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PART I – GENERAL INFORMATION

Letter from the President

Welcome to Eastern Virginia Career College (EVCC) where your career starts today!

We are committed to the men and women of our community to provide a focused-student centered education to “Start Learning and Start Earning”. This is not just a slogan, but also a commitment from EVCC to enable you, our student, to attain the knowledge and skills necessary to become a professional and compete in today’s job market. Careers that will take you anywhere across this wonderful country of ours and professions that will last you a lifetime.

EVCC is the alternative to the traditional two and four-year colleges and universities. We are successful educators who provide professional skills to students in the Nursing, Allied Health, and IT professions as well as the Wellness and Spa Industry in a time frame from 2 to 18 months.

At EVCC you will be part of a 15-year history that is growing and expanding. We are the premiere career college serving Fredericksburg, King George, Orange, Spotsylvania and Stafford counties.

These careers await you – come join the many successful graduates that have gained their education and their new careers here at EVCC.

We are your answer: the education you need to succeed!

I look forward to meeting you on campus!

Sincerely,

A. Christine Carroll
President
HISTORY OF EASTERN VIRGINIA CAREER COLLEGE

Eastern Virginia Career College is a private college located in Fredericksburg, Virginia under the leadership of President A. Christine Carroll and the Board of Directors. It was originally acquired as an unaccredited Health and Beauty Academy in 2000, and developed into Career Training Solutions, a post secondary institution nationally accredited by the Council on Occupational Education (COE) in 2002. In August, 2015, the State Council of Higher Education for Virginia approved Career Training Solutions as a “degree granting” institution once a second Associates of Applied Science degree program, Occupational Therapy Assistant, was added to its educational offerings. This new status inspired the name change to Eastern Virginia Career College.

Today, Eastern Virginia Career College is the region’s first career college dedicated to adult career education. It offers nursing and allied health education, technical and wellness courses, general education, diploma programs in Practical Nurse Education, Medical Assistant, Health Information Technician, the region’s only CISCO Network Academy, Medical Massage Therapy, and Esthetics/Master Esthetics, as well as certificate programs in Nail and Wax Technicians.

The college’s strategic plan includes focused, student–centered education and providing service-learning experiences in our community. For 15 years, Career Training Solutions, now EVCC, has achieved its fundamental mission to educate and train students to be professionals in career fields that employers regionally and nationally are demanding for their workforce.

MAIN CAMPUS

10304 Spotsylvania Avenue, Suite 400, Fredericksburg, Virginia 22408
(540) 373-2200 Fax: (540) 373-4465
Web: www.evcc.edu
Email: info@evcc.edu

Important notice: EVCC reserves the right to revise class schedules, programs of study, course curricula, class hours, faculty and administrative staff, tuition and fees, and any other material listed in this catalog when such revisions are necessary. Catalog addenda will be published and distributed to all students electronically, in paper form, or both, when significant changes are made. Please contact the Admissions Office with any questions.
INSTITUTIONAL PHILOSOPHY

Eastern Virginia Career College understands that advancements in education and training are made each day. It is our goal to prepare our students for the changes in industry by providing quality education and training that is focused on hands-on experiences using the most current technology available.

Our mission is:

- To provide quality career education and training in the nursing, allied health, information technology, and health and beauty industries;
- To provide quality instructors, equipment, curricula and facilities;
- To educate our students to achieve competency levels which qualify them for employment placement and/or advancement in existing or potential occupations.

OBJECTIVES

Specific objectives for each program offered at EVCC are stated in the Program Curricula section of the catalog. All programs are designed to provide very specific training within a well-defined workforce job classification. Instructors at EVCC are professionals who are well-trained and concerned with providing a quality education. The overall objectives of EVCC are:

- To provide quality career education and training in the nursing, allied health, information technology, and health and beauty industries;
- To provide quality instructors, equipment, curricula and facilities;
- To educate our students to achieve competency levels which qualify them for employment placement and/or advancement in existing or potential jobs.

APPROVALS, MEMBERSHIPS AND PROFESSIONAL AFFILIATIONS

- Accredited by the Commission of the Council on Occupational Education (COE) – www.council.org
- Authorized by the Commonwealth of Virginia Department of Health Regulatory Board’s State Board of Nursing to conduct nurse education programs – www.dhp.state.va.gov/nursing
- Certificate to Operate issued by the State Council of Higher Education for Virginia (SCHEV) – www.schev.edu
- Commonwealth of Virginia Department of Professional and Occupational Regulation – Virginia Board for Barbers and Cosmetology - www.dpor.virginia.gov/dporweb
- Authorized by the U.S. Department of Education (USDOE) to participate in Title IV programs – www.ed.gov
- Eligible institution for NCMIS – Marine Corps Tuition Assistance Program (4036A) - www.quantico.usmc-mccs.org
• Eligible institution for the training of eligible veterans by the Committee on Veteran’s Education, Department of Education, Commonwealth of Virginia - www.dvs.virginia.gov
• Eligible institution for Vocational Rehabilitation training by the Virginia Department of Rehabilitative Services – www.vadrs.org
• Cisco Networking Academy - cisco.com/web/learning/netacad
• Linux Professional Institute – https://www.lpi.org
• American Massage Therapy Association (AMTA) - www.amtamassage.org
• Associated Bodywork & Massage Professionals (ABMP) - www.abmp.com
• Exam site for American Medical Technologist (AMT) Certification - www.americanmedtech.org
• Exam site for National HealthCareers Certification - www.nhanow.com
• Pearson Vue® Authorized Testing Center for Cisco and CompTIA - www.pearsonvue.com
• Pearson Vue® Approved Nurse Aide Testing Center - www.vue.com
• Authorized Prometric Testing Center for Microsoft - www.prometric.com
• Official College Level Examination Program (CLEP®) Test Center - clep.collegeboard.org
• Member of the Fredericksburg, VA, Chamber of Commerce - www.fredericksburgchamber.org
Admissions Policy
EVCC appreciates each student's desire to learn and to advance in the workplace. Therefore, EVCC seeks only those students who have a genuine desire to become nursing, allied health, information technology, and wellness & spa professionals. Interest and motivation are important factors in determining a student's degree of success. EVCC admits students without regard to race, color, creed, sex, age, disability, or national and ethnic origin. Each student is entitled to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

General Admissions Procedures and Requirements
An interview with an authorized college official will be scheduled. An applicant under the age of 18 must bring a parent or guardian to the personal interview. Spouses are also encouraged to visit EVCC with prospective students, tour the facility, and discuss career opportunities with staff personnel.

To qualify for acceptance, each applicant must meet the following requirements:
1. Complete and submit an application for admission;
2. Provide proof of high school graduation such as a diploma or transcript with a graduation date. If this is from a foreign high school it must be officially translated into English and officially certified as the equivalent of a high school completion in the United States;
3. Have the recognized equivalent of High School diploma such as a home-schooled certificate by the state where the student resided during home school. The student must have completed homeschooling at the secondary level as defined by state law.
4. Successfully complete an entrance examination;
5. Candidates are required to submit official transcripts from all previous post-secondary schools attended;
6. Pay a non-refundable application fee;
7. Complete and sign an enrollment agreement (must be co-signed by a parent or guardian if the applicant is under 18 years of age);
8. Complete and submit all pertinent forms and supporting documentation to determine eligibility if financial assistance is desired;
9. Set-up a payment plan with the business office;
10. Complete an authorization for Criminal Background Check (program specific).

VIRGINIA BOARD OF NURSING CERTIFICATION NOTICE
The Virginia Board of Nursing, along with other state boards, may refuse licensure for certain causes including the conviction of any felony or any misdemeanor involving moral turpitude. This potentially affects the Registered Nurse Education, Practical Nurse Education, Nurse Aide Education, Medication Aide, and the Medical Massage Therapy programs.

ASSOCIATE OF APPLIED SCIENCE DEGREES

Registered Nurse Education Admissions Procedures and Requirements
General Education Prerequisites:

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<tr>
<td>Natural Science</td>
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<tr>
<td>English</td>
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<tr>
<td>Humanities</td>
</tr>
<tr>
<td>Behavioral Science</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
</tbody>
</table>
Additional Admissions Requirements
1. Applicant must have completed high school or college chemistry or biology, or equivalent with a "C" or better;
2. Submit official transcripts from all secondary and post-secondary schools attended; General education courses to be transferred must be taken at an institution accredited by a national or regional agency recognized by the U.S. Department of Education, and that faculty members teaching the general education course must hold a minimum of a Bachelor's degree with 18 post graduate credits in discipline being taught;
3. Standardized pre-admission testing is required. Scores in the upper 50th percentile of the national average will receive priority consideration in the application process;
4. Applicants will be expected to have earned a "C" or better in general education courses for the Associate of Applied Science Degree;
5. Interview with Admissions Board;
6. Meet prerequisites for admission to the Associate of Applied Science Degree Nursing Program;
7. Applicants must attend a nursing orientation.

Admission into the LPN to RN Transition Program

Applicants must also meet the following criteria:
1. Provide proof of a current, active unencumbered LPN license;
2. GPA of 2.5 or better on a 4.0 scale from LPN studies;
3. Non-Eastern Virginia Career College LPN graduates must provide official transcripts that document all previous post-secondary work;
4. LPN applicants graduating from a program other than Eastern Virginia Career College may be required to validate comparable LPN program requirements. Faculty may validate using nationally normed tests and clinical competency requirements;
5. Non-Eastern Virginia Career College LPN graduates must submit two letters of recommendation from practicing RNs or former instructors;

SPECIAL NOTICE FOR NURSING APPLICANTS
Nursing students will receive a Nursing Student Handbook at orientation. This handbook contains additional information specific to the nursing programs that is not listed in the Eastern Virginia Career College Student Catalog and Handbook.

Occupational Therapy Assistant Admissions Procedures and Requirements

General Education Requirements:

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<tr>
<th>Degree Requirements Credits</th>
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<tbody>
<tr>
<td>Natural Science</td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>College English</td>
</tr>
<tr>
<td>Humanities</td>
</tr>
<tr>
<td>Any course in ART, HUM, MUS, PHI, REL, HIST or LANG</td>
</tr>
<tr>
<td>Behavioral Science</td>
</tr>
<tr>
<td>Psychology only</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>College Level</td>
</tr>
</tbody>
</table>

Additional Admissions Requirements
1. Submit official transcripts from all secondary and post-secondary schools attended. Academic credit for general education courses to be transferred must have been earned at an institution accredited by a national or regional agency recognized by the U.S. Department of Education.
2. A standardized pre-admission entrance examination is required. Scores in the upper 50th percentile of the national average will receive priority consideration in the application process.

3. Applicants will be expected to have earned a grade of C or better in general education courses for the Associate of Applied Science Degree.

4. Interview with OTA admissions panel member(s).

5. Applicants must complete a minimum of 16 hours of observation with an Occupational Therapist (OTR) or an Occupational Therapy Assistant (COTA) in a practice setting. Additional hours are recommended. Observation hours must be thoroughly documented using a EVCC-approved form.

6. Applicants/students who have completed general education requirements must pass the Test of Essential Academic Skills (TEAS V) for Allied Health.

**ACCEPTANCE NOTIFICATION**

After all general admissions requirements and any program specific requirements have been met, the appropriate administrator will review the complete application and acceptance will be determined. Applicants will then be notified by their admissions representative if they have been accepted. Applicants who have been accepted will receive a letter of congratulations and an orientation notice in the mail.

**ACADEMIC POLICIES**

**Appearance and Dress Code**

It is expected that a student’s attire, hairstyle, and personal grooming will reflect a professional manner, self-respect, respect for classmates, and respect for the EVCC community. Most programs require a uniform; students will be informed of the specific requirements regarding uniforms before the start of class.

Unprofessional attire is not permitted including, but not limited to, short-shorts, bare feet, strapless or halter-tops, or lack of a shirt.

**Attendance**

In an effort to develop an appropriate work ethic, EVCC students are expected to attend all class sessions. Absences may result in a lowered achievement rating and an undesirable record. Absences in excess of ten (10) percent of a course may be deemed excessive and may result in the following actions:

1. Verbal and/or written warning
2. Retention advising
3. Student performance probation, suspension or termination
4. Lower final course grade
5. Having to make up time/work
6. Financial Aid Warning, and/or Probation

Attendance determinations will be made on an individual, case-by-case basis. In the event of an absence, it's the student’s responsibility to make arrangements with the instructor to complete any missed work. The instructor will then decide, at his/her discretion, if the student should be permitted to make up missed work. Faculty members may refer students to the program director for advising at any time.

If a student is ill or an emergency arises, the student must notify his/her instructor as soon as possible. Excused absences may be permitted by the program director. However, an excused absence does not excuse the student from the responsibility of having to make up the coursework missed.
Tardiness
Punctuality is important to being successful in school and in the workplace. Being punctual is an important step towards developing the discipline and excellent work ethic EVCC graduates will need. All students are expected to arrive to class on time.

Leave of Absence
A Leave of Absence (LOA) may be requested in writing from the college only after 30 days from the student’s program start date. The reason for a student's leave request is to be included in the student’s application for an LOA. EVCC may grant multiple LOAs within a 12-month period as long as the total number of days for all LOAs does not exceed 180 days within a 12-month period. If a student does not return when scheduled, he or she may be terminated and their last day of actual attendance will be used for refund purposes.

If students receiving Title IV direct loans fail to return from an approved LOA on the date indicated then according to the U.S. Department of Education regulations the Grace Period for repayment of their Direct Loans will begin on the day after their Last Date of Attendance (LDA) before going on the leave. This could result in the repayment of the student's loan becoming due much sooner than it would be if they return to school and graduate from the program.

Withdrawal
Students who are scheduled for an academic course may withdraw from that course during the first week of class and receive a grade of “W”. After the first week of class, no academic course may be dropped without penalty. A grade of “F” will be assigned to those who stop attending class after the first week. All final course grades of “F” will be used in calculating the final grade point average. Withdrawal may affect current and/or future financial aid eligibility.

Withdrawal grades will be posted to the student's official transcript and will be used for calculation of the final grade point average as credits attempted.

Make-Up Policy
Class assignments are due on the date designated by the instructor. If the student contacts the instructor directly, the instructor at his or her option may receive overdue daily assignments. In addition, if a student has an excused absence on exam day, he or she may make up an alternate test version once. The make-up test must be given within three class days of the original test.

Incomplete Policy
If, due to unusual circumstances, a student has not completed the required course work by the end of the grading period, a grade of “I” (Incomplete) may be issued with approval from the program director. The course work must be completed within a two week period or the Incomplete (I) will become a failing grade (F).

Exemption Credit
Any student interested in exempting a class may do so upon requesting permission from the program director, paying an exemption fee of $50, and successfully completing an exemption test with a score of 85 or above. Credits will be awarded but no grade will be given and the course will not be computed into the grade point average (GPA). Students cannot exempt individual courses from the Waxing, Nail, Medication Aide, or Nurse Aide programs.

Transfer of Credits
Any student entering EVCC may transfer credits from other accredited schools to EVCC upon receipt of an official transcript from the other institution and approval of those courses from the program director. An evaluation of a prior transcript of grades from another institution will be made on an individual basis. Although EVCC reserves the right not to accept undergraduate credits that are more than five years old, a comparison of the course descriptions and number of credits with satisfactory grades of at least a “C” and an honorable dismissal or withdrawal from the institution from which transfer is made are required before approval can be granted. Approved transfer credits will be shown as “TC” on the student transcript. In all cases, transfer of
credits may meet a maximum of 30 percent of graduation requirements. These guidelines do not apply to credits associated with a completed undergraduate degree.

For all programs, including the Associate of Applied Science Degree programs, which is considered a terminal degree, it is at the sole discretion of the receiving institution to accept the credits granted at EVCC. EVCC makes no claims that credits earned will transfer to any other institution.

**Credit by Standard Exam**
CLEP® exams are standardized tests developed by The College Board. EVCC accepts CLEP® results for credit granting purposes for the Associate of Applied Science Degree Programs. CLEP® exams are given at Eastern Virginia Career College on the first and third Fridays of every month. Students wishing to participate must register at least two weeks prior to the testing date.

A CLEP® exam may not be taken for any course that has previously been taken for which a poor or failing grade was received. A maximum of two prerequisite courses may be fulfilled by exam.

Please see the CLEP® page of the EVCC website (evcc.edu), or contact the Admissions Office for more information.

**Transfer of Students within Programs**
EVCC allows students to transfer to other programs. The grades received in the first program of study will remain part of the complete student transcript. Students need to consult with their program directors who will advise them on the necessary procedures to transfer to another program. A student may be enrolled in only one program of study at a time.

**Clock Hour/Credit Hour Conversion Formula**
EVCC measures its semester programs in clock hours/credit hours. The college uses the following clock hour/credit hour definitions and conversion formulas.

A clock hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction.

A credit hour is one semester credit that is awarded for each fifteen (15) clock hours of lecture, thirty (30) clock hours of laboratory, and forty-five (45) clock hours of externship/clinical.

**Grading System**
Letter grades used at EVCC for all academic courses are based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(Excellent)</td>
<td>90-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>(Good)</td>
<td>80 - 89%</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>(Average)</td>
<td>70-79%</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>(Failing)</td>
<td>Below 70%</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>(Incomplete)</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>TC</td>
<td>(Transfer Credit)</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>EX</td>
<td>(Exemption)</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>(Withdrawal)</td>
<td></td>
<td>0.0</td>
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A student who receives a grade below "C" is required to repeat that course. It is expected that students will aspire to a minimum grade of "B" in all courses. Specific programs may have different requirements.

**Grade Point Average**
A student's cumulative grade point average is computed by dividing the total number of points earned by the total number of credit hours attempted. Grades of "I", "TC", "EX" are not included in any calculation of GPA. Grades of "W" are included in the calculation of GPA as credits attempted.
Graduation Requirements
Students must take a minimum of seventy (70) percent of their course work at EVCC to qualify for graduation. To meet graduation requirements, students must be making satisfactory progress and be in compliance with academic standards by maintaining a cumulative GPA of 2.0 or greater; pass each subject; meet program attendance requirements; earn required hours; achieve all applicable skill proficiencies; be in compliance with financial terms of enrollment; and have no outstanding obligations including both account balance and library materials.

NOTE: A student who completes a program but exceeds 1.5 times the number of clock hours required to complete that program is not eligible to receive a degree or diploma, but he/she may receive a certificate of completion.

Graduation Ceremony
EVCC conducts two formal graduation ceremonies twice a year. Graduates who have met all graduation requirements must complete an application for graduation and attend a graduation meeting to participate in the ceremony. There is a fee for the purchase of the cap and gown.

Short-Term Course Offerings
EVCC provides some short-term program offerings based on the clock hour system. A certificate of completion is awarded upon successful completion of these programs.
STUDENT HEALTH, SAFETY, AND SECURITY

Health, safety, and security at EVCC is undertaken in accordance with relevant institutional and governmental regulations and policies in order to promote a safe, secure, and healthful learning and work environment.

Health and Safety

Student Responsibility, Health and Safety: It is the student’s responsibility to adhere to institutional policies and procedures relating to student conduct and campus health, safety, and security. Students are responsible for the personal safety and the safety of others in their classroom, laboratory, or common areas and for immediately reporting any health or safety concerns to an instructor or staff member.

All health and safety incidents will be recorded in an Occurrence Report, which allows EVCC to document the incident, evaluate the response, and determine if further action is required.

Emergencies: Emergencies may be reported at any time to the Spotsylvania County Sheriff’s Office by calling 911.

Emergency notification: In cases of emergencies that pose an immediate threat to the health and safety of the campus community, students will be notified via the telephone intercom system, by email, and in person if possible and necessary.

Evacuation: Evacuation routes are posted in every classroom, laboratory, office, and common area. Evacuate the building following the route shown on the evacuation maps posted in each room. DO NOT USE THE ELEVATORS. Once evacuated, assemble on the far side of the west parking lot (nearest to Golden Corral restaurant). Faculty are responsible for the evacuation of their students, and should conduct a head-count at the assembly point.

Fire: In case of fire, immediately inform an instructor or staff member and activate the fire alarm when possible. When you hear the fire alarm, evacuate the building following the route shown on the evacuation maps posted in each room. DO NOT USE THE ELEVATORS. Call 911. Fire extinguishers are stationed in each hallway. Faculty and staff should secure the building if possible. Fire drills are held twice a year. Follow evacuation procedures.

Medical and Health Emergencies: Report medical or health emergencies to a faculty or staff member. Make the ill or injured person comfortable. Seek a qualified healthcare professional on the campus, if possible. This person will assess the situation and take appropriate measures. If no qualified healthcare professional is available, call 911.

If an accident or illness occurs that requires a student, employee, or guest to be sent to a doctor or hospital, the immediate family will be notified. If unable to notify the family, emergency vehicles will be summoned at the student’s, employee’s, or guest’s expense.

Safety Resources: Safety resources such as sharps disposal, eye wash equipment, and Emergency Kits are located in laboratory classrooms as appropriate. First aid kits are located in every laboratory and at the front desk in the fourth floor lobby.

Earthquake: Take cover under a sturdy desk, table, or in a doorway. If that is not possible, stand as close to a wall in a hallway as possible. Stay away from windows. Remember to wait for TWO MINUTES after tremors stop then evacuate as per evacuation instructions. Remember, DUCK, COVER, HOLD, and DON’T PANIC.
**Tornado:** Immediately move away from windows and glass and move into the hallway. Crouch down facing the wall, with your hands locked over your head. Wait until high winds die down then evacuate the building as per evacuation instructions. Remember, STAY AWAY FROM GLASS, PROTECT YOUR HEAD, and DON'T PANIC.

**Biohazard (Blood):** If blood has been spilled onto the floor or other surfaces, immediately alert a faculty or staff member. Do not attempt to clean up the blood and do not allow another student to do so. For skin or open wound exposure to another person’s blood, wash area thoroughly with soap and water. For blood splashed into eyes, nose, or mouth, rinse repeatedly with tap water. Instructors should refer to the Exposure Control Plan.

**Environmental Hazard:** Hazardous materials or substances can be in the form of chemical spills, gas leaks, or other materials. If you see or smell a substance that you believe may be hazardous, stay away from the substance and alert an instructor or staff member immediately. Direct others away from the immediate area. Do not touch or attempt to clean up an unidentified substance. If evacuation is necessary, a faculty or staff member will activate the fire alarm. Evacuate the building as per evacuation instructions.

**Security**

**Student Responsibility in Criminal Matters:** A significant part of every campus security program is prevention, including cooperative and precautionary steps by students themselves.

Students are encouraged to report all criminal acts or suspicious activities promptly. You have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file an Occurrence Report of the incident with a Campus Security Authority as soon as possible.

**EVCC Campus Security Authorities:**
Gary Fee, Cisco Academy Director
Dana Cornett, Director of Operations
Cassandra Messam, Medical Office Education Program Director
Brian Terrill, Medical Massage Therapy Program Director

A report of criminal activity should contain sufficient information to provide reasonable grounds for EVCC to investigate or refer the matter to local authorities for investigation and prosecution. EVCC will investigate reports of criminal activity and will refer for prosecution or investigation by local police authorities, reports of the crimes of murder, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson, among other crimes, as required by law.

EVCC is required to complete an annual security report of crimes and attempted crimes which is made available to students, prospective students, EVCC staff members, and members of the public. Names of victims or witnesses are not disclosed in the security report.

**Timely Warning:** In the event that a crime or alleged crime occurs, either on or off campus, that, in the judgment of EVCC Administration, constitutes a serious criminal event or an ongoing or continuing threat, a campus-wide “Timely Warning” will be issued. The warning will be provided via bulletins posted throughout campus.

**Behavioral Disturbance or Assault:** A behavioral disturbance can be verbal or physical (assault). When a behavioral disturbance or suspicious behavior is observed, alert the nearest instructor or staff member, who will alert EVCC Administration. If no staff member can be found and you believe the threat to be dangerous, call 911.
**Internal Threat:** If you observe someone threatening with a weapon or other dangerous device, or hear a possible gunshot, inform EVCC Administration immediately. EVCC Administration will confirm the threat and alert the local authorities. EVCC will, without delay and taking into account the safety of the campus community, issue an emergency alert unless such an alert would, in the judgment of responsible authorities, compromise the efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency.

An evacuation may be ordered, depending on the nature of the emergency. If you cannot get out, move to a room where you can hide. Lock the door if possible. Make sure lights are turned off and stay clear of doors and windows. Silence, but do not turn off, all cell phones. Remain inside the room until you receive instructions from EVCC staff or first responders.

When the police arrive, follow all instructions and keep your hands visible. When evacuating the building, take all necessary items including keys. The building may be sealed as a crime scene and no one will be allowed in for several hours.

**Sexual Assault:** Sexual assault includes any physical sexual act directed against another person forcibly, against the victim’s will, when the victim is incapable of giving consent (such as intoxication), or when the act constitutes statutory rape. Sexual assault is unacceptable regardless of the prior or current relationship of the perpetrator or victim.

Students are strongly encouraged to report any alleged sexual assault to a Campus Security Authority, instructor, or staff member. This report should be made as soon as possible after the incident for medical reasons and to preserve evidence of the assault. Even if you do not wish to prosecute, it is important that you have a physical examination after the attack to assess injuries and to be screened for sexually transmitted disease. Perpetrators of sexual assault will be subject to EVCC disciplinary action up to and including suspension or dismissal, and referral to authorities for prosecution.

Rape crisis centers are specifically equipped to treat sexual assault survivors. If you are a victim of sexual assault, the Rappahannock Council Against Sexual Assault can help. They can be reached at the telephone number and website below:

**Rappahannock Council Against Sexual Assault:** 540-371-1666 or [http://rcasa.org/](http://rcasa.org/)

EVCC is required to advise the campus community where to find information regarding sex offenders registered in the Commonwealth of Virginia. A more detailed explanation and access to the registry can be found at the website below:

**Sex Offender and Crimes Against Minors Registry**

**Campus Crime Statistics:** EVCC complies with the requirements of the Federal Student Right to Know and Campus Security Act (also known as the Clery Act), which requires all schools participating in Federal Student Aid Programs to disclose information about crime on and near the campus. EVCC annually publishes a Campus Security Report with these statistics. Copies of this report may be obtained from the Registrar.
STUDENT SERVICE INFORMATION

Counseling Services
Members of the staff and faculty take individual interest in each student and are very willing to be of assistance. Students are urged to consult their instructor for additional help with assignments if needed. Students who are in need of individual counseling are encouraged to talk with the program director who may refer them to the appropriate community resources. If you or someone you know is considering harming themselves, please call:

National Suicide Prevention Lifeline: 1-800-273-TALK (8255)

Faculty Accessibility
Faculty are always available to students. Program directors keep office hours daily and maintain an open door policy to all program students. Most classes are held Monday through Thursday. Qualified instructors are present during class, laboratory, and clinical hours in addition to maintaining their own office hours. In addition, faculty and program directors are available on Fridays for advising, tutoring, or counseling. Study groups are also encouraged.

Class Schedule
EVCC operates on the semester system, with a semester averaging 15 weeks. Students attend classes throughout the year. Individual program beginning and end dates can vary, depending on the nature of the coursework. Please inquire about the specific dates for each program.

Day and evening classes are scheduled Monday through Saturday between 8:00 a.m. and 10:00 p.m.

Facilities – Main Campus
The campus is located in a modern office building and has ample, well-lighted parking at no charge to the students. The campus is fully climate controlled. All equipment is modern, attractive, and specifically designed for the comfort and progress of the student. Class sizes average between ten (10) and twenty (20) students.

In an effort to provide a healthy learning environment for all students, EVCC maintains a non-smoking policy throughout its facilities.

EVCC does not provide housing or transportation for students.

Career Placement
Career counseling is available to all students at EVCC. The Career Placement Director maintains an “Open Door” policy for the purposes of advising and assisting students in career planning, resume and cover letter writing, interviewing skills, and professional development. A current and up to date job board is prominently displayed in the student lounge, for students to review at all times.

The Career Placement Director also assists graduates in finding job openings in the region. Every effort is made to help each graduate secure a position suitable to that graduate’s interests and abilities in his or her chosen field, however EVCC cannot promise or guarantee employment to anyone.

EVCC maintains a list of employers who have previously hired our graduates, and we will continue to seek individuals and businesses that may be potential employers. In order to be eligible for career placement assistance, a graduate must meet all stated graduation requirements and complete all placement assistance forms.
Substance Abuse Policy

EVCC has adopted policies in compliance with the Federal Drug-Free Schools and Communities Act and the Federal Drug-Free Workplace Act. Students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit or illegal drugs or alcohol while on campus, in the parking lots, or in common areas in and around the building. EVCC prohibits underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students will not report or return to class under the influence of drugs or alcohol. Students who violate these policies or Federal and State laws regarding drugs or underage drinking will be subject to disciplinary action up to, and including, expulsion from the college and may be subject to criminal prosecution. Students are required to provide written notification of drug or alcohol related convictions to their program directors no later than five calendar days after the conviction.

As a recipient of federal aid, EVCC must certify under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 that it will take certain steps to provide a drug-free campus.

The attached statement, which is part of EVCC’ program adopted to comply with these Acts, is being distributed to you as required by law. All faculty and staff sign for a copy of the statement yearly, and all students sign for their copies during orientation in each program. If you have any questions regarding this statement or wish to receive further information on the EVCC Drug-Free Schools and Communities Act and Drug-Free Workplace Act program, you are encouraged to contact the campus director.

EVCC does not offer formal substance abuse treatment programs. We do, however, strongly encourage all students and employees to seek counseling, treatment, or rehabilitation if substance abuse is suspected or known to be a problem. If you believe that you, a fellow student, or a colleague, has a substance abuse problem, please call the national hotline number, below, or visit the following website:

www.samhsa.gov/treatment/index.aspx

24 hour national hotline: 1-800-662-HELP (4357)

Locally, the Rappahannock Area Community Services Board has offices in the city of Fredericksburg and the counties of Caroline, King George, Spotsylvania, and Stafford. They offer help and support in dealing with alcohol and drug abuse, including outpatient and case management services, inpatient and emergency services, and residential services. They provide emergency therapy services 24 hours a day, 365 days a year.

In Fredericksburg, Stafford, Spotsylvania call: 540-373-6876
In Caroline County call: 804-633-4148
In King George County call: 540-775-5064

Local or Statewide Support Groups
In addition, there are local and statewide support groups available to anyone at any time:

Alcoholics Anonymous: HOTLINE (540) 752-2228 http://www.aavirginia.org/hp/

The Dangers of Substance Abuse
Abuse of alcohol and use of drugs is harmful to physical, mental and social wellbeing. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy their health. Tolerance and psychological dependence can develop after sustained use of drugs.

Alcoholism is the number one drug problem in the United States. Alcoholism takes a toll on personal finances, health, social relationships and families. It can have significant legal consequences. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle
to injure others and may subject the abuser to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

Drug abuse in general causes a lowered resistance to disease. I.V. drug abuse can lead to exposure to the AIDS virus and other diseases. Stimulants can cause individuals to go beyond their physical limits. Heart disease, infections, malnutrition, and death are also attributable to their abuse. Withdrawal from stimulants can be accompanied by severe depressions and suicidal thoughts. Depressant abuse can result in respiratory arrest, convulsions coma and death. Withdrawal from depressants can be very dangerous is not done under a physician's care.

EVCC takes a strong stand on substance abuse and will vigorously enforce school rules regarding alcohol and drugs. We also support and will cooperate with authorities of the Federal government, the Commonwealth of Virginia, and the County of Spotsylvania in the enforcement of public laws and regulations regarding alcohol and drugs.

Health Risks
It is important for all students and employees to be aware of health risks related to drug and alcohol abuse.

**Alcohol:** Alcohol consumption, even in low amounts, causes a number of changes in behavior and physiology. The physical effects related to alcohol abuse include increased heart rate, loss of muscle control, slurred speech, poor coordination and hangover miseries. The mental effects of alcohol use are impaired judgment, impaired thinking and reasoning processes, poor concentration and loss of inhibitions. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, toxic psychosis, and permanent neurological and organ damage. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome.

**Cannabis (Marijuana, Hashish):** The use of marijuana may impair or reduce short term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

**Hallucinogens:** Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

**Cocaine/Crack:** Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

**Amphetamines:** Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

**Heroin:** Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

**Standards of Conduct**
Employees are prohibited from working while under the influence of alcohol or non-prescribed controlled substances. Employees are prohibited from the unlawful possession, use, consumption, sale, dispensing, distribution, or manufacture of alcohol or controlled substances while on campus, in the parking lots, or in common areas in and around the building. EVCC
prohibits underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Further, employees must report any drug-related or alcohol-related misdemeanor or felony conviction to the President of EVCC.

Employees who are age 21 or older may consume alcohol on campus during well-defined campus events when alcohol is supplied and served by the college. Employees may not otherwise provide or consume alcohol on campus. Employees will not report or return to work under the influence of drugs or alcohol.

Employees who violate these policies or Federal and State laws regarding drugs or underage drinking will be subject to disciplinary action up to, and including, termination of employment and may be subject to criminal prosecution.

**Legal Sanctions, Alcohol**

Students and employees of EVCC should be aware of legal penalties applied for conviction in cases of drug or alcohol abuse. An offense is classified in the Code of Virginia as a misdemeanor or a felony, depending upon the type and the amount of the substance(s) involved.

Virginia's Alcohol Beverage Control Act contains provisions governing the possession, use, and consumption of alcoholic beverages. The Act applies to all students and employees of EVCC. As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the pertinent laws, and sanctions for violations, are summarized below:

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to $2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.

2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to $2,500, either or both.

3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.

4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Violating the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $250.

**Legal Sanctions, Controlled Substances and Illicit Drugs**

The unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the Act into "schedules," ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the Code of Virginia (1950), as amended.

As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the pertinent laws, including sanctions for their violation, are summarized below:

1. Possession of a controlled substance classified in Schedules I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment of ranging from one to ten years, or in the discretion of the jury of the court trying the case without a jury, confinement in jail for up to twelve months and a fine up to $2,500, either or both.

2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to $2,500, either or both.
3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and a fine up to $1,000, either or both.

4. Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $500.

5. Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $250.

6. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to forty years and a fine up to $500,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment, and fined up to $500,000.

7. Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to $2,500, either or both.

8. Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to thirty days and a fine up to $500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and a fine up to $2,500, either or both.

9. Possession of less than one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to $2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to one year and a fine up to $2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years.

Students who need help with substance or alcohol problems are encouraged to call the Substance Abuse and Mental Health Services Administration (SAMHSA) hotline or visit their website.

24 hour hotline: 1-800-662-HELP (4357) or www.samhsa.gov/treatment/index.aspx
Weapons
No weapons or ammunition shall be worn, displayed, used or possessed on campus, in the parking lots, or in common areas of the building, except by authorized members of law enforcement. Any member of the EVCC community who violates this policy shall be subject to appropriate disciplinary action up to and including suspension or dismissal. Any person not a member of the EVCC community who enters the campus and violates this policy shall be subject to all appropriate procedures and penalties including, but not limited to, the application of the criminal trespass provisions of the law of the Commonwealth of Virginia.

Standards of Conduct
Conduct which is disruptive to classes or academic processes, including wrongly taking credit for work or possessing unauthorized materials during tests or examinations; discourteous or disrespectful behavior toward staff or faculty; willfully damaging EVCC property or equipment; possession of weapons; and other behavior detrimental to the facility, staff, faculty, or student body is cause for immediate termination. Students may not re-enroll at any time after termination for unacceptable conduct.

The Honor Code at EVCC is based on individual integrity. This system assumes that every student accepts his or her role in the academic community with self-respect and duty. Each student attending EVCC is requested to sign the honor code pledge. It follows, therefore, that all work submitted by a student is his or her work. Suspected violations of the honor code should be reported to the appropriate program director.

Disciplinary Sanctions
EVCC will impose disciplinary sanctions on employees and students consistent with local, state, and federal laws, up to and including expulsion and referral for prosecution, for violation of the Standards of Conduct.

Weather Information, Cancellations, and Delays
Classes will be cancelled when the administration of EVCC believes conditions are such that travel may be hazardous. Announcements will be made through the following:

- EVCC website at www.evcc.edu
- EVCC Facebook page at www.facebook.com/evcc.edu
- Free Lance Star, at www.fredericksburg.com
- Radio station WBQB, 101.5 FM, also at www.b1015.com
- Radio station WFLS, 93.3 FM
- TV station channel 4 NBCWashington, also at www.nbcsan Francisco.com

Holidays and Vacation Breaks
Observed holidays and school breaks are listed in the back of this catalog. Students should consult their program schedule for more specific and detailed information.

Mobile Phones and Pagers
Mobile phones and pagers are allowed on the premises but must be muted or turned off in the hallways and during class time. Mobile phone use is allowed only in the Student Lounge and in the designated areas outside the building.

Property Responsibility
EVCC is not responsible for the loss of personal property. The front desk maintains a Lost and Found. Any property turned in will be kept for a maximum of thirty (30) days.

Learning Resource Center
EVCC maintains up-to-date periodicals, books, DVDs, and other educational materials. The materials may be checked out at the front desk. In addition to the LRC, the school subscribes to an on-line reference library known as ProQuest. Instructions for student login and passwords are provided in the LRC. Students are strongly encouraged to use these resources.
**Grievance Procedures**

EVCC encourages students to resolve grievances informally when possible. Students should report grievances to their program director or director, who will work informally with the student to resolve the complaint. If the complaint cannot be resolved informally the student may file a formal complaint, which must be submitted in written form to the program director and copied to the President at the address below. Any necessary documentation must accompany the written complaint.

In the event that a satisfactory resolution cannot be found with the program director or director, all pertinent materials must then be forwarded to the President of EVCC at the address below. The President shall endeavor to reach a resolution acceptable to both the student and the school's administration.

Students will not be subject to unfair action or treatment as the result of the initiation of a complaint.

**Eastern Virginia Career College**

10304 Spotsylvania Avenue, Suite 400
Fredericksburg, VA  22408
(540) 373-2200  Fax: (540) 373-4465

In the event that no satisfactory resolution can be found between the parties, then all materials may be sent to:

<table>
<thead>
<tr>
<th>Executive Director</th>
<th>State Council of Higher Education for Virginia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council on Occupational Education</td>
<td>Private and Out-of-State Postsecondary Education Unit</td>
</tr>
<tr>
<td>Building 300, Suite 325</td>
<td>101 N. 14th Street, 9th Floor</td>
</tr>
<tr>
<td>7840 Roswell Road, Atlanta, GA 30350</td>
<td>James Monroe Building</td>
</tr>
<tr>
<td>(800) 917-2081 Toll Free</td>
<td>Richmond, VA 23219</td>
</tr>
<tr>
<td>(770) 396-3898  Fax: (770) 396-3790</td>
<td>(804) 225-2600  Fax: (804) 225-2604</td>
</tr>
</tbody>
</table>

Grievance procedures regarding the Occupational Therapy Assistant program should follow all of the steps outlined above. In the event that no satisfactory resolution can be found between the parties, then all materials may be submitted in writing to:

<table>
<thead>
<tr>
<th>ACOTE Chairperson</th>
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</thead>
<tbody>
<tr>
<td>c/o the AOTA Accreditation Department</td>
</tr>
<tr>
<td>4720 Montgomery Lane, Suite 200</td>
</tr>
<tr>
<td>Bethesda, MD 20814-3425</td>
</tr>
<tr>
<td>(301) 652-6611  Fax: (301)652-7711</td>
</tr>
</tbody>
</table>

**Notice to all Students**

EVCC reserves the right to revise class schedules, programs of study, course curricula, class hours, faculty and administrative staff, tuition and fees, and any other material listed in this catalog when such revisions are deemed necessary. Catalog addenda will be published and distributed to all students when significant changes occur.

**Student Records**

EVCC is responsible for maintaining academic records on each student according to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), Public Law 93380 as amended. The law provides that the institution will maintain the confidentiality of each student’s educational records. Written consent is required before education records may be disclosed to third parties, with the exception of accrediting commissions or governmental agencies authorized by law.
Record Retention
All student records, including academic transcripts, are stored electronically and in locked faculty fireproof file cabinets. Access to student records is restricted to management and instructors on a “need-to-know” basis. The electronic records are maintained indefinitely and physical student records are maintained for five years.

FINANCIAL AID INFORMATION

EVCC offers a federal financial aid program to provide assistance to students in our degree and our diploma programs who would not be able to attend college without such aid.

Financial need is one of the most important requirements for the student who seeks federal student aid. Need is defined as the difference between a student’s cost of education (COE), such as tuition, books, supplies, and student fees, and the amount the student and student’s family can reasonably afford to pay (expected family contribution). The expected family contribution (EFC) is a standard formula established by Congress and is determined by evaluating the information the applicant provides on the Free Application for Federal Student Aid (FAFSA). Factors such as income, assets, family size, and number of family members in college are taken into consideration.

Eastern Virginia Career College supports, and is in full compliance with, U.S. Department of Education regulations published in the Federal Register on October 29, 2010 requiring institutions to report certain information about students who enrolled in Title IV eligible educational programs that lead to gainful employment in a recognized occupation (GE programs). Those regulations also provide that institutions must disclose to prospective students certain information about the institution’s GE Programs. This information, along with a Net Price Calculator, is available from the Financial Aid page of the school’s website (evcc.edu).

Prospective students are encouraged to contact the Financial Aid Department for detailed information about available student financial aid programs. EVCC awards federal student aid to those students who meet all federal eligibility requirements, and follows all policies and regulations to manage Title IV (financial aid) funding. EVCC certificate programs are not eligible for Federal Student Aid.

Financial Aid Application Process
Students are encouraged to apply for financial assistance early because some types of aid have limited funding. The documents listed below help ensure proper completion of the application process:

- The student’s and/or spouse’s and/or parents’ federal income tax transcript;
- W2s and other records of money earned by student and/or spouse and/or parents;
- The student’s and/or spouse’s and/or parent’s untaxed income records;
- Student’s Social Security card;
- Student’s driver’s license or state picture ID;
- U.S Passport or Card;
- Certificate of Citizenship;
- Certificate of Naturalization;
- Permanent Resident Card;
- Other documents as requested.

Students are responsible for payment of their tuition and fees even if an application for financial aid has been made. Any EVCC refund of tuition and fees due will be refunded to the financial aid program from which it came according to the EVCC refund policy and applicable federal financial aid regulations.

Any financial aid commitment involving the use of federal funds is tentative, determined by federal guidelines and conditioned upon subsequent Congressional appropriation, actual receipt of the
EVCC FALL 2015 COURSE CATALOG

Funds by EVCC, and completion of the necessary forms by the student as requested by the financial aid department.
The financial aid office reserves the right to review, rearrange, cancel, and/or revise the award at any time due to changes in the student's financial or academic status.

Funding from federal aid programs is not automatically continued from one year to the next; therefore students must reapply for each award year and may be asked to provide the financial aid department a copy of theprevious year's federal income tax return and other such appropriate paperwork.

Financial Aid Eligibility Requirements
In order for EVCC to award any federal student aid program, an individual must:

1. Be a U.S. citizen, national or permanent resident of the United States, or eligible non-citizen;
2. Be enrolled as a full-time and, in some cases, as a part-time student;
3. Be enrolled in an eligible program of study;
4. Not be in default on any loan under the Federal Perkins Loan Program (including NDSL), the Federal Stafford Loan Program, the Federal SLS Loan Program, Federal PLUS Program, ICL or Federal Consolidation Loan, or have made satisfactory arrangements to repay any defaulted loan;
5. Certify that he or she does not owe a repayment on a Federal Pell Grant or the Federal Supplemental Education Opportunity Grant or a State Student Incentive Grant for attendance at any school;
6. Sign a statement of educational purpose;
7. Determine his or her eligibility for the Federal Pell Grant;
8. Be registered with Selective Service, if required;
9. Demonstrate financial need, except for some loan programs;
10. Be eligible to enroll in postsecondary education by providing a high school diploma or a General Education Development (GED) Certificate (the school registrar will provide more information about other types of acceptable documents);
11. Maintain satisfactory academic progress.

Students who have attended any postsecondary school within the past 60 days will have a Financial Aid Transcript (FAT) on file from each institution attended. This is a requirement even if you have not received financial aid. Students must provide any documentation, verification, corrections, and/or new information requested by the financial aid office or the agency to which the application was submitted.

FEDERAL FINANCIAL AID PROGRAMS

EVCC will award financial aid to eligible students. The eligibility will depend not only on the EFC but also on the cost of attendance, whether the student is a full-time or part-time student, and whether the student attends school for a full academic year or less.

Pell Grant
This program provides grants to students based upon a federal analysis of family financial status. A grant does not have to be repaid. To be eligible for the grants, a student must be enrolled in a Pell eligible program and show financial need by means of the Free Application for Federal Student Aid (FAFSA). The student may not have previously received a bachelor's graduate degree from another institution. The student can receive only one Pell grant per academic year and for no more than one school at a time. The amount of Pell Grant funds you may receive over your lifetime is limited to the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100%, the six-year equivalent is 600%.

Go to “FAFSA4caster” (fafsa.ed.gov/FAFSA), which will provide you with an EFC (Expected Family Contribution). This is the index that colleges use to determine what type of aid you may
receive. Use your EFC “FAFSA4caster” to determine what types of federal grants & loans you may qualify for, and to give you an estimated award amount for each.

**Direct Loans**
The William D. Ford Federal Direct Loans (Direct Loans) are a low-interest education loan which offers a grace period for repayment after graduation (or last day of attendance) plus offers deferment, forbearance, and several types of repayment plans. The funds for these loans are provided by the Federal government and must be repaid to the federal government. The student and/or parent can apply for the following types of Direct Loans:

- **Direct Subsidized Stafford Loans** are awarded on basis of financial need. The student will not be charged interest while in school. The federal government subsidizes the interest during this time. The student will be responsible for interest that accrues while the loan is in the grace period, during repayment and authorized deferment periods.
- **Direct Unsubsidized Stafford Loans** are not awarded on the basis of need. The student will be charged interest from the time the loan is disbursed until the loan is paid in full.
- **Direct PLUS loans** are loans that the student's parents or adoptive parents can obtain to pay for education expenses if the student is a dependent undergraduate student enrolled at least half time. The student's parents must have an acceptable credit history.

First time borrowers on or after July 1, 2013, are subject to the new SULA provision:

- Calculating a first-time borrower’s maximum eligibility period; Maximum Eligibility Period - 150% of the published length of the educational program in which borrower is currently enrolled.
- Calculating a first-time borrower’s subsidized usage periods; Subsidized Usage Period – Period of time for which a borrower received a Direct Subsidized Loan.
- Determining whether a first-time borrower has any remaining eligibility period, and if so, how much; Remaining Eligibility Period – Difference between the Maximum Eligibility Period and the total of all Subsidized Usage Periods.
- Determining whether a first-time borrower loses interest subsidy on his or her Direct Subsidized Loans as a result of the 150 percent limit.

**Note:** For more information about Federal Student Aid, please contact the Financial Aid Office.

**OTHER FINANCIAL ASSISTANCE PROGRAMS**

**Veterans Benefits**
Programs of study are approved for eligible veterans seeking Veterans Educational Benefits. EVCC will make every effort to assist our veterans and their dependents. Students can pick up application forms from the Financial Aid office or by accessing the Veterans Affairs web site at [www.gibill.va.gov](http://www.gibill.va.gov).

**Military Tuition Assistance**
Programs of study are approved for active duty military personnel. Tuition assistance varies depending on the branch of service. Funding eligibility and requirements vary; students should contact their education office for more information. We participate in MYCAA - Military One Source.

**Vocational Rehabilitation**
State agencies provide this service to eligible individuals who wish to prepare for and/or return to the workforce. For further information, please contact the local office of the State Vocational Rehabilitation Services.
**EVCC Fall 2015 Course Catalog**

**Other Tuition Assistance**
A student whose tuition, book, and/or other fees are paid by another institution or sponsor must present a letter to EVCC indicating that the funds will be paid directly to the school regardless of whether the student completes the course and regardless of grade obtained. A student is responsible for all tuition, books, and fees if the institution or sponsor does not pay for any reason.

**Payment Plans**
Eastern Virginia Career College has tuition plans available for students who may opt to pay cash for their program. A plan tailored to meet individual needs can be arranged with the Bursar’s Office. The Financial Aid office determines cash payments with EVCC In-House Financing Agreement.

**Defaulting on Payment Plans**
Failure to repay outstanding loans or other financial obligations according to the terms of the promissory note or other financial agreement will result in the account being in default. Defaulting on your financial agreement has a major negative impact on future credit ratings. In the event that an account reaches default status, Eastern Virginia Career College will contract with a third party collection firm to make every attempt to collect these funds. All fees accrued for the process of collection will be the responsibility of the account holder in default.

**TUITION AND FEES**

**Application Fee**
A non-refundable application fee must accompany all applications for admission. The application fee for Title IV (financial aid) funding eligible programs is $100. The application fee for EVCC Certificate programs is $50.

**Criminal Background Check Fee**
There is a non-refundable $35 Criminal Background Check fee required for all programs at EVCC. This fee must be paid with the Application Fee.

**Exemption Fee**
A fee of $50 is charged for taking an exemption test in an attempt to be exempt from a class. This fee is charged to the student whether or not he or she is successful in passing the test.

**Transcript Fee**
Students receive an unofficial transcript when all course objectives have been met and all financial obligations have been satisfied. Additional transcripts must be requested in writing and forwarded with a $5 transcript processing fee to the Registrar, Eastern Virginia Career College, 10304 Spotsylvania Avenue, Suite 400, Fredericksburg, VA 22408.

**Tuition**
Individual program tuition costs are listed in Part III of this catalog. This information may also be found in the Gainful Employment Disclosures on the web site. Students who interrupt training (other than for an approved leave of absence) and re-enter at a later date will pay tuition based on the current rate at the time of re-entry.

**Graduation Fee**
Students who have fulfilled all requirements for graduation and wish to participate in the formal graduation ceremony are charged a fee for the purchase of their cap and gown.

**Returned Check Fee**
Checks that are presented to EVCC and are returned for insufficient funds will result in the student being charged a $100 reprocessing fee.

**Books and Supplies**
Required books and materials are supplied at the campus. Student costs may vary each semester depending on courses scheduled and suppliers' prices in effect on the date of purchase. Current estimated costs for books and supplies are provided each semester.
INSTITUTIONAL REFUND POLICY

EVCC plans expenses, engages faculty, selects students, and bases its budgets upon collection of tuition from all accepted students. Refunds or adjustments for withdrawals, dismissals, or academic failure are made according to the Institutional Refund Policy.

All students will be charged a non-refundable application fee, plus the cost of textbooks, materials, and supplies received, in addition to tuition charges as specified below.

A student may cancel enrollment without financial obligation within three business days (weekends and holidays excluded) of the beginning of enrollment, other than the non-refundable application fee. Textbook fees may be refunded if textbooks are returned to EVCC undamaged. Cancellation must be made in writing and sent to the Admissions Office, Eastern Virginia Career College, 10304 Spotsylvania Ave., Suite 400, Fredericksburg, VA 22408.

When students begin but do not complete their term or program (depending on the program of study), the portion of the term or program completed will be determined by the number of weeks attended. Any portion of a week’s attendance will be considered a full week’s attendance for the purpose of the refund calculation. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed $100.

Refunds, when due, will be made without requiring a request from the student. When a student provides a written statement of withdrawal, refunds will be made within 45 days of the last day of attendance. When a student is terminated for reasons of non-attendance, refunds will be made within 45 days of the student’s last week of attendance.

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that EVCC may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. EVCC may also charge you for any Title IV, HEA program funds that we were required to return on your behalf.

Institutional refunds will be calculated as follows for those Title IV programs:

- After the first day of class and during the first 10% of the period of financial obligation, 90% of the tuition will be refunded.
- After the first 10% of the period of financial obligation and until the first 25% of the period of financial obligation, at least 50% of the tuition will be refunded.
- After the first 25% of the period of financial obligation and until the first 50% of the period of obligation, at least 25% of the tuition will be refunded.
- After the first 50% of the period of financial obligation, no refunds will be made.

RETURN OF TITLE IV FUNDS POLICY

This policy is separate and independent from the Institutional Refund Policy, above.

If you are considering dropping or withdrawing from enrollment, please contact the Financial Aid Office immediately regarding possible adjustments to your financial aid.

The Financial Aid Office is required by the Higher Education Act of 1965, as amended in 1998, to determine the amount of financial aid that a student "earned" for the period the student attended class. When the "earned" aid is less than the disbursed aid, the institution and student are responsible for returning the "unearned" disbursed funds to the appropriate agency.

A statutory refund schedule established by the Higher Education Act is used to determine the amount of Title IV funds a student has “earned” as of the last date of attendance. The amount of Title IV funds “earned” is based on the amount of time the student spent in academic attendance; it has no relationship to the student’s incurred institutional charges.
Title IV Funds Return Policy for Credit Hour Programs

Students who complete over 60% of the semester are considered to have "earned" 100% of their financial aid. No funds can be returned.

Up through 60% in each payment period or period of enrollment, the following refund schedule is used:

The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the student’s period of enrollment within the term (including weekends) divided by the number of total calendar days in the term. Scheduled breaks of five or more consecutive days are excluded. This determines the percentage of the term that the student is considered to have attended school.

This percentage is multiplied by total amount of Title IV funds for which the student is eligible; the resulting figure will be the amount of funds “earned.”

From this amount, the school multiplies the total institutional charges by the percentage of “unearned” funds to determine the amount that must be returned. It makes no difference which type of resource actually paid the school bill; the law assumes that Title IV funds go first to pay institutional charges.

Title IV Funds Return Policy for Clock Hour Programs

Returns for clock hour programs are calculated by dividing the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period. This is your “percent earned” rounded to one significant decimal point. If this percentage is greater than 60% then the student is considered to have earned 100% of their financial aid. No funds can be returned.

If this percentage is less than or equal to 60% then the percentage earned is multiplied by the total aid disbursed to calculate the amount the student has earned. Subtract this earned amount from the total aid disbursed to calculate the amount of Title IV aid to be returned.

It makes no difference which type of resource actually paid the school bill; the law assumes that Title IV funds go first to pay institutional charges.

The college must return the “unearned” funds, up to the maximum received, to each of the Title IV programs, in the following order.

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Federal PLUS Loans
4. Direct PLUS Loans
5. Federal Pell Grants for which a return of funds is required
6. Other assistance under Title IV funds for which a return of funds is required
7. Other Federal, State, private, or institutional aid

The school then calculates the amount for which the student is responsible by subtracting the funds returned by the school from the total amount of “unearned” funds. The remaining amount is the student’s responsibility, which must be returned according to the same order of assistance types listed above.

Once the school determines dollar amounts and which assistance programs must be repaid, the student will be notified of any amounts he or she will owe.

Unpaid balances due Eastern Virginia Career College that result from funds returned to Title IV programs and other sources of financial aid will be charged back to the student.

If you have any questions regarding financial aid, please visit or contact the Financial Aid Office, which will be glad to help you.
REFUND VS. RETURN TO TITLE IV
The requirements for the Title IV HEA program funds when you withdraw are separate from any refund policy that the school may have to return to you due to a cash credit balance. Therefore, you may still owe funds to EVCC to cover unpaid institutional charges. The school may also charge you for any Title IV HEA program funds that they were required to return on your behalf.

REFUND POLICY FOR CERTIFICATE PROGRAMS

The refund policy for Certificate programs requiring prepayment will be calculated as follows:

- A student who enters EVCC, but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
- A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
- A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
- A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

LEAVE OF ABSENCE

In cases of prolonged illness or accident or other special circumstances that may make attendance impossible or impractical, a leave of absence may be granted to a student.

The request for a leave of absence must be made in writing and must be approved by the program director. The maximum amount of time permitted for a leave of absence is 180 days in a twelve-month period. Students on approved leaves of absence remain enrolled in their program of study. No absences are accrued and no additional charges are incurred.

Upon returning from an approved leave of absence, a student returns to classes with the same status of academic progress as when the leave began. There shall be no restart of the period for demonstrating satisfactory academic progress. When the approved leave expires, a student must return to classes. A student who does not return from an approved leave of absence will be withdrawn from enrollment as of his or her last date of attendance.
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Note: Standards of Satisfactory Academic Progress Apply to All Students

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in a program of study. In order to maintain eligibility for financial aid, students must make adequate academic progress toward his/her degree, diploma, or certificate.

PROCESS OVERVIEW

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to monitor SAP. These standards are applicable to all students enrolled in the Professional Program and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session and is consistently applied to all applicable students. Evaluations are maintained in students' files.

New SAP definitions went into effect on July 1, 2011. Eastern Virginia Career College developed policies to determine the academic standards that students must meet and constructed a means and a schedule of measuring the achievement of Pace, Quantitative, and Qualitative standards. If students achieve acceptable Pace and Quantitative progress for that particular payment period, then EVCC reviews the 150% of the maximum allowable time frame criterion to measure students’ SAP.

SAP standards are established by the faculty in consultation with the Program Director and President. Students must maintain SAP according to the following standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

SAME AS, OR STRICTER THAN

The SAP policy for Title IV, HEA students is identical to the school standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The President notifies the Financial Aid Office if the school changes academic policies.

EVALUATION PERIODS

Formal evaluations for SAP are after each payment period. Evaluations determine if students have met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and SAP requirements by the end of each of the payment periods in the course.

ACADEMIC YEAR DEFINITION

900 Clock Hours and 26 Weeks or 24 Credit Hours and 26 Weeks

QUANTITATIVE MEASURE

To be considered making SAP, Students are required to attend a minimum of 67% of his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the college determines if students have
maintained at least 67% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**QUANTITATIVE PACE MEASURE AND MAXIMUM TIME FRAME**

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

Ex. The maximum time for students to complete the Program is as follows:

<table>
<thead>
<tr>
<th>Normal Clock Hours</th>
<th>Normal Timeframe</th>
<th>Maximum Clock Hours</th>
<th>Maximum Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>900</td>
<td>26 weeks</td>
<td>1350</td>
<td>37 weeks</td>
</tr>
</tbody>
</table>

**QUALITATIVE MEASURE**

The qualitative measure is used to determine SAP is based on grades. Students must maintain a cumulative grade point average of at least 2.0 at the end of each semester.

Students must make up failed or missed evaluations and assignments. Students receive a letter grade as indicated on the chart below which is based on the end-of-semester evaluation. Mid-semester evaluations are for informational purposes and therefore students do not receive a letter grade.

Students receive a letter grade as indicated on the chart below and is based on the end-of-semester evaluations. Students who receive an "F" course grade will be required to repeat that course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Superior mastery of subject matter</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Above average mastery of subject matter</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average mastery of subject matter</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure: Deficiency in subject matter</td>
</tr>
</tbody>
</table>

Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. If there is no improvement by the end of the next payment period, students could be placed on Financial Aid Probation. Students have the option to appeal the decision. The Financial Aid Administrator and Program Director monitor qualitative progress.
FINANCIAL AID WARNING

EVCC evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will be put on Financial Aid Warning for one payment period. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The status will be conferred automatically without the student appealing the SAP status.

If a student falls below a 2.0 GPA, or if the student is not completing the required amount of clock hours to keep Pace with the requirements for graduation within the 150% time frame, will result in the student being placed on **Financial Aid Warning for one payment period**. A student who is put on a Financial Aid Warning can continue to receive Title IV, HEA funding for the next payment period after they receive the warning status.

If the student is not meeting Satisfactory Academic Progress at the end of the **Financial Aid Warning Period**, the student will be placed on **Academic development Status, with a loss of Title IV, HEA funding** and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

APPEAL PROCESS

Students who do not make SAP at the end of the Financial Aid Warning period lose their Title IV financial aid eligibility and will be placed on **Academic development Status, with a loss of Title IV, HEA funding** and will have the right to appeal. The student may have the opportunity to have their Title IV, HEA financial aid eligibility reinstated by appealing the **Academic development Status, with a loss of Title IV, HEA funding** decision and placed on Financial Aid Probation if the appeal is granted.

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Financial Aid Administrator, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstance. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Financial Aid Administrator will provide a decision in writing within ten (10) business days.

FINANCIAL AID PROBATION

If Probation Status is granted, students regain Title IV, HEA eligibility for the next eligible payment period only. Students must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

Students who regain SAP at the next reporting period regain full eligibility for Title IV, HEA funding. Students not making SAP continue to be ineligible to receive Title IV funds without the option to appeal.
REINSTATEMENT OF TITLE IV, HEA AID

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, AND TRANSFER CREDITS

If enrollment is temporarily interrupted for a Leave of Absence, students return to school in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend students’ contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation. Students who do not return from a Leave of Absence will be unofficially withdrawn from the college within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave.

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal.

Course incompletes, repetitions and non-credit remedial courses do not apply. Therefore, EVCC does not issue incompletes or offer non-credit remedial courses. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.

OFFICIAL WITHDRAWAL FROM SCHOOL

In the event a student must withdraw, he/she must consult with the Program Director and notify in writing of his/her official last day.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

If Eastern Virginia Career College unofficially withdraws a student from the school, the Program Director will record the circumstances and last day in writing and include the information in the student’s official file.

Transfer Students

The school will count all transfer hours that apply toward the student’s current program in determining SAP. All transfer hours will be counted as both hours attempted and hours completed.

Enrollment is available for students wishing to transfer to the school after they have withdrawn from other schools both in and out of state. The college does not recruit students already attending or admitted to another school offering similar programs of study. All requests for exemption or credit for prior education must be submitted prior to the start of training. All new students may request exemption from a course(s) based on post-secondary education or training. Transcripts from national or regionally accredited colleges and universities may be submitted for credit. Credit may be given for related courses with an earned grade of "C" or above.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.
Example: If a student transfers into EVCC with 200 clock hours already attempted then all 200 clock hours would count toward the 150% quantitative requirements. If after the evaluation of your hours by the program director, we only accept 100 of the clock hours attempted then you only have 540 clock hours remain in the Medical Assistant program (640 total hours). However, all 200 clock hours attempted must count toward the 960 max clock hours under the 150% quantitative requirements.

**Re-entry Students/interruptions:**
Students who have been terminated or withdrew from Eastern Virginia Career College may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a $100 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the college’s’s re-enrollment policy and will be evaluated by the program director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student’s progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the college administration.
Objective

The program objective is to prepare the student to enter the profession of nursing as a contributing member of the discipline to promote, maintain, and restore the health of clients in a variety of settings. This is a 15-month program designed for students who choose nursing as a career. The program’s curriculum provides high quality theoretical, laboratory and clinical experiences ensuring the student opportunities to develop as a professional nurse and as an individual.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen. Ed.</td>
<td>College English I*</td>
<td>3</td>
</tr>
<tr>
<td>Gen. Ed.</td>
<td>College English II*</td>
<td>3</td>
</tr>
<tr>
<td>Gen. Ed.</td>
<td>Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>Gen. Ed.</td>
<td>Behavioral Science*</td>
<td>3</td>
</tr>
<tr>
<td>Gen. Ed.</td>
<td>College Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>Gen. Ed.</td>
<td>Anatomy &amp; Physiology I &amp; II* (Pre-req)</td>
<td>8</td>
</tr>
<tr>
<td>SDV</td>
<td>Must be fulfilled at EVCC</td>
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</tr>
<tr>
<td>NSG100</td>
<td>Introduction To Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NSG110</td>
<td>Principles Of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NSG120</td>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>NSG130</td>
<td>Fundamentals Of Nursing</td>
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</tr>
<tr>
<td>NSG140</td>
<td>Fundamentals Of Nursing Clinical</td>
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</tr>
<tr>
<td>NSG150</td>
<td>Pharmacology</td>
<td>8</td>
</tr>
<tr>
<td>NSG160</td>
<td>Adult Nursing I</td>
<td>11</td>
</tr>
<tr>
<td>NSG170</td>
<td>Adult Nursing II</td>
<td>9</td>
</tr>
<tr>
<td>NSG180</td>
<td>Adult Nursing Clinical</td>
<td>5</td>
</tr>
<tr>
<td>NSG190</td>
<td>Specialized Populations</td>
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</tr>
<tr>
<td>NSG200</td>
<td>Specialized Populations Clinical</td>
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</tr>
<tr>
<td>NSG210</td>
<td>Psychiatric Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NSG220</td>
<td>Organizational Management</td>
<td>4</td>
</tr>
<tr>
<td>NSG230</td>
<td>Psychiatric/Organizational Clinical</td>
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</tr>
<tr>
<td>NSG240</td>
<td>NCLEX Preparation</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 96

Program Length: Day School: 15 Months  Evening/Weekend School: 22 Months

Tuition: $30,875  Application Fee: 100
'Criminal Background Check: 35
Book Fee: 1,500
Student Fees: 1,475
Total Program Cost: $33,985

Uniforms, immunizations, a watch with a second hand, and other additional supplies are the student's responsibility. 'Criminal Background check fee must be paid with application fee.

*General Education Courses Required. Required general education courses including College English, Anatomy and Physiology, Humanities, Behavioral Science, and College Mathematics may be taken as the first semester of this program. For more information, see General Education course listings in this catalog.

Entrance Test Required
EVCC FALL 2015 COURSE CATALOG

ASSOCIATE OF APPLIED SCIENCE DEGREE NURSING - LPN TRANSITION OPTION

ASSOCIATE OF APPLIED SCIENCE DEGREE NURSING

(Associate of Applied Science Degree)

Objective

The program objective is to prepare the student to enter the profession of nursing as a contributing member of the discipline to promote, maintain, and restore the health of clients in a variety of settings. This program is designed for students who choose nursing as a career. The program's curriculum provides high quality theoretical, laboratory and clinical experiences ensuring the student opportunities to develop as a professional nurse and as an individual.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen. Ed.</td>
<td>College English I*</td>
<td>3</td>
</tr>
<tr>
<td>Gen. Ed.</td>
<td>College English II*</td>
<td>3</td>
</tr>
<tr>
<td>Gen. Ed.</td>
<td>Humanities</td>
<td>3</td>
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<tr>
<td>Gen. Ed.</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Gen. Ed.</td>
<td>Anatomy &amp; Physiology I &amp; II</td>
<td>8</td>
</tr>
<tr>
<td>(Pre-reg)</td>
<td>SDV (Must be fulfilled at EVCC)</td>
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</table>

NSG145 Transitional Nursing  3
NSG150 Pharmacology  8
NSG160 Adult Nursing I  11
NSG170 Adult Nursing II  9
NSG180 Adult Nursing Clinical  5
NSG190 Specialized Populations  9
NSG200 Specialized Populations Clinical  1
NSG210 Psychiatric Nursing  3
NSG220 Organizational Management  4
NSG230 Psychiatric/Organizational Clinical  1
NSG240 NCLEX Preparation  3

Total Credit Hours:  81

Program Length:  Day School: 12 Months  
Evening/Weekend School: 18 Months

Tuition:  $26,000  
Application Fee:  100  
'Criminal Background Check:  35  
Book Fee:  1,500  
Student Fees:  1,475  
Total Program Cost:  $29,110

Uniforms, immunizations, a watch with a second hand, and other additional supplies are the student's responsibility. 'Criminal Background Check fee must be paid with application fee.

'General Education Courses Required. Required general education courses including College English, Anatomy and Physiology, Humanities, Behavioral Science, and College Mathematics may be taken as the first semester of this program. For more information, see General Education course listings in this catalog.

Entrance Test Required
GENERAL EDUCATION COURSES
REQUIRED FOR ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The following courses are required for the Occupational Therapy Assistant and Registered Nurse Education programs, as detailed below. Students who have previously taken these classes or their equivalents may be allowed to transfer the credits into their respective programs. The acceptance of credits from other schools is decided on a case-by-case basis; Eastern Virginia Career College cannot guarantee that credits earned elsewhere will be accepted.

ASSOCIATE OF APPLIED SCIENCE DEGREE OCCUPATIONAL THERAPY ASSISTANT

(General Education Semester)

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>BHS151</td>
<td>Behavioral Science</td>
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</tr>
<tr>
<td>ENG111</td>
<td>College English I</td>
<td>3</td>
</tr>
<tr>
<td>HUM150</td>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MTH120</td>
<td>College Mathematics</td>
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</tr>
<tr>
<td>BIO141</td>
<td>Anatomy and Physiology I</td>
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</tr>
<tr>
<td>BIO142</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours: 20

Tuition: $3,000
Book Fee: $925
Total Semester Cost: $3,925

Semester Length: 15 Weeks

ASSOCIATE OF APPLIED SCIENCE DEGREE NURSING

(General Education Semester)

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>BHS151</td>
<td>Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>ENG111</td>
<td>College English I</td>
<td>3</td>
</tr>
<tr>
<td>ENG112</td>
<td>College English II</td>
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<tr>
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<tr>
<td>MTH120</td>
<td>College Mathematics</td>
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<tr>
<td>BIO141</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
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<tr>
<td>BIO142</td>
<td>Anatomy and Physiology II</td>
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</tbody>
</table>

Total Credit Hours: 23

Tuition: $3,450
Book Fee: $950
Total Semester Cost: $4,400

Semester Length: 15 Weeks

For information about felony background checks, immunizations, fees, and other specific requirements for the AAS Nursing and AAS OTA programs, please refer to those pages in this catalog.
Objective

The program objective is to prepare the student to enter practice as an entry-level occupational therapy assistant working under the supervision of an occupational therapist. This 15 month program, inclusive of Level II Fieldwork, begins after the student has satisfied the program’s general education requirements. The curriculum is occupation and evidence-based to ensure the student has the knowledge and skills needed to meet the occupational needs of individuals, groups, and organizations as well as contribute to the OT process and emerge as a lifelong learner.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
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<td>(Gen Ed)</td>
<td>Humanities*</td>
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<td>Behavioral Science*</td>
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<td>(Gen Ed)</td>
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<td>(Gen Ed)</td>
<td>Anatomy and Physiology I &amp; II*</td>
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<tr>
<td>OTA100</td>
<td>Professional Seminar I</td>
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<tr>
<td>OTA101</td>
<td>Level I Fieldwork A</td>
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<tr>
<td>OTA102</td>
<td>Introduction to Occupational Therapy</td>
<td>3</td>
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<tr>
<td>OTA104</td>
<td>Analysis of Occupational Performance</td>
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<tr>
<td>OTA106</td>
<td>Activity and Occupation Lab</td>
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<tr>
<td>OTA108</td>
<td>Concepts, Techniques &amp; Interventions in Aging</td>
<td>3</td>
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<tr>
<td>OTA110</td>
<td>Concepts in Mental Health</td>
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<tr>
<td>OTA116</td>
<td>Techniques and Interventions I</td>
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<tr>
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<tr>
<td>OTA201</td>
<td>Level I Fieldwork B</td>
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<tr>
<td>OTA224</td>
<td>Concepts in Children &amp; Youth</td>
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<tr>
<td>OTA226</td>
<td>Techniques &amp; Interventions II</td>
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<tr>
<td>OTA234</td>
<td>Concepts in Adult Rehabilitation: General/Orthopaedic Conditions</td>
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<tr>
<td>OTA236</td>
<td>Techniques &amp; Interventions III</td>
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<tr>
<td>OTA244</td>
<td>Concepts in Adult Rehabilitation: Neurological Conditions</td>
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<td>OTA246</td>
<td>Techniques &amp; Interventions IV</td>
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<td>OTA301</td>
<td>Level II Fieldwork A</td>
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<tr>
<td>OTA302</td>
<td>Level II Fieldwork B</td>
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</table>

Total Credit Hours: **76**

Program Length: Day School: 12 Months

Tuition: $24,970
Application Fee: 100
*Criminal Background Check: 35
Book Fee: 1,500
Student Fees: 1,185
Total Program Cost: $27,790

Uniforms, immunizations, a watch with a second hand, and other additional supplies are the student’s responsibility. *Criminal Background Check fee must be paid with application fee.

*General Education Courses Required. Required general education courses including College English, Anatomy and Physiology, Humanities, Behavioral Science, and College Mathematics may be taken as the first semester of this program. For more information, see General Education course listings in this catalog.

Entrance Test Required
The occupational therapy assistant program has been granted accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. When you apply to sit for the certification exam you will be asked to answer questions related to the topic of felonies. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

For further information contact NBCOT at www.nbcot.org

or

National Board for Certification in Occupational Therapy, Inc.
12 South Summit Ave., Suite 100
Gaithersburg, MD 20877
(301) 990-7979
NURSING DEPARTMENT

PRACTICAL NURSE EDUCATION PROGRAM
(Diploma Program)

Objective

This professional education program is designed to provide quality nursing to meet the needs of the region and the state. The high quality of theoretical and clinical education ensures the Practical Nurse student opportunities to develop as a nurse and as an individual while practicing in various settings and ensures the student possesses the ability to meet and exceed employer expectations in the job market.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>PN100</td>
<td>Trends in Nursing</td>
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<tr>
<td>PN110</td>
<td>Journey Across the Life Span</td>
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<tr>
<td>PN120</td>
<td>Anatomy and Physiology</td>
<td>8</td>
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<tr>
<td>PN130</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PN140</td>
<td>Nursing Skills Theory</td>
<td>6</td>
</tr>
<tr>
<td>PN150</td>
<td>Nursing Skills Clinical</td>
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</tr>
<tr>
<td>PN160</td>
<td>Pharmacology</td>
<td>7</td>
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<tr>
<td>PN170</td>
<td>Medical Surgical Nursing I</td>
<td>11</td>
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<tr>
<td>PN180</td>
<td>Medical Surgical Nursing I Clinical</td>
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<tr>
<td>PN190</td>
<td>Medical Surgical Nursing II</td>
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<tr>
<td>PN200</td>
<td>Medical Surgical Nursing II Clinical</td>
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<tr>
<td>PN210</td>
<td>Pediatric Nursing</td>
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<tr>
<td>PN220</td>
<td>Pediatric Nursing Clinical</td>
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<tr>
<td>PN230</td>
<td>Maternity Nursing</td>
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<tr>
<td>PN240</td>
<td>Maternity Nursing Clinical</td>
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<tr>
<td>PN250</td>
<td>Psychiatric Nursing</td>
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<tr>
<td>PN260</td>
<td>Psychiatric Nursing Clinical</td>
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<tr>
<td>PN270</td>
<td>Geriatric/Leadership Nursing</td>
<td>3</td>
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<tr>
<td>PN280</td>
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<tr>
<td>PN292</td>
<td>NCLEX Review</td>
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</tbody>
</table>

Total Credit Hours: 72

Program Length: Day School: 14 Months  Night School: 17.5 Months
(Night School Clinicals are held on weekends.)

Tuition: $24,500
Application Fee: 100
'Criminal Background Check: 35
Book Fee: 1,675
Student Fees: 1,100
Total Program Cost: $27,410

Uniforms, immunizations, a watch with a second hand, and other additional supplies are the student's responsibility.

'Criminal Background Check fee must be paid with application fee.

Entrance Test Required
NURSE AIDE PROGRAM  
(Certificate Program)

Objective

This program prepares the graduate for entry level employment as a nurse aide. Students will acquire knowledge and skills in relation to clients’ rights and independence, safety and emergency procedures, infection control, and communication/interpersonal skills. Basic patient care issues are addressed as well as special care concerns.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CLOCK HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA100</td>
<td>Introduction to Nurse Aide Program</td>
<td>12</td>
</tr>
<tr>
<td>NA101</td>
<td>Patient Care and Safety</td>
<td>36</td>
</tr>
<tr>
<td>NA102</td>
<td>Mental Health and Palliative Care</td>
<td>12</td>
</tr>
<tr>
<td>NA103</td>
<td>Emergency Procedures and Certification Review</td>
<td>16</td>
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<tr>
<td>NA104</td>
<td>Externship</td>
<td>56</td>
</tr>
</tbody>
</table>

Total Clock Hours: 132

Program Length: 
Day School: 4 Weeks
Night School: 8 Weeks

Tuition: $915
Application Fee: 50
'Drug Screen: 25
'Criminal Background Check: 35
Book Fee: 200
Certification Exam Fee: 125
Total Program Cost: $1,350

Uniforms, immunizations, a watch with a second hand and other additional supplies are the student’s responsibility.

'Criminal Background Check and Drug Screen fees must be paid with application fee.

This program is not eligible for student financial aid, and requires a 10% deposit to hold your place in the program.

Entrance Test Required
MEDICATION AIDE PROGRAM  
(Certificate Program)  

Objective  
This program prepares the graduate for entry level employment as a medication aide. Students will acquire knowledge and skills in relation to legal and ethical issues; the preparation, administration, and clinical applications of medications; pharmacological terms and classifications; and special issues related to medication administration, including diabetic-specific training.  

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>MA100</td>
<td>Legal and Ethical Issues</td>
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<tr>
<td>MA101</td>
<td>Pharmacology Principles</td>
<td>11.5</td>
</tr>
<tr>
<td>MA102</td>
<td>Clinical Applications</td>
<td>11.5</td>
</tr>
<tr>
<td>MA103</td>
<td>Special Considerations for Medication Admin</td>
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<tr>
<td>MA104</td>
<td>Externship</td>
<td>20</td>
</tr>
</tbody>
</table>

Total Clock Hours: 68  

Program Length: Day School: 3 Weeks  
Night School: 4 Weeks  

Tuition: $650  
Application Fee: 50  
'Criminal Background Check: 35  
Book Fee: 25  
Certification Exam Fee: 120  
Total Program Cost: $880  

Students enrolling in this program must provide proof of prior completion of an approved nurse aide or nursing education program.  

Uniforms, immunizations, a watch with a second hand and other additional supplies are the student’s responsibility.  

'Criminal Background Check fee must be paid with application fee.  

This program is not eligible for student financial aid, and requires a 10% deposit to hold your place in the program.  

Entrance Test Required
ALLIED HEALTH DEPARTMENT

MEDICAL ASSISTANT PROGRAM
(Diploma Program)

Objective

This program prepares the graduate for an entry-level position as a medical assistant able to work in a variety of medical facilities and private practices. Students receive intensive training to develop both clinical and administrative skills. A graduate of this program will have met the training requirements to test for national certification.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>AT101</td>
<td>Anatomy/Terminology I</td>
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</tr>
<tr>
<td>CM300</td>
<td>Microsoft Office</td>
<td>2</td>
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<tr>
<td>AT102</td>
<td>Anatomy/Terminology II</td>
<td>6</td>
</tr>
<tr>
<td>AD101</td>
<td>Medical Office Administration</td>
<td>4</td>
</tr>
<tr>
<td>AT103</td>
<td>Anatomy/Terminology III</td>
<td>4</td>
</tr>
<tr>
<td>CP200</td>
<td>Basic Pharmacology I</td>
<td>1</td>
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<tr>
<td>CP201</td>
<td>Basic Pharmacology II</td>
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<tr>
<td>CP102</td>
<td>Clinical Office Procedures I</td>
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<td>CP103</td>
<td>Clinical Office Procedures II</td>
<td>4</td>
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<tr>
<td>PD101</td>
<td>Professional Development</td>
<td>1</td>
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<tr>
<td>CX100</td>
<td>Medical Assistant Externship Preparation</td>
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<tr>
<td>CX200</td>
<td>Medical Assistant Externship</td>
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</tbody>
</table>

Total Credit Hours: 36

Program Length: Day School: 7.5 Months
Night School: 7.5 Months

Tuition: $12,600
Application Fee: 100
*Criminal Background Check: 35
Book Fee: 750
Student Fees: 550
Total Program Cost: $14,035

Uniforms, immunizations, a watch with a second hand, a minimum 2 GB flash drive, and other additional supplies are the student's responsibility.

*Criminal Background Check fee must be paid with application fee.

Entrance Test Required
Health Information Technician  
(Diploma Program)

**Objective**
This program is designed to prepare the graduate for entry-level employment as a Health Information Technician. Graduates will be prepared to work in hospitals, ambulatory care facilities, physician offices, home health agencies, and other medical facilities which create and/or evaluate health care records. Upon completion of this program students will be able to interpret health record documentation using knowledge of anatomy, physiology, clinical disease processes, pharmacology, and medical terminology to identify reimbursement codes diagnoses and/or procedure. Students will learn methods for medical insurance billing and coding procedures, and understand the fundamental components and functions necessary for Electronic Health Record (EHR) systems used in health care settings. Students will be taught to utilize technology to collect, analyze, monitor, maintain, and report health data, compile and maintain patients' medical records and process patient admission and discharge documentation. This program provides hands-on experience using EHR software to complete common work tasks, manage patient accounts, and schedule patient appointments. In addition, students will learn billing and reimbursement methodologies as well as HIPAA compliance while protecting patient privacy in the health care setting.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>HIT 100</td>
<td>Intro to Health Information Technician</td>
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</tr>
<tr>
<td>CM 310</td>
<td>Microsoft Office</td>
<td>2</td>
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<tr>
<td>A&amp;P 120</td>
<td>Anatomy &amp; Physiology</td>
<td>8</td>
</tr>
<tr>
<td>HIT 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HIT 120</td>
<td>HealthCare Law &amp; Ethics</td>
<td>3</td>
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<tr>
<td>HIT 130</td>
<td>Basic Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>HIT 140</td>
<td>Electronic Health Records</td>
<td>4</td>
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<tr>
<td>HIT 150</td>
<td>Basic Diagnostic Coding</td>
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<tr>
<td>HIT 160</td>
<td>Basic Procedure Coding</td>
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</tr>
<tr>
<td>HIT 170</td>
<td>Medical Health Insurance Billing</td>
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<tr>
<td>HIT 200</td>
<td>Professional Practice in Health Information Technician</td>
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</tbody>
</table>

**Total Credit Hours:** 39

**Program Length:**  
- Day School: 7.5
- Night School: 7.5

**Tuition:** $12,600  
**Application Fee:** 100  
**Background Check:** 35  
**Student Fees:** 155  
**Book Fee:** 1,145  
**Total Program Cost:** $14,035

Uniforms and other additional supplies, including a minimum 4GB flash drive, are the student's responsibility.

**Entrance Test Required**
WELLNESS & BEAUTY DEPARTMENT

MEDICAL MASSAGE THERAPY PROGRAM
(Diploma Program)

Objective

This program is designed to provide education, guidance, and an environment for the systematic study of the art and science of Massage Therapy with an emphasis on medical rehabilitative modalities. A graduate of this program will have met the training requirements to test for licensing.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
<th>CLOCK HOURS</th>
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<td>MT100</td>
<td>Professional Foundations/Ethics</td>
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<td>MT110</td>
<td>Business Practices</td>
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<td>15</td>
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<tr>
<td>MT120</td>
<td>Musculoskeletal/Kinesiology I</td>
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<td>MT130</td>
<td>Musculoskeletal/Kinesiology II</td>
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<td>MT140</td>
<td>Anatomy/Physiology I</td>
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<td>MT150</td>
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<td>MT160</td>
<td>Massage Therapy I</td>
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<td>MT230</td>
<td>Eastern Thought &amp; Practice</td>
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<td>MT251</td>
<td>Medical Massage I</td>
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<tr>
<td>MT280</td>
<td>Medical Massage II</td>
<td>2</td>
<td>60</td>
</tr>
<tr>
<td>MT300</td>
<td>Certification Review</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>MT310</td>
<td>Student Clinic</td>
<td>2</td>
<td>60</td>
</tr>
</tbody>
</table>

Total Hours: 35

Credit Clock

Program Length: Day School: 7.5 Months
Night School: 9 Months*

Tuition: $10,000
Application Fee: 100
'Criminal Background Check: 35
Insurance: 50
Book Fee: 650
'Student Fees: 875
Licensure Exam Fees: 375
Total Program Cost: $12,085

(* Some Saturdays may be required)

Uniforms and other additional supplies are the student’s responsibility.

'Criminal Background Check fee must be paid with application fee.

'Student fees include general supplies and a massage table, massage chair, and current equipment package provided to each student during the first semester.

Entrance Test Required
EVCC FALL 2015 COURSE CATALOG

ESTHETICS PROGRAM
(Diploma Program)

Objective

This program is designed to prepare the graduate for an entry-level position as an Esthetician. Students will receive intensive classroom and lab training in the techniques of skin care therapy and waxing. Graduates of the Esthetics program will be prepared to test for state board licensure.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
<th>CLOCK HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EST201</td>
<td>General Sciences and Basic Anatomy</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>EST202</td>
<td>State Laws &amp; Regulations</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>EST210</td>
<td>Basic Skin Care I</td>
<td>6</td>
<td>145</td>
</tr>
<tr>
<td>EST211</td>
<td>Basic Skin Care II</td>
<td>5</td>
<td>105</td>
</tr>
<tr>
<td>EST214</td>
<td>Basic to Advanced Infection Control</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>EST215</td>
<td>Basic Procedures &amp; Theory of Advanced Topics</td>
<td>5</td>
<td>95</td>
</tr>
<tr>
<td>EST216</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>4</td>
<td>65</td>
</tr>
<tr>
<td>EST217</td>
<td>Business Skills, Licensure Preparation &amp; Review</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: 29 600

Length of Program: Day School: 7.5 Months
Night School: 9 Months*

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$10,000</td>
</tr>
<tr>
<td>Application Fee</td>
<td>100</td>
</tr>
<tr>
<td>'Criminal Background Check</td>
<td>35</td>
</tr>
<tr>
<td>Book Fee</td>
<td>500</td>
</tr>
<tr>
<td>**Student Fees</td>
<td>1,355</td>
</tr>
<tr>
<td>Exam &amp; Licensure Fees</td>
<td>295</td>
</tr>
<tr>
<td>Total Program Cost</td>
<td>$12,285</td>
</tr>
</tbody>
</table>

(* Some Saturdays may be required)

Uniforms and other additional supplies are the student's responsibility.

'Criminal Background Check fee must be paid with application fee.

**Student fees include general supplies, esthetic class kit, esthetic state board exam kit, make up kit, and new current clinic equipment that each student owns when they receive their final transcript.

Entrance Test Required
MASTER ESTHETICS PROGRAM
(Diploma Program)

Objective
This program is designed for the student who holds a license as an Esthetician. Students will be introduced to advanced treatments in the field of Esthetics to include microdermabrasion, chemical exfoliation, and lymphatic drainage. Upon completion of this program, the graduate will be eligible to apply for Master Esthetician licensure.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
<th>CLOCK HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME101</td>
<td>Advanced Business and Infection Control</td>
<td>3</td>
<td>55</td>
</tr>
<tr>
<td>ME102</td>
<td>Advanced Anatomy and Physiology</td>
<td>4</td>
<td>65</td>
</tr>
<tr>
<td>ME103</td>
<td>Advanced Skin Care &amp; Modalities and Intro to Advanced Procedures</td>
<td>9</td>
<td>180</td>
</tr>
<tr>
<td>ME104</td>
<td>Advanced Procedures and Chemical Exfoliation</td>
<td>8</td>
<td>180</td>
</tr>
<tr>
<td>ME105</td>
<td>Lymphatic Drainage</td>
<td>5</td>
<td>120</td>
</tr>
</tbody>
</table>

Total Hours: 29 600

Credit Clock

Length of Program: Day School: 7.5 Months
Night School: 9 Months*

Tuition: $10,000
Application Fee: 100
*Criminal Background Check: 35
Book Fee: 750
**Student Fees: 1,320
Exam & Licensure Fees: 295
Total Program Cost: $12,500

(* Some Saturdays may be required)

Uniforms and other additional supplies are the student's responsibility.

*Criminal Background Check fee must be paid with application fee.

**Student fees include general supplies, master esthetic class kit, master esthetic state board exam kit, PCA peels certification, and new master clinic equipment that each student owns when they receive their final transcript.

Entrance Test Required
NAIL TECHNICIAN PROGRAM
(Certificate Program)

Objective

The primary objective of this course is to train the student in the basic manipulative skills and safety judgments necessary to obtain a license and competency in this beauty industry.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CLOCK HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT100</td>
<td>Orientation to Nail Technology</td>
<td>10</td>
</tr>
<tr>
<td>NT110</td>
<td>Science of Nail Technology</td>
<td>75</td>
</tr>
<tr>
<td>NT120</td>
<td>Practices and Procedures</td>
<td>55</td>
</tr>
<tr>
<td>NT130</td>
<td>Business Skills</td>
<td>10</td>
</tr>
</tbody>
</table>

Total Clock Hours: 150

Length of Program: Day School: 8 Weeks
Night School: 11 Weeks

Tuition: $1,500
Application Fee: 50
Criminal Background Check: 35
Book Fee: 125
Supplies: 100
Total Program Cost: $1,810

Uniforms and additional supplies are the responsibility of the student.

This program is not eligible for student financial aid, and requires a 10% deposit to hold your place in the program. Criminal Background Check fee must be paid with application fee.

Entrance Test Required
WAX TECHNICIAN PROGRAM
(Certificate Program)

Objective

The Wax Technician program is for the student who wishes to pursue a rewarding career in the waxing industry. Student of the program will become familiar with the skin and hair, and learn the basics of waxing and application techniques. Types of wax, proper technique, and instruction in waxing different areas of the body will give students the confidence and skills to excel in this core field of esthetics.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CLOCK HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAX101</td>
<td>Orientation, State Laws &amp; Regulations</td>
<td>10</td>
</tr>
<tr>
<td>WAX102</td>
<td>Anatomy &amp; Physiology of the Skin and Hair</td>
<td>25</td>
</tr>
<tr>
<td>WAX103</td>
<td>Infection Control</td>
<td>25</td>
</tr>
<tr>
<td>WAX104</td>
<td>Client Consultations and Skin Analysis</td>
<td>15</td>
</tr>
<tr>
<td>WAX105</td>
<td>Waxing Procedures &amp; Treatments</td>
<td>30</td>
</tr>
<tr>
<td>WAX106</td>
<td>Salon Management</td>
<td>10</td>
</tr>
</tbody>
</table>

Total Clock Hours: 115

Length of Program: Day School: 7 Weeks
Night School: 11 Weeks

Tuition: $1,200
Application Fee: 50
Criminal Background Check: 35
Book Fee: 90
Student Fees: 135
Total Program Cost: $1,510

Uniforms and additional supplies are the responsibility of the student.

This program is not eligible for student financial aid, and requires a 10% deposit to hold your place in the program. Criminal Background Check fee must be paid with application fee.

Entrance Test Required
INFORMATION TECHNOLOGIES DEPARTMENT

CISCO NETWORKING ACADEMY
(Diploma Program)

Objective

This program helps prepare students for a career within the Information and Communication Technology industry. The Cisco Networking Academy provides comprehensive project-based training in computer network design, set-up, maintenance, troubleshooting, and administration. Students participate in hands-on projects that provide experiential learning, while preparing for the Cisco certification exam. This exam, given at the completion of two semesters, determines if the student is fully qualified to work as a Cisco Certified Networking Associate.

While focused on the CCENT and CCNA certifications, students are also being prepared to pursue other major industry networking certifications including CompTIA A+, Network+, Linux+, Server+, and Security+, along with Microsoft Certified Server and Workstation Support, and Linux Professional Institute’s (LPI) Linux Essentials Professional Development Certificate. The academy program is well rounded, and encompasses those technical domains being sought by today’s employers.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT121</td>
<td>IT Essentials</td>
<td>5</td>
</tr>
<tr>
<td>BIT122</td>
<td>Introduction to Networks</td>
<td>4</td>
</tr>
<tr>
<td>MIS121</td>
<td>Introduction to Linux I</td>
<td>4</td>
</tr>
<tr>
<td>MIS122</td>
<td>Microsoft Server Support</td>
<td>4</td>
</tr>
<tr>
<td>BIT224</td>
<td>Routing and Switching Essentials</td>
<td>4</td>
</tr>
<tr>
<td>BIT225</td>
<td>Scaling Networks</td>
<td>4</td>
</tr>
<tr>
<td>BIT226</td>
<td>Connecting Networks</td>
<td>4</td>
</tr>
<tr>
<td>BIT327</td>
<td>Network Security</td>
<td>5</td>
</tr>
<tr>
<td>PD121</td>
<td>Professional Development I</td>
<td>1</td>
</tr>
<tr>
<td>PD122</td>
<td>Professional Development II</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credit Hours: 36

Length of Program: Day School: 7.5 Months*
Night School: 12 Months

Tuition: $14,500
Application Fee: 100
*Criminal Background Check: 35
Book Fee: 500
Student Fees: 650
Total Program Cost: $15,785

(* Some Fridays may be required)

Certification testing fees are not included in the cost of tuition. Uniforms and other additional supplies, including a minimum 4 GB flash drive, are the student’s responsibility.

*Criminal Background Check fee must be paid with application fee.

Entrance Test Required
PART IV-A – DEGREE GRANTING PROGRAMS
COURSE DESCRIPTIONS

**Associate of Applied Science Degree Nursing Program**

Health, fire, and safety measures are emphasized in each course of the program.

**SDV100 Student Development**  
1 Credit Hour  
This course introduces students to the skills which are necessary to achieve their academic goals. Strategies are explored to assist students with improving their study skills, test taking, learning techniques, and time management and those topical areas which are applicable to their particular discipline. In addition, the principles and practical application of effective communication are studied. The discipline of Health Informatics is introduced and the concepts relevant in today's health care delivery are explored.

**NSG100 Introduction To Nursing**  
3 Credit Hours  
Introduction to Nursing focuses on the student as learner and on the transition into the beginning registered nurse role. The importance of organization, time management, effective study skills, test-taking strategies, cultural diversity, and communication skills are emphasized. Maslow's hierarchy of human needs and the systematic problem-solving approach are introduced as the organizational framework to identify, prioritize, and integrate human needs into the delivery of nursing care. Attention is given to the historical development, current trends, cultural and spiritual aspects of nursing care, and legal aspects of nursing. These principles will show how nursing can serve the client and his family, as well as the community. In addition, introduction to computer skills and math will be integrated to prepare the student for future objectives. The licensure requirements will be addressed.

**NSG110 Principles Of Nutrition**  
3 Credit Hours  
Principles of Nutrition emphasizes the basic foundations of nutrition and the interrelationship with optimal health. Nutrients, their sources, functions, basic requirements, and an overview of clinical diets are included in relationship with certain pathophysiology problems encountered in nursing. This knowledge will serve as a basis for the application of diet therapy to the nursing needs of the patient.

**NSG120 Communication Skills**  
3 Credit Hours  
Communication Skills is designed to help students develop these skills in the nurse-client relationship. It reviews therapeutic communication strategies as well as barriers in the communication process. It explores intercultural communication as well as communications with different groups, genders and clients with special needs. It also emphasizes the communication process with other professionals, life’s losses, and documentation in the electronic age.

**NSG130 Fundamentals Of Nursing**  
7 Credit Hours  
Fundamentals of Nursing focuses on identifying, prioritizing, and integrating the hierarchy of basic human needs throughout the lifespan. Transcultural nursing concepts are introduced. Systemic problem-solving approach provides the organizational framework for a holistic approach to nursing care. Through theory and lab, this course introduces the principles and cognitive and motor skills essential to nursing practice. This includes: communication, the systematic problem-solving approach, vital signs, health assessment, body mechanics, aseptic techniques, client safety, nutritional needs, and care for adults of varying cultural and developmental stages.

**NSG140 Fundamentals Of Nursing Clinical**  
2 Credit Hours  
This course provides a supervised clinical experience to apply the knowledge from the theoretical/laboratory base of previous courses. **Prerequisite NSG 130**
NSG150 Pharmacology 8 Credit Hours
Pharmacology is designed to give the student an understanding of principles of pharmacology and specific drug groups using the prototypical approach and emphasizing physiological classifications and generic nomenclature. Discussion of specific physiological drug groups will be organized according to their use in treating alteration in activity-exercise, sleep-rest, elimination, cognitive-perceptual, nutritional-metabolic, and self-perception-self concept dimensions. The nursing process is applied to the administration of medication, and emphasizes identifying the altered health pattern for which the medication is administered, promoting and monitoring therapeutic effect, observing for and minimizing adverse effects, and evaluating the effectiveness of drug therapy. Drug dosage calculation will be emphasized. Lab will enhance the student’s ability to apply these principles through hands-on experience with enteral, parenteral, and cutaneous routes.

NSG160 Adult Nursing I 11 Credit Hours
Adult Nursing I is designed to develop the student’s knowledge of etiology, symptoms, prescribed treatment, and use of the nursing process in selected disorders. Disorders to be included are: stress adaptation and pain, death and dying, fluid and electrolytes, and shock, as well as the diseases of the respiratory, renal, cardiac, and the gastrointestinal systems. Geriatric considerations are integrated throughout the course. Lab will have various applications of the skills necessary to perform nursing tasks in these medical surgical areas.

NSG170 Adult Nursing II 9 Credit Hours
Adult Nursing II is designed to develop the student’s knowledge of etiology, symptoms, prescribed treatment, and use of the nursing process for selected disorders of the integumentary, hematological/peripheral vascular diseases, lymphatic, neurological, sensory, musculoskeletal, endocrine and reproductive systems. The geriatric considerations are integrated throughout the course. Lab will have various applications of the skills necessary to perform nursing tasks in these medical surgical areas.

NSG180 Adult Nursing Clinical 5 Credit Hours
Adult Nursing Clinical provides a supervised clinical experience that focuses on nursing care of individuals and families requiring the integration of concepts related to nursing care of complex medical/surgical disorders. Content includes math computational skills, computer instruction related to the delivery of nursing care, and the application of the nursing process to the following disorders: sensory, neurological, integumentary, respiratory, lymphatic, musculoskeletal, renal, cardiovascular, gastrointestinal, endocrine and reproductive. Use of all concepts of the nursing process with increasing degrees of skill will be emphasized. Prerequisite NSG 160

NSG190 Specialized Populations 9 Credit Hours
Specialized populations is designed to provide the students with the knowledge, understanding and nursing skills related to phases of childbearing including the welfare and care of the neonate and other family members. Care of well and sick children and other family members’ needs related to those specific conditions are addressed. Principles of prenatal, perinatal, postnatal, and neonatal care as well as care given during labor, delivery, and puerperium are examined. Newborn care and assessment are explored. Abnormal conditions of pregnancy, infants and children and disorders of the newborn are discussed and experiences provided via simulation and lab. This unit builds upon previous concepts of developmental theory and provides the basis for the clinical experience. The concept of child abuse will be given particular attention as well as the legal aspect of recognizing and reporting abuse and coordinating with community resources. Math calculations for the specialized populations are emphasized.

NSG200 Specialized Populations Clinical 1 Credit Hour
Specialized Populations Clinical provides supervised clinical experiences to build upon the theoretical/lab knowledge base of Specialized Populations. Opportunities are provided to the student to be able to provide care to the mother in the hospital during labor, delivery, and puerperium along with newborn care. Abnormal conditions of pregnancy and disorders of the newborn are presented and experiences completed. Opportunities are provided to observe and
participate in the care given to well and sick children. Experiences of abnormal conditions of infants and children of all ages are incorporated through hands on application.

**Prerequisite NSG 190**

**NSG210 Psychiatric Nursing**

3 Credit Hours

Psychiatric Nursing via theory/lab focuses on the principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. Alterations in the functional health pattern of cognition-perception, and the nurse’s role in promoting mental health and coordinating community services are emphasized. Common alterations in the cognition-perceptual pattern including chemical dependency, violence, abuse, anxiety, psychosis, and organic conditions affecting cognition are studied.

**NSG220 Organizational Management**

4 Credit Hours

Organizational Management provides the managerial and leadership roles and skills to prepare the registered nurse student to provide safe and effective care for a group of clients in both acute and long-term settings. In addition, it provides information in community health practice. Principles of delegation and supervisory skills are emphasized. In addition, this course teaches the importance of communication skills, time management and prioritization fulfilling the duties of being a nurse manager/leader. The course also emphasizes the role of the registered nurse as a member of the profession. The importance of the individual nurse as well as the profession at large in proactively responding to the transformation of the local, state, national and global health care delivery systems are emphasized. Opportunities for personal growth and career development are explored.

**NSG230 Psychiatric/Organizational Clinical**

1 Credit Hour

Psychiatric/Organizational Clinical provides clinical experiences to build upon the theoretical/lab experience knowledge base from Psychiatric Nursing and Organizational Management. Cultural diversity, life span issues, socioeconomic concerns, use of human and material resources as well as community-based resources are integrated into the activities as preparation for the role as an RN. Clinical will be divided equally between each specialty area. **Prerequisites NSG210 and NSG220**

**NSG240 NCLEX Preparation**

3 Credit Hours

NCLEX Preparation offers a comprehensive review of the major principles of the previous courses and prepares the student for the National Council Licensure Examination-RN. The major areas of Nutrition, Fundamentals, Pharmacology, Adult Nursing, Specialized Populations, Psychiatric Nursing, and Organizational Management are emphasized. Test-taking preparation strategies and rationale are utilized with numerous opportunities to apply them in a lab setting before the final examination.

**Associate of Applied Science Degree Nursing Program - LPN Transition Option**

**NSG145 Transitional Nursing**

3 Credit Hours

Transitional Nursing introduces the role of the registered nurse through concepts and skill development. This course serves as a bridge course for licensed practical nurses to review the critical core areas needed for transitioning into the practice of a registered nurse. Math computational skills and basic computer instruction related to the delivery of nursing care are included. Fundamentals and Nutritional therapy will be reviewed. Communication strategies and differences of roles of the LPN and RN will be emphasized.
Associate of Applied Science Degree Occupational Therapy Assistant Program

Health, fire, and safety measures are emphasized in each course of the program.

OTA100 Professional Seminar I 2 Credit Hours
Professional Seminar I (online) is the OTA student portal for exploring health professional behaviors, OT practitioner role delineation, supervision, interprofessional collaboration, concepts of therapeutic use of self and medical terminology in the context of an online forum. Students will learn how to search for evidence-based occupational therapy intervention through AOTA.org, WHO.org, Healthy People 2020, OT seeker, PEDRO, and EVCC ProQuest online library, be introduced to health information technology, the electronic medical record, use medical terminology and critically problem solve abbreviations and symbols found in client case studies.

OTA101 Level I Fieldwork A 1 Credit Hour
Level I Fieldwork A introduces the student to the psychological and social factors that influence engagement in occupation (Standard C.1.7). It is intended “to introduce students to the fieldwork experience, and develop a basic comfort level with an understanding of the needs of clients [as well as] engage in experiences designed to enrich didactic coursework through directed observation and participation in selected aspects of the occupational therapy process.” (AOTA, COE, 1999). Students will be placed in community or hospital-based settings that support learning in OTA 108 & 110.

OTA102 Introduction to Occupational Therapy 3 Credit Hours
Introduction to Occupational Therapy provides the starting point for continued competence as an occupational therapy practitioner/occupational therapy assistant. Topics explored include OT history, the philosophical base, core tenets, delivery of OT services and key definitions. Emphasis will be placed on the OT code of ethics, technical standards, OT process, scope of OT practice, current AOTA documents and Occupational Therapy Practice Framework: Domain and Process.

OTA104 Analysis of Occupational Performance 2 Credit Hours

OTA106 Activity and Occupation Lab 1 Credit Hour
Purposeful activities and Occupation Lab provides the student with hands on experiences to apply concepts of kinesiology, anatomy and neuroscience to systematically observe and evaluate/analyze human “doing.” Concepts of occupational science and the Ecology for Human Performance Model will set the stage to understand how to conceptualize activities and occupations to meet the needs and wants of clients, organizations or populations. Occupational therapy “tools” will be explored and applied in activities and occupations.

OTA108 Concepts, Techniques & Interventions in Aging 3 Credit Hours
Concepts in Aging examines the occupational therapy process in individual, organizational and population aging. Topics include common diagnoses of aging, six broad areas of practice defined by AOTA Centennial Vision, trends and concepts of aging, health and well-being, health equity and determinants of health that interfere with participation in daily occupations and therapeutic technologies. Use of theory, evaluation and data collection, documentation, evidence and occupation-based interventions will be presented and applied.
OTA 110 Concepts in Mental Health  
4 Credit Hours
Concepts in Mental Health examines the occupational therapy process in individual, organizational and population mental health recovery. Topics include common diagnoses, historical events in psychosocial and mental health care, introduction of Diagnostic and Statistical Manual for Mental Disorders (DSM V), co-morbidities with severe and persistent mental illness, introduction to psychotropic drugs and issues that impact mental health well being. Use of theory, evaluation and data collection, documentation, evidence and occupation-based interventions will be presented and applied in Techniques & Interventions I.

OTA116 Techniques and Interventions I  
3 Credit Hours
Techniques & Interventions I provides the student with hands-on laboratory experience to apply concepts presented in OTA 110: Concepts in Mental Health. Topics are inclusive of specific diagnostic categories of DSM V and therapeutic technologies. Students will practice and demonstrate competency in techniques and interventions related to AOTA practice guidelines. Group process and community-based interventions will be highlighted.

OTA200 Professional Seminar II  
1 Credit Hour
Professional Seminar II is a continuation of Professional Seminar I. In-class and online discussions prepare the OTA student for Level II Fieldwork and the NBCOT exam. Professional advocacy, management of occupational therapy services, professional ethics, values and responsibilities, reimbursement for OT services, scholarship and professional development will be highlighted.

OTA201 Level I Fieldwork B  
1 Credit Hour
Level I Fieldwork B introduces the student to the adult rehabilitation and/or pediatric setting of occupational therapy practice. It is intended “to introduce students to the fieldwork experience, and develop a basic comfort level with an understanding of the needs of clients [as well as] engage in experiences designed to enrich didactic coursework through directed observation and participation in selected aspects of the occupational therapy process.” (AOTA, COE, 1999). Students will be placed in practice settings that support learning in OTA 224, 234, & 244.

OTA224 Concepts in Children & Youth  
4 Credit Hours
Concepts in Children & Youth examines the occupational therapy process in pediatrics. Topics are inclusive of selected diagnostic categories (autism, cerebral palsy, intellectual disabilities, learning disabilities, developmental and developmental trauma disorders), therapeutic technologies, Individual with Disabilities Act (IDEA), normal and abnormal development, autism, sensory integration, youth transportation, and play. Use of theory, evaluation and data collection, documentation, evidence and occupation-based interventions will be presented and applied in Techniques & Interventions II.

OTA226 Techniques & Interventions II  
3 Credit Hours
Technique & Interventions II provides the student with hands-on laboratory experience to apply concepts presented in OTA 224: Concepts in Children & Youth. Students will practice and demonstrate competency in techniques and interventions related to AOTA practice guidelines.

OTA234 Concepts in Adult Rehabilitation: General/ Orthopaedic Conditions  
4 Credit Hours
Concepts in Rehabilitation examines the occupational therapy process for adults with physical disabilities. Topics are inclusive of selected diagnostic categories (cardio-pulmonary diseases, diabetes, orthopedic conditions, chronic pain, hand impairments, spinal cord injury, rheumatoid arthritis, osteoarthritis, fibromyalgia, burn injuries, amputations, and cancer) and therapeutic technologies. Use of theory, evaluation and data collection, documentation, evidence and occupation-based interventions will be presented and applied in Techniques & Interventions III.

OTA236 Techniques & Interventions III  
3 Credit Hours
Technique & Interventions Lab III provides the student with hands-on laboratory experience to apply concepts presented in OTA 106: Activity & Occupations Lab & 234: Concepts in Adult Rehabilitation: General/ Orthopaedic Conditions. Students will practice and demonstrate competency in techniques and interventions related to AOTA practice guidelines.
OTA244  Concepts in Adult Rehabilitation: Neurological Conditions  4 Credit Hours
Concepts in Adult Rehabilitation: Neurological Conditions examines the occupational therapy process for adults with physical disabilities. Topics are inclusive of selected diagnostic categories (Stroke, Acquired Brain Injury, Neurodegenerative Diseases, Dysphagia, Human Immunodeficiency Virus); motor learning and therapeutic technologies. Use of theory, evaluation and data collection, documentation, evidence and occupation-based interventions will be presented and applied in Techniques & Interventions IV.

OTA246  Techniques & Interventions IV  3 Credit Hours
Techniques & Interventions IV provides the student with hands-on laboratory experience to apply concepts presented in OTA 244: Concepts in Adult Rehabilitation: Neurological Conditions. Students will practice and demonstrate competency in techniques and interventions related to AOTA practice guidelines.

OTA301  Level II Fieldwork A  7 Credit Hours
The Level II Fieldwork A experience provides the student with the opportunity to connect classroom learning and Level I Fieldwork to “real-time” experiences with clients in traditional an OT practice setting. Students will engage in 8 weeks of full-time, in depth learning experiences under the direct supervision of a licensed OT or OTA when delivering occupation and evidenced based services to clients or groups.

OTA302  Level II Fieldwork B  7 Credit Hours
The Level II Fieldwork B experience provides the student with the opportunity to connect classroom learning and Level I Fieldwork to “real-time” experiences with clients in another traditional OT practice setting. Students will engage in 8 weeks of full-time, in depth learning experiences under the direct supervision of a licensed OT or OTA when delivering occupation and evidenced based services to clients or groups.
Partial Nurse Education Program

Health, fire, and safety measures are emphasized in each course of the program.

**PN100  Trends in Nursing**  
3 Credit Hours  
This course offers a general overview of practical nursing and introduces the student to basic concepts of the profession, including the history, philosophy of practical nursing, and the nursing process. Students are also introduced to theories of practical nursing, professional practice roles, the expectations and relationships encountered in nursing, and legal, ethical, and licensure issues.

**PN110  Journey Across the Life Span**  
1 Credit Hour  
This course is designed to bring into awareness the importance of verbal and written communication in the health care field. Therapeutic communication will be discussed involving multicultural, lifespan responses, and specialized population concerns. Life-altering issues and responses to death and dying will be addressed.

**PN120  Anatomy and Physiology**  
8 Credit Hours  
This course focuses on the basic structure and function of the human body for students preparing for professions in the healthcare field. Topics include anatomical terminology, basic biochemistry, cells and tissues and anatomy of the integumentary, skeletal, muscular, nervous and endocrine systems. The student will also study special senses, cardiovascular and lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. The student is introduced to common human disease processes. Medical terminology will include the terms used for practical application within the medical field.

**PN130  Nutrition**  
3 Credit Hours  
This course is designed to build on the anatomy course with an emphasis on the basic principles of good nutrition and their interrelationship with good health. Nutrients, their sources, functions, basic requirements, and an overview of clinical diets are included. This knowledge will serve as a basis for the application of diet therapy to the nursing needs of the patient.

**PN140  Nursing Skills Theory**  
6 Credit Hours  
This course is designed to provide knowledge of the principles and performance of the procedures that are essential to the nursing care of patients at a basic level through classroom instruction and laboratory practice.

**PN150  Nursing Skills Clinical**  
1 Credit Hour  
This course provides a supervised clinical experience to build upon the theoretical knowledge base from previous courses. **Prerequisite PN140**

**PN160  Pharmacology**  
7 Credit Hours  
This course includes a review of basic mathematics, weights and measures used in relationship to the administration of medication. This course also provides basic information relevant to the safe preparation and administration of medications prescribed by the physician. Practice administration under the direct supervision of an instructor will be included in this course. The student will be introduced to the pharmacological actions and the individual's response to medication utilizing the nursing process. An additional focus is on the integration of patient/family education in the plan of treatment.
PN170  Medical Surgical Nursing I  11 Credit Hours
This course is designed to teach the student the basic knowledge of etiology, symptoms, prescribed treatment, and experience in the nursing care of selected disorders including fluid and electrolytes, respiratory, urinary, cardiac, hematological, and peripheral vascular disease. The nursing process implementation will be taught and reinforced in the clinical setting. The stress response including pain and issues of death and dying will be addressed. Psychosocial and cultural issues pertaining to patient care will be explored. This course builds on the knowledge and concepts taught in the previous courses.

PN180  Medical Surgical Nursing I Clinical  2 Credit Hours
This course provides a supervised clinical experience to build upon the theoretical knowledge base from Medical Surgical Nursing I.  Prerequisite: PN170

PN190  Medical Surgical Nursing II  10 Credit Hours
This course is designed to teach the student the basic knowledge of selected disorders included in the lymphatic, gastrointestinal, integumentary, neurological, sensory, musculoskeletal, endocrine, and reproductive systems. The nursing process implementation will be taught and reinforced for application in the clinical setting. This course builds on the knowledge and concepts taught in previous courses.  Prerequisite: PN180

PN200  Medical Surgical Nursing II Clinical  2 Credit Hours
This course provides a supervised clinical experience to build upon the theoretical knowledge base from Medical Surgical Nursing II.  Prerequisite: PN190

PN210  Pediatric Nursing  3 Credit Hours
This course is designed to assist the student in gaining knowledge and understanding, and in developing nursing skills related to the needs and care of well and sick children and other family members. Planned clinical experiences are correlated with theory. Opportunities are provided to observe and participate in the care given to well and sick children. Abnormal conditions of infants and children of all ages are discussed and experiences are provided as available. Principles from the life span will be integrated as well as structure and function, nutrition and drug therapy.

PN220  Pediatric Nursing Clinical  0 Credit Hours
This course provides a supervised clinical experience to build upon the theoretical knowledge base from Pediatric Nursing.  Prerequisite: PN210

PN230  Maternity Nursing  3 Credit Hours
This course is designed to provide the student with knowledge, understanding, and nursing skills related to phases of childbearing including the welfare and care of the neonate and other family members. Principles of prenatal, perinatal, postnatal, and neonatal care remain constant, and pregnancy and birth are presented as part of the normal life cycle. Clinical experiences are correlated with theory. The care given the mother in the hospital during labor, delivery, the puerperium, and the care of the newborn is provided. Abnormal conditions of pregnancy and disorders of the newborn are presented and experiences provided opportunistically. This unit builds theory taught in structure and function of the reproductive system and is correlated with nutrition, drug therapy, and nursing skills.

PN240  Maternity Nursing Clinical  0 Credit Hours
This course provides a supervised clinical experience to build upon the theoretical knowledge base from Maternity Nursing.  Prerequisite: PN230

PN250  Psychiatric Nursing  3 Credit Hours
This course is designed to provide the student with skills that will aid in recognizing the emotional needs of patients. Emphasis is placed on the study of personality formation, communication skills, adaptive and maladaptive behavior, and problem solving using the nursing process. A basic foundation of the definitions, therapies, and nursing interventions of specific psychopathologies is integrated in this subject. The course content is built upon and incorporated into theory taught in all other areas of the practical nursing curriculum.
PN260 Psychiatric Nursing Clinical 0 Credit Hours
This course provides a supervised clinical experience to build upon the theoretical knowledge base from Psychiatric Nursing. **Prerequisite:** PN250

PN270 Geriatric/Leadership Nursing 3 Credit Hours
This course is designed to provide knowledge and understanding of the normal process of aging. In order to develop a positive attitude toward the older person in our society, students will be provided experiences in the areas in which they can relate to the senior citizen who functions independently in the community, as well as those in health care facilities. Emphasis in this course is given to the leadership-management roles of the practical nurse and the knowledge and skills needed to assume this responsibility.

PN280 Geriatric/Leadership Clinical 0 Credit Hours
This course provides clinical experience to build upon the theoretical knowledge base from Geriatric/Leadership Nursing. **Prerequisite:** PN270

PN292 NCLEX Review 6 Credit Hours
This course offers a comprehensive review of the major principles of anatomy and physiology, nutrition, pharmacology, medical surgical nursing, maternity nursing, pediatric nursing, psychiatric nursing, and geriatric nursing. The primary focus is to prepare students to take the National Council Licensure Examination-PN.

**Nurse Aide Program**

Health, fire, and safety measures are emphasized in each course of the program.

NA100 Introduction to Nurse Aide 12 Clock Hours
This course offers a general introduction to the basic concepts of working in long term care. Roles and responsibilities of health care workers are discussed. Promoting residents’ rights and independence as well as communication and interpersonal skills will be included.

NA101 Patient Care and Safety 36 Clock Hours
This course is designed to provide knowledge of the principles and performance of the procedures that are essential to the care of patients at a basic level through classroom instruction and laboratory practice. Safety related to the performance of duties is emphasized.

NA102 Mental Health and Palliative Care 12 Clock Hours
This course provides the student with a basic understanding of caring for a resident with mental health needs as well as the cognitively impaired. Basic restorative care to include physical, psychological and social aspects will be discussed. An additional focus on the dying patient will be included.

NA103 Emergency Procedures and Certification Review 16 Clock Hours
This course provides the basic understanding of life support and the necessary interventions required. Students will review all of the material covered in the classes taken during this program to prepare the student for the state certification examination.

NA104 Externship 56 Clock Hours
This course provides a supervised clinical experience to build upon the theoretical knowledge base from previous courses.
Medication Aide Program

Health, fire, and safety measures are emphasized in each course of the program.

MA100 Legal and Ethical Issues 4 Clock Hours
This course offers a general overview of the legal and ethical issues relating to medication aides. Emphasis is given to client rights in regard to the administration of medication. In addition, permitted practices and prohibited acts are discussed.

MA101 Pharmacology Principles 11.5 Clock Hours
This course provides basic information relevant to the safe preparation and administration of medications. This course will cover key pharmacological terms and classification, purpose and effects of medications.

MA102 Clinical Applications 11.5 Clock Hours
This course introduces the student to the understanding of administering or assisting the client with self-administration via multiple routes. Through theory and lab, the course offers the principles of receiving and transcribing orders and the documentation of medication administration. The guidelines for the storage of medications will be covered.

MA103 Special Considerations for Medication Administration 21 Clock Hours
This course is designed to provide knowledge and understanding of the special issues of medication administration. The course will also identify areas related to over-the-counter medications, herbal preparations and non-medical substances. Emphasis in this course is given to diabetes and insulin administration.

MA104 Externship 20 Clock Hours
The student will participate in a highly structured, supervised training experience in an assisted living facility. A licensed professional will monitor closely each student's performance. This course provides clinical experience to build upon the theoretical knowledge base from previous courses.
# EVCC Fall 2015 Course Catalog

## Allied Health Department

### Medical Assistant Program

Health, fire, and safety measures are emphasized in each course of the program.

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AT101</td>
<td>Anatomy/Terminology I</td>
<td>6</td>
</tr>
<tr>
<td>AT102</td>
<td>Anatomy/Terminology II</td>
<td>6</td>
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<tr>
<td>AT103</td>
<td>Anatomy/Terminology III</td>
<td>4</td>
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</table>

Students will study the structure and function of various body systems. Radiology, nuclear medicine, oncology, psychiatry, pharmacology, and the blood and immune systems will be introduced. Medical terminology related to anatomy, physiology, pathological conditions, clinical procedures and laboratory tests of these body systems and medical specialties will be emphasized, along with their proper pronunciation and spelling.

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<tbody>
<tr>
<td>AD101</td>
<td>Medical Office Administration</td>
<td>4</td>
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</tbody>
</table>

Administrative medical office techniques will be taught, including those related to telephone, appointments, insurance referrals, patient account management, collections, medical records, correspondence, payroll, and travel arrangements. Professional ethics and legal issues will be discussed. Students will be introduced to medical transcription and health insurance claims processing.

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<tbody>
<tr>
<td>CM300</td>
<td>Microsoft Office</td>
<td>1</td>
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</table>

In these courses students will learn the basics of Microsoft Word and Excel. Word topics will include document preparation, editing, formatting and design, and printing and publishing. Excel will cover integrating worksheets, graphics and data management for mathematical, financial and organizational tasks.

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<tbody>
<tr>
<td>CP200</td>
<td>Basic Pharmacology I</td>
<td>1</td>
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This course is a concentration of the mathematical process of medication distribution and administration. Emphasis is placed on accuracy in mathematics and dosage calculation skills necessary for safe preparation and administration of medication to the adult and pediatric patient.

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<td>CP201</td>
<td>Basic Pharmacology II</td>
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This course presents a detailed explanation of drugs, drug classification and identification, routes of administration, drug actions and adverse reactions. Emphasis is placed on legislation relating to drugs, drug references, basic principles for the administration of medication and universal and standard precautions.

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<tr>
<td>CP102</td>
<td>Clinical Office Procedures I</td>
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</table>

This course is an introduction and study of the basic aseptic and infection control practices, sterilization procedures, OSHA guidelines, and hazard control. Vital signs, assisting with physical exams, and taking medical histories are studied and practiced. Blood specimen collection procedures are studied with the practice of capillary collection and venipuncture collection methods. Basic hematology is studied and analyzed with practice in hematology skills, including erythrocyte sedimentation rate, hematocrit, white blood cell count, and peripheral blood smear. Blood chemistries are discussed and blood glucose is performed and practiced. Other laboratory procedures for the medical office are studied, including microbiology with culture specimen collection and urinalysis.

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<td>CP103</td>
<td>Clinical Office Procedures II</td>
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This course is a study and practice of electrocardiography, the administration of medication, injection techniques, assisting with minor surgical procedures, and the identification of surgical instruments. First aid procedures are studied and practiced, and a course for CPR is presented.
CX100 Medical Assistant Externship Preparation 1 Credit Hour
This course will prepare the student for entry into the medical community. Students will utilize administrative and clinical medical office skills previously taught in the Medical Assisting program. Emphasis will be placed on customer service, professional dress and an overall review of the basic skills needed to perform satisfactorily at the externship site. The primary focus is to prepare the students for certification examination.

CX200 Medical Assistant Externship 2 Credit Hours
This course is a practical application of general administrative and clinical skills in an ambulatory care setting. The clinical portion of the course is designed to provide the student with a well-rounded practical experience in an actual workplace setting.

PD101 Professional Development 1 Credit Hour
This course will introduce the student to resume writing, job search techniques and interviewing skills. All students will participate in this course prior to graduation.

Health Information Technician Course Description

HIT 100 Intro to Health Information Technician 3 Credit Hours
This course is an in-depth study of the origin, use, content, format, and management of health records in a variety of medical settings. The student will be introduced to the various health care organizations that are responsible for providing health care in America and how health information is a vital component of the health care delivery system. This class will focus on storage and retrieval systems, numbering and filing systems, record retention, and the basic functions of the HIT department, including quantitative analysis, abstracting, incomplete chart control and release of information, collect healthcare data for coding and compliance. This course will embrace a variety of individual functions and professional capacities, and the duties performed as a Health Information Technician.

CM310 Microsoft Office 2 Credit Hours
This course provides training on essential skills for using Microsoft Office. Students will learn Microsoft Word, Excel, and PowerPoint. Word topics will emphasis on creating, editing and formatting documents, and preparation, creating and editing charts, tables. Students will also learn to save, share, and manage files. Excel topics will emphasis on the step by step instructions on creating charts, graphs and integrating spread sheets with calculating formulas and functions, as well as data management for financial and organizational tasks. PowerPoint topics will emphasis on the creativity of composing and modifying slide presentations with the use insertions of clip art, sound and a variety of graphics, text, transitions and theme designs. Collectively, this Microsoft Office course will provide students with the fundamental knowledge and skills required to functions in an office setting.

A&P 120 Anatomy & Physiology 8 Credit Hour
This course is designed to describe the healthy body, cells, tissues, organs, and systems in a sequential order. Growth and development along with a review of the principles of good health practices is emphasized. Knowledge of good health practices and the knowledge of normal structure and function are presented to enable the student to assist with the assessment, planning, implementation, and evaluation. Medical terminology is relating to anatomy and physiology is included.

HIT 110 Medical Terminology 3 Credit Hour
This course presents the study of the language of medicine by learning Latin and Greek word elements and focusing on understanding and defining prefixes, suffixes, word roots and their combining forms. After learning the literal meanings of these elements, students will study the spelling, usage, comprehension and pronunciation of the relevant medical terminology in relation to medical procedures, body systems and conditions by forming words and word parts to use in
complex medical terms. The emphasis is placed on understanding the meanings in which the word elements are used in different situations and medical conditions, as well as on their proper pronunciation and spelling. Related pathological conditions, clinical procedures and laboratory tests will be discussed.

**HIT 120 HealthCare Law & Ethics**
3 Credit Hours
The objective of this course is to provide students with the understanding of the court and legal systems as they apply to the Health Information Technology occupation. Students will be able to identify the specific federal and state laws, legislations and regulations as they relate to patient privacy, confidentiality, and security. The course defines medical records as legal documents; therefore emphasis will be placed on the policies and procedures regarding confidentiality, communication, release of patient information, consent and authorization, as well as fraudulent activity in the medical setting.

**HIT 130 Basic Pharmacology**
4 Credit Hours
This course is designed specifically for HIT students allowing them to obtain a basic understanding of clinical and diagnostic laboratory tests as performed in the acute care setting and the basics of pharmacology. Students will learn the disease processes in the human body including the causes, diagnosis, and treatment. Students will identify drug classifications, drug actions, adverse reactions, and drug contraindication of the most commonly prescribed drugs for conditions affecting each body system.

**HIT 140 Electronic Health Records**
4 Credit Hours
This program is designed to prepare students in the basic administrative office skills, medical insurance billing and coding procedures, as well as the fundamental components, and functions necessary for Electronic Health Record (EHR) systems in the health care setting. Students will learn the role of the EHR in facilitating complete documentation, efficient workflow and timely communications among clinicians, staff and patients. This program provide hands-on experience using EHR software to complete common work tasks, managing patient accounts, scheduling patient appointments, and billing in the health care setting.

**HIT 150 Basic Diagnostic Coding**
3 Credit Hours
This course is designed to provide students with a basic orientation of the coding principles and practices of International Classification of Diseases and other diagnosis classification systems. Topics will include; historical development of the ICD classification system, coding of diagnostic procedures and reports from a variety of medical specialties. Students will be able to apply coding guidelines used to accurately assign procedure codes, coding conventions and principles from coding reference materials to patient care procedures, diseases, conditions and diagnosis. These skills will be applied to coding of multi-specialty medical records.

**HIT 160 Basic Procedure Coding**
3 Credit Hours
This course is designed to provide the student with the knowledge and skills for coding using Current Procedural Terminology (CPT) coding manual, along with the latest Healthcare Common Procedure Coding System (HCPCS) to comply with the principles and guidelines of coding regulations and confidently locate codes related to a specific procedure, service, anatomical site, medical condition, manage supply reimbursement, and accurately code medical procedures and treatments.

**HIT 170 Medical Health Insurance Billing**
4 Credit Hours
This course explores the private and government-sponsored financial systems used within the healthcare environment as they apply to various types of health insurance. This course will provide students with an overview of various types of healthcare plans including managed care, prospective payment systems, and other reimbursement methodologies employed in various healthcare settings. Students will learn the rules and regulations on how to properly complete insurance claim forms for Medicare, Medicaid, Blue Cross/Blue Shield, TRICARE, Worker’s Compensation and commercial insurance carriers. Current healthcare reimbursement issues such as revenue cycle management, regulatory compliance, coding compliance, and the role of quality improvement agencies and organizations will also be explored.
HIT 200 Professional Practice in Health Information Technician 2 Credit Hours
This course prepares students for the Certified Health Information Technician Certification Examination with a detail review of program content and methodologies. Students will also learn how to compose employment documents such as a cover letter, resume, and thank you letter. Emphasis will be placed on employment search techniques, interviewing skills, and professionalism.
WELLNESS & BEAUTY DEPARTMENT

Medical Massage Therapy Program

Health, fire, and safety measures are emphasized in each course of the program.

MT100 Professional Foundations/Ethics 1 Credit Hour
Professional foundations and ethics provide the background for understanding key concepts, issues, legal and ethical considerations in the field of massage therapy today. Topics include boundaries, the therapeutic relationship, ethical touch, ethical business practice, communication skills, and confidentiality.

MT110 Business Practices 1 Credit Hour
The success of a massage therapy practice rests on an understanding of sound business principles. This course covers basic business planning skills, massage practice start-up requirements, and legal insurance considerations. The options of working as sole proprietor, independent contractor, or as an employee are discussed.

MT120 Musculoskeletal/Kinesiology I 2 Credit Hours
This course presents thorough extensive study of origins, insertions, and actions of the shoulder, and spine/thorax muscles to include head, face and neck; covers a deeper understanding of the function of muscles and how they relate to movement.

MT130 Musculoskeletal/Kinesiology II 2 Credit Hours
This course presents thorough extensive study of origins, insertions, and actions of the lower body muscles as well as muscles of the forearm & hand; continues to cover the function of muscles, types of contractions, muscle energy source and the function of muscle fibers.

MT140 Anatomy & Physiology I 5 Credit Hours
This course will give the student an overview of the integral workings of the human body and the mechanisms of health and disease. The regions, organs and cavities will be covered. Medical terminology relating to the body’s systems will be introduced. Anatomical position, terms and meanings will be covered. The integumentary system, the body as a whole, the skeletal system including the joints and the anatomy of the muscular system will be explored.

MT150 Anatomy & Physiology II 5 Credit Hours
This course will give the student an overview of the integral workings of the human body. The student will continue the study of anatomical Systems. Biomechanics basics will be introduced. The cardiovascular, lymphatic, immune, respiratory, digestive, urinary, nervous, endocrine and reproductive systems and their pathological conditions will be covered.

MT160 Massage Therapy I 5 Credit Hours
This course presents the history, requirements for practice of massage; the effects, benefits, indications and contraindications of massage, equipment and products, sanitary and safety practices, classification of massage movements, application of massage techniques, and procedure for a complete body massage. Attention is given to the technical aspects of massage, including the use of proper body mechanics and equipment. Proper preparation for massage, including presenting a professional environment, will be established and practiced in lab. Massage manipulations and techniques will be introduced, developed and practiced in lab.

MT230 Eastern Thought & Practice 3 Credit Hour
This course will give the student an overview on the basics of Chinese Medicine and Eastern Thought as related to the massage field. Concepts and basics of modalities with Eastern Thought origins will be introduced, including Acupuncture, Acupressure, Jin Shin Do and Watsu. Ayurveda will be introduced as well as systems that relate to Chakras.
MT251 Medical Massage I
This course will give the student a foundation in clinical massage approaches and techniques integrating anatomy and treatment. A review of massage basics, tools and techniques are provided. Assessment approaches and procedures will be covered as well as clinical note taking. i.e. S.O.A.P. notes.

MT260 Massage Therapy II
This course continues to present complimentary therapeutic approaches. The techniques will be practices and refined in the lab. Students will be exposed to different modalities of treatment and how to incorporate them into an overall treatment plan. Attention is paid to dealing with special populations like pregnant clients, athletes and the elderly.

MT280 Medical Massage II
This course will teach the basic concepts of thermotherapy and cryotherapy as it relates to the therapeutic environment. Concepts of clinical massage will continue to be developed. This course includes forty hours of externship performed at a local medical/rehabilitation facility.

MT300 Certification Review
This course will prepare the students for successful completion of the national certification examination. CPR and First Aid will be offered during this course.

MT310 Student Clinic
This clinic will provide the students with practical application of everything they have learned. The students will participate in all aspects of a massage business. They will set and follow up appointments, work on advertising and provide massage therapy for outside clients. The students will be supervised by an instructor.

Esthetics Program

Health, fire, and safety measures are emphasized in each course of the program.

EST201 General Sciences and Basic Anatomy
Orientation of Esthetics, life skills, professional image, and communication for success are explored in this course.

EST202 State Laws & Regulations
Students are introduced to the Virginia State laws and the rules from the Department of Professional and Occupational Regulation for the Esthetics profession.

EST210 Basic Skin Care I
The basics of skin care encompass many areas. This course focuses on facial massage techniques as well as basic facial techniques. Hair removal is studied and students learn the correct treatment room set up for various client services.

EST211 Basic Skin Care II
This course teaches skin care and various skin conditions as well as skin analysis. Products and their ingredients are studied to understand their effects on the skin. Nutrition and the role it plays in healthy skin is also a focus of this course.

EST214 Basic to Advanced Infection Control
Microbiology and infection control including sanitation, disinfection, and sterilization with an emphasis on disorders and diseases of the skin are covered in this course. Additionally, HIPAA rules concerning client records, documentation, and privacy are covered. The student is introduced to OSHA, FDA, MSDS regulations, and personal protective equipment.
EST215 Basic Procedures & Theory of Advanced Topics  5 Credit Hours
In this course a thorough introduction to advanced topics including light treatments, chemical
exfoliation, microdermabrasion, microcurrent, lasers, lymphatic drainage, body treatments, and
makeup are given to the student.

EST216 Basic Anatomy & Physiology  4 Credit Hours
Students will learn skin structures and function, nutrition, cells, organs, tissues, and the 11 body
systems. Students will also learn to relate muscle groups to massage techniques.

EST217 Business Skills, Licensure Preparation & Review  3 Credit Hours
This course covers business practices, including insurance, liability, and business skills. It also
includes an introduction to career planning, the skin care business, and the marketing of products
and services typical of the spa industry. This course prepares the student for application, testing
and procedures for licensure.

Master Esthetics Program
Health, fire, and safety measures are emphasized in each course of the program.

ME101 Advanced Business and Infection Control  3 Credit Hours
This course provides in depth business skills information including state laws, OSHA, FDA, and
MSDS esthetics regulations, and insurance and liability issues. Additionally, advanced infection
control, disinfection and sterilization methods and protective equipment are covered.

ME102 Advanced Anatomy and Physiology  4 Credit Hours
Advanced anatomy and physiology and advanced skin structure and functions are covered along
with advanced nutrition and stress management.

ME103 Advanced Skin Care & Modalities
and Intro to Advanced Procedures  9 Credit Hours
Advanced disease and disorders are covered with advanced skin typing and conditions,
advanced cosmetic ingredients and pharmacology, advanced home care, advanced facial
techniques, advanced skin care massage, medical terminology, and pre and post medical
treatments.

ME104 Advanced Procedures and Chemical Exfoliation  8 Credit Hours
Advanced facial devices, hair removal, home care, advanced makeup, spa/body treatments,
alternative therapies, Ayurveda theory and treatments, and medical intervention are covered.

ME105 Lymphatic Drainage  5 Credit Hours
This course is an Introduction to lymphatic drainage and covers tissues and organs of the
lymphatic system and functions of the lymphatic system, immunity, etiology of edema, indications
and contraindications for lymphatic drainage. Also included are manipulations and movements
for lymphatic drainage, face and neck treatment sequence, lymphatic drainage of the trunk and
upper extremities and the trunk and lower extremities, cellulite, use of lymphatic drainage with
other treatments, and machine aided lymphatic drainage.

Nail Technician Program
Health, fire, and safety measures are emphasized in each course of the program.

NT100 Orientation to Nail Technology  10 Clock Hours
This course is designed to introduce the student to the history of cosmetology and the career
paths for a nail technician. Life skills will be discussed along with ethics and professional image.
In addition, communication strategies and human relations will be explored.
## EVCC Fall 2015 Course Catalog

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<tr>
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<th>Clock Hours</th>
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<tbody>
<tr>
<td>NT110</td>
<td>Science of Nail Technology</td>
<td>75</td>
</tr>
<tr>
<td>NT120</td>
<td>Practices and Procedures</td>
<td>55</td>
</tr>
<tr>
<td>NT130</td>
<td>Business Skills</td>
<td>10</td>
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<tr>
<td>WAX101</td>
<td>Orientation, State Laws and Regulations</td>
<td>10</td>
</tr>
<tr>
<td>WAX102</td>
<td>Anatomies and Physiology of the Skin and Hair</td>
<td>25</td>
</tr>
<tr>
<td>WAX103</td>
<td>Infection Control</td>
<td>25</td>
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<tr>
<td>WAX104</td>
<td>Client Consultations and Skin Analysis</td>
<td>15</td>
</tr>
<tr>
<td>WAX105</td>
<td>Waxing Procedures</td>
<td>30</td>
</tr>
<tr>
<td>WAX106</td>
<td>Salon Management</td>
<td>10</td>
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### NT110 Science of Nail Technology
This course provides the student with the basic principles and practices related to infection control in the salon setting. The student is then introduced to anatomy and physiology, skin structure and growth, along with nail structure and growth. Abnormal conditions and diseases of the nails are discussed. The basics of chemistry and its relationship to product are explored. An additional focus is on the basics of electricity.

### NT120 Practices and Procedures
This course is designed to introduce the student to the practical aspects of nail technology. The technique of manicuring and pedicuring will be practiced along with tips, wraps, and gels. In addition, nail enhancements and nail art will be introduced and practiced in the lab.

### NT130 Business Skills
This course will introduce the student to the basic business practices necessary for developing and implementing a successful career in nail technology.

### Wax Technician Program
Health, fire, and safety measures are emphasized in each course of the program.

#### WAX101 Orientation, State Laws and Regulations
This course covers an introduction and orientation to waxing and its basic fundamentals. Subjects covered include life skills, professional ethics, state laws and regulations pertaining to waxing.

#### WAX102 Anatomies and Physiology of the Skin and Hair
This course covers the structures of the skin and hair, the stages of hair growth, the functions of the skin, the glands and their functions and all components of the endocrine system as they pertain to waxing.

#### WAX103 Infection Control
This course covers disorders and diseases of the skin to include allergies, autoimmune skin diseases, skin cancer, hormone induced disorders, and chemical causing disorders. Also covered are hair disorders and syndromes, bacteriology, sanitation, and sterilization.

#### WAX104 Client Consultations and Skin Analysis
This course covers wax types, client consultations and expectations, health records and release forms, client preparation and treatment setup.

#### WAX105 Waxing Procedures
This course covers hard and strip wax basics and application techniques. Students will learn how to appropriately wax the different areas of the body.

#### WAX106 Salon Management
This course covers the basics of owning and operating a business to include location and facility, insurance, equipment maintenance, business plans, accounting and finance and business ethics.
Cisco Networking Academy

Health, fire, and safety measures are emphasized in each course of the program.

BIT121  IT Essentials  5 Credit Hours
The IT Essentials: PC Hardware and Software curriculum provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and also provides an introduction to advanced concepts.

Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Hands-on labs and Virtual Laptop and Virtual Desktop learning tools help students develop critical thinking and complex problem-solving skills. Cisco Packet Tracer simulation-based learning activities promote the exploration of network and networking security concepts and allow students to experiment with network behavior. IT Essentials: PC Hardware and Software is a hands-on, career-oriented e-learning solution with an emphasis on practical experience to help students develop fundamental computer skills, along with essential career skills.

This curriculum helps students prepare for entry-level ICT career opportunities and the CompTIA A+ certification, which helps students differentiate themselves in the marketplace to advance their careers.

BIT122  Introduction to Networks  4 Credit Hours
This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

This course aligns with the CompTIA Network+ Certificate. Prerequisite: BIT121.

BIT224  Routing and Switching Essentials  4 Credit Hours
This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Prerequisites: BIT121 & BIT122.

BIT225  Scaling Networks  4 Credit Hours
This course describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. Prerequisite: BIT224.
BIT226 Connecting Networks 4 Credit Hours
This course Discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. **Prerequisite:** BIT225

BIT327 Network Security 5 Credit Hours
The curriculum provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. Network Security includes the following features: Students develop an in-depth, theoretical understanding of network security principles as well as the tools and configurations available. The course emphasizes the practical application of skills needed to design, implement, and support network security. The curriculum helps prepare students for entry-level security career opportunities Implementing Cisco IOS.

This course aligns with the CompTIA Security+ Certificate. **Prerequisites:** BIT121, BIT122, and MIS122.

MIS121 Introduction to Linux I 4 Credit Hours
The Linux Essentials course covers the fundamentals of the Linux operating system and command line. It teaches students about the Linux operating system, basic open source concepts, how Linux is used, and the basics of the Linux command line. It uses a "learn by doing" approach and gives each learner hands-on access to a Linux virtual machine to practice, explore, and test Linux command line concepts. Students who complete this course should understand Linux as an operating system, basic open source concepts, how Linux is used, and the basics of the Linux command line.

This course aligns with the CompTIA Linux+ Certificate and the Linux Professional Institute (LPI) Linux Essentials Professional Development Certificate.

MIS122 Server Support 4 Credit Hours
Microsoft Server Support teaches students how to build and maintain physical and virtual servers using Windows Server 2008-R2 and Windows Server 2012. Course covers the full range of enterprise client and server deployments, unified communications, security features, performance optimization, virtualization, troubleshooting, and disaster recovery. It also includes security policies, tools, and techniques to help protect Active Directory systems from viruses, spam, and phishing. This is a comprehensive course for anyone who must deploy and operate effective, reliable, and security-enhanced network file services.

PD121 Professional Development I 1 Credit Hours
This course will introduce the student to résumé writing, job search techniques, and interviewing skills. All students will participate in this course prior to graduation.

PD122 Professional Development II 1 Credit Hours
This course will introduce the student to the peculiarities of the ICT workplace culture, and career paths. All students will participate in this course prior to graduation.
Health, fire, and safety measures are emphasized in each course.

**MS Excel 2013, I**
7 Clock Hours
Learning the basics of Microsoft Office Excel 2013 skills has never been easier with today's visual and hands-on approach to learning this extensively used spreadsheet program. Throughout this course students will be introduced to the new Microsoft Office 2013, with a focus on essential, entry-level Excel skills such as formatting, working with formulas and functions, navigation, data entry, charts, and analyzing data. Prerequisites: Basic computer skills. Textbook included.

**MS Excel 2013, II**
14 Clock Hours
In this intermediate class students will further develop skills introduced in Excel 2013 I and be introduced to more sophisticated features of the program. Students will learn to use tables, analyze table data, automate tasks, manage workbook data, share files, enhance charts, incorporate web information, and more. Prerequisites: Excel 2013 Basic or equivalent. Textbook included.

**MS Excel 2013, III**
14 Clock Hours
In this advanced class students further develop skills introduced in Excel 2013 II. This course is designed to introduce students to advanced elements of spreadsheet tools and help with concepts and features including exchanging data; “what-if” analysis such as scenarios, data tables and Goal Seek; exchanging data with other programs, advanced worksheet management, programming, and customization. Excel 2013 I and Excel 2013 II prerequisites or comparable experience required. Textbook included.

**MS Office 2013 Computer Skills**
35 Clock Hours
This course will introduce the student to the most up-to-date version of Microsoft Office. The course focuses primarily on the use of Office applications in the workplace and will familiarize students with the use of computer programs most utilized by employers. Essential applications in Windows such as Word, Excel, PowerPoint, and Access are emphasized in this accelerated course that will provide students with an introduction to skills and tools necessary to today's fast-paced business environment. Prerequisites: Basic Computer skills. Textbook included.

**MS PowerPoint 2013, I**
7 Clock Hours
Students learn to create slides; apply transitions; insert objects; highlight and change fonts; create PowerPoint presentations; print slides, notes and handouts in Microsoft Office 2013, and work with SkyDrive. This hands-on course is designed to teach students to work with advanced tools to make a presentation that is easy to design and present. Prerequisites: Basic Computer skills. Textbook included.

**IT Essentials: A+ Certification Prep**
90 Clock Hours
Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Hands-on labs and Virtual Laptop and Virtual Desktop learning tools help students develop critical thinking and complex problem-solving skills. Cisco Packet Tracer simulation-based learning activities promote the exploration of network and networking security concepts and allow students to experiment with network behavior. The curriculum helps students prepare for entry-level ICT career opportunities and the CompTIA A+ certification, which helps students differentiate themselves in the marketplace to advance their careers. Student must have some basic computer skills/knowledge. Textbook included.

**Introduction to Networks: Network+ Certification Prep**
86 Clock Hours
This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Hands-on labs and Cisco Packet Tracer simulation-based learning activities promote the
exploration of network and networking security concepts and allow students to experiment with network behavior. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. The curriculum helps students prepare for entry-level ICT career opportunities and the CompTIA Network+ certification, which helps students differentiate themselves in the marketplace to advance their careers. Student must have completed IT Essentials I: A+ or equivalent as a prerequisite. Textbook included.
GENERAL EDUCATION COURSES

General Education Courses

Health, fire, and safety measures are emphasized in each course of the program.

BHS 151: BEHAVIORAL SCIENCE 3 Credit Hours
This course surveys the basic concepts of psychology, including physiology, learning, perception, motivation, human development, personality, adjustment, and abnormal behavior. Attention is focused on the mastery of basic concepts and theories, along with the supporting research and application. In addition, this course examines individuals in social contexts, social roles and group behavior.

ENG 111: COLLEGE ENGLISH I 3 Credit Hours
Through a lens of cultural identities and diversity, students will explore the modes of discourse by reading and analyzing contemporary critical discourse. English 111 will guide students through invention, research, writing, and revision methods in order to develop rhetorical skills including description, narration, explanation, research, and documentation. Students completing this course should be able to compose descriptive, researched, and documented essays (of at least 1,000 words) demonstrating the conventions of standard written English and manuscript presentation.

ENG 112: COLLEGE ENGLISH II (AAS Degree Nursing program only) 3 Credit Hours
Through a lens of cultural identities and diversity, students will continue to explore the modes of discourse by reading and analyzing contemporary critical discourse and relevant culturally-themed fiction. English 112 will focus on the rhetorical styles of exposition and argumentation and further develop students' methods of invention, research, writing, documentation, and revision. Students completing this course should be able to compose persuasive, researched, and documented essays (of at least 1,500 words) demonstrating the conventions of standard written English and manuscript presentation.

HUM 150: HUMANITIES 3 Credit Hours
The Humanities examines the human cultural experience, including art, philosophy, and religion. This course presents a variety of theories and factors impacting cultural competence and familiarizes the student in cultural diversity and Heritage consistency. Students explore health variants and evaluate the ways in which they may influence assessment and health care of diverse populations. Modern healthcare delivery and illness in selected populations are examined. The course will examine spirituality, community, personal and family relationships, and education through the lenses of cross-cultural holistic health and healing practices. Students will advance personal cultural competence skills and address their own assumptions and beliefs associated with cultural diversity.

MATH 120: COLLEGE MATH 3 Credit Hours
This course reviews and develops computational skills involving operations and applications of whole numbers, integers, and rational numbers. An introduction to the areas of algebra, geometry, statistics, and graphical interpretation are included. The course is designed to satisfy the requirement of college level math indicated for medical programs.
BIO 141: Anatomy & Physiology I  4 Credit Hours
This is a lecture and lab course that focuses on the basic structure and function of the human body for students preparing for professions in the healthcare field. This is the first of in a sequence of two courses in anatomy and physiology. This course will prepare students for continued study of human physiology and disease processes in subsequent courses. The content includes detailed consideration of basic cellular processes, integumentary, skeletal, muscular, endocrine and nervous system anatomy and physiology. The laboratory component closely follows lecture and is designed to support the lecture with a laboratory experience that will require full participation by the student.

BIO 142: Anatomy & Physiology II  4 Credit Hours
This is the second sequence of two courses in anatomy and physiology for students preparing for professions in the healthcare field. This course provides a study of the basic structure and function of the human body with an emphasis on system and current theories of physiology. This course will prepare students for continued study of human physiology and disease process in subsequent courses. The course focuses on cardiovascular, respiratory, digestive, immune, reproductive and urinary systems. The laboratory component follows the lecture and is designed to support the lecture with a laboratory experience that will require full participation by the student.

SDV 100: STUDENT DEVELOPMENT (AAS Degree Nursing program only)  1 Credit Hour
This course introduces students to the skills which are necessary to achieve their academic goals. Strategies are explored to assist students with improving their study skills, test taking, learning techniques, and time management and those topical areas which are applicable to their particular discipline. In addition, the principles and practical application of effective communication are studied. This discipline of Health Informatics is introduced and the concepts relevant in today’s health care delivery are explored.
PART V – ADMINISTRATIVE STAFF AND FACULTY

Administrative Staff

A. Christine Carroll........................................................................................................ President
   B.S., State University of New York, NY

Maureen LaGreca, R.N., M.A ................................................................. Vice President
   M.A., Norfolk State University, VA

Dorie Milford ......................... Counselor/Executive Director of Spa Programs and The Spa at Eastern
   B.A., Westminster College, PA

Deborah Blankenbaker ............................................................ Financial Aid Administrator

Annemarie Bartholomew ........................................................................... Registrar
   B.A., Radford University, VA

Heather Burnham. ........................................... AAS Degree Programs Coordinator / Compliance Officer
   B.L.S., Mary Washington College

Cynthia Rothell ........................................................................... Placement Coordinator
   B.A., University of South Carolina, SC

Jessica Griner ........................................................................... Director of Admissions

Kathleen Carr..................................................................................Admissions Representative

Elisha Yatros ..................................................................................Admissions Representative

Ron Chapman............................................................ Admissions Administrative Assistant / Receptionist

Dana Cornett, MCSE ........................................................................... Director of Operations
   B.S., Strayer University, VA

Amanda Morton ................................................................. Nursing Program Assistant
   L.P.N., Fredericksburg School of Nursing, VA

Janet Hicks .................................................................................. Business Office Manager / Receptionist
   Notary

Faculty and Staff by Program

Cisco Networking Academy

Gary Fee, M.C.T., C.N.I.................................................................Academy Director / Instructor
   College of St. Thomas, St. Paul, MN

Augustine Arthur, M.S., CCNA ...................................................... Instructor
   American University, Washington, D.C.

Jarrett Rodriguez, A.S., CCI ......................................................... Instructor
   Louisiana State University, Alexandria, LA

Esthetics Program

Brittany Leach, L.M.E.I.................................................................Instructor
   Eastern Virginia Career College, Fredericksburg, VA

Courtney Orange, L.E.I.................................................................Instructor
   Eastern Virginia Career College, Fredericksburg, VA
Priya Patel, L.M.E.I. ................................................................. Instructor
Conservatory of Esthetics, Richmond, VA

Miriama Patterson, L.M.E.I. ....................................................... Program Director / Instructor
Conservatory of Esthetics, Richmond, VA

Medical Massage Therapy Program

Brian Terrill, B.S., CMT ............................................................... Program Director / Instructor
Pennsylvania State University, University Park, PA

Randall C. Arnold, B.A., CMT ..................................................... Instructor
Thomas Edison State College, Trenton, NJ

Tracy Schlaud, A.A., CMT ............................................................. Instructor
Northern Virginia Community College, Annandale, VA

Medical Office Professional Programs

Cassandra A. Messam, C.H.I. ..................................................... Program Director / Instructor
National Health Career Association, NJ

Sharon Deveney, B.A. ................................................................. Instructor
George Mason University, Fairfax, VA

Melanie A. Sheaff, C.M.A. ......................................................... Medical Office Clinical Coordinator / Instructor
Mount Aloysius College, Cresson, PA

Cynthia Weatherington, L.P.N. ................................................... Instructor
Prince William School of Practical Nursing, Manassas, VA

Judith Whitfield, L.P.N. ............................................................... Instructor
L.P.N., Kapiolani Community College, Honolulu, HI

Nail Technician Program

Elena Abucewicz, L.N.T.I. ............................................................ Instructor
Butler Cosmetology School, Butler, PA

Nursing Education Programs

Maureen LaGreca, R.N., M.A. ..................................................... Director of Nursing Programs
M.A., Norfolk State University, VA

Lori H. Allen, R.N. ................................................................... Instructor
Rappahannock Community College, Glenns, VA

Mary A. Byrum, R.N. ................................................................. Instructor
Rappahannock Community College, Glenns, VA

Belinda C. Cameron, R.N., B.S.N. ............................................ Instructor
Medical College of Virginia, Richmond, VA

Mary Ellen K. Cole, R.N., B.S.N. .............................................. Instructor
University of Virginia, Charlottesville, VA

Noreen C. Collins, R.N., B.S.N. ............................................... Instructor
George Mason University, Fairfax, VA

Rebecca J. Currie, R.N. .............................................................. Instructor
Methodist Hospital School of Nursing, Memphis, TN

Candie Dyer, R.N. .................................................................. Instructor
Charles County Community College, LaPlata, MD
Stephanie W. Erdley, R.N., B.S.N. ........................................................ Instructor
University of Texas, Austin, TX

Laura K. Gares, R.N., M.A., M.S.N. .............................................. Instructor
University of Phoenix, Phoenix, AZ

Collette H. Hokana, R.N., B.S.N. .................................................. Instructor
Molloy College, Rockville Centre, NY

Jane W. Ivey, R.N., M.S.N. ............................................................... Instructor
George Mason University, Fairfax, VA

Tamara Dawn Jeffries, R.N., M.S.N. .............................................. Instructor
Walden University, Minneapolis, MN

Gerald A. Lowe, R.N., B.S., M.S.N. ............................................... Instructor
Walden University, Minneapolis, MN

Brach A. McCurry, A.A.S., R.N., C.C.R.N., C.E.N., T.N.C.C., E.N.P.C. ............ Instructor
Eastern Virginia Career College, Fredericksburg, VA

Amanda H. Morton, L.P.N. ............................................................. Instructor
Fredericksburg Area School of Practical Nursing, Fredericksburg, VA

Virginia Commonwealth University, Richmond, VA

Lynnette Jo W. Ojeda, R.N., B.S.N., M.A. ...................................... Instructor
University of Maryland, Asian Division, Okinawa, Japan

Mayron Z. Platt-Shumpert, R.N., M.S.N. ........................................ Instructor
George Mason University, Fairfax, VA

Linda D. Purks, R.N. ........................................................................ Instructor
Germanna Community College, Locust Grove, VA

Kathleen L. Schroeder, R.N., B.S.N, M.P.A. .................................... Instructor
Troy University, Troy, AL

Karly Silkensen, R.N., B.S.N., C.M.S.R.N. ....................................... Instructor
Virginia Commonwealth University, VA

University of Alabama, Tuscaloosa, AL

Esther M. Walden, R.N., B.S.N. ..................................................... Instructor
Old Dominion University, Norfolk, VA

Ann Marie C. Weed, M.S.N., C.N.S., R.N.C.-OB, L.N.C. ....................... Instructor
California State University, Bakersfield, CA

Kylie Wright, R.N., B.S.N. ............................................................... Instructor
Indiana Wesleyan University, Marion, IN

Occupational Therapy Assistant Program

Jan Kress, M.Ed., OT/L ................................................................. Program Director / Instructor
LeHigh University, Bethlehem, PA

Brenda Baynham, M.Ed., OT/L ..................................................... Academic Fieldwork Coordinator / Instructor
Virginia Commonwealth University, Richmond, VA

Mandi Ogaard, MADT, OT/L ......................................................... Instructor
University of Southern California, Los Angeles, CA
Wax Technician Program

Courtney Orange, L.E.I. ................................................................. Instructor
Eastern Virginia Career College, Fredericksburg, VA

Miriama Patterson, L.M.E.I. ............................................................... Instructor
Conservatory of Esthetics, Richmond, VA

General Education Courses

Randall C. Arnold, B.A. ................................................................. Instructor
Thomas A. Edison State College, Trenton, NJ

Nathan Frey, B.S., M.Ed. ................................................................. Instructor
University of Mary Washington, Fredericksburg, VA

Amanda Marsico, M.A. ................................................................. Instructor
Southern New Hampshire University, Manchester, NH

The Spa at Eastern

Brian Thaler, M.A. ........................................................................... Spa Manager
University of Mary Washington, Fredericksburg, VA

Ownership and Board of Directors

Eastern Virginia Career College is owned and operated by TEMACC, LLC, a Virginia State Corporation.

Board of Directors:

A. Christine Carroll, President and CEO
B.S., State University of New York, NY

Maureen LaGreca, Vice President
M.A., Norfolk State University, VA

Dorie E. Milford, Treasurer
B.A., Westminster College, PA

Robert LaGreca, Secretary
A.D., Tidewater Community College, VA
PART VI – GENERAL HOLIDAYS

EVCC will be closed on the following general holidays. These holidays may not apply to all programs. Please refer to your specific program calendar for holidays and breaks that apply to you. In the case of excessive class cancelations due to inclement weather or other disrupting circumstances, program directors may utilize one or more of these holidays to make up course clock hours, or may hold class on Fridays and/or Saturdays while keeping these holidays.

### 2015

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>Thursday, January 1</td>
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<tr>
<td>Martin Luther King’s Birthday</td>
<td>Monday, January 19</td>
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<tr>
<td>Presidents’ Day</td>
<td>Monday, February 16</td>
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<tr>
<td>Memorial Day</td>
<td>Monday, May 25</td>
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<tr>
<td>Independence Day</td>
<td>Friday, July 3</td>
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<tr>
<td>Labor Day</td>
<td>Monday, September 7</td>
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<tr>
<td>Veterans’ Day</td>
<td>Wednesday, November 11</td>
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<tr>
<td>Thanksgiving</td>
<td>Wednesday, November 25– Friday, November 27</td>
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<tr>
<td>Christmas</td>
<td>Thursday, December 24 – Friday, December 25</td>
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### 2016

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<td>New Year’s Day</td>
<td>Friday, January 1</td>
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<tr>
<td>Martin Luther King’s Birthday</td>
<td>Monday, January 18</td>
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<tr>
<td>Presidents’ Day</td>
<td>Monday, February 15</td>
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<td>Memorial Day</td>
<td>Monday, May 30</td>
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<td>Independence Day</td>
<td>Monday, July 4</td>
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<td>Labor Day</td>
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<td>Veterans’ Day</td>
<td>Friday, November 11</td>
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<tr>
<td>Thanksgiving</td>
<td>Wednesday, November 23– Friday, November 25</td>
</tr>
<tr>
<td>Christmas</td>
<td>Monday, December 26</td>
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