed. Convictions, pleas of no contest or prayer for judgment must be reported, in writing, within five days of the occurrence.
7. refraining from the use of alcohol, illegal drugs, and other substances which may adversely affect performance while on campus. The use or possession of alcohol or illegal drugs while on campus or in a clinical facility will result in immediate dismissal. Use of all tobacco products is also prohibited on campus.
8. respecting and guarding the confidentiality of all client/patient information in compliance with the Health Insurance Portability and Accountability Act (HIPAA) privacy regulations.
9. maintaining communication with the College and keeping on file with the registrar's office a current address and phone number. Similarly, the graduated student should notify the College of completion of additional degrees, advanced training or certification, and changes in contact information.

Allegations and Sanctions

Violations of the Code of Student Conduct can be reported by any member of the College community. All violations should be reported to the dean of student services who is responsible for investigating the allegations and determining a course of action. The investigation may include interviewing witnesses and other involved parties, and reviewing other evidence submitted in support of the allegation. In all cases, the accused student will be informed of the charges and will have the opportunity to respond or explain. The investigation and course of action may lead to the following:

- The allegation has no merit and is subsequently dropped
- The allegation has merit and is administratively handled by the dean of student services
- The allegation has merit and is referred to the Admission, Progression, and Graduation (APG) Committee for a formal hearing

Sanctions may be imposed individually or in combination with other sanctions and may begin at any stage of the continuum depending on the offense. Sanctions up to and including development of an Action Plan may be imposed by the dean of student services. Sanctions of restricted access or dismissal will be made only by APG action or when policy mandates (i.e. drug and alcohol violation, firearms violation). The following sanctions are listed in order of severity and represent a standard, but not all-inclusive, response to allegations of merit:

- Temporary dismissal from class: This sanction can be imposed by course faculty on any student who exhibits disruptive behavior. The faculty member may report this behavior to the dean of student services for further action.
- Letter of warning: This sanction provides official notification of a violation and informs students that continued violations may result in further sanctions.
- Disciplinary counseling: This sanction assures the opportunity for constructive counseling with qualified professionals suggested by the dean of student services. This sanction may include an alcohol or drug assessment based on the Alcohol/Drug policy.
- Action plan: This sanction defines corrective measures and a timeframe for meeting the measures.
- Restricted access: This sanction prohibits a student from accessing certain areas (i.e. clinical) for a specific period of time
- Dismissal: This sanction separates the student from the College permanently or for a specified time frame. Students may reapply for admission, as eligible, at the conclusion of this time period.

Honor Code

It is expected that all students promote amongst themselves the highest standards of ethical conduct. Students are expected to demonstrate honesty and integrity in both the classroom and clinical setting. Each student is responsible for maintaining, upholding, and promoting honesty, trust and respect for self and others. The honor code serves as the basis for student behavior and places responsibility for abiding by the code on the student. Violation of the honor code will subject a student to disciplinary action, up to and including administrative dismissal without eligibility to be readmitted. Any person who has reasonable cause to suspect a student of violation of the honor code should report the relevant facts to the dean of student services and enrollment management. Honor Code violations include the following:

- Falsification of records or documents
- Academic dishonesty, including but not limited to:
 - Cheating – Offering, providing or accepting unauthorized support or assistance in completion of any task, project, academic assignment, or test. The use or attempted use of any unauthorized information, material, or assistance in completing any assigned task, project, assignment, or test.
 - Plagiarism -- Representing the ideas, language, or created work of another person or persons as one's own or as the College's own. (See policy for specific definition and examples). This includes violation of copyright law.
 - Self-Plagiarism/Multiple Submission -- Copying portions of any original assignment for credit and submitting them as original work in more than one course without prior approval of the course instructor and/or duplicating submission of a prior original work without proper citation and reference of that prior work.
 - Falsification/Fabrication -- Falsifying information or fabricating information, data, citation, or reference or in completion of any project or academic assignment. Falsification or fraudulent alteration of academic or college records.
 - Complicity -- Collaborating in or facilitating any of the above actions or assisting in the creation of a paper, project or other creative work that another person then presents as his or her own project, assignment or test.
 - Interference -- Intentional interference with or alteration or destruction of another person's project, assignment, or examination.
- Clinical dishonesty, including but not limited to:
 - Having another person perform one's assignments without instructor permission.
 - Collaborating with others on assignments if contrary to stated rules.
 - Falsifying records or communicating false information about clinical care or clinical experiences.
 - Knowingly assisting others in any of the above actions
- Academic misconduct: other academically dishonest acts. Academic misconduct includes but is not limited to the following:
 - Failure to include complete and correct information on the application for admission to the college.
 - Continuing to work on an exam or project after the specified allotted time has elapsed.
 - Changing, altering, attempting to alter, or being an accessory to the changing or altering of a grade on a test, assignment, or project.
 - Falsifying an excuse to obtain an extension on a deadline for a test, assignment, or project.
 - Attempting to use technology to alter grades or academic records.
 - Other actions demonstrating lack of integrity or disregard for the principals of honesty and ownership.
- Clinical misconduct: an act or attempted act by which a student seeks to misrepresent his/her clinical knowledge or preparation. Clinical dishonesty includes but is not limited to the following:
 - Collaborating with others on clinical assignments without authorization.
 - Having another person perform one's assignment without the instructor's knowledge and/or permission.
 - Communicating false information about clinical care or clinical experiences.
 - Falsification of any clinical or patient record.
 - Knowingly and intentionally assisting another student in any of the above actions.

HIPAA

Students who are enrolled in programs with a clinical component are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) privacy regulations and related CHS policies and procedures (collectively, the “Privacy Standards”). Failure to comply with the HIPAA privacy standards will result in disciplinary action. The disciplinary action shall be based on the severity and context of the violation and is outlined in the College’s policy and procedure manual.

Alcohol, Drug, and Tobacco Use

The use of drugs or alcohol during scheduled school hours or the possession of drugs or alcohol on campus will result in immediate dismissal. Furthermore, Carolinas College of Health Sciences, as a facility of Carolinas HealthCare System, is a tobacco-free environment. Tobacco use is not allowed on campus grounds or in campus buildings. Additionally, all drug or alcohol related charges or convictions must be reported to the dean of student services within five days of the occurrence. Possession of illegal drugs off system property and drug or alcohol related charges and convictions will be treated as a positive drug test. Students dismissed due to drug or alcohol violations may not be readmitted earlier than one year from the semester in which dismissal occurred.

Following the initial baseline drug screen required of all new students, additional drug and alcohol tests may be conducted randomly or for cause to ensure compliance. Failure to comply with a request for drug or alcohol testing is treated as a positive test. A positive test may suspend clinical privileges which may negatively affect progress in the program. Students taking prescription and non-prescription drugs that may affect their ability to perform assigned duties must report this to the faculty member. Students with positive tests will be referred to Employee Health for case management. If a positive test is within the first 90 days of enrollment, the student will be dismissed. Otherwise, the student will be referred to the Employee Assistance Program (EAP) which will assess treatment needs and provide referrals. Students may be allowed to return to class and clinical based on cooperation and treatment assessment after consultation between Employee Health, EAP and the dean of student services. A student who is allowed to return to class or clinical will be dismissed for a subsequent positive drug or alcohol test.

Disruptive Behavior:

Disruptive behavior during class or clinical will result in referral to the dean of student services and possible disciplinary action. Disruptive behavior includes but is not limited to inappropriate behavior, sleeping in class or clinical, failure to turn off cell phones or other electronic devices, or violating computer restrictions. In the event of disruptive behavior, the course faculty reserves the right to dismiss the student from classroom.

Psychological Impairment

Students are expected and required to be in appropriate mental condition to perform the job or to participate in class, lab, or clinical. College personnel relies upon the expertise of professionals with Employee Health and Employee Assistance Program regarding degree of impairment, treatment, and return to school readiness.

Intimidation and Harassment

The College prohibits and will not tolerate acts of intimidation, sexual harassment, or abuse. Such behaviors violate the privacy and dignity of individuals and are a violation of federal and state laws. Intimidation includes, but is not limited to, any action or speech that causes another person to believe his or her personal safety or personal property may be at risk or harm.

Harassment of any kind will not be tolerated. Harassment relating to race, sex, religion, ancestry, ethnicity, age, sexual orientation, veteran status, or disabling condition is inconsistent with the College’s commitment to create and maintain an educational environment that is safe and responsible, and which supports and rewards achievement on the basis of ability and performance.

Student Grievance and Appeal

A student will not be subject to irresponsible treatment, procedural irregularity, arbitrary decisions, discrimination, or differential treatment. Students are encouraged to voice their concerns about all issues regarding the programs, classes, environment, and services at CCHS. Appropriate complaints and grievances include both verbal and written formats. Verbal complaints are considered less formal than written grievances and may be expressed to any member of the staff or faculty. It is expected that staff and faculty alike will give appropriate attention to such complaints and, when necessary, will refer the complaint to an appropriate manager. Due to the less formal nature of the verbal complaint, students may or may not receive notification of actions taken, if any. Should the student complaint come by way of a third party (i.e. accreditation body, program approval body), the process above will apply with additional follow up directed to the third party.

When a student feels his or her rights have been violated, or upon receipt of notification of dismissal, the student who wishes to appeal must send written notification to the president within seven work days. The student's written notification shall set forth the specific issues the student seeks to appeal. The services of an uninvolved member of the Student Services Department will be available to review the Student Complaint/Grievance/Appeal Process Policy with the student. The president will review the request for appeal and determine if the circumstances fall within the areas subject to appeal. The president shall inform the student in writing of whether the request for appeal is approved.

If the request for appeal is approved, the president shall select the Appeal Review Committee, who will represent the College's action, and notify all parties of the specific issue to be considered. The composition of the Committee shall include five persons who are not involved in the complaint consisting of the following:

- The dean of finance, business, and technology, or designee, will serve as chair with voting privileges;
- Three uninvolved representatives of the College faculty/academic deans/program directors;
- A student selected from among the student body from a different program or class.

The appealing student and College representative will be provided written notice of the membership of the Committee. For good cause the student and/or the College representative may challenge the membership of one member of the Committee within 24 working hours of receipt of written notice. If any member is excused, the president will designate an alternate member.

The appealing student and the College representative will be requested to supply the Committee with a written list of evidence they plan to present. The student may request copies of documents from his/her file. The written list of evidence will be provided to the opposing party. Neither party will be allowed to introduce additional evidence during the hearing.

This committee will meet prior to the hearing to review the conduct of the hearing and the submitted documentation and to identify the relevance of the planned evidence. The Committee may request additional documentation. The ruling on evidence and the date of the hearing will be forwarded to the student and the College representative in writing.

The matter will be heard as soon as practical, normally within 10 work days of the first meeting of the committee. Based on a review of the factors, the provost and the dean of student services may allow the student to attend class during the waiting period. Prior to and during the hearing, the Committee will have complete discretion in determining the manner in which the appeal is to be heard. The chair may rule at any time that evidence or testimony presented is not applicable to the issue. In addition, the following general rules shall govern the conduct of the appeal hearing:

- A recording of the hearing shall be kept
- The student will be responsible for supporting his/her challenge to the action by showing that the College demonstrated irresponsibility, procedural irregularity, arbitrary decision making, discrimination, differential treatment, or lack of factual basis for decisions.
- The College representative will present evidence in support of the College's action regarding the issues of appeal.
- Neither the student nor the College representative will be represented by an attorney in any phase of the hearing. The student and/or the College representative may consult with legal counsel in connection with preparation for the hearing.
- The Committee will afford the College representative and the student a full and complete hearing, allowing each to state positions related to the action taken. The chair will verify that both parties are satisfied that positions have been stated.
- The hearing will be of such duration as the Committee deems reasonable. At the completion of the presentation, the

Committee will deliberate in closed session. The Committee may not recall either party.

- The decision of the committee will be rendered within five (5) business days after the completion of the hearing. The chair of the committee will inform the student, the college representative, the program dean/director, the provost, and the president of the decision in writing within one business day.
- All proceedings will be strictly confidential.
- In case of dismissal, the Committee has the authority to uphold or overturn the dismissal. The decision will be rendered by a majority of the Committee and will be final. In case of grievance of student rights, the Committee has the authority to determine whether or not a violation of rights has occurred and to make a recommendation regarding action to the president.

Community Standards and Information

In addition to student rights, responsibilities, and standards of conduct, the College has a collective set of standards to ensure the consistent delivery of academic and curricular activities in a healthy, responsible, and respectful environment. The following sections describe the dress code and other requirements of participation in the greater College community.

Dress Code

Students will be clean and neat and all clothing will be free from profanity, slanderous language or inflammatory causes. All clothing must be worn with modesty in mind. College-issued ID badges will be worn at all times above the waist with the picture visible. All students entering a patient care facility for any reason will comply with the employee dress code for that facility, either in business professional attire, clinical attire or a CCHS uniform. The following dress code applies to students while in the clinical environment or participating in activities in the Carolinas Simulation Center and must be adhered to at all times.

The official College-approved uniforms are scrubs and only specific styles may be worn. Dress length is no shorter than the middle of the knee. Pant length is the top of the shoe. Underwear is to be worn, but should not be visible. Only approved teal jacket or required personal protective equipment (PPE) may be worn with the uniform. Men are to wear white T-shirts, with no logos, under the uniforms. Surgical Technology students wear hospital approved scrubs and PPEs as outlined in clinical policy. Phlebotomy and nurse aid program students wear white uniforms or white tops and teal bottoms. Nursing Program students going to clinical areas to get assignments are to adhere to the dress code of the facility to which they are assigned. Additionally, three-quarter length white lab coats will be worn over street clothes when not in uniform. No jeans or shorts are permitted. For specific uniform requirements, refer to the uniform listing on the College's web site.

Clean, white leather shoes or white leather style athletic shoes are required. No canvas or cloth style jogging shoes, no sandals or other open toe shoes and no heels higher than two inches. Plain white socks covering the ankles or white hosiery are to be worn at all times. Medical Laboratory Science Program students are not to wear clogs in the clinical setting. Hair should be clean, neat and controlled and worn in a manner which does not interfere with job performance. Plain barrettes only; no hair bows. Males should be clean shaven; if beard or moustache is chosen, it must be clean and well groomed. Extremes in hairstyle and colors are not acceptable.

Nail length should not interfere with job performance. Nail designs are not permitted and colors must be moderate. Any student with client contact must have nail length that does not extend beyond fingertips and be clean and polish free. Artificial nails are not allowed. Makeup must be light with natural colors only. Perfume, cologne, or strong scents must not be worn.

Jewelry and other accessories must be conservative and not interfere with job duties or pose a safety threat. Visible body piercing other than earrings is not allowed. Earrings must be less than one-half inch, must be post, may not be a clip-on, and are limited to two per ear. A maximum of three rings for both hands is permitted (wedding set counts as one ring). Tattoos, if not completely covered by clothing, must not be offensive to clients, visitors or employees. No other jewelry may be worn with the exception of medic alert jewelry.

Communication Devices

Cellular phones, smart phones, and their ancillary equipment such as headphones and Bluetooth devices will not be used in a manner that causes disruption in the classroom, the clinical setting, or within any facility utilized by the college. Phones must be on vibrate mode or turned off and out of sight in classrooms, computer laboratories, science laboratories, the AHEC Library, and other academic settings and in all clinical settings.

Gifts

Employees of Carolinas College may not accept gifts or favors from students or clients. Students may not accept gifts from clients.

Health Screenings

Following the TST (Tuberculin Skin Test) and physical health assessment required as part of pre-enrollment activities, students must annually renew the TST during or 60 days before their birth month.

Fire Procedures

In the event of fire, smoke, or burning smell, personnel and students should:

- Remove any persons from immediate danger. If a room fire occurs, close the door after persons are removed.
- Pull fire alarm. Fire alarm boxes are located at each exit.
- Advise those around to evacuate.
- Dial 911 and report the location of fire or smoke and your name.
- Evacuate the building through the nearest exit and gather across Blythe Blvd. next to the creek.
- Do not reenter the building until given an “all clear” signal.

Emergency Response Plan

The college has an Emergency Response Plan designed to establish policies, procedures and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the College. A copy of the plan can be accessed through the Student Services Office.

Intellectual Property

Intellectual property is an important asset to the Carolinas College educational community and the college seeks to uphold the highest standards of clear institutional direction regarding ownership, compensation, copyrights, and use of the revenue derived from such property. Additionally, the college wishes to ensure that best current practices are modeled in delineating the legal rights to products of the mind and the intended or unintended access to such property. For this reason, CCHS has chosen to default to the Carolinas HealthCare System’s equivalent policy: Ownership and Commercialization of Intellectual Property (ADM 260.01), and this policy will apply to all CCHS staff, faculty, and students. This policy addresses all categories of intellectual property and related issues such as ownership, governance, and dissemination of intellectual property. The policy is available through the Carolinas HealthCare System’s policy manual, accessible to all staff and faculty, and for students, through the Student Services office.

ACADEMIC INFORMATION AND RECORDS

The College offers programs which lead to an associate in applied science degree, a diploma, or a certificate.

A degree is awarded for a program of study offered over two academic years with a minimum of 60 semester hours credit with not fewer than 15 semester hours in general education. The general education core contains at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.

A diploma is awarded for a vocational program of study with a minimum of 35 semester credits and which contains at least 3 semester credits in general education. Diploma programs are generally at least one academic year in length.

A certificate is awarded for credit or non-credit courses designed to provide skills necessary for specific employment. The courses may range in completion time from hours up to one academic year. Typically general education courses are not a component of a certificate program.

Types of Courses

The College offers three types of courses toward the completion of a degree, diploma, or certificate. Each program offers applied courses specific to the discipline and intended to prepare graduates to practice entry-level healthcare. In addition, general education courses are offered to enhance the undergraduate learning experience and help students develop competencies in communication, critical thinking and problem solving, and content application. Finally, special topics courses offer emerging issues or specialized content that may include health services courses, geared to provide a basic exposure to skills and concepts useful to the training of health care professionals, or courses that are interdisciplinary in nature.

General Studies and Special Topics Courses

General Studies courses are a substantial component of each undergraduate degree program and are designed to ensure a breadth of knowledge to promote intellectual inquiry. As students develop into responsible professional in the health sciences, these courses ensure they are exposed to a broader understanding of society and self. For degree completion in the associate of applied science programs, the general studies component constitutes a minimum of 15 semester credit hours with at least one course in each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.

Courses

Typically, a general studies class can be categorized as one of the following: humanities and fine arts, social/behavioral sciences or life/natural sciences. Other general studies classes might include mathematics or composition.

The following courses constitute the general studies courses and available electives followed by a listing of special topics courses. Special topics courses are offered to cover emerging issues or specialized content not represented in the main curriculum that may include health service courses, geared to provide a basic exposure to skills and concepts useful to the training of health care professionals, or courses that are interdisciplinary in nature.

Not every course is offered every semester, therefore, students should refer to the current Registration Bulletin to determine course availability.

General Education Courses

		Credits
Communication		
COM 101	Communication	3
ENG 101	English Composition	3
ENG 240	Research and Evaluation	3
Humanities/Fine Arts		
ENG 231	Early American Literature	3
HUM 111	Cultural Diversity	3
SPA 101	Elementary Spanish I	3
SPA 102	Elementary Spanish II	3
Social/Behavioral Sciences		
PSY 101	General Psychology	3
PSY 102	Human Growth and Development	3
SOC 101	Introduction to Sociology	3
Natural Sciences/Mathematics		
BIO 100	Essentials of Anatomy and Physiology	4
BIO 101	Human Anatomy and Physiology I	4
BIO 102	Human Anatomy and Physiology II	4
BIO 200	Microbiology	4
BIO 202	Introduction to Pharmacology	3
CHM 104	Chemistry	4
MAT 101	College Math	3
MAT 151	College Algebra	3
MAT 201	Elementary Statistics	3
Electives		
GEN 100	Contemporary Issues	3
GEN 101	Experiential Leadership	2/3
GEN 102	Leadership Development	3

Special Topics Courses

HEA 102	Medical Terminology	2
HEA 107	Complementary Therapies	1
HEA 109	Health and Wellness	3
IDS 101	College Student Success	1

Distance Education Courses

Courses with distance education components provide the same high quality instruction for students as traditional on-campus courses. The registration process, fees, and academic credit are the same for distance education courses as for traditional on-campus classes. Students should be comfortable navigating the Internet, and be prepared to attend mandatory on-campus meetings for course requirements. Students complete coursework using technology such as e-mail, multimedia, chat rooms and discussion forums, and can access course information (syllabi, handouts, grades) through the Information Portal learning environment available at <http://online.carolinacollege.edu>.

Courses with distance education components are identified in the registration bulletin according to the following classifications:

- **Web-enhanced course:** A web-enhanced course is a traditional course that meets in the classroom for all of regularly scheduled class time, but uses web-based technology for purposes of supplementing the course by publishing course materials, facilitating discussions, extending office hours, posting course grades, etc.
- **Hybrid course:** A hybrid course is defined as any course that replaces a portion of regularly schedule class time with online activities (i.e., less than 100% but more than 0% of course activities are completed online).
- **Online course:** An online course is defined as any course taught 100% online with no required meetings.

Credit Hours

The unit of credit measurement is the semester hour. The semester hour is calculated using 50 minutes of contact time. One semester credit hour is equivalent to the following online and face-to-face instructional experiences: 1) one hour of didactic instruction per week; 2) three hours of clinical or laboratory instruction per week; or 3) six hours of practicum instruction per week. All calculations are based on a standard 15-week semester plus an examination period. Students enrolled in 12 or more semester hours are considered full-time. Non-credit courses are measured by contact hours or continuing education units (CEUs).

Audit Policy

A student may request to audit a course or an audit may be prescribed. Audits are available only if space is available. Normal prerequisites apply. Tuition will be the same as those taking the course for credit and all pertinent fees and policies will apply. If auditing only a portion of a class, tuition is assessed according to a ratio determined by the dean of finance, business, and technology. Auditing fees are not covered under the Carolinas HealthCare System Educational Loan Forgiveness program or other financial aid programs.

Expectations of auditors are determined by the course faculty. Typically the auditor is expected to attend class regularly and may or may not be expected to complete assignments. If the expectations are not achieved the course will not be considered audited. No credit is awarded for an audited class

Course Syllabi

The course syllabus comprises a contract between the student and faculty. It outlines the expectations and objectives that must be met in course work and lab and clinical experiences in order to assure successful completion of the course. Syllabi for all courses are available on the Information Portal.

Quality Enhancement Plan: Information Literacy

Carolinas College of Health Sciences has developed a Quality Enhancement Plan (QEP), designed to enhance the information literacy skills of its graduates. Activities to accomplish this end are integrated throughout the curriculum of each academic program. The College, having adapted the information literacy standards of the Association of College and Research Libraries (ACRL) (2000) identifies the information literate student as one who:

1. Determines the nature and extent of the information needed.
2. Retrieves needed information effectively.
3. Evaluates information and its sources for currency, relevancy, and reliability.
4. Uses information to accomplish a specific purpose.
5. Uses information ethically and legally.

Plagiarism Detection and Prevention

Carolinas College currently holds a licensing agreement for use of a plagiarism detection and prevention tool that is an electronic web-based service. The tool helps users detect and prevent plagiarism from sites and full-text published internet sources. This tool may be used to require students to submit written assignments electronically for review or by faculty to submit text from assignments.

Attendance

The instructional work of the College is designed for class attendance and it is assumed that students will be present. Students who miss class, regardless of reason, will be responsible for the work of those periods. Specific course attendance requirements are identified in each course syllabus. A student may be withdrawn from a course by faculty when the student has exceeded the allowed hours of absenteeism. In online and hybrid classes, the student is expected to log-on regularly with specific expectations stated in course syllabi.

Withdrawal from the College

Any student voluntarily leaving the College must complete a Withdrawal Form with the dean of student services or designee. A grade of "WF" (Withdrawal/ Failing) indicates a failing grade at the time of withdrawal. A "WP" (Withdrawal/Passing) indicates a passing grade at the time of withdrawal. Withdrawal during the final 25% of a term will result in a final grade of "F." A student unable to appear in person may notify the dean of student services in writing. The deadline for withdrawals will be published in the registration bulletin each semester.

If a student allegedly involved in a violation of the honor code or facing other disciplinary issues separates or graduates from the College prior to resolution, the disciplinary process can continue at the discretion of the College. If a hearing is not pursued upon the separation of the student, the pending issues will be resolved, at the discretion of the College, prior to any future readmission or progression.

A student who is considering changing programs should consult with the director of the program of current enrollment as well as the dean of student services. Application for admission to the second program must then be completed according to all stated deadlines and admission requirements. Additional academic transcripts and test scores are not required if they duplicate those submitted previously. Advanced standing credit for courses successfully completed in the first program will follow normal College policy with one exception: grades earned for courses taken at CCHS will be calculated in the grade point average of the new program if the course is awarded credit toward the second program.

The College may grant a Withdrawal/Leave of Absence to a student enrolled in a healthcare program for extended illness, jury duty, military activation, bereavement, or other extenuating circumstances restricting student attendance. For most purposes, a Withdrawal/Leave of Absence has the effect of a withdrawal (grades, loan repayment, forfeiture of student privileges) but students are guaranteed a place in the program upon return if all conditions are met. The Leave of Absence Request form is available from Student Services. To be considered for a Leave of Absence the applicant must be maintaining a grade of "C" or better in all classes and performing at a satisfactory level in clinical at the time of the request. Requests will be reviewed by the APG Committee. The length of the Leave of Absence will be determined on an individual basis. Students returning from an approved Leave of Absence are subject to all changes in policies, procedures, and curricula which occur during their absence.

Satisfactory Academic Progress and Progression

To make satisfactory academic progress at CCHS, students must meet both minimum grade point average (GPA) and completed credit requirements. A cumulative grade point average (CGPA) of 2.0 ("C") is the minimal measure of academic satisfactory progress toward graduation. The CCHS CGPA is calculated without grades for any courses earned via advanced standing credit. In addition, beginning at the end of a student's second term of enrollment and thereafter, students must successfully complete 50% of the cumulative hours attempted. A grade of A, B, or C is considered successful completion of a course; a grade of I, WP, WF, D, or F is not considered successful completion.

At the completion of a semester or term the registrar will assure that a new term grade point average (GPA) and a new CGPA are calculated and appear on the student transcript. A student whose CGPA is below 2.0 or who has not completed 50% of attempted hours (upon completion of the second term of enrollment and thereafter) will be placed on academic probation for the subsequent semester attended.

1. The registrar will send a letter alerting the student to his/her probationary status, including sources of academic assistance and consequences of failure to improve. The program administrator will also be notified. A "semester note" on the transcript will specify that the next semester is a probationary period.
2. A grade earned in a class that is retaken replaces the original grade in the calculation of the GPA and CGPA. Separate policies govern CGPA for guaranteed readmission purposes.

At the conclusion of the probationary period, the new CGPA must be at or above 2.0 or have completed 50% of all attempted hours (effective for hours completed after the second term of enrollment and thereafter) or the student will generally be academically dismissed. If the CGPA is still below a 2.0 but the term GPA is 3.0 or higher, the student may be allowed one additional and final term to demonstrate ability to be successful. This "second probation" period must culminate in a CGPA of 2.0 or better, or the student will be academically dismissed. A student placed on second (or extended) probation will receive a letter notifying him/her of his/her status. A student for whom reaching a 2.0 CGPA within two semesters of notification is a mathematical impossibility will not be permitted to register for classes.

The Admission, Progression, and Graduation (APG) Committee handles individual issues related to progression. The program director, associate dean, or dean of student services is responsible for requesting review of an issue and for providing complete documentation to the chair of the APG committee. Copies of the request and supporting documents will be made available to the student as soon as possible, but prior to the meeting. The APG committee will convene within two working days of the request. The student and involved faculty member will attend and the student may select one member of the faculty/staff who may attend as non-participating support. Following the review of relevant data, the APG committee may make recommendations for additional actions to be taken, revise an existing action plan, develop an additional action plan, issue a warning, or dismiss the student. Issues involving recommendations for administrative dismissal must be heard by the APG Committee. Issues related to progression are confidential. Additional program-specific progression policies can be found in the nursing section.

Academic Dismissal

The lowest passing grade in any course is a "C." A student who earns a grade less than "C" in a required sequence course may be academically dismissed from the program by the dean/provost. Separate policies and procedures apply for nursing students as outlined in the nursing section. The Medical Laboratory Science student may repeat only one course in the program. If the student does not earn a "C" on a second attempt, he/she will be dismissed. Students may be academically dismissed from the College for failure to meet satisfactory academic progress as defined in the section above.

Administrative Dismissal

Students are expected to behave in a manner consistent with the expectations required of practicing professionals. A student will be administratively dismissed from the College when, after review by the APG Committee, it is determined that the student:

- presents physical or emotional health problems which conflict with safe practice and does not respond to appropriate treatment or counseling within a reasonable period of time.
- has a disability for which reasonable accommodations will not prevent unsafe clinical practice.
- exhibits behavioral problems which result in unsafe clinical practice. Unsafe clinical behavior is defined as:
 - failure to assess or act appropriately on information that a majority of students at the same level would recognize as important to client health and safety and/or
 - requiring an inordinate amount of the instructor's time in the clinical setting, jeopardizing adequate supervision of other students, because of poor judgment, poor decision-making skills, or life-threatening safety violations. "Requiring an inordinate amount of the instructor's time" indicates that the student consistently necessitates excessive supervision and requires a significantly longer time than other classmates to perform procedures or tasks.
 - poses a significant danger or threat of harm to person or to property.
 - interferes with the rights of others.
 - loses access to clinical facility placement.
 - violates the Honor Code.
 - fails to fulfill financial obligations to the College.

Possession of firearms or weapons is grounds for immediate dismissal.

Attendance Dismissal

Students not meeting attendance requirements for class or clinical may be dismissed from the program or withdrawn from the course by the appropriate dean/program director. Students who do not attend class during the first week of the semester and do not contact their instructor during that time may be removed from the official class roster. Instructors may initiate dismissal procedures when a student has not met attendance requirements as specified in the course syllabus. Absent days can include both excused and unexcused absences. Attendance dismissal will result in a final grade of "WF" (Withdrawal/Failing), "WP" (Withdrawal/Passing), or "F" if dismissal occurs during the final 25% of the term.

Student Academic Records

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, students may review their academic records and prevent disclosure of certain information. The record may be released to a third party only with the written consent of the student or parent of a dependent student, as defined by the Internal Revenue Service. For the purpose of student records, the term "student" is defined to include all matriculating individuals 18 years of age or older. Any student 17 years or younger, or any dependent student whose parent requests access, will be notified of such a request in writing. All requests will be recorded in the student's file. The registrar will discuss with interested students the procedure for requesting a review of the academic file.

Student files are kept in locked, fire-proof areas with limited access. Staff granted access are trained regarding the policies governing the handling and storage of student records. Directory information including name, address, telephone number, e-mail address, date of birth, dates of attendance, degree and awards received, and participation in organizations may be disclosed without the consent of the student. Students may request nondisclosure of directory information by completing a form available from the registrar. Requests for nondisclosure are valid for one year. In response to a written request from the student, an official transcript will be issued to the designated institution or person provided that all financial obligations to the College have been met. A fee will be charged for each official copy. Transcripts on file from other institutions will not be released.

To assure proper record keeping, students are required to provide the registrar with changes in name, address and/or telephone number. Legal documentation is required to change a name. Alumni are encouraged to keep the College informed of their current name, address and certification/licensure updates.

Grading Policy

The College of Health Sciences uses a letter system of grading. Ranges for letter grades are determined by each program and are indicated on each course syllabus or in the program portion of this Catalog/Handbook. The lowest passing grade in any course in the curriculum is a letter grade of "C." At the final course grade calculation, cumulative scores will be rounded off with the raw score of 0.50 being rounded up to the next whole number.

The "S" (Satisfactory) and "U" (Unsatisfactory) may be used as clinical/lab grades. An "S" in the clinical/lab component of the course results in the grade earned in theory for the course. A "U" results in a grade of "F" for the course.

An "I" (Incomplete) is a temporary grade and must be removed within the time period identified, not to exceed three months. Failure to do so results in a grade of "F." Grades of "I" must be removed prior to enrollment in courses that identify the incomplete course as a prerequisite.

A "P" (Pass) may be used in a non-graded, non-credit certificate program.

A "WP" (Withdrawal/Passing) indicates that the student had a passing grade at the time of withdrawal. "WF" (Withdrawal/Failing) indicates a failing grade at the time of withdrawal. In both cases, the grade is based on the last date of attendance prior to the withdrawal/dismissal. Withdrawal during the final 25% of the term will result in a grade of "F."

The registrar will notify at-risk ("D" or "F") students of their midterm grades.

Final course grades will be available online for all students at the end of each term. Grades will not be provided over the telephone.

Only an error in grade calculation is justification for change of a recorded grade. Special make-up work or an examination to change a grade already recorded is not permitted. Changes are communicated by the course coordinator or program director to the registrar. A student who believes there is a grade discrepancy should see the course coordinator or program director immediately.

Grade Point Averages (GPA) will be calculated by the registrar. GPAs are calculated by multiplying the credit hours per course by the quality points earned and dividing by the total credit hours attempted.

Courses repeated at Carolinas College of Health Sciences will not accrue additional hours attempted. The last grade replaces the previous grade in computing the GPA; however, all entries remain a part of the student's permanent record. For Pre-Nursing students seeking guaranteed admission to Nursing, only the first attempt at each course will be used to calculate the required GPA.

Grade	Definition	Quality Points
A	Superior	4.0
B	Commendable	3.0
C	Satisfactory	2.0
D	Deficient, Non-passing	1.0
F	Fail, Non-passing	0.0
I	Incomplete	*
P	Pass	*
WP	Withdrawal/passing	*
WF	Withdrawal/failing	*
AU	Audit	*
R	Repeat	*
T	Transfer/testing credit	*

*Not used in computation of grade point average

Dean's List and Academic Awards

Students in for-credit healthcare programs and those in Pre-Nursing Program or general education courses (6 or more semester hours) receiving a grade point average of 3.50 or higher for a semester will be placed on the Dean's List. Certificate will be awarded.

Students achieving an overall GPA of 3.24 or higher will be recognized at the commencement exercise as graduating with honors of:

- Cum Laude 3.24-3.499
- Magna Cum Laude 3.50-3.749
- Summa Cum Laude 3.75-4.00

Additional scholastic, leadership, and performance-based awards may be presented as determined by the faculty and/or the program director/dean.

Graduation Requirements

Graduation ceremonies are listed on the academic calendar. All students receiving degrees, diplomas, or certificates are expected to attend the graduation exercises. Enrolled students who have maintained the highest scholastic averages are honored by being named graduation marshals. Programs that graduate students during the summer or at off-cycle times may have a graduation recognition event in place of a ceremony. Upon request, these students may participate in the next scheduled ceremony.

Satisfactory completion of all required and elective courses in the designated master curriculum is required for graduation and to earn a degree, diploma, or certificate. The satisfactory completion of the requirements will be calculated by the registrar and reviewed by the Admission, Progression, and Graduation Committee. The student must have attained a grade of "C" or better in each of the curriculum requirements, and have a 2.0 or higher cumulative grade point average (GPA); earned a minimum of 25 percent of the required semester hours of credit at Carolinas College of Health Sciences, to include the final two semesters; and satisfied all financial obligations to the College and/or CHS Parking Department.

Students enrolled in programs of at least one year in length must demonstrate basic computer competency. Successful completion of a satisfactory computer course may satisfy this requirement or students can complete a computer competency assessment with a score of 80% or better. Proof of competency is required before the student can progress to his/her second semester. Workshops and individual instruction are available in the computer lab to assist students in achieving these competencies.

Students enrolled in all credit courses or programs must demonstrate basic information literacy. Students must complete an information literacy pre-test before he/she can progress to the second semester. In addition, an information literacy post-test must be completed during the students final semester as a requirement of graduation. There is no minimum score required on either the pre- or post-test.

Effective 2012, all candidates for graduation from the Surgical Technology program must have taken the NBSTSA certification test prior to graduation. See page 63 for details.

ASSOCIATE OF SCIENCE IN GENERAL STUDIES

Program Overview

The general studies courses that comprise the associate of science in general studies program are offered to enhance the undergraduate learning experience and help students develop competencies in communication, critical thinking and problem solving, and content application, which provide a foundation of knowledge and academic skills that will prepare a student for further study or careers in the life sciences or healthcare professions.

Several curriculum tracks are offered once a student is enrolled in the associate of science in general studies program, provided students meet the basic admission requirements for their selected track. Students have until the completion of their first semester in the program to select their specific track.

Student Outcomes

The general studies courses at Carolinas College are unique in many ways, but one commonality is that the general studies courses emphasize particular goals, objectives and outcomes. Specific courses articulate individual objectives, but general studies courses emphasize at least one of the learning goals below. After completing the general studies courses at Carolinas College, students will demonstrate the ability to:

- Communicate effectively, either in written or oral format
- Understand the fundamental concepts and applications of the natural and life sciences
- Analyze and understand the influence of different environmental, social and cultural contexts in shaping human thought and behavior.
- Think critically, apply abstract concepts, and draw conclusions from course concepts.

Grading Policy

The associate of science program uses the following numerical grade ranges for the final letter grade of each course:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = below 60 (Failing)

Graduation, Awards and Recognition

Graduation is held at the end of the spring and fall semesters as listed on the College calendar. All students receiving a degree are expected to attend the graduation exercises. In addition to awards given by the College, the Excellence in General Education award will be given to a graduating student who exhibits commendable performance related to at least one of the four student outcomes.

Curriculum Tracks

Offered are three curriculum tracks: Pre-Nursing, Pre-Radiologic Technology, and General Studies.

Pre-Nursing: The pre-nursing track is a 12-13 semester credit hour block of classes. Students enrolled in the Pre-Nursing Program have the opportunity to earn guaranteed admission into the Carolinas College School of Nursing. To be eligible for guaranteed admission, students must complete the coursework at Carolinas College within three consecutive terms of starting the program and earn a minimum 3.25 GPA for these courses. Only the grades earned on the first attempt at these courses will be considered in calculating the GPA eligibility for guaranteed admission. Those who earn guaranteed admission will be conditionally admitted to the Nursing Program as space becomes available. The coursework includes:

- Anatomy and Physiology I (BIO 101)
- Anatomy and Physiology II (BIO 102)
- Medical Terminology (HEA 102 or NUR 100)
- College Math (MAT 101)

Those who do not earn guaranteed admission may change to the general studies track to complete the associate degree.

Pre-Radiologic Technology: The pre-radiologic technology track is a 21-semester credit hour block of classes that if completed successfully, meets all of the general studies coursework for the associate of applied science in radiologic technology. Open only to those students who have been deferred in their enrollment in the radiologic technology program, successful completion includes a minimum grade of “C” in all courses and a minimum cumulative GPA of 2.5 on all coursework at Carolinas College. Those who successfully complete these requirements will start the radiologic technology program the following fall term as space becomes available. Those who do not successfully complete these requirements may change to the general studies track to complete the associate degree.

The curriculum for the pre-radiologic technology track is below:

First Term		Credits
BIO 100	Essentials of Anatomy and Physiology	4
ENG 101	English Composition I	3
HEA 102	Medical Terminology	2
MAT 101	College Math	3
Total		12
Second Term		Credits
ENG 231	Early American Literature	3
GEN 100	Contemporary Issues	3
PSY 101	General Psychology	3
Total		9

GENERAL STUDIES TRACK

The associate of science in general studies will be awarded to students who successfully complete 63 semester credit hours of coursework. This program provides students with a basic understanding of the biological sciences and an opportunity to integrate liberal arts with health care education. The healthcare programs at Carolinas College have a competitive admission process. Students who are not accepted upon their first application to the program of choice have the opportunity to take college-level coursework while enrolled in the associate of science general studies program, enabling them to complete courses, which would later transfer with a change of track. Students entering the AS program may modify their course sequence to best prepare them for a particular program in anticipation of a change of track. This program can also help students prepare for transfer into advanced programs at four-year institutions leading to degrees such as pre-medicine or pre-veterinary.

The curriculum for the associate degree is below:

First Term		Credits
BIO 101	Human Anatomy & Physiology I	4
ENG 101	English Composition I	3
HEA 102	Medical Terminology	2
MAT 101	College Math	3
Total		12
Second Term		Credits
BIO 102	Human Anatomy & Physiology II	4
ENG 231	Early American Literature	3
GEN 100	Contemporary Issues	3
PSY 101	General Psychology	3
Total		13
Third Term		Credits
HEA ELE	Health Services Elective (NA/Phlebotomy/Other)	3-6
PSY 102	Human Growth and Development	3
BIO 200	Microbiology	4
Total		10-13
Fourth Term		Credits
SOC 101	Introduction to Sociology	3
SPA 101	Spanish I	3
COM 101	Communication	3
CHM 104	Chemistry	4
Total		13
Fifth Term		Credits
MAT 201	Statistics	3
SPA 102	Spanish II	3
ENG 240	Research and Evaluation	3
HEA 109	Health and Wellness	3
Total		12
Degree Requirements		Credits
General Studies Courses		52
Special Topics Courses		11
Total		63

SCHOOL OF CLINICAL LABORATORY SCIENCES

Medical Laboratory Science

In support of the mission of the College, the mission of the School of Clinical Laboratory Sciences Medical Laboratory Science program is to provide quality education to a diverse group of students enabling them to function as competent entry-level medical laboratory scientists and serve in leadership, educational, and technical roles within the profession.

The curriculum is designed to develop critical thinking skills by integrating theoretical concepts with clinical laboratory training. The program consists of six courses containing didactic lectures and supervised education in the clinical laboratories of chemistry, hematology, immunohematology, immunology, microbiology, and the special studies of phlebotomy, professional development, education, research design, and management. The twelve member class is divided into cohort groups typically consisting of four students per group. In each course, a designated faculty member is responsible for curriculum development, instruction, and evaluation of student progress. The courses include didactic lectures, student laboratory training, and consecutive clinical experiences. Didactic lectures and student laboratory training take place at Carolinas College, with clinical experiences conducted in the laboratories of Carolinas Medical Center. On average, during the clinical rotations the faculty/student ratio is one to two. Graduates of the program receive a certificate in Medical Laboratory Science and are eligible to take the Medical Laboratory Scientist (MLS) examination from the American Society of Clinical Pathology Board of Certification and be certified as Medical Laboratory Scientists. Graduation and receipt of certificate is not contingent upon passing a certification or licensure exam.

Philosophy

The medical laboratory scientist must perform duties in an accurate, precise, timely, and responsible manner; advocate the delivery of quality laboratory services in a cost effective manner; work within the boundaries of laws and regulations; safeguard patient information with respect and confidentiality within the limits of the laws; pursue continuing education; and educate the healthcare community and the public concerning the importance of the medical laboratory.

Student Expected Outcomes (Entry-Level Competencies)

At completion of the Medical Laboratory Science program, students will be able to:

1. Obtain acceptable samples for laboratory tests using standard phlebotomy procedures.
2. Perform and evaluate pre-analytical, analytical, and post analytical procedures to ensure quality laboratory results.
3. Perform and analyze results in the major areas of the clinical laboratory such as clinical chemistry, hematology, coagulation, immunohematology, microbiology, clinical immunology, and molecular pathology.
4. Explain the clinical significance of laboratory procedures and test results in the diagnosis and treatment of disease and maintenance of health.
5. Prioritize and perform multiple tasks for optimal patient care and efficiency.
6. Evaluate quality control measures and quality assurance practices instituting proper procedures to maintain the accuracy, precision, and reliability of laboratory test results.
7. Evaluate patient results in relation to quality control measures and correlate patient testing information from different laboratory departments.
8. Demonstrate appropriate entry-level clinical decision-making skills when solving problems occurring while performing laboratory procedures.
9. Perform preventive and corrective maintenance of equipment and instruments.
10. Participate in laboratory compliance with applicable regulations on safety, quality assurance, and process improvement.
11. Develop instructional materials and present information using educational principles.
12. Demonstrate professional behavior and interpersonal communication skills with laboratory personnel, other health care professionals, and the public.
13. Demonstrate ethical standards and confidentiality with patient medical information.
14. Explain the basic principles of managing people and the essential principles of clinical laboratory operations including financial management, outreach marketing, human resources management, laboratory accreditation, and total quality management.

15. Explain the general principles of information management in using healthcare delivery systems to produce documents, research information, communicate with others, and effectively enter and retrieve laboratory information.
16. Apply principles of information literacy and research design sufficient to evaluate published studies as an informed customer and utilize information to accomplish a specific purpose.
17. Explain principles used to validate new techniques, instruments, and procedures in terms of their usefulness and practicality including constraints of laboratory personnel, equipment, space and budgetary resources.
18. Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional certification.
19. Demonstrate service excellence through commitment, integrity, caring and teamwork.

Academic Calendar for the Medical Laboratory Science Program

	2012-13	2013-14
New Student Orientation	Aug 13-14	Aug 12-13
Program Orientation/Classes Begin	Aug 14	Aug 13
Holiday – College Closed	Sep 3	Sep 2
No On-Site Classes (online or offsite only)	Sep 4-7	
Holiday – College Closed	Nov 22-23	Nov 28-29
Winter Break	Dec 20-Jan 1	Dec 21-Jan 1
Holiday – College Closed	Dec 24-25	Dec 24-25
Holiday – College Closed	Dec 31-Jan 1	Jan 1
New Student Orientation	Jan 3-4	Jan 2-3
Program Orientation/Classes Begin	Jan 4	Jan 3
January Certificate/Awards Ceremony	Jan 9	Jan 8
Holiday – No Classes	Jan 21	Jan 20
Holiday – College Closed	Mar 29	Apr 18
Holiday – No Classes	Apr 1	Apr 21
Holiday – College Closed	May 27	May 26
Holiday – College Closed	Jul 4-5	Jul 4
August Certificate/Awards Ceremony	Aug 2	Aug 1

Professional Membership

Medical Laboratory Science students are required to apply for a free student membership in the professional organization American Society of Clinical Pathology. Students are also encouraged to join the American Society of Clinical Laboratory Science and/or other laboratory professional organizations. Through participation, students may attend conventions, network with other medical laboratory scientists, and attend student forums.

Weekly Schedule

Students enrolled in the Medical Laboratory Science program spend five days per week in lecture, student and clinical laboratories, or other assigned areas. The general hours of instruction are 7:00 am to 3:30 pm Monday through Friday. Faculty members may require the student to remain after scheduled hours in order to complete an assignment.

Attendance

Students are required to attend lectures, student labs, and clinical assignments. The students, in conjunction with course faculty members, keep an official time and attendance record. Make-up work/time for assignments missed is the responsibility of the student and at the discretion of the faculty member. If possible, the time should be made-up in the department where the absence(s) occurred. Any student exceeding 32 hours of absent time must meet with the program director to develop a plan to avoid being deficient at the end of the program. Maximum time missed from the program is 40 hours.

Students must notify the course faculty member, program director, and when applicable, clinical preceptor prior to 7:00am for any unscheduled absence. If a student is absent without notification more than one time the student may be dismissed from the program.

Punctuality is very important. If a student is tardy more than 6 times, 6 hours will be subtracted from the allowed absent time. If tardiness continues, the student may be considered for dismissal. Habitual tardiness will be documented on any future job reference the faculty or director writes for the student.

Grading Policy

The Medical Laboratory Science Program uses the following numerical grade ranges for the final letter grade of each course:

A = 94 – 100

B = 87 – 93

C = 80 – 86

F = below 80 (Failing)

All students must maintain an 80 or “C” average or above in each course. Any student who has an average below 80 after 50 percent of the course rotation will be required to develop an Action Plan/Plan for Success in conjunction with the faculty member of the course. If the student is unable to achieve a grade point average of 80 or above after completing the Action Plan/Plan for Success and the completion of the course, academic dismissal may occur. The College Admissions Progression Graduation Committee (APG) will consider progression issues. The student may repeat only one course in the Medical Laboratory Science program.

An affective evaluation constitutes 10 percent of the student’s cumulative grade in each course. In courses greater than 8 weeks in length, the faculty will provide a midpoint evaluation and final graded evaluation at the conclusion of the course. Any student who has a continual problem will be counseled. If the unacceptable attitude or behavior persists, the program director will make a recommendation to the APG Committee for possible dismissal from the program.

Testing Guidelines

All examinations and tests are property of Carolinas College of Health Sciences. Students may use the tests for review at times and places designated by the faculty. In order to provide test security and enhance the testing environment, test situations will be monitored. Conversation during the testing period is not allowed. The faculty will collect all remaining tests and answer sheets. No book bags, cell phones, or notes are allowed in the testing areas.

Certification

Graduates of the program receive a certificate in Medical Laboratory Science and are eligible to take the Medical Laboratory Scientist (MLS) examination from the American Society of Clinical Pathology Board of Certification and be certified as Medical Laboratory Scientists. Graduation and receipt of certificate is not contingent upon passing a certification or licensure exam. The program director will supply students with exam application information.

Graduation, Awards, and Recognition

All graduating students are expected to attend the graduation ceremony. The Medical Laboratory Science program presents two awards each year. The Charles U. Mauney Microbiology Scholastic Award is given to the graduating student with the highest GPA in the Clinical Microbiology course. The Spirit of Excellence Award is given to the graduating student who demonstrates excellence in clinical performance, service to the community, leadership potential, and scholastic achievement as determined by the program faculty.

Master Curriculum Plan, Certificate in Medical Laboratory Science

	Certificate Program	Credits
MLS 201	Clinical Chemistry	12
MLS 202	Hematology/Coagulation/Clinical Microscopy	11
MLS 203	Immunohematology (Blood Bank)	8
MLS 204	Clinical Immunology	3
MLS 205	Clinical Microbiology	13
MLS 206	Special Studies (Phlebotomy) (Professional Development) (Education) (Research Design and Analysis) (Management)	4
Total		51
Certificate Requirements		
	Medical Laboratory Science	51
Total		51

Certificate is awarded upon successful completion of program

SCHOOL OF NURSING

In support of the College mission, the nursing program of study prepares graduates to practice entry level nursing according to the core components of nursing practice as outlined by the National League for Nursing, in a variety of healthcare settings. The core components and competencies include: professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. Additionally, the School of Nursing adheres to the core values adopted by Carolinas HealthCare System of caring, commitment, integrity, and teamwork.

Philosophy

We, the faculty, believe that the person is a holistic individual who is a member of a family and an integral part of society. Each person is a unique bio-psycho-social-cultural-spiritual being with intrinsic dignity and worth. Each person has human needs that motivate responses to the environment. The person is responsible and accountable for his/her own actions which result from choices that have unique meaning to the person.

Health is a multidimensional, dynamic state reflecting an integrated balance between the psychological, sociocultural, developmental, spiritual, and physical well-being of a person. Each individual strives for an optimal state within a range of human responses unique to the individual.

The environment encompasses all that is internal and external to the person, real or perceived. The person interacts with and is influenced by a constantly changing environment to maintain a dynamic state of health.

Nursing is a caring profession that uses a holistic approach. A framework of assessment, planning, intervention, and evaluation of outcomes is used to promote, facilitate, restore, and maintain optimal health for individuals and their families. Nursing is a scholarly profession with its own body of knowledge supported and communicated through research and informatics. Nursing draws support from the natural and social sciences, economics, and the arts and humanities to enhance clinical decision making to assist a diverse population in reaching optimal health and coping with the eventualities of life and death.

Caring represents a gift of self, based on sound knowledge in intuitive awareness of the client's needs. It is an interactive process, which is intangible, and finds expression through actions designated to promote the health and well being of clients. Caring represents a gift of self with physical, psychological, and spiritual dimensions.

Nursing practice is collaborative through communication with the client, other healthcare professionals, and society in the delivery of integrated healthcare to culturally diverse clients, groups, and families across the life span in a variety of settings. Levels of practice are determined by educational preparation, licensure and credentialing. The professional nurse is accountable for managing resources and for measuring healthcare outcomes. Nurses practice within a professional code of ethics, nurse practice acts, and established standards of care and quality improvement processes. As members within the discipline, nurses advocate for clients and are accountable to themselves, the client, the community, and society as a whole.

Education is a continuous process through which learners develop knowledge, attitude, and skills resulting in cognitive, affective, and psychomotor changes. Learning results from the individual's active participation and intrinsic motivation to strive for excellence. We believe the learning process is facilitated when it progresses from simple to complex and concrete to abstract. Learning builds upon previous knowledge with concurrent application and is goal directed. Faculty and students are equal partners in the educational process based on trust, support, caring and respect.

Nursing education is a lifelong process which draws upon theories of education, principles of learning, knowledge from the discipline of nursing, and other disciplines. It emphasizes active student participation, knowledge, comprehension, integration, and application of theoretical and clinical concepts. Nursing education promotes information literacy, self-direction, critical thinking, and accountability.

Problem solving and the decision making process that increases the probability of achieving a desired outcome is critical thinking. The complex evidence-based process is deliberate and encompasses rational thought, creative strategies, and the scientific method of inquiry. It is an acquired skill that evolves through knowledge, experience, and clinical practice. The ability to think critically is recognized as an inherent cognitive activity in the process of forming clinical judgment.

The Carolinas College of Health Sciences associate degree program prepares graduates for entry level nursing practice according to the role of the associate degree nurse. It prepares individuals to contribute to society and the profession of nursing while encouraging articulation into baccalaureate nursing programs.

The faculty accept the responsibility for guiding and directing the student and creating an environment conducive to learning while recognizing the experiences and needs of each student. The faculty serve as educators, facilitators, mentors, consultants, role models, and colleagues to students as well as the community.

The faculty subscribe to the National League for Nursing's statement of educational core components and competencies of the associate degree nurse upon entry into practice. The core components and competencies include professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. The associate degree graduate nurse is an integral member of the healthcare team who delegates to and supervises other appropriate health team members. The associate degree nurse functions as a competent, caring, registered nurse in a variety of healthcare settings with clients across the life span.

Organizing Framework

The philosophy of the nursing faculty shapes the curriculum. The core components and competencies identified by the National League for Nursing are major elements of the curriculum's organizing structure.

The organizing framework contains the following core components and competencies:

- Professional Behaviors
- Communication
- Assessment
- Clinical Decision Making
- Caring Interventions
- Teaching/Learning
- Collaboration
- Managing Care

Clinical Activities and Facilities

Students are assigned to clinical groups to provide a variety of experiences, to provide consistency, and to promote achievement of clinical objectives. Assignments may include evening and weekend hours and community settings. Students will be required to maintain current CPR credentials as required by the college and current immunizations and Tuberculosis Skin Test (TST).

The following are the major clinical facilities for the nursing program:

- Carolinas Medical Center (CMC)
- CMC-Randolph (Behavioral Health Center)
- CMC-Mercy
- CMC-Myers Park
- CMC-Pineville
- Substance Abuse Center
- Levine Children's Hospital
- MEDIC - Mecklenburg EMS Agency

Clinical/Lab Attendance

Clinical/Lab experiences are provided each semester to allow students the opportunity to correlate theory with client care. Students are expected to attend all laboratory and clinical experiences in order to satisfactorily achieve clinical objectives. Students may jeopardize their ability to successfully pass clinical if they are not present and on time for clinical experiences. Promptness and attendance are expected.

Students are expected to arrive in the clinical area at the designated time in full uniform. In order to be permitted to remain in the clinical area, the student must comply with the clinical dress code policy. Notification of clinical absences or tardiness is mandatory. The clinical area or instructor must be notified at least one hour in advance of an absence. Leaving prior to the end of clinical schedule counts as absent time.

In order to be approved for clinical release time for attending student conventions/meetings, the student must:

- have a grade average of “C” or better in the theory portion of the current nursing class, and
- currently have a “satisfactory” in the clinical component, and
- not have an ongoing Action Plan in effect, and
- submit the request for clinical release time to the level/course coordinator at least two weeks prior to the scheduled trip.

Clinical Assignments/Preparations

The clinical schedule/rotation will be posted for each course. Specific assignments to groups are made to provide the student a variety of experiences in a variety of settings. Clinical assignments will be posted using only a client’s initials in order to ensure privacy. Students are expected to prepare for clinical assignments as stated in the course syllabus. Students who are not properly prepared will not be permitted to remain in the clinical area.

During pre-conference the student will be expected to verbally relate essential information about his/her assigned client to the clinical group. Post conference activities will be determined by group needs and conducted at the discretion of the clinical instructor. The purpose of the post conference is to assist the student in synthesizing information presented in class, clinical, and skills lab.

Competency Guidelines

In order for the student to be successful in performing skills in the clinical setting, demonstration of skills in the simulated lab is required for specified skills. Each course identifies the specific skills in the syllabus. The following student behaviors are necessary for skill verification:

- clearly demonstrate an understanding of the principles and rationale related to the skill,
- accurately demonstrate how the skill is performed within a specified time frame, and
- while performing the skill, identify nursing responsibilities for the client.

All nursing students are required to successfully complete the computer competency prior to registering for intermediate level classes.

Clinical Evaluation

A clinical evaluation tool is designed for each course and is used by the faculty and student to appraise the student’s performance. Each student will receive weekly feedback, verbally and in writing. Self-evaluation by students is required. The clinical evaluation tool serves as a means for documenting strengths, weaknesses and progress of the student in meeting the clinical objectives. If the student is having difficulty or is unsatisfactory at any time, the faculty member and the student may develop an Action Plan. The Action Plan constitutes a contract for improvement. By the end of the course, each student must achieve a satisfactory in the clinical component of the course to be successful and progress. Satisfactory is defined as consistently demonstrating the identified behaviors in all components of the objectives. Following the evaluation conference, the clinical evaluation tool is signed by the student and faculty member. Signature of the student indicates that he/she has read the tool; it does not necessarily indicate agreement. The student has the option of writing additional comments.

Grading Policy

Unless otherwise specified in course syllabus, the conversion of numeric to letter grades will be as follows:

- A = 92 - 100
- B = 84 - 91
- C = 77 - 83
- D = 70 - 76
- F = 69 & below

Testing Guidelines

In order to provide for test security and enhance the testing environment, the following guidelines will be used by nursing faculty. Additional specific requirements may be included in each course syllabus.

Test Administration

Students may be divided into groups using one or more rooms as necessary with faculty/staff present in each room. There will be no conversation during the testing period. Upon completion of the testing period the faculty will announce the testing time is over and collect all remaining tests and answer sheets.

Student Responsibilities

Students who are unable to take a test during the scheduled time period will contact the Course faculty at least one hour prior to the testing start time. Exceptions to this may be made on an individual basis at the discretion of the faculty. Students may be given alternative tests if they are unable to take the test at the designated time.

Students who are unable to take a test during the scheduled time period but do not call prior to the testing start time must meet with the Course faculty as soon as possible to discuss the reason for this occurrence. Disposition of the issue will be at the discretion of the faculty. Students who are tardy for a test must complete the test within the remaining time allotted for the test.

Post Test Analysis

The course faculty review the statistical analysis of individual test items as well as other significant issues prior to posting test grades. Decisions to exclude or keep a test item are at the discretion of the course faculty.

Test Review

Test reviews will be held to allow students the opportunity to review their performance. Following the test review, faculty are also available for individual appointments. After final course grades are submitted to the registrar, there will be no further review of any course tests/final exams by students.

Total Testing

The School of Nursing utilizes a Total Testing Program to enhance the students' educational process. The testing program is used to: decrease attrition rates, encourage critical thinking and use of nursing process, increase performance on the NCLEX-RN, and validate the nursing curriculum against national norms. The testing program provides numerous practice tests for students to utilize as review and in preparing for these tests. Students are required to take a Comprehensive Assessment Profile (CAP) test at the end of each course. If the designated score is achieved on the identified test, then no further action will be required. If the designated score is not achieved, an individualized remediation plan will be developed. The remediation plan must be completed and submitted to course faculty prior to course completion and the identified CAP test will be retaken. To successfully complete the CAP test requirement of a course the student must either achieve the designated score on the first attempt or complete the required remediation and complete a second attempt on the identified CAP test. After the second attempt on required CAP tests for a course, the course requirement has been achieved.

Nursing Progression

Students who are unsuccessful in a nursing course may repeat the course or progress to the next course based on space availability and faculty approval. Specific information for each level of nursing is indicated below:

- A student who is unsuccessful in Nursing 101 or any required corequisite course may not progress in the nursing curriculum until that course is successfully repeated, but may remain enrolled as a Pre-Nursing student or may repeat the problematic class at the first available offering in which space is available.
- A student who is unsuccessful in an intermediate nursing course or a corequisite class may automatically progress to the next course depending upon placement, space availability, and course offerings. Nursing students who are unsuccessful in a general education course may not progress if the course is a prerequisite for a course in the subsequent semester. General education courses are expected to be taken as prescribed in the nursing master curriculum plan with BIO 102 being a prerequisite to the third Intermediate Nursing course in sequence. All students must attend a professional organization meeting and complete the verification of specified clinical skills as listed in the syllabus in order to progress in to NUR 202.
- A student who is unsuccessful in NUR 202 may repeat the class at its next offering, provided space is available.
- In all instances above, the student must complete an "Intent to Progress" form and file it with the level coordinator. Students who complete an "Intent to Progress" form and are offered a space in a course may delay progression by no more than one nursing course. An additional voluntary waiver of progression results in program withdrawal. The nursing faculty will determine if the student is allowed to return to the next available class or if additional remedial time is needed prior to progressing.
- Students unsuccessful in two courses in the nursing master curriculum plan will be dismissed from the program with the option of applying for readmission. Two unsuccessful attempts of the same course will result in dismissal with no option to reapply.
- Students who have an outstanding financial obligation to the College will not be allowed to progress.

Nurse Aide II Certification

Students successfully completing NUR 101 and demonstrating successful verification of the listed skills may apply to the NC Board of Nursing for listing as a Nurse Aide II. An application, associate dean verification, and a fee must be submitted to the North Carolina Board of Nursing by the applicant.

School of Nursing Clinical Excellence Awards

In addition to awards given by the College, nursing excellence award are presented to graduating nursing students. These awards are presented to nursing graduates who exhibited commendable performance in theory and clinical and best exemplifies the core components of nursing practice. Nursing faculty selects graduates for the following nursing excellence awards: Adult Health, Behavioral Health, Child-Adolescent, Maternal-Neonatal, Acute Clinical Concepts and Leadership.

Licensure

Students successfully completing the nursing program are eligible to apply for licensure as a Registered Nurse through individual state boards of nursing. Successful completion of the computer adaptive National Council Licensure Examination (NCLEX-RN) is a licensure requirement. Fees for taking the examination vary from state to state.

Master Curriculum Plan, Associate of Applied Science in Nursing

First Semester, Beginning Level		Credits
NUR 101	Nursing Fundamentals	8
NUR 100	Nursing Medical Terminology	1
<i>BIO 101</i>	<i>Human Anatomy & Physiology I</i>	4
<i>MAT 101</i>	<i>College Math</i>	3
Total First Semester		16
Second Semester, Intermediate Level		
NUR 151*	Intermediate Nursing Course	4
NUR 152*	Intermediate Nursing Course	4
<i>BIO 102</i>	<i>Human Anatomy & Physiology II</i>	4
<i>PSY 102</i>	<i>Human Growth & Development</i>	3
Total Second Semester		15
Third Semester, Intermediate Level		
NUR 153*	Intermediate Nursing Course	4
<i>BIO 200</i>	<i>Microbiology</i>	4
<i>PSY 101</i>	<i>General Psychology</i>	3
Total Third Semester		11
Fourth Semester, Intermediate Level		
NUR 154*	Intermediate Nursing Course	4
NUR 155*	Intermediate Nursing Course	4
<i>SOC 101</i>	<i>Introduction to Sociology</i>	3
<i>ENG 101</i>	<i>English Composition</i>	3
Total Fourth Semester		14
Fifth Semester, Advanced Level		
NUR 202	Advanced Nursing	9
	200-Level Humanities Course	3
	Elective	3
Total Fifth Semester		15
Degree Requirements		
Nursing Applied Courses		38
General Education Courses (identified in italics above)		30
Elective		3
Total		71

* Sequence of classes may vary.

LPN to ADN Option

Students with a current, unencumbered LPN license are awarded 9 semester credit hours toward graduation requirements representing NUR 100 and NUR 101. Students must have completed all of the general education requirements up to their entry point including at least BIO 101, MAT 101, and all fundamental nursing progression requirements.

SCHOOL OF MEDICAL IMAGING

Radiation Therapy

The Radiation Therapy program is a one-year certificate program that prepares graduates for careers as radiation therapy technologists. In support of the College mission, the Radiation Therapy Program prepares graduates to function as an entry-level radiation therapist according to the professional didactic curriculum outlined by the American Society of Radiologic Technologists (ASRT) and the clinical competency requirements outlined by the American Registry of Radiologic Technologists (ARRT). Additionally, the Radiation Therapy Program adheres to the core values adopted by the College and by Carolinas HealthCare System of caring, commitment, integrity, and teamwork.

Philosophy

Faculty members believe that learning is facilitated when the learner is actively engaged in the educational process and motivated to strive for excellence. The Radiation Therapy Program emphasizes student participation, knowledge, comprehension, integration, and application of theoretical and clinical concepts. The program's faculty is committed to each student's success. To this end, we accept the responsibility for guiding and directing the student and creating an environment conducive to learning. The program's faculty serve as educators, facilitators, mentors, consultants, role models, and colleagues. We will support, encourage, and challenge the student to achieve professional growth through the acquisition of technical knowledge and to expect personal growth through touching the lives of the very special patients entrusted to their care.

The Radiation Therapy Program fosters learning by providing an environment that is intellectually stimulating, as well as caring. We believe that being a professional is more than being technically excellent. Radiation Therapy is a high-tech, high-touch profession, providing the opportunity to deliver quality patient care and comfort while working with technologically sophisticated equipment. Professional practice is based on demonstrated knowledge, skills, and attitudes, as well as ethical, legal, and professional standards. We believe that excuses do not free the student from responsibility. To that end, the Radiation Therapy Program adheres to a personal responsibility and no excuses policy. The comprehensive structure of the program is designed to help create and instill a sense of professional pride and accountability.

We believe that the professional education of the student in Radiation Therapy is dynamic and evolving, impacted by current and future trends in the environment, healthcare system and the economy. Education is a continual process and the tools necessary for continued learning should be strengthened and refined through participation in professional organizations and continuing educational activities. Our graduates are prepared to continue to develop as professionals in the field of Radiation Therapy.

Mission and Goals

The mission of the Radiation Therapy Program is to provide students with an education that allows them to develop their skills, expand their knowledge, and become competent, entry-level radiation therapists.

The goals of the program are to provide the radiation therapy community with graduates that:

- Competently administer prescribed courses of treatment.
- Employ critical thinking to solve problems.
- Utilize effective communication skills.
- Exhibit professional behaviors.

Clinical Activities and Supervision

Students are assigned to clinical rotations to provide a variety of experiences, to provide consistency, and to promote achievement of clinical objectives. Students will be required to maintain current CPR credentials as required by the college, current immunizations, and to receive annual tuberculin skin testing (TST). All Radiation Therapy procedures will be performed under the direct supervision of a qualified practitioner. Direct supervision means that the qualified practitioner:

- is a board certified Radiation Oncologist, Registered Nurse (RN), Radiation Therapist (RTT), Dosimetrist (CMD), or Medical Physicist (MS/PhD),
- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is present during the procedure, and
- reviews and approves the procedure.

Clinical Facilities

The following are the major clinical facilities for the Radiation Therapy Program:

- Carolinas Medical Center (CMC-Main)
- CMC-Northeast
- CMC-Pineville
- Rock Hill Radiation Therapy Center
- Gaston Memorial Hospital

Other facilities will be added as appropriate

Clinical/Lab Attendance and Punctuality

Clinical/lab experiences are provided during the semester to allow students the opportunity to correlate theory with the actual performance of Radiation Therapy procedures. Students are expected to attend all scheduled assignments in order to satisfactorily achieve clinical objectives and are required to attend a minimum number of hours of clinical/lab during the semester as specified in the syllabus. In order to be permitted to remain in the clinical affiliate, the student must comply with the clinical dress code and radiation safety policies.

Clinical Expectations

Specific assignments to clinical affiliates and specific clinical assignment are made to provide the student a variety of experiences in a variety of settings. Students receive a clinical notebook at the beginning of the course with specific guidelines outlining the clinical requirements and objectives for the course as well as policies and procedures for the RTT program. Students are responsible for maintaining proficiency in all Radiation Therapy procedures and clinical skills previously taught. Periodic evaluation by the Clinical Coordinator/Clinical Supervisor will ensure the student is maintaining the necessary clinical skills.

Clinical Competency Evaluation/Skills

For the student to be successful in the clinical setting, competency evaluation is required for specific Radiation Therapy procedures and skills. There are core clinical competencies that all students must demonstrate to establish eligibility for graduation and ARRT certification. Competency/skills requirements are identified in the clinical notebook.

The clinical competency requirements for Radiation Therapy include 43 mandatory procedures in the following 6 areas: general patient care, simulation procedures, dosimetry calculations, fabrication of beam modification devices, low-volume, high-risk procedures, and radiation treatment procedures. Additional competencies may be specified in the clinical notebook. The ARRT requirements specify that clinical competency will be demonstrated on patients however, certain clinical procedures may be demonstrated under simulated conditions. Demonstration of competency should include variations in patient conditions (e.g. age, gender, medical condition).

Clinical Evaluation Tools

Clinical evaluation tools are designed for each clinical course and are used by the clinical staff to appraise the student's performance. Each student will receive feedback, verbally and in writing, throughout the semester. Students will be evaluated on their affective, effective, cognitive and psychomotor skills in each clinical facility and assignment. The clinical staff or supervisor will review and discuss the results of these evaluations with the student as they are completed. In addition, clinical conferences between the program director, clinical supervisor and student will be scheduled periodically throughout the semester. The clinical conference serves as a means for documenting strengths, weaknesses and progress of the student in meeting the clinical requirements and objectives. The clinical conference also assists the student in synthesizing information presented in lecture, lab and clinical.

Radiation Safety

Maximum radiation protection will be provided to each Radiation Therapy student according to the clinical agency's Radiation Safety Policies.

Student Pregnancy Policy

If disclosure of a potential pregnancy is presented to the Program Director, a counseling session will be immediately arranged with the Carolinas HealthCare System radiation safety officer for:

- discussion of the Nuclear Regulatory Commission's (NRC's) regulations on radiation protection,
- discussion of the North Carolina Regulations for Protection Against Radiation as adopted by the North Carolina Radiation Protection Commission (NCRPC),
- review of the student's cumulative radiation monitoring report,
- review of As Low As Reasonably Achievable (ALARA) principles with emphasis on radiation-control procedures, and
- provision of a second radiation monitor to be positioned at waist level and under any protective lead apron to specifically monitor exposure to the fetus/embryo.

The student will be required to read and sign a form attesting to the fact that the aforementioned information has been provided and that she has been given the opportunity to ask questions and provide input into the counseling session and that she understands that the level of risk associated with her clinical education is much less than that experienced by nearly all occupational groups.

Following the counseling session with the Carolinas HealthCare System radiation safety officer the student may elect to: continue in the course without modifications to clinical education or Apply for a withdrawal/leave of absence (w/loa) from the program with re-entry as listed in the Catalog/Student Handbook. Students who satisfy all requirements of the Leave of Absence Policy are guaranteed re-entry into the program when factors indicating readiness to return have been met. All information regarding a student's declared pregnancy will be held in strict confidence. The student may revoke the declaration via written notification at any time without explanation.

Grading Policy

Unless otherwise specified in a course syllabus, the conversion of numeric to letter grades will be as follows:

A = 94 - 100

B = 87 - 93

C = 80 – 86

D = 73 – 79

F = 72 or Below

The final course grade will be affected by attendance, punctuality and other policy considerations.

Grade Progression Policy

Students must earn a minimum score of 80.0 on each clinical requirement to receive a satisfactory clinical rating. Students must also maintain a minimum course average of 80.0 or letter grade of "C" in each curriculum course. Any student who has a course average below 80.0 at midterm will develop an Action Plan/Plan for Success with the approval and support from the course faculty. Failure to achieve a minimum score of 80.0 on each clinical requirement and/or a course average of 80.0 by the end of the course will result in program dismissal.

Graduation, Awards and Recognition

Graduation is held at the end of the summer semester as listed on the College calendar. All students receiving a certificate are expected to attend the graduation exercises. In addition to awards given by the College, the Mallinckrodt Award of Academic Excellence is given to the graduate who has earned the highest overall GPA in program-specific clinical and didactic courses.

Certification

Graduates are eligible to challenge the national certification examination in Radiation Therapy administered by the American Registry of Radiologic Technologists (ARRT).

Master Curriculum Plan, Diploma in Radiation Therapy

Fall Semester		Credits
RTT 210	Introduction to Radiation Therapy Procedures	3
RTT 215	Oncology Nursing and Patient Care	3
RTT 220	Oncology I	3
RTT 230	Radiation Therapy Physics	4
RTT 240	Radiation Therapy Practicum I	4
Total.....		17
Spring Semester		Credits
RTT 211	Quality Management	2
RTT 221	Oncology II	3
RTT 231	Dosimetry	4
RTT 250	Radiation Biology & Health Physics	3
RTT 241	Radiation Therapy Practicum II	4
Total.....		16
Summer Semester		Credits
RTT 222	Oncology Decisions	3
RTT 232	Treatment Planning	3
RTT 260	Research	1
RTT 270	Radiation Therapy Seminar	3
RTT 242	Radiation Therapy Practicum III	3
Total.....		13
Certificate Requirements		Credits
Radiation Therapy Applied Courses		46
Total.....		46

SCHOOL OF MEDICAL IMAGING

Radiologic Technology

The Radiologic Technology program is a two-year associate degree program that prepares graduates for a career as a radiologic technologist. Radiologic Technology is the health profession that deals with medical imaging in the diagnosis, assessment and treatment of disease. In support of the mission of the college, the Radiologic Technology program of study prepares graduates who have a foundation in the performance of basic diagnostic imaging procedures. Graduates are prepared to practice entry-level diagnostic imaging procedures in a variety of settings and to develop as professionals in the various fields of the medical imaging.

Philosophy

The Radiologic Technology program fosters learning by providing an environment that is intellectually stimulating, as well as caring, and where excellence is the hallmark. To this end, faculty and staff serve as professional role models and provide resources and services which assist students in achieving their personal and professional goals.

We believe that the professional education of the student in radiologic technology is dynamic and evolving, impacted by current and future trends in the environment, healthcare system and the economy.

Therefore, we provide a variety of experiences in multiple settings and opportunities for service and leadership.

We believe in developing the whole person through the integration of concepts and values derived from general education. The general education component, along with the professional curriculum, fosters the student's ability to think analytically and creatively, communicate effectively and integrate knowledge from the arts and sciences. The integration of general and professional education promotes life-long learning and contributes to the development of persons who are caring, competent healthcare practitioners who serve their profession and the community.

We believe that professional practice is based on demonstrated knowledge, skills, and attitudes, as well as ethical, legal, and professional standards. Our graduates are prepared to develop as professionals in the field of radiologic science.

Clinical Facilities

The following are the major clinical facilities for the program:

- Carolinas Medical Center (CMC)
- CMC-University
- CMC-Myers Park
- CMC-Mercy
- CMC-Pineville

Other sites are added as appropriate.

Clinical/Lab Attendance

Clinical/Lab experiences are provided each semester to allow students the opportunity to correlate theory with the actual performance of radiologic imaging procedures. Students are expected to attend all scheduled assignments and are required to attend a minimum number of hours of clinical and lab each semester as specified in the syllabus. Attendance of less than the specified minimum will result in the student being withdrawn from the course and receiving a grade of "WF" or a grade of "F" if within the last 25% of the course. The clinical coordinator or course faculty may make exceptions in extreme circumstances.

Notification of clinical absences or tardiness is mandatory. The clinical area or instructor must be notified at least one-half hour in advance of an absence. Leaving prior to the end of clinical schedule counts as absent time.

Clinical Assignments/Preparation

The clinical schedule/rotation is posted for each course. Specific assignments to clinical areas/sites are made to provide the student a variety of experiences in a variety of settings. Students receive a clinical notebook prior to each course with specific guidelines outlining the clinical requirements and objectives for the semester. Students are expected to prepare for clinical assignments. Students are responsible for maintaining proficiency in all imaging procedures and clinical skills previously taught. Periodic evaluation by the clinical instructor will ensure the student is maintaining the necessary clinical skills. A student who does not maintain clinical competency may be removed from the clinical environment and receive an unsatisfactory clinical rating. Clinical/didactic assignments may be scheduled Monday through Friday between the hours of 7:00am and 7:00pm.

Competency Evaluation/Skills

For the student to be successful in the clinical setting, competency evaluation is required for specific imaging procedures and skills. There are core clinical competencies that all students must demonstrate to establish eligibility for graduation and ARRT certification. Competency/skills requirements are identified in the clinical notebook. Students must demonstrate competence in all 31 mandatory radiologic procedures and 15 of the 35 elective procedures. All procedures should be performed on patients, but up to 8 of the 31 mandatory procedures may be simulated if competency demonstration on patients is not feasible. Elective procedures should be performed on patients but simulated demonstration is permissible if demonstration on a patient is not possible or feasible. Students must demonstrate competency in 6 general patient care activities. All competency demonstrations, patient care skills, and clinical education will be performed under the direct supervision of a registered Radiologic Technologist. To ensure that each student is actively participating in radiographic examinations and obtaining educational experience beyond the core competencies, the student is required to obtain a minimum number of competencies each semester in order to receive a satisfactory clinical score. The following student behaviors are necessary to be considered competent in an imaging procedure or skill:

- clearly demonstrate an understanding of the principles and rationale for performing the radiologic imaging procedure or skill.
- competently demonstrate how the radiologic imaging procedure or skill is performed within a specified time frame.
- while performing the radiologic imaging procedure or skill, identify patient care responsibilities such as communication, safety and legal and ethical issues.

Clinical Evaluation

Clinical conferences are scheduled periodically throughout the semester. The purpose of the conference is to assist the student in synthesizing information presented in lecture, lab and clinical. Self evaluation by the student is required. A clinical rotation summary form is a tool used by the faculty and student to appraise the student's performance. Each student will receive feedback, verbally and in writing throughout the semester. The clinical conference serves as a means for documenting strengths, weaknesses and progress of the student in meeting the clinical requirements and objectives.

If the student is having difficulty or is unsatisfactory at any time, the faculty member and the student will develop an Action Plan. The Action Plan constitutes a contract for improvement. By the end of the course, each student must achieve a satisfactory in the clinical component in order to progress. Satisfactory is defined as consistently demonstrating the identified behaviors in all components of the objectives. Following the evaluation conference, the clinical summary form is signed by the student and faculty member. Signature of the student indicates that he/she has read the summary; it does not necessarily indicate agreement. The student has the option of writing additional comments.

Supervision during Clinical Assignments

All medical imaging procedures will be performed under the direct supervision of a qualified radiographer until the student has achieved competency. Direct supervision means that a qualified radiographer:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is present during the conduct of the procedure, and
- reviews and approves the procedure.

Medical imaging procedures are performed under indirect supervision after a student has demonstrated competency. Indirect supervision means that supervision is provided by a qualified radiographer immediately available to assist the student regardless of the level of student achievement. "Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Repeat Radiographs

Unsatisfactory radiographs may be repeated only in the presence of a qualified radiographer regardless of the level of student's competency achievement. A student who repeats an unsatisfactory radiograph other than in the presence of a qualified radiographer will be given a written reprimand and be required to meet with the School faculty to determine further action(s).

Radiation Safety

Maximum radiation protection will be provided to each radiology student according to the clinical agency's Radiation Safety Policies.

Student Pregnancy Policy

If notice of voluntary disclosure of a potential pregnancy is presented to the program the director will immediately arrange a counseling session with the Carolinas HealthCare System radiation safety officer for:

- discussion of the Nuclear Regulatory Commission's (NRC's) regulations on radiation protection
- discussion of the North Carolina Regulations for Protection Against Radiation as adopted by the North Carolina Radiation Protection Commission (NCRPC)
- review of the student's cumulative radiation monitoring report
- review of As Low As Reasonably Achievable (ALARA) principles with emphasis on radiation-control procedures
- provision of a second radiation monitor to be positioned at waist level and under any protective lead apron to specifically monitor exposure to the fetus/embryo

The student will be required to read and sign a form attesting to the fact that the aforementioned information has been provided, that she has been given the opportunity to ask questions and provide input into the counseling session, and that she understands the level of risk associated with her clinical education.

Following the counseling session with the Carolinas HealthCare System radiation safety officer the student may elect to continue in the course without modifications to clinical education or apply for a withdrawal/leave of absence (W/LOA) from the program with re-entry as listed in the Catalog/Student Handbook. Students who satisfy all requirements of the Leave of Absence Policy are guaranteed re-entry into the program when factors indicating readiness to return have been met. All information regarding a student's declared pregnancy will be held in strict confidence.

Grading Policy

Unless otherwise specified in a course syllabus, the conversion of numeric to letter grades will be as follows:

- A = 94 - 100
- B = 87 - 93
- C = 80 - 86
- D = 73 - 79
- F = below 73

Testing Guidelines

All tests and examinations are the property of the program. Students are allowed to use tests (excluding Final Comprehensive Exams) for reviews at times and places designated by the faculty. All test situations are monitored to provide test security and enhance the testing environment. Conversation is not allowed during the testing period. All exams are timed according to the number of questions on each exam. Number 2 pencils must be used if Opscan answer forms are used. Calculators may be used for computations. Additional specific requirements may be included in each course syllabus. Grades are posted by student identification number following each test or exam. Faculty will be available for individual test reviews.

Certification

Students earning the Associate in Applied Science degree in Radiologic Technology are eligible to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT).

Certification, add heading: Graduation, Awards and Recognition

Graduation for Radiologic Technology is held at the end of spring semester as listed on the College calendar. All students receiving a degree are expected to attend the graduation exercise. In addition to awards given by the College, the Radiologic Technology Scholastic Achievement Award is presented to the student that has earned the highest overall GPA in program-specific courses. Additionally, the Spirit of Excellence for Radiologic Technology award is presented to the student that best represents esprit de corps, clinical skills, patient care, professionalism, and the core values of Carolinas HealthCare System.

Master Curriculum Plan, Associate of Applied Science in Radiologic Technology

Fall Semester		Credits
RAD 110	Applied Radiography I	5
HEA 102	Medical Terminology	2
BIO 100	<i>Essentials of Human Anatomy & Physiology</i>	4
MAT 101	<i>College Math</i>	3
Total Fall Semester		14
Spring Semester		
RAD 111	Applied Radiography II	6
RAD 112	Radiation Physics	3
ENG 101	<i>English Composition</i>	3
Total Spring Semester		12
Summer Semester		
RAD 113	Applied Radiography III	6
RAD 114	Imaging I	3
Total Summer Semester		9

Fall Semester, Second Year		Credits
RAD 210	Applied Radiography IV	6
RAD 212	Imaging II	4
<i>ENG 231</i>	<i>Early American Literature</i>	3
Total Fall Semester, Second Year		13
Spring Semester, Second Year		
RAD 203	Radiation Protection	3
RAD 213	Applied Radiography V	4
<i>PSY 101</i>	<i>General Psychology</i>	3
<i>GEN 100</i>	<i>Contemporary Issues</i>	3
Total Spring Semester, Second Year		13
Degree Requirements		
Radiologic Technology Applied Courses		40
General Education Courses (identified in italics above)		19
Special Topics Courses		2
Total		61

SCHOOL OF SURGICAL TECHNOLOGY

The Surgical Technology Program offers the following options: a one-year diploma program, a two-year associate of applied science degree, or a diploma-to-AAS bridge program. Each one of these options prepares graduates for careers as surgical technologists. In support of the mission of the College, the Surgical Technology Program prepares graduates to perform valuable functions in a variety of surgical settings, including hospitals (operating rooms, emergency rooms, labor and delivery areas), doctors' offices, clinics and surgery centers. Graduates are prepared to practice as entry level surgical technologists and to seek lifelong learning opportunities.

Philosophy

We, the faculty, believe that education is an active lifelong process based upon knowledge, comprehension, integration, and application of theoretical and clinical concepts. We promote intellectual inquiry, self direction, critical thinking, and accountability. We support principles of adult learning.

Association of Surgical Technologists

Surgical technology students are required to join the Association of Surgical Technologists (AST). This membership fee will be billed along with other College fees at the start of the second term of enrollment in the program.

Clinical Activities

Students are assigned to clinical rotations to provide a variety of experiences, to provide consistency, and to promote achievement of clinical objectives. Assignments may include occasional evening and weekend hours. Students are expected to arrive in the clinical area at the designated time. In order to be permitted to remain in the clinical area, the student must comply with the clinical dress code policy and infection control policy.

Clinical Facilities

The following are the major clinical facilities for the School of Surgical Technology:

- Carolinas Medical Center (CMC)
- CMC-University
- CMC-Mercy
- CMC-Pineville

Clinical/Lab Attendance

Clinical/Lab experiences are provided each semester to allow students the opportunity to correlate theory with client care. Students are expected to attend a specified minimum number of hours in clinical/lab experiences each semester as specified in the syllabus. Attendance of less than the specified minimum will result in the student being withdrawn from the course and receiving a grade of "WF" or a grade of "F" if within the last 25% of the course. The director or faculty member may make exceptions only in extreme circumstances. Notification of clinical absences or tardiness is mandatory. The instructor or clinical area must be notified at least one hour in advance of an absence. Arriving late or leaving prior to the end of clinical schedule counts as absent time. Leaving prior to the end of the clinical schedule without permission will be grounds for disciplinary action.

Clinical Assignments/Preparation

The clinical schedule/rotation will be posted for each course. Specific assignments are made to provide the student a variety of experiences in a variety of settings. Students are expected to prepare for clinical assignments by researching the surgical procedure using their text or approved web source. Students who are not properly prepared will not be permitted to remain in the clinical area. Students must periodically report to the instructor or his/her designee during clinicals.

Skills Competency Guidelines

In order for the student to be successful in performing skills in the clinical setting, demonstration of skills competency is required as identified in the syllabus. The following student behaviors are necessary to be considered competent in a skill:

- Clearly demonstrate an understanding of the principles and rationale for the skill.
- Competently demonstrate how the skill is performed within a specified time frame.

Clinical Evaluation

A clinical evaluation tool is designed for each course and is used by the faculty and student to appraise the student's performance. Each student will receive weekly feedback, verbally or in writing. The clinical evaluation tool serves as a means for documenting strengths, weaknesses and progress of the student in meeting the clinical objectives. If the student is having difficulty or is unsatisfactory at any time, the faculty member and the student will develop an Action Plan. The Action Plan constitutes a contract for improvement. By the end of the course, each student must achieve a satisfactory in the clinical component in order to progress. Satisfactory is defined as consistently demonstrating the identified behaviors in all components of the objectives. Following the evaluation conference, the clinical evaluation tool is signed by the student and faculty member. Signature of the student indicates that he/she has read the tool, it does not necessarily indicate agreement. The student has the option of writing additional comments.

Grading Policy

Unless otherwise specified in a course syllabus, the conversion of numeric to letter grades will be as follows:

- A = 93 - 100
- B = 85 - 92
- C = 77 - 84
- D = 70 - 76
- F = 69 & below

Testing Guidelines

In order to provide for test security and enhance the testing environment, the following guidelines are used by Surgical Technology faculty.

Test Administration: All testing situations will be monitored. There will be no conversation during the testing period. Upon completion of the testing period, the faculty will collect all remaining tests and answer sheets.

Student Responsibilities: If Scantron testing is utilized, a number two pencil must be used.

Calculators are allowed for computations in some courses. Students who will be unable to take a test during the scheduled period will contact the program director or responsible faculty at least one hour prior to the testing period. Exceptions will be at the discretion of the program director on an individual basis. Students who do not notify the program director or responsible faculty prior to the tests and/or do not come for an examination will meet with the program director as soon as possible to discuss the reasons for this occurrence. The disposition of this issue will be at the discretion of the program director and involved faculty members. Students reporting late will not be given extra time. After two incidences of tardiness, the program director will counsel the student. Individual course syllabi may include additional guidelines.

Post-Test Analysis: The course faculty review the statistical analysis of individual test items as well as other significant issues prior to posting test grades. Decisions to exclude or keep a test item are at the discretion of the course faculty. If a question is excluded from the test, the grades will be recalculated based on the number of remaining questions. Grades are posted by student identification number.

Test Review: Test reviews will be held after all students have taken the test. Following the test review, faculty are also available for individual test reviews.

Graduation, Awards, and Recognition

Graduation is held at the end of the spring semester as listed on the College calendar. All students receiving a diploma are expected to attend the graduation exercises. In addition to awards given by the College, the Perioperative Award is given to the student who excels in the clinical area, based on faculty and preceptor ratings. The student with the highest overall GPA in program-specific courses will be recognized with the Scholastic Achievement Award.

Certification

Effective spring 2012, as mandated by the accrediting agency for surgical technology, all students will be required to take the NBSTSA certification prior to graduation. This exam will be administered on the campus at or near the completion of the final semester. The fee for this exam will be included along with the graduation fees. Graduates who successfully complete the electronic examination are recognized as Certified Surgical Technologists.

School of Surgical Technology Master Curriculum Plan, Associate of Applied Science Degree

First Semester		Credits
<i>ENG 101</i>	<i>English Composition</i>	3
<i>BIO 101</i>	<i>Human Anatomy & Physiology I</i>	4
<i>HEA 102</i>	<i>Medical Terminology</i>	2
<i>MAT 101</i>	<i>College Math</i>	3
Total First Semester		12
Second Semester		Credits
<i>SBIO 102</i>	<i>Human Anatomy & Physiology II</i>	4
<i>GEN 100</i>	<i>Contemporary Issues</i>	3
<i>PSY 101</i>	<i>General Psychology</i>	3
<i>ENG 231</i>	<i>Early American Literature</i>	3
Total Second Semester		13
Third Semester		Credits
<i>SUR 101</i>	Fundamentals of Surgical Care	8
Total Third Semester		8
Fourth Semester		Credits
<i>SOC 101</i>	<i>Introduction to Sociology</i>	3
<i>SUR 102</i>	Care Concepts for Surgical Procedures I	11
Total Second Semester		14
Fifth Semester		Credits
<i>BIO 200</i>	<i>Microbiology</i>	4
<i>SUR 201</i>	Care Concepts for Surgical Procedures II	11
Total Second Semester		15
Associate of Applied Science Degree Requirements		
Surgical Technology Applied Courses		30
General Education Courses (denoted in italics above)		30
Special Topics Courses		2
Total		62

School of Surgical Technology Master Curriculum Plan, Associate of Applied Science Bridge Program

General Education Requirements		Credits
<i>BIO 101</i>	<i>Human Anatomy & Physiology I</i>	4
<i>BIO 102</i>	<i>Human Anatomy & Physiology II</i>	4
<i>BIO 200</i>	<i>Microbiology</i>	4
<i>ENG 101</i>	<i>English Composition</i>	3
<i>MAT 101</i>	<i>College Math</i>	3
<i>PSY 101</i>	<i>General Psychology</i>	3
<i>GEN 100</i>	<i>Contemporary Issues</i>	3
<i>SOC 101</i>	<i>Introduction to Sociology</i>	3
<i>ENG 231</i>	<i>Early American Literature</i>	3
Total		30
Degree Requirements		
	Surgical Technology Diploma (transfer/experiential credit)	32
	General Education Courses (denoted in italics above)	30
Total		62

Master Curriculum Plan, Diploma in Surgical Technology

First Semester		Credits
SUR 101	Fundamentals of Surgical Care	8
HEA 102	Medical Terminology	2
Total First Semester		10
Second Semester		
SUR 102	Care Concepts for Surgical Procedures I	11
<i>BIO 100</i>	<i>Essentials of Human Anatomy & Physiology</i>	4
Total Second Semester		15
Third Semester		
SUR 103	Care Concepts for Surgical Procedures II	11
<i>BIO 200</i>	<i>Microbiology</i>	4
Total Third Semester		15
Diploma Requirements		
	Surgical Technology Applied Courses	30
	General Education Courses (indicated in italics above)	8
	Special Topics Courses	2
Total		40

CONTINUING EDUCATION

The Continuing Education Department provides innovative non-credit training solutions for healthcare professionals. Programs and courses are offered with clinically relevant skills and practical applications to enhance the care of patients. Participants can gain hands-on experience and receive continuing education credits to help maintain certifications and licensure.

ANESTHESIA TECHNICIAN PROGRAM

This 25-week, non-credit program culminates in eligibility to sit for the American Society of Anesthesia Technologists and Technicians (ASATT) certification exam. This program is open to those who have successfully completed high school or the equivalent and who have work experience as an anesthesia technician. Students enrolled in this non-credit program take the following courses: ATC 102, ATC 105, ATC 106, ATC 108, ATC 110, and ATC 114.

Anesthesia technicians are members of a surgical team that provide care to the perioperative patient under the immediate direction of certified registered nurse anesthetists (CRNAs), anesthesiologist assistants and anesthesiologists. Instruction in the program is offered through online/distance learning and in-class modules. Students who earn certification will have the competence and capability to continue with clinical advancement in a perioperative or private practice surgical setting.

COMMUNITY TRAINING CENTER

The Community Training Center (CTC) offers American Heart Association (AHA)-approved basic and advanced life support training. The CTC utilizes instructors from a wide variety of disciplines.

Courses Available

Classes vary in length from a few hours to several days and are non-credit earning. Fees vary depending on the class and are non-refundable. Advanced registration is required. Courses are held at the Rankin Education Center or at a sponsoring facility.

Courses Available Through the CTC (see page 69 for course numbers):

- Basic Life Support for HealthCare Providers (BCLS)
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- BCLS, ACLS, and PALS Instructor Courses
- ECG for ACLS: Determining Lethal Cardiac Rhythms

HEALTHCARE TRANSPORTER CERTIFICATION PROGRAM

This 56-hour, non-credit course culminates in the students' eligibility for certification by the National Association of Healthcare Transport Management. This training is open to current guest services employees of Carolinas Medical Center who have been approved for advanced patient transport training. Students in this non-credit program take CON 021.

Grading

Numerical range for this program will be:

- 77-100 = P
- 76 & below = F

INFUSION THERAPY (IV THERAPY)

This non-credit, IV Refresher/Orientation workshop is offered four times a year for RNs and LPNs in response to the growing demand for an introduction to intravenous therapy skills and/or a "refresher." This course offers 3.5 hours of continuing education credit. Students in this non-credit course take CON 020.

NURSE AIDE I

This 130-hour, non-credit course culminates in eligibility to sit for testing to be listed as a Nurse Aide I in North Carolina. This training is open to the public (high school graduation or concurrent enrollment as a high school senior, or demonstration of the ability to be successful in the program, is required) and is separate from the College's nursing program. Students in this non-credit program take CON 002.

The course of instruction provides the theoretical and practical knowledge and training required for graduates to be competent practitioners as nurse aides. CPR certification is a component of the curriculum for this course. Clinical experiences are provided in the nursing home and rehabilitative setting. Didactic instruction occurs at the College in classrooms and in simulated labs.

The Nurse Aide I curriculum meets or exceeds the standards of the Division of Health Service Regulation (DHSR) for listing on the Nurse Aide Registry.

Attendance

Class and clinical attendance is expected. Any student who misses more than ten (10) hours of classroom and/or clinical experience will be dismissed from the program and may be eligible for entry into the next available class at the discretion of the program coordinator. It is the student's responsibility to contact the instructor and arrange make-up material and experiences as soon as the student returns to the facility.

Absences that occur during the initial 16 hours of instruction in the five critical areas (communication, infection control, safety, promoting patients' independence, respecting patients' rights) will be made up prior to patient contact. Successful completion of the program is dependent upon the student's completing the required hours of instruction. Students absent on a day of the final written exam will be permitted to take a different exam at a time arranged by the program coordinator.

Students who fail to have their immunization records and drug screening compliant with the school policy prior to clinical will not be permitted to attend clinical or theory until complete. If this causes the student to exceed the ten (10) hours of absence, the student will be withdrawn from the program and may re-enter the class at the discretion of the Program Coordinator.

Grading

Numerical range for program grades:

- 77-100 = P
- 76 & below = F

NURSE AIDE II

This 176-hour, non-credit course culminates in eligibility to be listed as a Nurse Aide II by the North Carolina Board of Nursing. This training is open to persons currently on the Nurse Aide I Registry in North Carolina. The course provides theoretical and practical knowledge and training required for graduates to be competent Nurse Aide II practitioners. Clinical experiences are provided in the acute care setting. Classes and labs are held at the college. Students in this non-credit program take CON 003.

The Nurse Aide II curriculum meets or exceeds the standards for listing on the North Carolina Nurse Aide II registry. This program provides additional skills to the Nurse Aide I including setting up and monitoring oxygen therapy, suctioning, tracheotomy care, sterile dressing changes, insertion of urinary catheters and other patient care skills.

Grading

Numerical range for program grades:

- 77-100 = P
- 76 & below = F

PHLEBOTOMY

This 200-hour, non-credit course culminates in eligibility to sit for a national certification examination. Phlebotomy is a 10-week course, approved by the National Accrediting Agency for Clinical Laboratory Sciences. The first half of the program consists of lecture and student laboratory practice and provides instruction in the skills needed for proper collection of blood. Emphasis is on ethics, legalities, medical terminology, safety and infection control, healthcare delivery systems, patient relations, anatomy and physiology, and specimen collection/processing. Students in this non-credit program take CON 010. Graduation and receipt of certificate is not contingent on passing a certification of licensure exam.

The second half provides the clinical experience in which students are assigned to a variety of healthcare settings to develop skills necessary to perform successful phlebotomy procedures. Times and locations will vary based on the availability of clinical sites.

Clinical rotations utilize inpatient and outpatient laboratory facilities of the Carolinas HealthCare System.

Attendance

Time missed must be made up within the designated duration and hours of the course. If a significant number of hours are missed (more than 12), the student may be terminated from the program at the discretion of the program director. Notification of absences is mandatory and the program coordinator must be notified at least one hour in advance of an absence. It is the student's responsibility to contact the program coordinator and arrange for make-up materials/schedule upon return to the facility.

If a student is tardy two times, the Program Coordinator will counsel the student and documentation will go into the student's file. More than 3 tardies can result in dismissal from the program.

Grading

The numerical range for course grades:

- 92-100 = A
- 84-91 = B
- 77-83 = C
- 70-76 = D
- 69 & below = F

All students must have a grade average equal to at least a "C" (77) for the didactic section and demonstrate satisfactory performance in all components of the student lab section to advance to the clinical training section. Students will be evaluated periodically during the course, and an Action Plan will be developed as necessary to ensure student success.

Testing Guidelines

The final course grade is based on a combination of the didactic grade and the clinical rotation grade. The clinical rotation evaluation, completed by site instructors, is both skill-based and affective. Graduates receive a certificate which is not contingent upon passing a licensure or certification exam.

In order to provide for test security and enhance the testing environment, the following guidelines will be used by the phlebotomy faculty.

Test Administration: All testing situations will be monitored. There will be no conversation during the testing period. Upon completion of the testing period, the faculty will collect all remaining tests and answer sheets. Tests belong to the College.

Student Responsibilities: Students who will be unable to take a test during the scheduled period will contact the Program Coordinator or responsible faculty at least one hour prior to the testing period. Exceptions will be made at the discretion of the Program Coordinator on an individual basis.

Post Test Analysis: The Program Coordinator reviews the statistical analysis of individual test items as well as other significant

issues prior to posting test grades. Decisions to exclude or keep a test item are the discretion of the course faculty. If a question is excluded from the test, the grades will be recalculated based on the number of remaining questions.

Test Review: Test review will be held after all students have taken the test. Following the test review, the Program Coordinator is also available for individual test reviews.

Test Make-up Policy: Make-up tests will be given at the discretion of the instructor.

BASIC PHLEBOTOMY SKILLS FOR HEALTH CARE PROFESSIONALS

This non-credit, continuing education workshop is designed to provide basic skills in phlebotomy for the practicing healthcare professional. Participants will have an opportunity to review and practice basic venipuncture techniques. Participants will receive a competency checklist as well as a personal skills assessment. This class is available several times per year as requested by departments within Carolinas HealthCare System. This course offers 6.5 hours of continuing education credits. Students in this course enroll in CON 011.

Additional Continuing Education courses are listed below with descriptions in the Course Descriptions section of the catalog/student handbook.

CONTINUING EDUCATION COURSES

Additional Continuing Education courses are listed below with descriptions in the Course Descriptions section of the catalog/student handbook.

Professional Skills Courses

ATC 002	Anesthesia-related Basic Anatomy and Physiology
ATC 005	Anesthesia-related Basic Pharmacology
ATC 006	Anesthesia Machines, Medical Gases and Scavengers
ATC 008	Clinical Monitoring
ATC 010	Critical Care Procedures
ATC 014	Survey of Perioperative Administration
CON 037	Healthcare Ethics for Chaplains
CON 038	Anatomy and Physiology Refresher

Integrative Medicine Courses

CON 040	Introduction to Integrative Medicine
CON 041	Introduction to Healing Touch
CON 042	Healing Touch Level I
CON 043	Healing Touch Level II
CON 044	Healing Touch Level III

Life Support Courses

CON 060	Basic Life Support for the Health Care Provider (BCLS)
CON 061	BCLS Renewal
CON 062	Advanced Cardiac Life Support (ACLS-P)
CON 063	Advanced Cardiac Life Support Renewal
CON 064	Pediatric Advanced Life Support (PALS-P)
CON 065	Pediatric Advanced Life Support Renewal
CON 066	Electrocardiogram (ECG) for ACLS
CON 066	BCLS Instructor
CON 067	ACLS Instructor
CON 068	PALS Instructor

Workshops and Conferences

CON 099	Continuing Education Workshop
---------	-------------------------------

COURSE DESCRIPTIONS

ATC 002: Anesthesia-related Basic Anatomy and Physiology

This non-credit course provides a review of the basic physiology and the anatomical structures relevant to procedures in anesthesia.

ATC 005: Anesthesia-related Basic Pharmacology

This non-credit course provides an overview of basic pharmacology designed to improve the understanding and proficiencies of the anesthesia support staff.

ATC 006: Anesthesia Machines, Medical Gases and Scavengers

This non-credit course is designed to improve the understanding and proficiency of the staff providing anesthesia technical support in anesthesia machines, medical gases, and scavengers.

ATC 008: Clinical Monitoring

This non-credit course is designed to improve the understanding and proficiency of the staff providing anesthesia technical support in basic and advanced monitoring equipment and techniques used in conjunction with anesthesia.

ATC 010: Critical Care Procedures

This non-credit course is designed to improve the understanding and proficiency of anesthesia support staff in basic and advanced critical care procedures used in anesthesia.

ATC 014: Survey of Perioperative Administration

This non-credit course will provide an introduction to the various responsibilities that are required of perioperative supervisors and managers. Topics will include materials management, staffing, budgeting, regulatory compliance, and quality improvement.

BIO 100: Essentials of Anatomy and Physiology

Credits: 4 (3 Class, 1 Lab) An abbreviated 1-semester course for non-nursing majors. All major body systems as well as cell structure and tissues are covered. Body systems include: skeletal, integumentary, muscular, nervous, endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive. Prerequisite: One unit high school biology. This general education class fulfills a natural sciences/mathematics requirement for students enrolled in a degree program.

BIO 101: Human Anatomy and Physiology I

Credits: 4 (3 Class, 1 Lab) A study of the structure and function of the human body approached from a cellular and system level. Cells, tissues, integument, skeletal system, muscular system, nervous system, and special senses are included. Prerequisite: One unit of high school biology. This general education class fulfills a natural sciences/mathematics requirement for students enrolled in a degree program

BIO 102: Human Anatomy and Physiology II

Credits: 4 (3 Class, 1 Lab) A continuation of BIO 101. The endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems are included, as well as metabolism and fluid and electrolyte balance. Prerequisite: BIO 101
*Required prerequisite for third Intermediate Nursing course. This general education class fulfills a natural sciences/mathematics requirement for students enrolled in a degree program

BIO 200: Microbiology

Credits: 4 (3 Class, 1 Lab) A study of the basic physiology of bacteria, fungi, protozoa, and viruses with emphasis on host-parasite interaction, control, and epidemiology of infectious diseases. Prerequisite: One unit of high school biology. This general education class fulfills a natural sciences/mathematics requirement for students enrolled in a degree program

BIO 202: Introduction to Pharmacology

Credits: 3 (3 Class) Pharmacology will focus on the classifications, psychological actions, adverse effects and responses to pharmacological interventions. Pre-requisite: One unit of anatomy and physiology at the high school or college level.

CHM 104: General Chemistry

Credits 3 (3 Class) Introductory course on the fundamental concepts of chemistry. Topics include measurements, matter, energy, atomic and molecular structure, bonding, nomenclature, chemical reactions, stoichiometry, acids, bases, buffers, solutions, equilibria, basic organic chemistry and basic biochemistry.

CHM 104L: General Chemistry Lab

Credits 1 (1 Lab) An introductory laboratory course designed to develop laboratory skills and reinforce the principles and concepts taught in CHM 104. The student will learn about the nature of compounds and examine the fundamental postulates and laws of chemistry.

CON 002: Nurse Aide I

This non-credit course is a didactic and clinical course designed to provide the student with the knowledge and skills needed to provide basic nursing care in a structured healthcare setting under the supervision of a registered nurse.

CON 003: Nurse Aide II

This non-credit course is a didactic and clinical course designed to provide the Certified Nurse Aide I with the specific nursing skill set as outlined by the North Carolina Board of Nursing essential for entry level functioning as NA II under the direction and supervision of a registered nurse. Prerequisite: CON 002 or equivalent

CON 004: Nurse Aide Refresher

This non-credit course is for certified nursing assistants wanting a refresher course on basic skills and changes in the program or nurse aides who need to be recertified or certified for the first time who have completed a state approved nurse aide program that meets DHSR requirements.

CON 005: Nurse Aide Mock Testing

This one day non-credit course prepares students who would like to practice taking a mock written and skills portion of the exam prior to taking the state exam for nurse aide certification. The student must have completed a state approved nurse aide program that meets DHSR requirements.

CON 010: Phlebotomy

This non-credit course is a didactic and clinical course designed to provide the student with the knowledge and skills needed to perform accurate, safe, and reliable collection, transportation, and processing of blood specimens for laboratory analyses.

CON 011: Basic Phlebotomy Skills for Health Care Professionals

This non-credit course is designed with the practicing health care practitioner in mind. Participants will review and practice basic venipuncture techniques using the evacuated tube system and the winged-infusion set (butterfly), the proper order of draw, test tubes, additives, and more.

CON 012: Phlebotomy Skills Update

This non-credit course is designed as phlebotomy information update for health care professionals with experience in venipuncture. Participants will review the newest Clinical and Laboratory Standards Institute guidelines and have an opportunity to network with other practicing healthcare professionals.

CON 020: Infusion Therapy

This non-credit course is offered to RNs and LPNs in response to the growing demand for an introduction to Intravenous Therapy skills and/or as a "refresher". Participants will review and practice this important set of skills.

CON 021: Health Care Transport

This non-credit course provides the knowledge, skills and core competencies necessary for advanced patient transport including workplace ethics, self-esteem, decision making, conflict management, customer service, CPR certification, and an understanding of respiratory skills. The successful completer of this course is eligible for certification through the National

Association of Healthcare Transport Management.

CON 022: Sterile Processing

This non-credit course provides basic knowledge and skills training for the Sterile Processing technician, as well as information on new equipment, new technology, better communication techniques, and pride in work. Those completing this program are eligible to take the national certification examination. This course is offered on an as-needed basis.

CON 024: The Nurse's Role in Diabetes Self-Management

Designed for nurses, this non-credit course offers nurses the cognitive and professional skills to enhance the care and education of the adult patient with diabetes. Topics include an overview of medications, exercise and medical nutrition therapy, treatment goals, acute complications, and discharge planning.

CON 030: Integrative Pastoral Psychotherapy

This non-credit course is an introduction to the biological, psychological, systemic, and spiritual model of pastoral psychotherapy. Counseling theory, techniques, and clinical use of self are addressed through a collaborative perspective which integrates the literature of psychotherapy, medicine, body energy, cybernetics, systems, theology, and spirituality. The teaching is drawn from psychotherapy supervision, medicine (psychiatry, sleep medicine, and collaborative family medicine) as well as Healing Touch. This course is designed to meet requirements of the American Association of Pastoral Counselors.

CON 031: Spiritual Formation in Pastoral Psychotherapy

Spiritual formation occurs uniquely within everyone whether or not it is intentional. This non-credit course is designed to help participants 1) understand patterns and expression of this development in the participant and the ones whom they serve, and 2) learn how pastoral psychotherapists might integrate the skills and interventions used by spiritual directors within their own clinical context. This course is designed to meet requirements for the American Association of Pastoral Counselors Fellow Body of Knowledge.

CON 032: Pastoral Theological Method in Pastoral Psychotherapy

This non-credit course is an introduction to methods for integrating theological reflection and pastoral psychotherapy. Participants survey the historical and theological foundations for pastoral psychotherapy, its grounding and contextualization in congregational and specialized ministry, and its critical relationship to behavior and other sciences. Students will relate various methods to contemporary and inter-cultural contexts. Methods for critical reflection and decision-making will be applied to case studies and psychotherapy to foster the student's own theological method. This course is designed to meet requirements for the American Association of Pastoral Counselors Fellow Body of Knowledge.

CON 033: Pastoral Diagnosis in Pastoral Psychotherapy

This non-credit course is designed to assist students in their ability to assess persons and systems utilizing learning style, developmental theory, systems, cybernetics, resiliency, and psychopathology as described in the DSM-IV-TR. Treatment strategies will be applied through case studies to religious understandings of persons, functional theological norms, and pastoral roles and tasks. This course meets the requirements for the American Association of Pastoral Counselors Fellow Body of Knowledge.

CON 037: Health Care Ethics for Chaplains

This non-credit course will help prepare chaplains whose job requires them to consult with patients, families and staff about moral and spiritual questions related to healthcare decision making, to provide education about advance directive documents and/or to serve on an ethics committee. It will help students enrolled in Clinical Pastoral Education learn about and integrate the knowledge of medical ethics into spiritual care practice. This is a six-week hybrid course with three online modules and one face-to-face meeting that will be scheduled based on the location of the participants.

CON 038: Anatomy and Physiology Refresher

This 16-week non-credit course is a refresher of system-based basic human anatomy and physiology offered as a self-paced online course. It is designed for Medical Coders but is open to anyone wishing to review basic anatomy and physiology.

CON 039: Health and Wellness

This non-credit course will provide a general overview of the physical, social, emotional, spiritual, and environmental dimensions of health and their applications to personal wellness. This course also offered for academic credit as HEA 109.

CON 040: Introduction to Integrative Medicine

This non-credit course will offer a brief overview of a variety of complementary/alternative therapies used in integrative medicine in healthcare today. The course covers a brief history of the several integrative modalities as well as beneficial effects, practical applications of each and resources to finding these treatments. Most of the sessions will have an experiential component so you can see the benefits for yourself. Includes massage therapy, homeopathy, chiropractic, energy medicine, spiritual healing practices and many more. This course also offered for academic credit as HEA 107.

CON 041: Introduction to Healing Touch

This non-credit course introduces students to healing touch, a gentle complementary energy-based approach to health and healing. The goal is to restore harmony and balance to the human energy system through a heart-centered caring relationship and the use of contact/non-contact touch. This can greatly assist the body in its natural ability to heal. Open to any healthcare practitioner who wishes to learn more about Healing Touch techniques to enhance practice and patient care including nurses, physicians, chiropractors, physical therapists, massage and bodywork therapists and others with an interest in energy medicine.

CON 042: Healing Touch Level I

This non-credit course is a nursing-based continuing education course for registered nurses, physicians, body therapists, counselors, psycho-therapists, other health professionals, and any individuals desiring an in-depth understanding and practice of healing work using energy based concepts. This is the first course in a series toward a certificate of completion in Healing Touch (HT) which incorporates a variety of basic to advanced healing modalities. Continuing education credit is offered through the national Healing Touch program.

CON 043: Healing Touch Level II

This non-credit course is for students who wish to increase breadth and depth in the study of Healing Touch. The second level of study in Healing Touch includes an intake interview, back techniques and a one-hour healing sequence. Emphasis in the experiential learning is on developing healing sequences for specific client needs. Continuing education credit is offered through the national Healing Touch program. Prerequisite: CON 042

CON 044: Healing Touch Level III

This non-credit course leads to a certificate of completion in Healing Touch (HT) which incorporates a variety of basic to advanced healing modalities. The program is sequenced in 6 levels allowing participants to move from beginner to advanced practitioner, expert and instructor. Certification as a Healing Touch Practitioner and Instructor is available on application following completion of course work and additional requirements. Add as last sentence: Continuing education credit is offered through the national Healing Touch program. Prerequisite: CON 043

CON 060: Basic Life Support for the Health Care Provider (BCLS)

This non-credit course is designed for professional rescuers or students who are required to have professional rescuer certification prior to entrance into a healthcare program of study. The course provides information on adult and pediatric CPR, two-rescuer scenarios, use of the bag-valve mask, foreign-body airway obstruction (conscious and unconscious), automated external defibrillation, special resuscitation situations, and other cardiopulmonary emergencies.

CON 061: BCLS Renewal

This non-credit course is for the renewal of the Basic Cardiovascular Life Support certification. Prerequisite: CON 060 or equivalent

CON 062: Advanced Cardiac Life Support (ACLS-P)

The 2-day non-credit course covers resuscitation of cardiac arrest, MI, and CVA patients, including medications, electrical therapy, and airway management. Prerequisite: CON 060 or equivalent

CON 063: Advanced Cardiac Life Support Renewal

This non-credit course is for renewal of the ACLS-P. Prerequisite: CON 060 and CON 062, or equivalent

CON 064: Pediatric Advanced Life Support (PALS-P)

This 2-day non-credit course covers pre-resuscitation, resuscitation and post-resuscitation procedures. Included are basic life support, airway and ventilation, vascular access, fluid therapy and medications, cardiac rhythm disturbances, trauma resuscitation and more.

CON 065: Pediatric Advanced Life Support Renewal

This non-credit course is for renewal of the PALS-P. Prerequisite: CON 060 and CON 064, or equivalent

CON 066: Electrocardiogram (ECG) for ACLS

This non-credit course is recommended prior to the ACLS provider course for those who need additional assistance determining lethal cardiac rhythms. This course does not take the place of CON 062.

CON 067: BCLS Instructor

This non-credit course prepares participants to teach both BCLS Provider and Renewal courses as well as HeartSaver courses. Required skills check for BLS Instructor Courses prior to class. Instructor and Provider materials included. Prerequisite: CON 060 or equivalent

CON 068: ACLS Instructor

This non-credit course prepares participants to teach both ACLS Provider and Renewal courses. Required skills check for BLS Instructor Courses. Instructor and Provider materials included. Prerequisite: CON 062 or equivalent

CON 069: PALS Instructor

This non-credit course prepares participants to teach both PALS Provider and Renewal courses. Required skills check for BLS Instructor Courses. Instructor and Provider materials included. Prerequisite: CON 064 or equivalent

CON 099: Continuing Education Workshop

This non-credit course is reserved for a faculty development workshops offered as a one-time-only program. The dates and topics will vary.

ENG 101: English Composition

Credits: 3 (3 Class) A course designed to teach clear, purposeful, effective writing which emphasizes composition in various forms, for different purposes, and for various audiences.

ENG 231: Early American Literature

Credits: 3 (3 Class) This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This general education class fulfills a humanities/fine arts requirement for students enrolled in a degree program.

Prerequisite: ENG 101

GEN 100: Contemporary Issues

Credits: 3 (3 Class) This course is a forum for discussion of some of the most compelling issues in contemporary life that will introduce students to sound ethical reasoning and decision-making. The basic tenets of moral reasoning and critical thinking will guide students as they discuss euthanasia, debate abortion, seek to understand controversial issues like human cloning and stem cell research, and approach challenging issues relating to war, terrorism, social justice, global health disparities, cultural humility and more. This general education class fulfills an elective requirement for students enrolled in a degree program.

GEN 101: Experiential Leadership

Credits: 2/3 (2/3 Class) This course is designed to provide students with an intensive exploration of leadership and the skills necessary to be an effective leader. Through an interactive learning experience, students will develop basic leadership skills focused on self awareness, effective communication, community building, diversity, and personal wellness. Topics of critical thinking, personal growth, and interpersonal relationships are explored within the context of leadership development. Students will be encouraged to put personal leadership discoveries into practice. This general education class fulfills an elective requirement for students enrolled in a degree program. Note: This course may be taken for two or three credits, with the third credit being an experiential leadership component or project.

GEN 102: Leadership Development

Credits: 3 (3 Class) This course is designed to provide students with the fundamental knowledge and skills required of effective leaders. Through experiential learning and interaction with peers, students analyze, discuss and write about leadership skills including communication, empowerment, conflict resolution, change and decision-making. Topics of critical thinking, personal growth and interpersonal relationships are explored within the context of leadership development. This general education class fulfills an elective requirement for students enrolled in a degree program.

HEA 102: Medical Terminology

Credits: 2 (2 Class) This course is designed to provide a framework for building a medical vocabulary using an applied approach. Emphasis is on understanding basic medical terms and how they are used in documenting and reporting patient care procedures.

HEA 107: Introduction to Integrative Medicine

Credits: 1 (1 Class) This course will offer a brief overview of a variety of complementary/alternative therapies used in integrative medicine in healthcare today. The course covers a brief history of the modalities as well as beneficial effects, practical applications for you and your patients and resources to finding these treatments. Most of the sessions will have an experiential component so you can see the benefits for yourself. Includes massage therapy, homeopathy, chiropractic, energy medicine and many more. This course also offered for continuing education units as CON 040.

HEA 109: Health and Wellness

Credits: 3 (3 Class) This course will provide a general overview of the physical, social, emotional, spiritual, and environmental dimensions of health and their applications to personal wellness. This course also offered for continuing education units as CON 039.

HUM 111: Cultural Diversity in Healthcare

Credits: 3 (3 Class) The purpose of this course is to provide an introduction to the knowledge, skills, and practices necessary for an appreciation of cultural diversity. The major concepts, theories, and models that contribute to understanding of and improved communication between persons from different ethnic, racial, religious, and cultural backgrounds will be discussed. Specifically, the course will increase students' levels of awareness, acceptance, and understanding of the role of culture on healthcare perceptions.

MAT 101: College Math

Credits: 3 (3 Class) A beginning college-level math course which includes the following topics: operations with signed numbers, addition, subtraction, multiplication and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; an introduction to graphing; ratio and proportion; direct and inverse proportions; scientific notation; and unit conversion. This general education class fulfills a natural sciences/mathematics requirement for students enrolled in a degree program.

MAT 151: College Algebra

Credits: 3 (3 Class) This course focuses on the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include but are not limited to simplification, evaluation, and solving of polynomial, rational, exponential and logarithmic functions; right triangle trigonometry; systems of equations; and graphing and data analysis/modeling. Prerequisite: High school algebra, proportions; scientific notation; and unit conversion. This general education class fulfills a natural sciences/mathematics requirement for students enrolled in a degree program.

MAT 201: Elementary Statistics

Credits: 3 (3 Class) An introductory course in concepts and methods of descriptive and inferential statistics, including data summarization, binomial and normal distributions, sampling, central limit theorem, confidence intervals, hypothesis testing and linear regression. Prerequisite: MAT 101 or equivalent

MLS 201: Clinical Chemistry

Credits: 12 (9 Class, 3 Clinical) This course involves the biochemical analysis of blood, urine, spinal fluid, and other body fluids with manual procedures and state of the art instrumentation. Emphasis is placed on the clinical significance of such analytes as electrolytes, enzymes, lipids, and carbohydrates. Drug identification, endocrinology studies, and the serological detection, application and clinical significance of viral hepatitis are included. Quality assurance, including quality control, is emphasized daily to ensure accuracy and validity of testing with the utilization of the Laboratory Information System (Misys). Pre-analytical, analytical, and post analytical components are discussed and evaluated throughout the course to enhance critical thinking skills. Students will be exposed to procedures in the Andrology Laboratory, Kidney Dialysis Unit, Heart Catheterization Lab, and Respiratory Therapy, Arterial Blood Gas Laboratory, and the operating room.

MLS 202: Hematology/Coagulation/Clinical Microscopy

Credits: 11 (7 Class, 4 Clinical) This course encompasses essential theoretical principles of routine blood counts and differentials, urinalysis (clinical microscopy) and cerebrospinal fluid/body fluid counts as well as coagulation profiles. Bone marrow studies, cytochemical stains and special coagulation procedures in addition to exposure to the cytogenetics laboratory and central processing department are included. Theoretical and practical performance are emphasized throughout this rotation. To enhance the student's critical thinking skills, pre-analytical, analytical, and post analytical components are discussed and evaluated throughout the course.

MLS 203: Immunohematology

Credits: 8 (5 Class, 3 Clinical) This course encompasses the theoretical and practical aspects of the blood bank and transfusion service. Areas of study focus on donor collection, unit testing, component preparation, blood typing, and antibody identification. Emphasis is placed on identification of factors responsible for incompatibilities between patients and prospective donors and between maternal and fetal blood. Instruction includes the use of SunQuest/Misys laboratory information system. Pre-analytical, analytical, and post analytical components are discussed and evaluated throughout the course to enhance critical thinking skills. Included in this course are opportunities to observe the Tissue Typing and Flow Cytometry areas of the laboratory.

MLS 204: Clinical Immunology

Credits: 3 (1 Class, 2 Clinical) This course encompasses essential theoretical principles of immunology as well as the serological techniques commonly used in the clinical immunology laboratory. Emphasis is placed on the theory of immunity, antibody production, and serological testing for immune disorders and infectious diseases including the Human Immunodeficiency Virus (HIV). This course also includes the study of theoretical and practical applications in the diagnostic Molecular Pathology laboratory. Information presented includes the basic principle of PCR and how PCR is utilized in diagnosing and monitoring disease. To enhance the student's critical thinking skills, pre-analytical, analytical, and post analytical components are discussed and evaluated throughout the course.

MLS 205: Clinical Microbiology

Credits: 13 (7 Class, 6 Clinical) This course encompasses essential theoretical principles of bacteriology as well as parasitology. Great emphasis is placed upon specimen collection, handling and processing of specimens for the isolation and identification of microorganisms involved in the infectious disease process in the community and healthcare setting. Clinical importance and relevance is stressed on dealing with different patient populations, specimen types, infections, diseases, treatment, and complications arising from various settings. Also presented in this course is the study of mycobacteria, fungi, (TB/Mycology) and viruses. The TB/Mycology rotation encompasses didactic and clinical instruction in the principles, processing, identification and susceptibility testing of tuberculosis and their like-organisms along with fungi. Virology includes the study of DNA and RNA viruses and their associated diseases, causative agents, diagnosis, and treatment. Emphasis is also placed upon the use of a bright field microscope and its importance in determining specimen quality and assisting in the diagnosis and identification of infectious diseases. Pre-analytical, analytical, and post analytical components are also discussed and evaluated throughout the course to enhance critical thinking skills.

MLS 206: Special Studies

Credits: 4 (3 Class, 1 Clinical) This course comprises units of study on phlebotomy, professional development, educational methodologies, research design, and management. The units are taught throughout the 12-month program. The unit on phlebotomy prepares the student to properly perform blood collection in a professional manner with emphasis on safety, quality specimen collection, and customer service. The unit on professional development introduces the importance of accreditation and certification along with a focus on developing professional ethics and participating in professional activities. The unit on educational methodologies includes a presentation of educational concepts concerning instructional techniques and terminology that can be utilized in an educational setting as well as to train providers of laboratory services. The unit on research design provides an introduction to the fundamentals of research terminology, sampling, measurement, design, and analysis. The unit on management includes basic managerial principles, budget considerations, laboratory safety practices, and quality assurance, quality improvement and total quality management as applied to the pre-analytical, analytical, and post-analytical components of the laboratory environment.

NUR 100: Nursing Medical Terminology

Credits: 1 (1 Class) Nursing Medical Terminology is designed to provide a basis for understanding of medical terms, abbreviations, and symptomatic, diagnostic, procedural, and operative terms utilized in nursing practice. These terms are used by the associate degree nurse in all areas of practice including professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care.

NUR 101: Nursing Fundamentals

Credits: 8 (4 Class, 4 Lab/Clinical) This course is a theory course and lab/clinical course which introduces concepts basic to nursing practice and the role of the associate degree nurse. The course provides the basis for student learning related to the practice of clinical skills including professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care when providing holistic care for one client in selected healthcare settings. Clinical emphasis is placed on the application of the core components and competencies when caring for one or more clients in a variety of healthcare settings. Corequisite: BIO 101, NUR 100/HEA 102, MAT 101.

NUR 151: Adult Health

Credits: 4 (2 Class, 2 Lab/Clinical) NUR 151 is a theory and lab/clinical course designed to prepare the student for the role of the associate degree nurse in the provision and management of holistic care for the adult client and family. The course emphasizes professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care for adult clients with cancer, diabetes, post surgical procedures, or who are experiencing common cardiovascular conditions and musculoskeletal health alterations. Clinical emphasis is placed on the application of the core components and competencies when caring for one or more clients in a variety of healthcare settings. Prerequisites: NUR 101, BIO 101, NUR 100/HEA 102, MAT 101

NUR 152: Adult Health

Credits: 4 (2 Class, 2 Lab/Clinical) NUR 152 is a theory and lab/clinical course designed to prepare the student for the role of the associate degree nurse in the provision and management of holistic care for the adult client and his or her family. The course emphasizes professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and managing care for clients with respiratory, renal, gastrointestinal, and reproductive health alterations. Clinical emphasis is placed on the application of core components when caring for one or more clients in a variety of healthcare settings. Prerequisites: NUR 101, BIO 101, NUR 100/HEA 102, MAT 101

NUR 153: Child & Adolescent Health

Credits: 4 (2 Class, 2 Lab/Clinical) NUR 153 is a theory and lab/clinical course designed to prepare the student for the role of the associate degree nurse in the provision and management of holistic care for the child/adolescent and his or her family. The course emphasizes professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and managing care for this specific client population. Clinical emphasis is placed on the application of core components when caring for one or more clients in a variety of healthcare settings. Prerequisites: NUR 101, BIO 101, NUR 100/HEA 102, MAT 101

NUR 154: Maternal-Neonatal Health

Credits: 4 (2 Class, 2 Lab/Clinical) NUR 154 is a theory and lab/clinical course designed to prepare the student for the role of the associate degree nurse in the provision and management of holistic care for the childbearing family. The course emphasizes professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and managing care for this specific client population. Clinical emphasis is placed on the application of core components when caring for one or more clients in a variety of healthcare settings. Prerequisites: NUR 101, BIO 101, NUR 100/HEA 102, MAT 101

NUR 155: Behavioral Health

Credits: 4 (2 Class, 2 Lab/Clinical) NUR 155 is a theory and lab/clinical course designed to prepare the student for the role of the associate degree nurse in the provision and management of holistic care for the individual experiencing alterations in social and psychological functioning and his or her family. The course emphasizes professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and managing care for this specific client population. Clinical emphasis is placed on the application of core components when caring for one or more clients in a variety of healthcare settings. Prerequisites: NUR 101, BIO 101, NUR 100/HEA 102, MAT 101

NUR 200: Nursing Clinical Elective

Credits: 3 (1 Class, 2 Clinical) This is a clinical course designed to allow students additional clinical experience in an area of interest with a focus on refinement of their role as a healthcare professional. The student will attend 90 clinical hours with an assigned clinical mentor in an area of interest to the student. The course emphasizes professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managed care for clients. Prerequisites: NUR 151, NUR 152, NUR 153, NUR 154, NUR 155

NUR 202: Advanced Nursing

Credits: 9 (4 Class, 5 Lab/Clinical) Advanced Nursing is a theory and clinical/lab course designed to assist the student in synthesizing a holistic collaborative approach to assess, plan, intervene, and evaluate outcomes of care for clients across the lifespan. The course emphasizes professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care for groups of clients with complex or multiple health problems in a variety of settings, and on working with an individually assigned staff RN in assuming the roles of the Associate Degree nurse within the discipline of nursing. Prerequisites: NUR 151, NUR 152, NUR 153, NUR 154, NUR 155; Corequisites: 200-Level Humanities Course, Elective

PSY 101: General Psychology

Credits: 3 (3 Class) An overview of general topics in the science of behavior including such topics as learning, emotions, motivation, personality, sensation, and perception, and adjustment. This general education class fulfills a social/behavioral sciences requirement for students enrolled in a degree program.

PSY 102: Human Growth and Development

Credits: 3 (3 Class) A study of the development of the individual from conception to death. Major concepts are acquired through study of the stage and developmental tasks in terms of physical, emotional, social, and intellectual growth. This general education class fulfills a social/behavioral sciences requirement for students enrolled in a degree program.

RAD 110: Applied Radiography I

Credits: 5 (3 Class, 2 Lab/Clinical) Applied Radiography I is a theory and lab/practicum course which introduces the student to concepts basic to Radiologic Technology. The course provides an introduction to the essential and supporting elements of the radiologic imaging process, communication, safety and radiation protection, equipment operation, image evaluation, and legal/ethical considerations. Clinical emphasis is on developing skills essential to patient care and assessment. Incorporated into the course is radiographic procedure terminology, procedure methods, and principles for radiography of the upper extremity, shoulder girdle, chest, abdomen, pelvic girdle and lower extremity. Pre/Corequisites: BIO 100, HEA 102, MAT 101

RAD 111: Applied Radiography II

Credits: 6 (3 Class, 3 Lab/Clinical) Applied Radiography II is a theory and lab/practicum course designed to focus on radiographic procedure methods for radiography of the GU system, GI system, vertebral column and skulls. Clinical emphasis is on the development of critical thinking and problem solving skills as the student begins to use the steps and principles of the radiologic imaging process in the performance of diagnostic imaging procedures. Prerequisite: BIO 100, HEA 102, MAT 101, RAD 110; Pre/Corequisites: ENG 231, RAD 112

RAD 112: Radiation Physics

Credits: 3 (3 Class) Radiation Physics is designed to provide the student a base of knowledge from which practicing radiographers can make informed decisions about technical factors and diagnostic image quality. Included, will be concepts of the science and technology of imaging, basic concepts of mathematics, fundamentals of physics, the atom, electromagnetism, and the x-ray imaging system. Additionally, this course provides an in-depth study of x-ray production, the x-ray tube, and the x-ray emission process. Lab sessions will be incorporated into the course to emphasize the components of the lecture material. Prerequisites: RAD 110, BIO 100, HEA 102, MAT 101

RAD 113: Applied Radiography III

Credits: 6 (2 Class, 4 Lab/Clinical) Applied Radiography III is designed to focus on radiographic procedure methods for radiography of the axial and appendicular skeleton and the body systems as it relates to patients across the lifespan. The student will also be introduced to more advanced imaging modalities such as arteriography, myelography and CT. Clinical emphasis is on the enhancement of critical thinking problem solving skills as the student continues to develop and demonstrate competency in the performance of diagnostic imaging procedures. Prerequisites: RAD 110, 111, 112, BIO 100; Corequisites: RAD 114

RAD: 114 Imaging I

Credits: 3 (3 Class) Imaging I is designed to provide the student with a base of knowledge from which practicing radiographers can make informed decisions about technical factors and diagnostic image quality. It provides an in-depth study of x-ray production and x-ray interaction with matter. In addition, photographic and geometric properties of images will be studied as well as the effects of scatter radiation. Lab sessions will be incorporated into the course to emphasize the components of the lecture material. Prerequisite: RAD 112 Corequisites: RAD 113

RAD 203: Radiation Protection

Credits: 3 (3 Class) Radiation Protection is designed to give the student an understanding of the essential information on radiation protection and the biological effects of ionizing radiation. Building from basic to more complex concepts, this course will cover radiation physics, cell structure, effects of radiation on humans at the cellular and systemic levels, regulatory and advisory limits for human exposure to radiation, and the implementation of patient and personnel radiation protection practices. Prerequisites: BIO 110, RAD 110, 111, 112, 113,114, 210, 212 Corequisites: RAD 210; ENG 231

RAD 210: Applied Radiography IV

Credits: 6 (3 Class, 3 Clinical) Applied Radiography IV is a theory and clinical course which introduces the student to basic pathophysiology and the radiographic manifestation of disease. Students will continue to develop and demonstrate an increased degree of competence in their performance of the skills related to critical thinking and problem solving in the clinical areas. They will continue to utilize the radiologic imaging process as a framework for providing patient care during diagnostic imaging procedures. Prerequisites: RAD 110, 111, 112, 113, 114; Corequisites: RAD 212, ENG 231

RAD 212: Imaging II

Credits: 4 (3 Class, 1 Lab) This course is designed to build on the student's knowledge of the principles and procedures presented in RAD 112 and RAD 114. An in-depth study of electronic equipment used in radiography and fluoroscopy, image receptors, film processing methods, digital radiography and fluoroscopy, fluoroscopy equipment, quality assurance and quality control factors are presented. Prerequisites: RAD 112, 114; Corequisites: RAD 210; ENG 231

RAD 213: Applied Radiography V

Credits: 4 (2 Class, 2 Clinical) Applied Radiography V is designed to enhance expertise in all radiographic imaging procedures, patient care, radiation protection and image production and evaluation. Emphasis is placed on competency demonstration in the delivery of more complex imaging procedures, critical thinking, and the successful integration of didactic and clinical components required for certification. Prerequisites: RAD 110, 111, 112, 113, 114, 210, 212; Corequisites: RAD 203, PSY 101, GEN 100

RTT 210: Introduction to Radiation Therapy Procedures

Credits: 3 (3 Class) This course provides an overview of radiation therapy principles and procedures. Emphasis is placed upon the organization of healthcare systems and the delivery of cancer care. Topics include healthcare and program policy, professional responsibility, multi-disciplinary cancer care, historical aspects of radiation therapy, and principles of treatment set-up and delivery. Corequisites: RTT 215, RTT 220, RTT 230, RTT 240

RTT 211: Quality Management

Credits: 2 (2 Class) This course provides an overview of quality management in radiation oncology. Emphasis is placed upon operations testing and evaluation of simulators, megavoltage units, treatment planning systems and brachytherapy equipment. An examination of regulatory guidelines and related legal implications is included. Prerequisites: RTT 230; Corequisites: RTT 221, RTT 231, RTT 241, RTT 250

RTT 215: Oncology Nursing and Patient Care

Credits: 3 (3 Class) This course provides an in-depth study of oncology patient care with emphasis upon assessment and management of medical conditions specific to patients with cancer. Topics include screening and prevention, patient and community education, communication, care standards, research and protocols, treatment options, management of site-specific treatment effects, prevention of treatment complications, and the psychological impacts of cancer. Corequisites: RTT 210, RTT 220, RTT 230, RTT 240

RTT 220: Oncology I

Credits: 3 (3 Class) This course provides an in-depth study of the principles of neoplastic development. Emphasis is placed upon cancer development in specific anatomic regions and the selection of treatment. Topics include neoplastic mechanisms, diagnostic procedures, imaging modalities, cross-sectional anatomy, physiology, etiology and epidemiology, signs and symptoms, tumor staging and grading, treatment options, and prognostic indicators for malignancies of the major body organs and systems. Corequisites: RTT 210, RTT 215, RTT 230, RTT 240

RTT 221: Oncology II

Credits: 3 (3 Class) This course provides a progressive study of neoplastic development. Continued emphasis is placed upon cancer development in specific anatomic regions and an examination of current treatment options. Prerequisites: RTT 220; Corequisites: RTT 211, RTT 231, RTT 241, RTT 250

RTT 222: Oncology Decisions

Credits: 3 (3 Class) This course provides an opportunity to utilize problem solving to address complex issues related to radiation oncology treatment delivery and patient care. Emphasis is placed upon utilization of previously acquired knowledge to address a variety of clinical situations and to optimize treatment outcomes. Prerequisites: RTT 211, RTT 221, RTT 231, RTT 241, RTT 250; Corequisites: RTT 232, RTT 242, RTT 260, RTT 270

RTT 230: Radiation Therapy Physics

Credits: 4 (4 Class) This course introduces the principles of physics pertinent to the use of radiation in the clinical setting. Topics include the structure of matter, principles of electromagnetism, fundamentals of x-ray production, treatment units, nuclear transformations, interactions of ionizing radiation, and measurement of radiation. Prerequisites: MAT 151; Corequisites: RTT 210, RTT 215, RTT 220, RTT 240

RTT 231: Dosimetry

Credits: 4 (4 Class) This course provides an in-depth study of radiation dose measurement and treatment delivery. Emphasis is placed upon calibration procedures, absolute and relative dosimetry, electron and photon beam characteristics, field parameters, dose calculations, and beam compensation. Prerequisites: RTT 230; Corequisites: RTT 211, RTT 221, RTT 241, RTT 250

RTT 232: Treatment Planning

Credits: 3 (3 Class) This course provides an in-depth study of radiotherapy planning procedures. Emphasis is placed upon data acquisition, isodose construction, image acquisition and image fusion, computer-aided planning, plan evaluation and optimization, target and critical structure identification, and prescription variations. A discussion of current and developing treatment methods in correlation with each anatomic region will be included. Prerequisites: RTT 231; Corequisites: RTT 222, RTT 242, RTT 260, RTT 270

RTT 240: Radiation Therapy Practicum I

Credits: 4 (4 Practicum) This course provides an opportunity to apply concepts and develop the skills needed to provide patient centered care. Emphasis is placed upon the use of critical thinking and problem-solving to analyze, evaluate, and integrate foundational concepts into clinical practice. Students will complete required objectives and competencies through structured sequential assignments at designated clinical facilities. Corequisites: RTT 210, RTT 215, RTT 220, RTT 230

RTT 241: Radiation Therapy Practicum II

Credits: 4 (4 Practicum) This course is a continuation of Radiation Therapy Practicum I. Students are expected to progress toward integration of fundamental and advanced concepts. Required objectives and competencies will be completing through structured sequential assignments at designated clinical facilities. Prerequisites: RTT 240; Corequisites: RTT 211, RTT 221, RTT 231, RTT 250

RTT 242: Radiation Therapy Practicum III

Credits: 3 (3 Practicum) This course is a continuation of Radiation Therapy Practicum II. Emphasis will be placed upon continued practice opportunities and the demonstration of skills typical of entry-level practitioners. Remaining objectives and competencies will be completed through structured sequential assignments at designated clinical facilities. Prerequisites: RTT 24; Corequisites: RTT 222, RTT 232, RTT 260, RTT 270

RTT 250: Radiation Biology & Health Physics

Credits: 3 (3 Class) This course provides an overview of the molecular, cellular and systemic effects of ionizing radiation. Emphasis is placed upon radiation effects, regulations and principles of safety associated with the practice of radiation oncology. Prerequisites: RTT 230; Corequisites: RTT 211, RTT 221, RTT 231, RTT 241

RTT 260: Research

Credits: 1 (1 Class) This course is designed to assess the student's ability to process and disseminate information relative to the treatment and care of cancer patients. A literature review, data analysis, and presentation will be completed. Prerequisites: RTT 210, RTT 240, RTT 241; Corequisites: RTT 222, RTT 232, RTT 242, RTT 270

RTT 270: Radiation Therapy Seminar

Credits: 3 (3 Practicum) This course provides comprehensive integration of key principles and tenets of Radiation Therapy. Emphasis is placed upon preparation for national certification examination. Prerequisites: RTT 211, RTT 221, RTT 231, RTT 241, RTT 250; Corequisites: RTT 222, RTT 232, RTT 242, RTT 260

SOC 101: Introduction to Sociology

Credits: 3 (3 Class) In this course, students will learn about the theories and methods of investigation used by sociologists to identify patterns in human behaviors and attitudes. Various social institutions and agents of socialization, including but not limited to the institutions of family, education, and the economy will be examined. In addition, social factors such as culture, race, class, gender, and their influences on the social experience will be explored. This general education class fulfills a social/behavioral sciences requirement for students enrolled in a degree program.

SPA 101: Elementary Spanish

Credits: 3 (3 Class) This course is designed to introduce the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. This general education class fulfills a humanities/fine arts requirement for students enrolled in a degree program.

SUR 101: Fundamentals of Surgical Care

Credits: 8 (6 Class, 2 Lab) Fundamentals of Surgical Care is a theory and lab/practicum course that introduces concepts basic to practice as a surgical technologist. The course provides the basis for the essential and supporting elements of communication, safety, legal-ethical considerations, instrumentation, surgical equipment, aseptic techniques, positioning, prepping and draping, counts in surgery, wound healing and wound closure, syringes, needles, weights and measures, surgical drainage systems, surgical specimens and wound dressings used in surgery are covered. Additionally, the surgical patient, vital signs, and preoperative routines are explored. The roles of the surgical team, and professional responsibilities is covered. Practicum emphasis is on developing the basic skills as outlined in core competencies. Pre/Corequisite: HEA 102

SUR 102: Care Concepts for Surgical Procedures I

Credits: 11 (8 Class, 1 Lab, 2 Practicum) Care Concepts for Surgical Procedures I is a theory and lab/practicum course designed to assist the student in preparing for the role of surgical technologist. The course is a continuation of aseptic techniques taught in 101. Additionally, drugs used in surgery, anesthesia, hemostasis, and preparation, packaging and sterilization of surgical items is covered. The course introduces the student to surgical procedures performed in general, obstetrical, gynecological, orthopedic and urological specialties. Clinical emphasis is on learning the basic duties, of the surgical technologist in the scrub and circulator role and consistently demonstrating competency in clinical core competencies. Prerequisites: HEA 102, SUR 101; Pre/Corequisite: BIO 100.

SUR 103: Care Concepts for Surgical Procedures II

Credits: 11 (8 Class, 3 Practicum) This course introduces the student to surgical procedures performed in plastic, neurological, thoracic, cardiovascular, oral, nose, throat, and ophthalmic specialties. Additionally, emergency and trauma procedures are covered. Technological sciences including basic principles of electricity, physics, lasers and robotics in surgery are explored. Job search skills, professional responsibilities, and preparation for certification are covered. Emphasis in practicum is on the development of critical thinking and problem-solving skills as the student begins to demonstrate a higher level of skill development. Prerequisites: SUR 102, BIO 100; Corequisite: BIO 200.

PERSONNEL

Board of Directors

C. Marcus Harris, Chair of the Board

AB, Duke University
MA, University of Arizona
JD, Duke University

James Hunter

BA, University of Virginia
MBA, Webster University
MD, University of Virginia

Robert King

BS, Hampden-Sydney College
JD, University of North Carolina at Chapel Hill

James McDeavitt

BS, Duke University
MD, Wake Forest University

Grace Sotomayor, RN

BSN, Lehman College
MBA, University of Missouri at Saint Louis
MSN, Hunter College

Ginger Walker, RT (R)

Diploma, Carolinas College of Health Sciences

Medical Advisors

Michael Haake

Medical Advisor, School of Medical Imaging, Radiation Therapy program
MD, Indiana University School of Medicine

Kent Kercher

Medical Advisor, School of Surgical Technology
MD, University of North Carolinas at Chapel Hill

Edward H. Lipford

Medical Advisor, School of Clinical Laboratory Sciences
MD, Vanderbilt University School of Medicine

Dimitrios Stefanidis

Medical Director, Carolinas Simulation Center
MD, Aristotle University of Thessaloniki
PhD, University of Bonn School of Medicine

Faculty and Staff

Adkins, Candy

Clinical Faculty, Nursing
BSN, University of North Carolina at Charlotte
MSN, East Carolina University
Licensure: Registered Nurse

Alexander, Mildred

Lead Instructor, Nurse Aide I
BSN, Fairleigh Dickenson University
Certification: BCLS Instructor
Licensure: Registered Nurse

Bass, Susan

Learning Resource Specialist
BSN, Wilmington College
MSN, Queens University of Charlotte
Certification: BCLS Instructor
Licensure: Registered Nurse

Bean, Cynthia

Faculty, Clinical Laboratory Sciences
Certificate, Charlotte Memorial Hospital School of Medical Technology
BSMT, University of North Carolina at Greensboro
Certification: MLS (ASCP)cm SC

Bean, Marilyn

Coordinator, Nurse Aide
AAS, York Technical College
Certification: BCLS Instructor
Licensure: Registered Nurse

Bell, Diana

Staff Assistant, Student Services

Bellamy, Janice

Staff Assistant, Academic Affairs
AAS, Peace College

Bennett, Lakisha

Staff Assistant, Continuing Education
BS, Fayetteville State University
MS, North Carolina A & T University

Bequette, Lori

Dean, Assessment and General Studies
BS, West Virginia University
MA, West Virginia University
PhD, West Virginia University

A large, light blue stethoscope graphic is positioned on the right side of the page, partially overlapping the text area. It is oriented vertically, with the chest piece at the top and the ear pieces at the bottom.

Binetti, Jane

Faculty, Nursing
BSN, Seton Hall University
MSN, University of Phoenix
Certification: BCLS
Licensure: Registered Nurse

Blackwell, Deborah

Dean, Nursing
BSN, Radford University
MS, University of Delaware;
PhD, University of Texas at Austin
Post-Master's Certificate, Women's Healthcare Nurse Practitioner, University of South Carolina
Certifications: Inpatient Obstetric Nurse, RNC; Certified Nurse Educator; Women's Healthcare Nurse Practitioner, RNC; Adult Nurse Practitioner, APRN, BC
Licensure: Registered Nurse

Bledman, Allison

Staff Assistant, Academic Affairs

Borysewicz, Cathy

Faculty, Nursing
BSN, Adelphi University
MSN, Adelphi University
Certification: Psychiatric and Mental Health Nursing; Certified Nurse Educator; BCLS Instructor; Healing Touch Practitioner
Licensure: Registered Nurse

Bradshaw, Kim

Dean, Business, Finance, and Technology
BS, Winthrop University
MEd, Jones International University

Braswell, Lee

Director, Radiation Therapy
AAS, Pitt Community College
BAS, Elon University
Radiation Therapy Diploma, UNC-Chapel Hill
MPH, Armstrong Atlantic State University
Certification: RT (R)(T)

Campbell, Patricia (Trish)

Faculty, Nursing
BSN, University of North Carolina at Charlotte
MSN, Queens University of Charlotte
Certification: BCLS Instructor
Licensure: Registered Nurse

Clarke, Bo

Learning Technology Specialist
BS, Appalachian State University

Coker, Katerina

Simulation Training Specialist, Carolinas Simulation Center
BS, American College in Athens, Greece

Cook, Lois

Faculty, Nursing
BSN, Indiana University
MSN, University of North Carolina at Charlotte
Certification: BCLS Instructor
Licensure: Registered Nurse

Cozzen, Carla

Faculty, Biology
BS, University of California at Davis
MS, University of North Carolina at Charlotte

Creech, Millie

Faculty, Nursing
BSN, University of Wisconsin
MSN, Gardner Webb University
Certification: BCLS Instructor
Licensure: Registered Nurse

Davis, April

Faculty, Nursing
AAS, Manatee Community College
BSN, Queens University of Charlotte
MSN, Queens University of Charlotte
Certification: CNOR; Nurse Educator
Licensure: Registered Nurse

Davis, Gardenia

Faculty, Surgical Technology
Certificate, University of North Carolina at Charlotte
Diploma, Carolinas College of Health Sciences
BS, Howard University
Certification: Surgical Technologist

Davison, Lucy

Clinical Coordinator, Radiologic Technology
Diploma, Carolinas Medical Center School of Radiologic Technology
BS, Queens University of Charlotte
Certification: RT (R)

Duggan, Dennis

Adjunct Faculty, Radiation Therapy
BA, California State University
MA, University of Southern California
PhD, University of Southern California
Licensure: DABR Therapeutic Radiologic Physics

A large, light blue stethoscope graphic is positioned on the right side of the page, partially overlapping the text area. It is oriented vertically, with the chest piece at the top and the ear pieces at the bottom.

Dull, Christy

Staff Assistant, Community Training Center

Eagan, Kevin

Faculty, Math
BA, Brown University
MAT, The College of New Jersey

Ferguson, Denise

Faculty, Biology
BS, Hardeman University
MS, University of Tennessee

Frankenburg, Douglas

Director, Radiologic Technology
Diploma, Hamot Medical Center School of Radiologic Technology
BS, Midwestern State University
MS, Slippery Rock University
Certification: RT (R)

Gaiser, James

Adjunct Faculty, Radiation Therapy
BS, University of Central Arkansas
MS, Auburn University
PhD, Auburn University
Licensure: DABR Therapeutic Radiologic Physics

Godwin, Joy

Staff Assistant, Student Services

Griffin, Mary

Faculty, Nursing
Certificate in Practical Nursing, Rock Hill Career Development Center
AAS, Central Piedmont Community College
BSN, Gardner-Webb University
MSN, Gardner-Webb University
PhD, University of North Carolina at Greensboro
Certifications: Gastroenterology Registered Nurse; BCLS; Certified Nurse Educator
Licensure: Registered Nurse

Hall, Theresa

Faculty, General Studies
BSN, Georgetown University
MD, State University of New York at Stony Brook

Hanna, Isis

Faculty, Diversity
BA, Ain Shams University
MA, University of the Pacific

Hayes, Jennifer

Simulation Education Specialist, Carolinas Simulation Center
ADN, Southern Union State Community College
MSN, Samford University

Hayes, Tracy

Clinical Faculty, Nursing
BSN, Pennsylvania State University
Certification: Pediatric Nurse
Licensure: Registered Nurse

Henderson, Pardee

Faculty, Continuing Education
BA, University of North Carolina at Chapel Hill
MPH, University of North Carolina at Chapel Hill
Certification: HTCP/I; RM/T; IBCLC

Henley, Noah

Faculty, Biology
BS, Appalachian State University
MA, Appalachian State University

Hight, Lori

Clinical Faculty, Nursing
BS, North Carolina State University
BSN, University of North Carolina at Chapel Hill
MSN, University of North Carolina at Charlotte
Licensure: Registered Nurse

Hirsch, Meredith

Clinical Faculty, Nursing
AAS, Carolinas College of Health Sciences
BSN, University of North Carolina at Charlotte
MSN, University of North Carolina at Charlotte
Licensure: Registered Nurse

Hobson, Cyndie

Faculty, Clinical Laboratory Sciences
Certificate, Charlotte Memorial Hospital School of Medical Technology
BSMT, University of North Carolina at Wilmington
Certification: MLS (ASCP)cm SM

Holandez, Diahanne

Faculty, Nursing
BSN, Dominican College
MSN, Lehman College
Licensure: Registered Nurse



Hopkins, Hampton

Dean, Student Services and Enrollment Management
BS, Winthrop University
MS, University of Tennessee at Knoxville
EdD, University of North Carolina at Charlotte

Huffstetler, Jodie

Faculty, Radiologic Technology
AAS, Carolinas College of Health Sciences
BS, University of Central Missouri
MAEd, University of Phoenix
Certification: RT (R)

Jackson, Melissa

Faculty, Clinical Laboratory Sciences
Certificate, Carolinas College of Health Sciences
BS, Pfeiffer University
Certification: MLS (ASCP)cm SBB

Jordan, Gwendolyn (Lynn)

Faculty, Nursing
AAS, Central Piedmont Community College
BSN, University of North Carolina at Charlotte
MSN, University of South Carolina
Certification: BCLS Instructor
Licensure: Registered Nurse

Kaveler, Claudette

Staff Assistant, Nursing
BA, Pfeiffer University

Keathley, Ann

Staff Assistant, Business, Finance and Technology

Kennedy, Kristen Olson

Faculty, Nurse Aide I
BSN, East Carolina University
MSN, University of North Carolina at Charlotte
Licensure: Registered Nurse

Lewis, Pat

Administrative Assistant to the President

Litton, Louvina

Clinical Faculty, Nursing
BSN, Indiana University
MSN, Indiana Wesleyan University
Certification: ACLS & BCLS Instructor
Licensure: Registered Nurse

Mangum, Dana

Faculty, Nursing
BSN, Queens University of Charlotte
MSN, East Carolina University
Licensure: Registered Nurse

Marlow, Sherri

Associate Dean, Nursing
BSN, University of North Carolina at Charlotte
MSN, University of North Carolina at Charlotte
Certification: Nurse Educator; BCLS Instructor
Licensure: Registered Nurse

Martin, Beverly

Clinical Faculty, Radiation Therapy
Certificate, Spartanburg Community College
AAS, Trident Technical College
Certification: RT (R)(T)

Masters, Sara

Faculty, Continuing Education
BSN, Clemson University
MSN, University of North Carolina at Charlotte
Certification: Nurse Educator; BCLS Instructor; Healing Touch Certified Practitioner
Licensure: Registered Nurse

Mbayabu, Matamba

Faculty, Math
BS, Davidson College
MA, University of North Carolina at Charlotte

McCloskey, Janie

Faculty, Nursing
BSN, University of Kentucky at Lexington
MSN, University of North Carolina at Charlotte
Certification: BCLS Instructor
Licensure: Registered Nurse

Mihal, Ruthie

Coordinator, Alumni Relations and Development
BS, Clarion University of Pennsylvania

Miller, Cathey

Faculty, Radiologic Technology
Diploma, Carolinas Medical Center School of Radiologic Technology
BHS, Medical University of South Carolinas Healthcare System
MA, Nova Southeastern University
Certifications: RT (R); BCLS Instructor

Miller, Karen Hill

Faculty, Nursing
BSN, University of North Carolina at Charlotte
MSN, University of North Carolina at Charlotte
Certification: BCLS Instructor; Certified Nurse Educator
Licensure: Registered Nurse

Palmer, Shelley

Faculty, English
BA, University of North Carolina at Chapel Hill
MA, University of North Carolina at Charlotte

Parkman, Mary

Clinical Faculty, Radiation Therapy
Certificate, Spartanburg Community College
BS, University of Central Arkansas
Certification: RT (R)(M)(T)

Patterson, Susan

Faculty, Nursing
Diploma, South Chicago Community Hospital School of Nursing
BSN, Benedictine University
MSN, University of Illinois, Chicago
Certification: Case Manager; BCLS Instructor; Certified Nurse Educator
Licensure: Registered Nurse

Perry, Pamela

Faculty, Sociology
BA, University of North Carolina at Charlotte
MA, University of North Carolina at Charlotte

Pfaff, Michele

Faculty, Nursing
BSN, Duquesne University
MSN, University of North Carolina at Charlotte
Certification: BCLS Instructor
Licensure: Registered Nurse

Powell, Jill

Financial Aid Coordinator
BS, Winthrop University
MBA, Winthrop University

Rillorta, Rhoda

Admissions Coordinator
BA, Charleston Southern University
MA, Webster University

Robinson, Martha

Staff Assistant, Business, Finance and Technology
Diploma, King's College

Robinson, Sherlene

Clinical Faculty, Nursing
ADN, Oakwood College
BSN, Southwestern College
Licensure: Registered Nurse

Roux, Sue

Registrar
BSBM, University of Phoenix

Sabourin, Nicki

Admissions Representative
BA, University of North Carolina at Asheville

Sheppard, Ellen

President
BS, James Madison University
MEd, Tarleton State University
Certificate, Vocational Training Specialist, Texas A & M University
EdD, Nova Southeastern University

Shirley, Kelly

Director, Clinical Laboratory Sciences
Certificate, Mercy Hospital School of Medical Technology
BS, Appalachian State University
MEd, University of Phoenix
Certification: MLS (ASCP)cm SBB

Simien, Kali

Director, Surgical Technology
Diploma, Sentra School of Surgical Technology
BS, University of North Carolina at Charlotte
Certification: Surgical Technologist

Terrell, Janice

Provost
BS, Illinois State University
MEd, University of Maine
EdD, University of Central Florida

Thomasson, Susan B.

Director, Continuing Education
Certificate, Charlotte Memorial Hospital School of Medical Technology
BS, Western Carolina University
MEd, University of North Carolina at Charlotte
Certification: MT (ASCP)SH; Massage and Bodywork Therapist
Licensure: NCTMB

Thornton, Sue T.

Faculty, Biology
BS, University of South Florida
MS, University of North Carolina at Charlotte

Turner, Larry

Institutional Technology Specialist
AAS, Central Piedmont Community College

Vasquez, Brenda

Faculty, Nursing
BSN, University of North Carolina at Charlotte
MSN, University of North Carolinas at Charlotte
Certification: BCLS Instructor
Licensure: Registered Nurse

Watkins, Nancy

Student Success Coordinator
BA, Southern Methodist University
MEd, Elmira College

Wheeler, Debi

Coordinator, Community Training Center
BSN, Emory University
Certification: BCLS Instructor
Licensure: Registered Nurse

Williams, Kristy

Clinical Faculty, Nursing
AAS, Carolinas College of Health Sciences
BSN, University of North Carolina at Charlotte
MSN, University of North Carolina at Charlotte
Certification: BCLS Instructor
Licensure: Registered Nurse

Wittemann, Hildegard

Faculty, Nurse Aide I
ADN, Lehigh County Community College
Certification: BCLS Instructor
Licensure: Registered Nurse

Wrisley, Caroline

Clinical Faculty, Nursing
BS, Meredith College
BSN, East Carolina University
MSN, East Carolina University
Licensure: Registered Nurse



Yarborough, Kimberly

Faculty, Clinical Laboratory Science

Certificate, Charlotte Memorial Hospital School of Medical Technology

BS, North Carolina State University

Certification: MLS (ASCP)cm SH