

## **2009 – 2010 COLLEGE CATALOG**

The catalog of St. Vincent's College is published to serve as an informational guide to the programs and services of the College. The College reserves the right to make changes without notice whenever such action is warranted.

The information contained herein is informational in nature and subject to change. It does not serve as a contract between the student and St. Vincent's College.

St. Vincent's College is in compliance with provisions of the Family Educational Rights and Privacy Act (PL93-568). Specific procedures are outlined in the Student Handbook.

St. Vincent's College admits qualified students, without regard to race, religion, color, age, sex, marital status, national or ethnic origin, and handicap status (except in case of a bona fide occupational qualification or need) to all rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate in the administration of educational policies, admission policies, financial aid policies, and other college administered programs.

St. Vincent's is in compliance with the Jeanne Clery Disclosure Act (20 U S C 1092f of the Higher Education Act of 1965). The report on Campus Security Policy and Campus Crime Statistics is available from Student Development. The College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. St. Vincent's College maintains all federal and state requirements for a drug free campus and workplace.

"Admission to any program offered at St. Vincent's College is pending a successful health screening and security/background check."

### **ACCREDITATION & LICENSING**

St. Vincent's College is licensed and accredited by the State of Connecticut Board of Governors for Higher Education. The College is authorized to award Associate in Science degrees in allied health fields and general studies. St. Vincent's College is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education.

- The General Studies Program is :  
Licensed and accredited by the State of Connecticut Board of Governors for Higher Education
- The Medical Assisting Associate Degree Program is:  
Licensed and accredited by the State of Connecticut Board of Governors for Higher Education; Accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), upon the recommendation of the Medical Assisting Education Review Board (MAERB)  
Commission in Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350  
e-mail: [caahep@caahep.org](mailto:caahep@caahep.org)

- The Nursing Program is:  
Approved by the Connecticut State Board of Examiners for Nursing; Licensed and accredited by the State of Connecticut Board of Governors for Higher Education; Accredited by the National League for Nursing Accrediting Commission  
3343 Peachtree Road NE  
Suite 500  
Atlanta, Georgia 30326  
(404) 975-5000
- The Radiography Program is:  
Licensed and accredited by the State of Connecticut Board of Governors for Higher Education; Accredited by the Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

Students may receive a copy for review of the school's accreditation, licensure, or approval documentation from the office of the Vice President/Dean.

## **MISSION STATEMENT**

St. Vincent's College is a community-based college, faithful to the teachings of the Catholic Church, providing education in nursing, allied health, and the liberal arts and sciences.

Hallmarks:

- Provides access to clinical experiences through affiliation with an on-campus major medical teaching center.
- Exhibits special concern for the educationally underserved and those with a variety of life experiences and varying religious backgrounds.
- Provides a curriculum in which caring and compassion are integral to the development of technical and educational competency, encouraging social awareness among faculty and students.
- Provides an education, which is responsive to the current needs of the local healthcare environment and the greater community.
- Serves as the foundation for ongoing education, transfer opportunities, professional development and spiritual and personal enrichment.

St. Vincent's College derives its mission from the historic commitment of the Daughters of Charity of St. Vincent de Paul to care for the sick poor and to educate others for the healthcare ministry. The mission is based on Judeo-Christian values and Vincentian tradition and is guided by the Core Values of Ascension Health: Service of the Poor, Reverence, Integrity, Wisdom, Creativity and Dedication.

## **HEALTHCARE PERSPECTIVE**

For more than a century, this institution has enjoyed a rich tradition of academic excellence in preparing individuals for healthcare careers. The historic commitment to educate others to care for the sick provided the foundation for the origins of the nursing education curriculum at St. Vincent's and continues to give impetus to the Mission of the College.

Receptive to industry changes and responding to basic supply and demand assessments, St. Vincent's College stands at the forefront in meeting industry needs by developing quality curricula in a variety of allied health professions. As evidence of its continued commitment to the health care needs of the Greater Bridgeport Community, St. Vincent's has graduated over 4,300 healthcare professionals who are highly sought after by employers in diverse practice settings throughout the region. St. Vincent's College offers associate degrees with majors in medical assisting, nursing, radiography and general studies. Certificate programs include central sterile processing technician, diagnostic medical sonography, healthcare management, healthcare reimbursement specialist, health promotion, hospital coding specialist, human services, medical assisting, medical office assistant, multi-skilled assistant, pharmacy technician and RN refresher. To meet the growing demands of today's workforce, the Office of Continuing Education provides a wealth of credit and non-credit courses, programs and seminars for individuals during flexible time periods.

## **MORAL AND ETHICAL POLICY**

The Moral and Ethical Policy of St. Vincent's College arises from the religious beliefs and convictions of the Daughters of Charity of St. Vincent de Paul which have been given corporate and institutional expression in the operation of the College. As a result, the policies and practices of St. Vincent's College in educating students reflect the moral and ethical philosophy which regards all persons as dignified, in that each is a unique creation of God, and thus to be esteemed as individuals of worth, entitled to respect, and inherently vested with a right to life, at every stage of being from the moment of conception. This same inherent right to life compels recognition that no person has the right to injure or to terminate human life or to attempt to duplicate it by artificial means.

St. Vincent's College community subscribes to these moral and ethical principles in relationships with all individuals. All employees and students are expected to treat as confidential all matters, especially those related to individuals and families to whom they render healthcare, and abide by the principles inherent in the right to life.

## **EDUCATIONAL PHILOSOPHY**

St. Vincent's College, a Catholic institution of higher education, is a subsidiary of St. Vincent's Medical Center, a healthcare institution sponsored by Ascension Health. As an institution of higher education adhering to the moral and ethical teachings of the

Roman Catholic Church, and continuing to be guided by the purposes of its original founders, St. Vincent's College is committed to respecting the rights and dignity of every human person and to the achievement of each individual's innate potential.

St. Vincent's College recognizes that each person is endowed with unique characteristics and abilities which can be developed to establish a broad knowledge base through exposure to an education that is grounded in a faith-based context. Operating in accordance with the process of higher education in nursing and allied health, a comprehensive education facilitates the individual's development of critical thinking, logical reasoning, and sound decision making. These cognitive processes, coupled with the individual's broad knowledge base, serve as a foundation for the learner's life-long education, development, and intellectual inquisitiveness.

Guided by the concept of healthcare as an art and a science and the belief that quality healthcare requires a holistic approach, including body, mind, and spirit, St. Vincent's College through the encouragement and direction of the learner's intellectual growth, endeavors to develop beginning practitioners in nursing and allied health who are competent, charitable, accountable, and professionally involved. St. Vincent's College, committed to Catholic ideals and values, and abiding by the Ethical and Religious Directives for Catholic Health Care Services, educates its learners to be morally responsible to self and to society, and to practice the values of Christian living. St. Vincent's College, as a Catholic community and as an urban institution of higher education, aims to contribute to the growth and development of its members. The College further commits itself to the larger metropolitan community through a sharing of its academic resources and professional expertise and participation in community service.

## **Institutional Objectives**

St. Vincent's College:

- provides health career programs leading to an Associate in Science degree in a Catholic setting,
- provides courses in general education which include the humanities, sciences, and liberal arts,
- provides flexible health career curricula within a framework of respect for human life,
- provides student support services including academic counseling,
- provides an environment in which the potential of the individual may be maximized through a holistic approach,
- provides co-curricular and spiritual development activities to assist the student in balancing academics with social, cultural, and spiritual growth,

- prepares graduates to take appropriate licensing/certification examinations,
- prepares graduates to become employed in the healthcare field for which they were educated,
- provides programs in continuing professional education.

## **FACILITIES**

### **St. Vincent's Medical Center**

St. Vincent's Medical Center provides a wealth of clinical experience for the student. The Medical Center is a modern 473 bed acute care hospital offering more than 50 specialty and subspecialty medical and surgical disciplines. Based on their majors, students receive experience in Medical-Surgical, Maternal-Child, Ambulatory, Radiography, Behavioral Health and Cardiovascular departments.

### **Clinical / Internship Sites**

In addition to St. Vincent's Medical Center, clinical internship and externship experiences are provided in selected regional hospitals, healthcare agencies, physicians' offices and ambulatory settings.

### **Barone Learning Resource Center**

Twenty computers and copier/printer for students use are located in the Barone Learning Resource Center on the 4<sup>th</sup> floor of the college. These computers provide access to tutorials and Computer Assisted Instruction. Students using word processing software must provide their own storage devices for saving documents. Students may NOT download any software on the College computers. An orientation to computers is held for all newly-enrolled students at the beginning of the fall semester. Wireless internet is available to students with laptops.

Access to the Barone Center is controlled by a card swipe system. Students must have their ID badges in order to access the room. No food or beverages are allowed in the Barone Center.

### **Bookstore**

The St. Vincent's College Bookstore is online. Visit <http://www.svcbookstore.com> to buy course textbooks or other merchandise and get detailed information about the BuyBack, Buck-a-Book, and the Akademos/TextbookX.com scholarship programs.

Each student must create a profile to purchase or sell textbooks online. The bookstore can be accessed 24/7 anywhere with an Internet connection. A major credit card (Visa, MasterCard, Discover) will be needed to purchase course materials through the online bookstore.

## **Computer Technology**

The College recognizes that the use of information technology is a vital part of the learning process and integral to the academic programs offered at St. Vincent's College. Students have the opportunity to obtain and develop skills, which will support their entry into a variety of allied health professions. Microcomputers with Internet access, computer assisted instruction and other specialized software programs are available to students in a variety of areas throughout the College. Although it is not a common practice of the College to do so, the College reserves the right to access, search, read, copy or otherwise use data and information stored on College computers, networks, and other electronic media without the consent of the creator or recipient. Individuals, who use these College systems, do not have a personal privacy right to any communications that are created, sent, received, or stored on network or standalone computers. Students are required to sign an Internet Workstation Acceptable Use Agreement before Internet access is permitted. Individuals who violate this policy will be subject to loss of computing privileges and appropriate disciplinary action, including legal action or criminal liability. Students have the responsibility to use all electronic media in a professional, ethical and lawful manner.

## **Fortin Student Center**

The Fortin Student Center is located on the first floor, in the east wing of the college. The Center is equipped with a study room, a lounge with an entertainment center, kitchen area, vending machines and a Communication Center with bulletin boards. The Fortin Student Center provides a variety of amenities for students to socialize and relax.

## **Library Resources**

Students have the unique opportunity to have as resources the facilities of the Daniel T. Banks Health Science Library located at St. Vincent's Medical Center, and the Ryan – Matura Library located at Sacred Heart University. These facilities provide an extensive, comprehensive collection. In addition, students have access to the Connecticut Digital Library ([www.iconn.org](http://www.iconn.org)).

## **Skills Laboratories**

The Skills Laboratories provide simulated settings where students practice skills taught during the course of the programs, prior to applying their use in the clinical setting. They are utilized to support the learning that occurs both in the classroom and in the clinical setting. Students may practice both clinical skills and critical thinking to better prepare themselves to care for their patients.

Simulation-based teaching is also provided using the Laerdal Sim-Man®.

## ADMISSION INFORMATION — DEGREE PROGRAMS

### General Statement

St. Vincent's College seeks candidates who, on the basis of supportive data and in the judgment of the Admissions Committee, appear to be able to complete a rigorous educational program offered by the College.

*Applicants are responsible for submitting all required information prior to consideration for admission.*

Candidates who do not meet all the admission criteria for a major may be eligible for acceptance with conditions. These students will be expected to complete a minimum of 14 General Education credits within the first academic year, achieving a 2.5 overall average, before enrolling in career courses. The 14 credits must include at least two laboratory science courses (except for Medical Assisting in which one laboratory science course is required). **Effective academic year 2010-2011 a minimum CGPA of 2.75 will be required before entering career courses.** Students accepted into a pre-major program will require at least an additional semester to one year to complete.

**Admission to any program offered at St. Vincent's College is pending a successful health screening and security/background check.**

### College Admission Requirements

1. Evidence of graduation from an approved secondary school or completion of a GED with a minimum standard score of 450 for each test.

2. Minimum high school course requirements:

- English 4 years
- Math 2 years (including  
1 year of Algebra and  
1 year of Geometry or  
2 years of Algebra)
- Science 2 years of laboratory sciences  
(Biology & Chemistry with a "C+"  
or better within the past five years.
- Social Studies 2 years
- Electives to total 16 units

3. Official results of the SAT. St. Vincent's College's code number is 3789, or official results of the ACT. St. Vincent's College Code number is 0592.

4. Applicants should be in the upper half of their high school class.

5. High school applicants must submit a reference from their school counselor. Transfer students (those currently attending college) must submit one academic reference. All other applicants must submit one professional reference.

6. Applicants who have been out of high school longer than 3 years and not presently attending college must submit a resume.
7. Please refer to individual program descriptions for additional admission requirements.

### **Admission/Application Procedure**

All documents submitted to the College as required to complete the admission process remain the property of St. Vincent's College. Applicants are responsible for submitting the following:

1. Application for admission, with **nonrefundable** application fee of \$50.
2. Official transcript of secondary school or official copy of GED if you do not have a college degree from a regionally accredited institution of higher education.
3. SAT or ACT Scores (high school seniors only).
4. Official college transcript(s), if applicable.
5. Reference on official letterhead.
6. All degree applicants interested in the Fall semester must complete the entire application process by August 1st. Notification letters will be sent on a rolling basis and the \$200.00 enrollment deposit is due according to the date on the acceptance letter.
7. Applicants interested in the Spring semester must complete the entire application process by December 1st. Notification letters will be sent out on a rolling basis and the \$200.00 enrollment deposit is due according to the date on the acceptance letter.
8. If placement testing is required, this must also be completed by these deadlines, with no exceptions. The applicant is informed of the decision by mail. **The Admissions Committee does not offer information regarding applicants denied admission to the College.**
9. To indicate acceptance of the offer of admission, the applicant must complete the Acceptance Form and submit a non-refundable enrollment deposit of \$200.00 by the deadline identified on the Acceptance Form. This deposit will be credited to the first semester charges. Along with the enrollment deposit, there is also a \$95.00 fee for the health assessment and a \$30.00 fee for a background check.

**STUDENTS MAY ENTER ST. VINCENT'S COLLEGE IN THE SPRING SEMESTER OR SUMMER SESSION. BEGINNING COURSES IN EACH MAJOR START IN THE FALL SEMESTER ONLY.**

## Placement Testing

Students who do not have a transferable English Composition and college level algebra class are required to complete computer placement tests (CPTs) including an essay. These tests are used by the Admissions Committee as part of the admissions process, as well as to evaluate basic skills in the areas of English, mathematics, and writing. If the applicant is admitted, they are also used to match students with appropriate courses and services. In selected cases students may be allowed to retake a placement test for a fee of \$5.00 each.

## Competency Tests

A fee of \$20.00 is required for each competency examination in the sciences. These tests cannot be repeated.

## Transfer Students

Students planning to transfer to St. Vincent's College follow the same admission procedures as other incoming students.

Transfer of course credits only (grades are not transferable) will be granted subject to the following conditions:

1. The course content must be equivalent to the course requirement of the program in which the student enrolls.
2. Official transcript(s) with a grade of at least a "C" ("C-" is not acceptable) recorded for the course to be transferred must be sent to the Admissions Office. English composition and college algebra require a "C+" or better to transfer in.
3. **Biology and chemistry that are pre-requisites for the major** must be completed within five years of acceptance to the College, with a grade of at least "C+".
4. Credit for Anatomy & Physiology will not be transferred until a competency examination is successfully completed at St. Vincent's College. You must have achieved a minimum grade of "C" in order to take the competency exams. There is no time limit imposed on these courses.
5. Credit for Microbiology and Physics will not be transferred until a competency examination is successfully completed at St. Vincent's College. You must have achieved a minimum grade of "C+" and the courses have to have been taken within the past five years. ***Effective in the academic year 2010-2011 there will be no limit and a "C" will be required to take the competency examination at the College.***
6. College Algebra must have been completed within 10 years of acceptance with a minimum grade of "C+" and ***effective academic year 2010-2011 a "C" will be required along with successful completion of a competency examination and there will be no time limit.***

7. A CPT exemption examination is required if a student wishes to transfer credit for English Composition taken more than 15 years ago or College Algebra over 10 years ago. All other general education courses must have been completed within 15 years of acceptance to the College.

8. Effective academic year 2010-2011 there will be no time limit for social science and humanities courses for transfers.

### **Procedure for transfer of college credits**

1. Obtain and submit an official transcript from the college where the courses were taken.

2. Complete a course evaluation form obtained from the Registrar's Office, if requested, and include catalog description of course for which credits are to be transferred. Return completed forms to the Admissions Office.

3. A transfer evaluation will be completed after receipt of the enrollment deposit.

4. Transfer credits, if accepted, will appear on the St. Vincent's College transcript.

### **Enrollment Deferral Policy**

Students accepted into a degree program who wish to defer their enrollment in the College may do so **once** for a maximum period of one academic year. After one deferral, the student must re-apply and pay the established application fee. Students deferring for a period of one year must have another health assessment, drug screening and security/background check. There will be an additional \$125.00 charge for these services. If the student's name is on a wait list, the name will revert to the bottom of the list.

To request a deferral, a student must pay/have paid the \$200 non-refundable enrollment deposit and a \$50 deferral fee to maintain an active file. The student must request a deferral form from the Office of Admissions and return the completed deferral form and required deferral fee within fourteen business days of the request. The Office of Admissions will send the student an approved/signed copy of the deferral form; a copy will be placed in the student's file.

### **Residency Requirement**

All students must earn at least 75% of program requirements at St. Vincent's College. Students are required to complete all academic requirements within five years of enrollment.

### **Transfer Credit**

Transfer credit granted for courses completed at St. Vincent's College is determined entirely by the institution to which the student transfers.

## **CLEP, DANTES and EXCELSIOR Examinations**

CLEP, DANTES and EXCELSIOR examinations are challenge examinations that cover material taught in courses that most students take as requirements in the first two years of college. The College grants the same amount of credit to students earning satisfactory scores in these tests as it grants to students successfully completing that course.

Students may take CLEP, DANTES and EXCELSIOR exams at any test center and must have official copies of their scores sent to St. Vincent's College for evaluation. More information about these examinations is available through the Registrar's Office. Credit earned will not be considered toward the residency requirement.

Students that take the Excelsior Test in Anatomy and Physiology must also take, and pass the St. Vincent's College competency test to transfer in the credits.

## **International Students**

St. Vincent's College welcomes and encourages applications from international students. There are no residential facilities. In order for an application to be processed in a timely manner, we require that the application and all supporting documents be submitted to the Admissions Office no later than six months prior to the semester the student wishes to attend. For the fall semester, all applications must be received by February 15th. For the Spring semester, all applications must be received by July 15th. The following must be submitted to the Office of Admissions.

- An application and **nonrefundable** fee of \$250.00
- Each international student will be charged \$250 at the time of application to cover costs related to issuing the initial I-20
- Each international student will be charged \$50 each semester to cover costs of updating each student's status with SEVIS.
- Proof of immigration status.
- A translated international academic credential evaluation of high school transcripts prepared by a professional document company stating that the student has the equivalency of a U.S. high school diploma and the student's grade average.
- Official results of TOEFL if English is not the first language, with a minimum Score of 550 (paper based exam) 79-80 (internet based exam) or a minimum SAT verbal score of 450 or 20 on the ACT
- TOEFL, SAT or ACT may be waived if an official transcript from an accredited American University is submitted indicating that a grade of "C+" or better in English Composition was awarded.
- Other proof of English language mastery (consult with the Admissions Office)

Applicant must also demonstrate that funds are available to meet expenses regarding tuition and fees. St. Vincent's College does not award transfer credit for courses taken outside the United States.

## **Reapplication**

An applicant who has previously applied to St. Vincent's College and has been denied or has voluntarily withdrawn at any stage of the admission process, is required to submit another application and fee. Each applicant is considered individually and is required to submit the information requested by the Admissions Office.

## **Readmission to a Program**

Students who do not meet admission pre-requisite requirements, who are dismissed, or voluntarily withdraw from the College are required to resubmit an application and fee for readmission consideration. **Readmission is not automatic. Review the individual program readmission policy. Each student is considered for readmission by the Admissions Committee.**

Any student who has outstanding financial obligations to the College, and who applies or reapplies for admission into a different major will not be considered by the Admissions Committee until the obligation has been resolved.

## FINANCIAL INFORMATION

### TUITION & FEES SCHEDULE ACADEMIC YEAR 2009 - 2010

TUITION (degree programs) \$ 396.00 per credit hour

#### FEES and OTHER CHARGES

|   |                                     |
|---|-------------------------------------|
| Application                             | \$ 50.00 (non refundable)           |
| Acceptance Deposit                      | \$ 200.00 (non refundable)          |
| Advanced Placement                      | \$ 50.00/credit hour                |
| Audit                                   | \$ 150.00/credit hour               |
| Competency Test                         | \$ 20.00/exam                       |
| Course Change                           | \$ 25.00 (after Add/Drop<br>Period) |
| CPT Retest                              | \$ 5.00/exam                        |
| Deferred Payment Plan                   | \$ 10.00/installment                |
| Enrollment Deferral                     | \$ 50.00                            |
| Graduation/Pin*                         | \$ 180.00 (*estimated)              |
| Health/Security Clearance               | \$ 125.00 (new students)            |
| Information Systems/Computer Technology | \$ 100.00 per semester              |
| Initial International Student           | \$ 250.00 (non refundable)          |
| International Student Registration      | \$ 50.00/semester                   |
| Late Registration                       | \$ 20.00                            |
| Make-up Examination                     | \$ 15.00                            |
| Matriculation                           | \$ 55.00/semester                   |
| NCLEX Review*                           | \$ 400.00 (estimated)               |
| Nursing Program Fee                     | \$ 175.00/semester                  |
| Online Fee                              | \$ 35.00/course                     |
| Radiography Program Fee                 | \$ 50.00/course                     |
| Radiography Review*                     | \$ 80.00                            |
| Re-entry Review                         | \$ 200.00                           |
| Returned Check                          | \$ 35.00                            |
| Student Services Fee                    | \$ 200.00 per semester              |

#### ADDITIONAL COSTS (estimated)

|          |                    |
|----------|--------------------|
| Books    | \$ 850.00/semester |
| Uniforms | \$ 200.00          |

#### Special Course Charges

|   |                  |
|---|------------------|
| Developmental Studies                     | \$ 350.00/credit |
| Anatomy & Physiology I & II Online Review | \$ 90.00/course  |
| Microbiology Online Review                | \$ 60.00/course  |

\* To be billed in the spring of graduating year.

## CERTIFICATE PROGRAM CHARGES

| <u>Program</u>                               | <u>Credits</u> | <u>Cost</u> |
|--|----------------|-------------|
| <i>Central Sterile Processing Technician</i> | No credit      | \$ 1,000    |
| <i>Diagnostic Medical Sonography</i>         | No credit      | \$ 7,000    |
| <i>Healthcare Management (online)</i>        | 15 credits     | \$ 5,250    |
| <i>Health Care Reimbursement Specialist</i>  | 15 credits     | \$ 5,250    |
| <i>Health Promotion (online)</i>             | 15 credits     | \$ 5,250    |
| <i>Hospital Coding Specialist</i>            | 19 credits     | \$ 6,650    |
| <i>Human Services</i>                        | 18 credits     | \$ 6,300    |
| <i>Pharmacy Technician</i>                   | No credit      | \$ 1,500    |
| <i>Medical Assisting</i>                     | 30 credits     | \$11,225* * |
| <i>Medical Office Assistant</i>              | 15 credits     | \$ 5,250    |
| <i>Multiskilled Assistant</i>                | No credit      | \$ 3,000*   |
| <i>RN Refresher</i>                          | No credit      | \$ 3,000    |

**Notes:**

1. Online *credit bearing* courses have an additional "online fee" charged at \$35.00 per course. Online *non credit bearing* certificate programs will be charged an "online fee" of \$35.00 per program.

2. Health Clearance is required prior to registration for students enrolled in:
- Diagnostic Medical Sonography
  - Medical Assisting
  - Multiskilled Assistant
  - RN Refresher

An initial health/security clearance fee of \$125.00 will be required before acceptance.

3. Tuition for credit programs is charged at a rate of \$350 per credit.

4. Student Services fee is prorated for credit bearing programs as follows:
- \$50.00 for students carrying less than 5 credits per semester
  - \$100.00 for students carrying 5 or more credits per semester

\* CNAs who provide required documentation at the time of registration will receive a 10% discount off program cost.

\*\* The 30-credit Medical Assisting Certificate Program includes Student Services Fee (\$200/semester), Information Systems/Computer Technology Fee (\$100.00/semester), and Initial Health/Security Clearance.

## **Methods of Payment--Students Enrolled In Degree Programs**

All costs for tuition and fees are paid directly to **St. Vincent's College**.

### **Fall and Spring**

Payment of tuition and fees for the Fall and Spring semesters may be completed as follows:

- Payment in full at the time of registration.
- Payment of 20% upon registration after financial aid is applied with a balance due and payable October 1<sup>st</sup> for the fall semester, and March 1<sup>st</sup> for the spring semester.

Payment options:

Cash, check, money order, MasterCard/Visa, Discover

On line payment through MasterCard/Visa, Discover, or eCheck

### **Summer**

Payment of tuition and fees for Summer session courses may be completed as follows:

- Payment in full at the time of registration.
- Payment of 50% upon registration with the balance paid in full before classes start. Students must sign a promissory note at the time of registration if payment is not made in full.

Payment options:

Cash, check, money order, MasterCard/Visa, Discover

On line payment through MasterCard/Visa, Discover, or eCheck

**Please note:** Students who do not complete their payment arrangements by the due date will not be permitted to attend classes. If a student has a financial problem, an appointment should be made with the Director of Financial Aid prior to the start of the semester. Students must fulfill their financial obligations before the start of the semester.

### **Payment Information**

Students who wish to extend or defer their payments will be required to sign a promissory note. In conjunction with the College's add/drop policy, students will be held financially responsible for the remaining payment due if they drop the class after the add/drop period.

## **Methods of Payment--Students Enrolled In Non Degree Programs.**

All costs for tuition and fees are paid directly to **St. Vincent's College**.

## **Fall and Spring**

Payment of tuition and fees for the Fall and Spring semesters for credit bearing courses may be completed as follows:

- Payment in full at the time of registration.
- Payment of 20% upon registration with a balance due and payable October 1<sup>st</sup> for the fall semester, and March 1<sup>st</sup> for the spring semester

Payment options:

Cash, check, money order, MasterCard/Visa, Discover.

On line payment through MasterCard/Visa, Discover, or eCheck.

## **Summer**

Payment of tuition and fees for the Summer session courses may be completed as follows:

- Payment in full at the time of registration.
- Payment of 50% upon registration with the balance paid in full before classes start. Students must sign a promissory note at the time of registration if payment is not made in full.

Payment options:

Cash, check, money order, MasterCard/Visa, Discover

On line payment through MasterCard/Visa, Discover, or eCheck.

*For tuition charges and payment options for non-credit Certificate Programs please call the Business Office at 203.576.5479.*

**Please note:** Students who do not complete their payment arrangements by the due date will not be permitted to attend classes. If a student has a financial problem, an appointment should be made with the Director of Financial Aid prior to the start of the semester. Students must fulfill their financial obligations before the start of the semester.

## **REFUND POLICIES**

Refunds are based on St. Vincent's College Policy and The Return of Unearned Title IV Funds as required by the U.S. Department of Education. A new student who has rendered the Enrollment Deposit and then withdraws from the College prior to the commencement of the first day of classes for the semester will forfeit the enrollment deposit of \$200.00.

## Institutional Refund Policy

A new student who completes registration, **has paid in full** for all prescribed fees and tuition for the semester, and withdraws from the College within the first five weeks of the semester, or less (according to course length) will forfeit \$100.00 administrative fee before refund percentage calculations are begun.

A new student who completes registration, **has not paid in full** for all prescribed fees and tuition for the semester, and withdraws from the College within the first five weeks of the semester, or less (according to course length), will be charged a \$100 administrative fee before refund percentage calculations are begun.

### REFUND POLICIES AFTER THE START OF THE FIRST DAY OF CLASS FOR THE SEMESTER:

Students requesting a *complete withdrawal* from the College, regardless of the reason, will be granted a pro-rata refund of tuition only. All student fee charges, late fees, and course fees are non-refundable. Refunds are granted only if the student complies with the withdrawal procedures outlined in the Student Handbook. Refunds are calculated according to course length in accordance with the following protocol:

|                                    | <i>Course/Length</i> |                       |                       |
|------------------------------------|----------------------|-----------------------|-----------------------|
|                                    | <i>5 to 8 weeks</i>  | <i>15 to 16 weeks</i> | <i>24 to 26 weeks</i> |
| Before the start of class          | 100%                 | 100%                  | 100%                  |
| End of the 1st week                | 50%                  | 80%                   |                       |
| Before end of 2 <sup>nd</sup> week | 25%                  | 60%                   | 80%                   |
| After the 2 <sup>nd</sup> week     | 0%                   |                       |                       |
| End of the 3 <sup>rd</sup> week    |                      | 40%                   | 60%                   |
| End of the 4 <sup>th</sup> week    |                      | 20%                   | 40%                   |
| End of the 5 <sup>th</sup> week    |                      | 0%                    | 20%                   |
| After the 5 <sup>th</sup> week     |                      | 0%                    | 0%                    |

Financial aid recipients withdrawing from the College within 60% of the completion of a semester may be entitled to a partial refund of semester charges based on federal formula. Refunds resulting from a change in program or financial aid must be verified by the Business Office before adjustments will be made.

Withdrawal from any course must be done in person. An ADD/DROP Form can be obtained next to the Business office. The form must be completed by the student, signed by the faculty advisor, and returned to the Registrar's Office.

### REFUNDS TAKE AT LEAST TWO WEEKS TO PROCESS.

## FINANCIAL AID

Financial aid refers to any funds available to students and/or their parents to help offset the cost of education. Funds come from private, government, and institutional sources. Aid includes scholarships, grants, work-study opportunities, and loans. Financial aid is available to eligible students in both degree and certificate programs.

The College offers a variety of financial aid programs to assist students in meeting the cost of their education. We believe, however, that students and their families have the primary responsibility for providing educational funding to the extent of their economic resources.

Any student needing assistance with the cost of higher education should apply for financial aid. We encourage all students to file the FAFSA (Free Application for Federal Student Aid) because not all federal aid is based on need. Students should plan to file aid applications early, by March 15th for the fall semester and November 15th for the spring semester. Students who have completed the process by these dates will receive an earlier aid decision. Financial aid applications are taken throughout the entire academic year. Complete the FAFSA or Renewal FAFSA via the U.S. Department of Education website: ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)).

The Financial Aid Office provides a variety of information to help prepare you to fund your education including a Consumer Information Booklet. The Director of Financial Aid is available to discuss personal financial situations and all possible avenues of financial assistance. For additional information on financial aid, visit the College website.

**U.S. Department of Education regulations require that all students receiving financial assistance maintain satisfactory progress towards a degree or certificate. The academic performance of students will be reviewed at the end of every semester.**

### Code of Conduct

St. Vincent's College is a member of the National Association of Student Financial Aid Administrators (NASFAA) and subscribes to that organization's Statement of Ethical Principles and Code of Conduct for Financial Aid Professionals. St. Vincent's College is also a member of the Connecticut Association of Professional Financial Aid Administrators (CAPFAA). The College has also adopted the Connecticut Code of Conduct and the institution adheres to the standards outlined in that document.

St. Vincent's College is one of the 17 private colleges and universities in the State that has worked closely with the Connecticut Conference of Independent Colleges (CCIC) in the preparation of establishing this document.

### Preferred Lender List

Students and their parents look to the college of their choice to help the family make the important decision of where to borrow money to help with expenses.

To help students narrow down the tremendous number of loan options available, many college financial aid offices offer a Preferred Lender list. The lenders on our Lender List that we recommend for our students are reputable, and offer excellent customer service.

Our lender list is prepared by the Financial Aid office and is reviewed annually with the Director of Administrative Services.

The list contains four unaffiliated lenders. Students may access this list through the College website. The lenders on the list all have brand recognition. The Financial Aid office meets with a variety of lenders each year in an effort to keep abreast of new products and services.

Lender selection is made with the best interests of our students and parents in mind. Students will suffer no penalty from the College for choosing a Lender that is not on the Preferred Lender list.

Factors the College considers when choosing a lender:

- **The terms and conditions of the loan** to assure these are competitive.
- Does the lender offer **additional loan products** to meet the needs of our students? An increasing number of our students are second career students who have reached the loan limits of the Stafford loan program, and are in need of funds to help them with costs associated with housing and insurance in addition to the educational related costs.
- **Loan benefits packages** (either front-end or back-end). An example of a front-end benefit is when a lender pays all the loan fees on a Stafford Loan. Back-ended loan benefits include receiving a lowered interest rate after a predetermined number of repayments are made.
- Does the lender offer a full range of **electronic processes**? Is the lender's process fully electronic or are the loans processed manually. Turnaround time for students in paying tuition charges is critical if electronic processes are not available.
- Is the lender **responsive** if an inevitable problem occurs? The ability to contact a lender's representative quickly if a problem occurs is very important so the students may resolve issues in a timely manner.
- Does the **lender service their own loans**, or sell them after origination? Some lenders sell their loans after origination. The lenders on our Preferred Lender list do not; they use major services so that student borrowers will not have to search for information regarding the holder of their loans.

## Financial Aid Eligibility

1. File a FAFSA (Free Application for Federal Student Aid) form on-line ([www.fafsa.ed.gov](http://www.fafsa.ed.gov).) The School Code is 006191. You will need to file a FAFSA if you plan to file for a Pell Grant, FSEOG, Work Study, any of the Family Federal Educational Loans or the Connecticut Independent College Student Grant Program. ***Students must reapply for assistance each year.***

2. Applicants may be required to submit additional documentation, including income tax forms. Parental information, when required, should also be submitted in a timely manner.

3. In order to receive financial aid, students must be:

- Accepted into a degree or eligible certificate program
- Register for at least 6 credits each semester
- Maintain Satisfactory Academic Progress (SAP, which is the minimum qualitative [GPA] and quantitative {number of credits completed} standards of progress as related to financial aid). This information is available on the College website and in the Student Handbook.

***Note: Federal Financial aid funds cannot be used for non-credit, audit and repeat courses.”***

## **STATE AND FEDERAL FINANCIAL AID PROGRAMS ADMINISTERED BY THE COLLEGE:**

Pell Grant Program  
Federal Supplemental Educational  
Opportunity Grant Program (FSEOG)  
Federal Work-Study Program (FWS)  
Nursing Student Loan Program  
Federal Family Education Loan Program  
Federal Stafford Loan  
Federal Unsubsidized Stafford Loan  
Federal Plus Loan  
Connecticut Independent College Student  
Grant Program (CICS)

Eligible students may also receive benefits from the following:

State of Connecticut Capitol Scholarship Program  
Veterans Administration

## **INSTITUTIONAL AID PROGRAMS**

### **Academic Scholarships**

Academic scholarships are awarded to scholastically talented students entering the college. These are renewable for eligible students each year.

### **Ernest & Agnes Kaulbach Scholarships**

Two scholarships of \$2500 will be given to incoming students planning to attend full time. Two \$5000 awards will be given to students currently enrolled who will be entering the major.

## **OTHER SOURCES OF FINANCIAL ASSISTANCE**

### **Lord Chamberlain Scholarship**

A full tuition and fee scholarship is awarded to a nursing major enrolled in the last year of the program. Recipient must demonstrate strong clinical skills.

### **Virginia O'Brien Fortin Scholarship**

A full tuition and fee scholarship is awarded to a student with demonstrated financial need and outstanding academic abilities.

### **St. Vincent's Medical Center Staff Award**

A \$4000 scholarship is awarded annually to a first-year student enrolled in a minimum of nine credits in the first semester. It is renewable for the second year if the student maintains a cumulative G.P.A. of 3.0

As additional scholarships become available in specific programs they are announced in St. Vincent's College publications, and/or the College website. Students applying for financial aid are considered automatically for named scholarships which are administered by the Financial Aid Office in accordance with established donor criteria.

## **ACADEMIC INFORMATION**

The following academic policies and procedures of St. Vincent's College are derived from and reflective of its mission, philosophy, and objectives.

## **GENERAL EDUCATION**

The mission and philosophy of general education are derived from the Educational Philosophy and Mission of the institution. General education courses expose the student to values inherent in a faith-based education. They support and facilitate the student's development of critical thinking, logical reasoning and sound decision making. Knowledge obtained from these courses serves as a foundation for the learner's life long education, development and intellectual inquisitiveness necessary for living in a complex modern society.

The general education courses are understood to be those which a student takes, in addition to the major courses, to obtain an introduction to essential aspects of our culture. The goal of general education is to strengthen both the general skills and broad conceptual abilities that students need to function competently in day-to-day life. Today's students are expected not only to possess information age skills such as writing and problem solving, but to be able to apply these skills and knowledge in an interdependent, culturally diverse world. These skills are necessary for lifelong learning.

Students who successfully complete the General Education component at St. Vincent's College shall possess the following concepts, skills and knowledge:

- Basic communication skills
- Basic mathematical skills
- Basic research skills
- Critical thinking and problem solving skills
- An appreciation for the humanities
- An appreciation for society
- A knowledge of scientific principles, and the natural or physical sciences
- Ethics and values

### Core Courses

The following courses comprise the core of all programs:

|   |            |
|---|------------|
| <b>ENG 101</b> English Composition                      | 3 credits  |
| <b>MAT 140</b> College Algebra                          | 3 credits  |
| <b>PSY 101</b> General Psychology                       | 3 credits  |
| <b>SOC 101</b> Introduction to Sociology                | 3 credits  |
| <b>PHI 201</b> Ethics                                   | 3 credits  |
| <b>REL 101</b> Introduction to the Study<br>of Religion | 3 credits  |
| *Physical/biological sciences                           | 4 credits  |
| Restricted elective                                     | 3 credits  |
|   | 25 credits |

The restricted elective must be taken from the Humanities.

\*Required credits for the physical or biological sciences are determined by the major.

### Grading System

The system of grades along with quality points issued for each grade is:

|    |      |    |   |
|----|------|----|---|
| A  | 4.0  | D+ | 1.33  |
| A- | 3.67 | D  | 1.0   |
| B+ | 3.33 | F  | 0.0   |
| B  | 3.0  | I  | Incomplete  |
| B- | 2.67 | NA | Never Attended  |
| C+ | 2.33 | P  | Passed (Assigned to non-credit courses in<br>Continuing Education)              |
| C  | 2.0  | W  | Withdrawal  |
| C- | 1.67 | WF | Withdrawal Failure  |
|    |      | WP | Withdrawal Passing  |
|    |      | X  | Audit (Indicates course was attended without<br>expectation of credit or grade) |

Some career courses have as their passing grade a “B” or better. A minimum grade of “C+” is required in all science courses, English Composition and College Algebra.

## Graduation Requirements

The College’s degree programs lead to the Associate in Science. In order to qualify for graduation from the College, a student must have:

1. Successfully completed a minimum of 60 credits, including a core of 25 credits in general education.
2. A cumulative grade point average (CGPA) of at least 2.50. ***Effective academic year 2010-2011 a CGPA of 2.75 will be required.***
3. Successfully completed 75% of program requirements at St. Vincent’s College.
4. Successfully completed an academic major as prescribed by the College.
5. Satisfied all academic, administrative, and financial obligations to the College.
6. Completed all academic requirements within five years of enrollment at the College.
7. File petition for graduation with the Registrar no later than November 1 of the semester preceding completion of program requirements.

## Repeating Courses

***Courses for institutional credit may not be repeated.*** Other general education courses may be repeated only once. **Students may not repeat more than two general education courses.** The repeating of a course will be allowed only for courses in which an “F” was received or the required minimum grade was not achieved. When the course is repeated, only the more recent of the two grades will be counted in the computation of the cumulative grade point average (CGPA), but the original grade remains on the transcript. A student who received financial aid will not receive financial aid to repeat a course.

## Grade Reports and Transcripts

Midterm and final grade reports are posted to the college website under **Online Student Services**. Students will need a college ID and Pin Number to enter the site. Not only grade reports are posted but transcripts, class schedules, academic calendars and course descriptions.

Grade reports are not mailed, but official, certified copies can be obtained from the Registrar’s Office for proof to employers or sponsors. Final grades will be withheld if a student has not met all financial obligations to the college.

All requests for transcripts must be submitted in writing to the Office of the Registrar. Transcripts sent by mail to the person or institution designated by the student will include the College seal and signature of the Registrar. Transcripts given to the student will be marked "Issued to Student." A fee of \$5.00 is charged for each transcript. St. Vincent's College will withhold transcripts if the student has not met all financial obligations to the College.

## **Maintenance of Student Records**

### **NOTIFICATION OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND AS AMENDED BY THE USA PATRIOT ACT**

The Family Education Rights and Privacy Act (FERPA) in conjunction with the Patriot Act afford students certain rights with respect to their educational record, as follows:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by St. Vincent's College to comply with the requirements of FERPA and as amended by the Patriot Act.

Students who wish to review the Family Policy Compliance regulations and the Patriot Act may do so by contacting the Registrar or refer to the St. Vincent's College Student Handbook.

## **ACADEMIC STANDING**

Academic standing is determined by the matriculated student's cumulative grade point average (CGPA). Minimum cumulative grade point averages for satisfactory progress toward a degree are:

| <b>Credits Attempted</b> | <b>Minimum CGPA</b> |
|--------------------------|---------------------|
| <b>0-13</b>              | <b>2.25</b>         |
| <b>14 and above</b>      | <b>2.50</b>         |

***Effective academic year 2010-2011 a minimum CGPA of 2.75 will be required for 14 and above credits attempted and a 2.50 CGPA for 13 credits or less.***

## **ACADEMIC PROBATION AND DISMISSAL**

When enrolled in courses, a student not reaching the minimum CGPA will be placed on academic probation. A student who does not raise the CGPA to minimum standards within 12 credit hours of probation will be dismissed and lose matriculated status.

A student on academic probation:

1. Will be required to meet with an advisor on a regular basis.
2. May be required to reduce course/credit load for the next semester.
3. Will be ineligible to hold office in any club or organization officially recognized by the College.

A student, having met the required semester average will be removed from probation and restored to all the rights and privileges suspended as a result of probation.

Should the student not meet the required average after 12 credits, the student will be dismissed from the College for failure to meet academic standards.

### **Academic Honors**

At the end of each semester the Dean's List and President's List will be published.

- Full-time students with a cumulative grade point average (CGPA) of 3.5 to 3.74 will be placed on the Dean's List.
- Full-time students with a CGPA of 3.75 or above will be placed on the President's List.
- Part-time students shall be awarded Dean's List or President's List status upon the accumulation of at least 12 grade point credit hours
  - (1) with a CGPA of 3.5 or higher for Dean's List and 3.75 or higher for President's List
  - (2) with no incompletes
  - (3) at the completion of each additional block of 12 grade point credit hours thereafter, provided requirements (1) and (2) are met.

Students are ineligible for honors if they have an "I," (incomplete) or the required minimum grade was not achieved in any course. No grade may be lower than C.

### **Honors Recognition at Graduation**

Cum laude 3.50 to 3.64 CGPA

Magna cum laude 3.65 to 3.79 CGPA

Summa cum laude 3.80 to 4.00 CGPA

### **Classification of Students**

A full-time student is defined as one who carries a minimum of 12 credits per semester.

A part-time student is defined as one who carries less than 12 credits per semester. A

half-time student is defined as one who carries 6 credits per semester.

### **Matriculation**

A matriculated student is one who is following a prescribed course of studies (part-time or full-time), which leads to receiving a degree from St. Vincent's College. There is a

matriculation fee of \$55.00 each semester, charged to any student who is not enrolled in a course at the College for that particular semester.

A matriculated student, who, because of extraordinary circumstances, wishes to take a required course outside of St. Vincent's College, must obtain approval from the Dean of Academic Services.

## **Final Examination Week**

All final examinations are held during the last week of the course. A student is expected to take final examinations when scheduled. A student who is unable to attend a final examination because of unforeseen circumstances must notify the faculty member prior to the scheduled examination. A student absent from the scheduled final examination without approval for rescheduling will receive an "F" for the examination.

## **Make-up Examinations**

Permission to take a make-up examination must be obtained from the course instructor who will establish the date for the make-up. Students are required to pay a make-up fee of \$15.00 to the Business Office prior to the make-up examination. Students must present a receipt for payment of the fee to the course instructor or they will not be permitted to take the make-up exam.

## **Incomplete Grades**

An "I" (Incomplete) is issued when, due to an unforeseen occurrence, a student arranges with the faculty member to complete course requirements after the semester ends. Prior to the issuance of an "I" grade, an Incomplete Grade Form must be completed and signed by the faculty member and submitted to the chair of the program. All course work must be completed within a two-week period after the beginning of the following semester. Written permission for further extension may be granted by the faculty member, with the approval of the program chairperson. Any "Incomplete" still outstanding after this extension will convert to an "F" (Failure).

## **Course Changes**

Requests for transfer of sections within a course must be done prior to completion of the first week of class.

A student may change an academic schedule by adding and/or dropping a course no later than the first two weeks of a sixteen week course after a semester begins without a course change fee. The student must complete an Add/Drop Course Form, have the request signed by a faculty advisor and return it to the Registrar's Office. After two weeks, a fee of \$25 will be charged to add/drop a course. The refund policy applies to dropping a course.

Sixteen week course withdrawals will receive a notation of "W" only during weeks 2 to 5 of the semester. After 5 weeks, a grade of "WP" or "WF" will be assigned by the faculty member of that course based on the student's academic status, after notification by the Registrar that appropriate forms are completed. If a course is less than 16 weeks a grade will be assigned reflecting the course length.

A student withdrawing with less than the required course grade after a course mid-point will receive a grade of "F". The grade of "WF" is not an option after a course mid-point.

## **Prerequisites**

Prerequisites for courses are intended to insure that a student has had adequate preparation for the materials to be discussed in a particular course.

The term prerequisite implies a sequential progression in course content from a less advanced and preparatory course to a more advanced course.

## **Waiver of Course Requirements**

A student who has a legitimate reason for a modification in academic requirements should obtain an Application for an Academic Waiver from the Office of the Registrar. This should be completed and returned to that office within one week.

The student will receive a decision in writing from the chairperson of the program regarding the modification.

## **Class Attendance**

Regular class attendance is the responsibility of each student. Each faculty member provides guidelines on attendance at the beginning of each course. Faculty may consider attendance as part of the final grade. The student is responsible for all work missed through absences from a class. Excessive absences may require withdrawal from the current semester and re-registration at a later date.

## **Academic Honesty**

Based on the mission and philosophy of St. Vincent's College, special emphasis is placed on academic honesty. Plagiarism, cheating, theft of College equipment, and all forms of academic dishonesty are subject to disciplinary action.

Clear cases of academic dishonesty in any course will result in an "F" grade for that assignment, examination, or for the course itself. Dismissal from the College may be recommended. For any disciplinary action, the College affords a student the right to appeal.

## **Auditing a Course**

A student may audit a course for no credit at the rate of \$150.00 per credit hour. The College may limit auditors in certain courses. Students may not audit a course that they have failed. No student will be permitted to change from audit to credit after the first week of the semester. No credit is granted for an audited course. Courses audited will be documented on the student's academic record with a grade of "X".

Procedure:

1. The student must obtain permission from the faculty member teaching the course.
2. The student must register for the course as an "auditor" and pay the required fee.
3. The student will be charged full tuition if status changes from auditor to registrant.

## Registration for Returning Students

Registration is completed online. Communications are sent to students only through their College email accounts with information concerning the registration and payment process prior to the beginning of each semester.

Students who register early are most likely to have a choice of classes and sections. Deposits paid at the time of registration will be credited toward tuition charges for enrolled students.

## Leave of Absence

A matriculated student who wishes to take a leave of absence from the College for personal reasons is required to consult with the Program Chairperson and to submit the request in writing. A leave of absence is generally limited to a minimum of thirty (30) days or a maximum of one (1) year, and is only extended beyond this in unusual cases. If granted a leave of absence, the student will receive a letter from the Program Chairperson confirming the arrangements to which both parties have agreed. An extended plan of study may need to be submitted by the student in order to safeguard the student's ability to meet the required time period for completing the program. A matriculation fee will be charged on a semester basis for the duration of the leave.

## College Withdrawal

Any student who wishes to withdraw from a course in progress or from an upcoming course from St. Vincent's College must complete the required official Withdrawal Form and schedule an appointment with the Program Chairperson. **Just leaving the College does not constitute an official withdrawal.** After scheduling an appointment with the Program Chairperson, it is strongly recommended that any student who is currently receiving financial assistance first stop in the Financial Aid Office to ascertain the amount of aid they have received for the semester, and learn if any of the aid must either be returned to the Federal Government or to their lender. Refunds are based upon the official date of withdrawal and the Refund Policy. Students must return their access card/identification badge at the time of withdrawal.

If a student has received a Stafford Loan during her/his time at the College, an exit interview must be conducted with the Director of Financial Aid. The student should then stop in the Business Office to arrange for payment of any outstanding charges.

## College Dismissal

The College reserves the right to dismiss a student at any time for any serious reason, e.g., health problems which interfere with attainment of educational goals and which cannot be quickly resolved, failure to comply with financial or legal obligations, drug or alcohol abuse, or behavior which is contrary to the mission and philosophy of the College.

## ACADEMIC SUPPORT

### Purpose

The goal of the College's academic support services is to enhance student success by helping students develop essential strategies and skills. Students' needs are assessed through placement tests and background reviews. Individualized plans are developed for students and the progress of those plans is monitored. Individual, group, and class instruction in basic skills and learning approaches are offered. These services are provided to students as part of the College's effort to help students realize their educational goals.

## **Learning Center**

The Student Learning Center helps all students with a wide variety of academic issues including reading and writing, stress management, time management, and test-taking anxiety. It facilitates the development of the student's reading comprehension and retention skills, simplifies the writing process through understanding, brainstorming, drafting, outlining, critical reading/thinking, researching, APA format, revision and editing. The Center will help the students examine stress and test-taking anxiety to facilitate time management and organizational skills.

### **Services**

- Academic support plans
- Advising and counseling
- Computer labs
- Placement testing
- Strategies for college success
- Stress management
- Study skills
- Study skills program
- Time management
- Topical workshops
- Writing laboratory

### **Advising and Counseling Services**

Academic advising is offered to all students on an individualized and group basis. Personal counseling is available through referrals to appropriate professionals.

### **Faculty Advisors**

Students are assigned faculty advisors for the purpose of assisting with appropriate course selection and academic advising.

## **DEGREE PROGRAMS**

### **Associate in Science with a Major in General Studies**

#### **Mission of the General Studies Program**

*The mission of the General Studies Program emanates from the mission of St. Vincent's College and the mission of the Academic Services division. The General Studies Program endeavors to support and facilitate the student's development of critical thinking, logical reasoning and sound decision making. Knowledge obtained will serve as a foundation for the learner's lifelong education and assist in exploring, reflecting and forming goals which may lead to further education. The program offers a broad base of general information foundational to diverse academic and career choices. Faculty members are qualified and caring educators who are dedicated to excellence in education, life long learning and the mission of the college.*

The Associate Degree Program in General Studies is licensed and accredited by the State of Connecticut Board of Governors for Higher Education.

The 60 credit curriculum of the General Studies Program assures a firm foundation and integration of knowledge in the areas of humanities, mathematics and science and social sciences. Following successful completion of the program, students will have the necessary skills to enhance responsibilities at their present employment, develop significant skills enabling them to change careers, secure new employment, receive a promotion or transfer to a four year college to pursue a baccalaureate degree.

Students must complete the College's required 25 credit Core Curriculum and must choose an additional 35 credits from the following areas:

|                                |      |
|--------------------------------|------|
| English/Communication          | ( 6) |
| Mathematics/Science            | (17) |
| Arts and Humanities            | ( 3) |
| Behavioral and Social Sciences | ( 6) |
| Free Elective                  | ( 3) |

A minimum of 4 courses numbered 200 or higher must be selected. Students must design a coherent program of studies with guidance from an academic advisor. Written approval for the individualized program plan must be granted by the academic advisor.

#### **Admission**

Admission to the General Studies Program is based on the successful fulfillment of the College admission requirements. Students must successfully complete all developmental course work prior to entering the courses in the program.

## Program Requirements

A minimum grade of “C+” is required in English Composition, College Algebra, and all science courses. All courses may be repeated only once and a student is allowed to repeat only two of these courses.

### Associate in Science with a Major in MEDICAL ASSISTING

#### Mission of the Medical Assisting Program:

*The mission of the Medical Assisting Program emanates from the mission of St. Vincent’s College and the mission of the Academic Services division. It has as its focus the education of medical assistants who provide services as members of the healthcare delivery system caring for the sick and sick poor. It provides an educationally sound, stable environment where a diverse student population has the freedom to learn and grow intellectually as well as develop competencies in administrative and clinical skills. Faculty members are qualified and caring teachers and medical assistant educators who are dedicated to excellence in medical assisting education, healthcare, life-long learning and the mission of the College. The Program in Medical Assisting establishes a technical educational foundation upon which students of medical assisting may continue to build their professional careers.*

The Associate Degree Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB) Commission on Accreditation of Allied Health Education Programs.

The medical assisting curriculum is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Medical assisting courses include classroom, college laboratory and externship experiences. Graduates must successfully complete a minimum of 63 credits for the medical assisting major.

The following distribution of courses is reflective of a full-time curriculum plan. The normal course load is 12-16 credits per 16 week semester.

#### YEAR 1 is equivalent to certificate courses

| Fall    | Credits | Spring  | Credits | Summer  | Credits |
|---------|---------|---------|---------|---------|---------|
| BIO 115 | 4       | MED 200 | 3       | MED 289 | 3       |
| MED 101 | 3       | MED 201 | 3       |         |         |
| MED 105 | 3       | MED 210 | 4       |         |         |
| MED 110 | 4       | MED 215 | 3       |         |         |

## YEAR 2

|          | Credits |          | Credits |
|----------|---------|----------|---------|
| Elective | 3       | HMG 101  | 3       |
| PHI 201  | 3       | *ENG 101 | 3       |
| PSY 101  | 3       | INF 100  | 3       |
| REL 101  | 3       | INF 101  | 3       |
| SOC 101  | 3       | MAT 140  | 3       |
|          |         | MED 221  | 3       |

\* Placement testing is required prior to taking these courses.

Upon successful completion of year one, a student receives a certificate in medical assisting and is eligible to take the AAMA examination for national certification. Upon completion of the second year, the student receives an Associate in Science Degree with a major in medical assisting. Graduates are qualified to assume positions in physicians' offices, health maintenance organizations, and outpatient settings.

### Admission

Admission to the medical assisting major is based on the successful fulfillment of the College admission requirements. Students must successfully complete all developmental course work prior to entering the courses in the major.

### Advanced Placement

Students who wish to advance place into the medical assisting program may challenge courses. Students are advised to consult the program chairperson for additional information.

### Advanced Placement for Graduates of a CAAHEP Accredited Medical Assisting Program and Certified Medical Assistants.

The candidate must:

1. Meet the requirements for admission to the medical assisting program.
2. Submit an official transcript from the medical assisting program. A grade of at least a "C" must have been earned in each medical assisting course to be transferred in as advanced placement credit.
3. Submit a copy of an active CMA credential.
4. Obtain a score of at least a 70 on a comprehensive medical assisting exam.
5. Successfully complete all program requirements within five years of enrollment at the College. Candidates are advised to consult the program chairperson for additional information.

## **Reentry Review**

Students who have an interrupted program of studies may be required to complete a reentry review process prior to returning to the medical assisting sequence. Students should consult with the program chairperson for further information. Students who receive approval to reenter will be subject to policies, procedures, and curriculum which are current at the time of reentry.

## **Program Requirements**

Medical Assisting courses are planned as a progression of increasing complexity; they build upon one another and are taken in sequence. A minimum grade of “C” is required in the major. A minimum grade of “C+” is required in English Composition, College Algebra and all science courses. General Education courses may be repeated only once, and a student will be allowed to repeat only two of these courses.

If a student has less than a “C” in more than one medical assisting course within the total program of studies, continuance in the major may not be possible. If a student has less than a “C” in the same medical assisting course twice, the student will be dismissed.

Students are expected to schedule additional time outside of scheduled classes and laboratory hours for the practice of skills in the College skills laboratory.

In addition to the regular tuition and fees, medical assisting students assume the following expenses: uniforms, textbooks and supplies, and transportation to externship settings.

## **Readmission to the Medical Assisting Program**

Students seeking readmission to the medical assisting program must complete the admissions process through the Admissions Office. Readmission is based on faculty review, medical assisting faculty references, a cumulative grade point average of 2.5, and evidence of the applicant’s efforts to strengthen areas of weakness.

## **Certification in Cardiopulmonary Resuscitation (Professional Rescuer or Health Care Provider) and First Aid (Standard First Aid Progression)**

Students must have the ability to respond to clients’ needs in terms of basic life support. Students are required to be certified in Cardiopulmonary Resuscitation (Professional Rescuer or HealthCare Provider) and First Aid (Standard First Aid Progression) prior to the second year in the major. The cost of certification is assumed by the student.

## **Associate in Science with a Major in NURSING**

### **Mission of the Nursing Program**

*The Department of Nursing mission is directly derived from the mission of St. Vincent’s College and the mission of the Academic Services Division. The nursing mission statement focuses on the education of nurses who provide care for the sick and the sick*

*poor. It provides a sound and stable educational environment where a diverse student population has the freedom to learn and grow intellectually and develop critical thinking skills, while adhering to a faith-based philosophy and established standards of professional nursing practice. Faculty members are qualified, caring teachers and nurse-educators. Faculty are dedicated to excellence in nursing education, patient care, life long learning and the mission of the college. The Nursing Department in keeping with the mission of the college seeks to provide technical and professional programs in nursing which foster and encourage professional mobility built on previous learning.*

The Associate Degree Program in Nursing is approved by the Connecticut State Board of Examiners for Nursing and is accredited by the National League for Nursing Accrediting Commission.

The nursing curriculum is built upon a foundation drawn from the biological and social sciences as well as the humanities. Nursing courses include classroom, college laboratory, and clinical laboratory experiences. Graduates must successfully complete a minimum of 72 credits for the nursing major. One credit hour is defined as one scheduled fifty minute class conducted each week for fifteen weeks, or its equivalent. Three laboratory/clinical hours are counted as the equivalent of one class hour.

The following distribution of courses is reflective of a full-time curriculum plan, which includes 2 years and a summer session. (The normal course load for a full-time student is 12 to 17 credits per 16-week semester.)

#### **YEAR 1**

|          | <b>Credits</b> |                          | <b>Credits</b> |
|----------|----------------|--------------------------|----------------|
| BIO 211  | 4              | NUR 101 Intro to Nursing | 7              |
| BIO 212  | 4              | NUR 123 Family Concepts  | 4              |
| BIO 235  | 4              | in Nursing               |                |
| *ENG 101 | 3              | NUR 124 Adult-Child      | 5              |
| *MAT 140 | 3              | Nursing I                |                |
| PSY 101  | 3              |                          |                |
| PSY 112  | 3              |                          |                |

\* Placement testing is required prior to taking these courses.

#### **YEAR 2**

|                     | <b>Credits</b> |                     | <b>Credits</b> |
|---------------------|----------------|---------------------|----------------|
| Humanities Elective | 3              | NUR 230 Adult-Child | 5              |
| PHI 201             | 3              | Nursing II          |                |
| REL 101             | 3              | NUR 231 Adult-Child | 6              |
| SOC 101             | 3              | Nursing III         |                |
|                     |                | NUR 232 Adult-Child | 6              |
|                     |                | Nursing IV          |                |
|                     |                | NUR 270 Nursing     | 3              |
|                     |                | Seminar             |                |

*Students are responsible for meeting the co- and pre-requisite courses as defined in the course description section of the catalog.*

Students may enroll for less than 12 credits a semester, and complete the required curriculum on a part-time basis. Taking nursing courses on a part-time basis usually requires three (3) years for completion. Faculty advisors will assist students in planning their course schedules in order to complete the program within five (5) years. Nursing courses taught during evening hours will also include weekend days.

Upon successful completion of the program, the student receives an Associate in Science Degree with a major in nursing and is eligible to take the examination for registered nurse licensure (NCLEX-RN). All students are required to take the NCLEX-RN review course, arranged by the nursing program, prior to sitting for the exam.

Section 19A -14 of the Connecticut General Statutes authorizes the Department of Public Health and Addiction Services to deny licensure to applicants who may be addicted to drugs or alcohol or who have been disciplined in other states or who have been convicted of a felony. Candidates for licensure in Connecticut will be asked questions pertaining to these matters during the licensure application process.

Graduates of the program, after receiving professional licensure, are qualified to assume entry-level positions in acute, special care, ambulatory, and long-term health care settings.

The Nursing Program is a participant in the Connecticut Articulation Model for Nurse Educational Mobility. Students planning to continue their nursing education after graduation should consult the program chairperson for further information.

## **Admission**

Admission to the nursing major is based on the successful fulfillment of the College admission requirements. Enrollment in the nursing program is limited; all qualified candidates may not be accepted. An admission requirement for the nursing major is high school chemistry and biology or equivalent within the past five years with a grade of "C<sup>+</sup>" or better. Students must successfully complete all developmental course work prior to entering the nursing sequence.

Information regarding tuition, fees and length of program can also be obtained from the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326.

## **ADVANCED STANDING**

### **Advanced Placement for Licensed Practical Nurses**

The licensed practical nurse candidate must:

1. Meet the requirements for admission to the nursing program.
2. Submit an official transcript from the practical nurse education program.
3. Complete general education courses which are prerequisites for the course into which the candidate has been advanced. These courses include: MAT 140, PSY 101, PSY 112, BIO 211, BIO 212, BIO 235 and ENG 101,

If courses are to be transferred in, an official transcript must be forwarded to the Registrar's Office.

Through the Connecticut Articulation Model for Nurse Educational Mobility, qualifying licensed practical nurses can obtain sixteen advanced placement credits toward the major through direct articulation with the associate degree program in nursing.

After successful completion of first year General Education courses, a web-based bridge course, a transition course, and an additional year of full-time study at St. Vincent's College, requirements necessary for taking the NCLEX-RN are met.

To qualify for the Articulation Model, licensed practical nurse candidates must hold a current Connecticut license as a licensed practical nurse.

### **Advanced Placement — non-LPN**

Students who are not LPNs and wish to advance place into the nursing program may challenge courses in both the theory and clinical areas. Students are advised to consult the program chairperson for additional information.

### **Collaborative Programs**

Through collaborative efforts with Fairfield University, students enrolled in the associate degree nursing program or graduates may enroll in courses leading to a baccalaureate degree in nursing at Fairfield University. Interested candidates should consult with the program chairperson at St. Vincent's College. An agreement with Excelsior College allows a student or graduate to enroll in additional general education credits at St. Vincent's College which can be applied to a baccalaureate degree at Excelsior.

### **Program Requirements**

Nursing courses are planned as a progression of increasing complexity that build upon one another. A minimum grade of "B-" is required in each nursing course. If a student fails to attain a grade of "B-" (80) or better in more than one clinical nursing course within the total program of studies, that student will be dismissed from the program.

If a student has failed to attain a grade of "B-" (80) or better in the same nursing course twice, that student will be dismissed from the program.

Any student receiving a clinical failure in a nursing course will receive an "F" for the course and be dismissed from the nursing program.

A minimum grade of "C+" is required in all science courses, English composition and College Algebra. All general education courses may be repeated only once, and a student may only repeat two of these courses. Students who do not attain a satisfactory grade in a first year nursing course must complete the Anatomy and Physiology Module (Review) before repeating the course. Students who do not attain a satisfactory grade in a second year nursing course must **also** complete the Microbiology Module (Review), as well as the Anatomy and Physiology Module (Review). Students are expected to schedule additional time outside of scheduled nursing classes and college/clinical laboratory hours for the practice and redemonstration of nursing skills in the College skills laboratory.

Clinical laboratory experiences are provided at St. Vincent's Medical Center and other healthcare facilities within the community. In order to attend clinical experiences, students must pass a physical assessment and have a PPD administered and read annually.

In addition to the regular tuition and fees, nursing students assume the following expenses: uniforms, textbooks and supplies, and transportation to clinical experience settings.

### **Re-Entry Review**

Students who have an interrupted program of studies will be required to complete a re-entry review process prior to returning to the nursing sequence. Students should consult with the program chairperson for further information. Students who receive approval to re-enter will be subject to the policies, procedures, and curriculum which are current at the time of re-entry.

### **Readmission to the Nursing Program**

Students seeking readmission must wait one year after termination before reapplying to the program. The admissions process must be completed through the Admissions Office. Students seeking readmission within twelve to twenty-four months of separation must meet the following requirements: meeting with the nursing faculty, clinical evaluations, two nursing faculty references, a cumulative grade point average of 3.00, and evidence of the applicant's efforts to strengthen areas of weakness. Students requesting readmission who have been separated from the program for more than twenty-four months will be processed as new applicants. All previous general education course work will be evaluated based on the college's admission requirements. Students must demonstrate competency in all successfully completed nursing courses taken within the past five years. Students who have been academically dismissed must complete the Anatomy & Physiology Review Module and the Microbiology Module, if appropriate, as part of the readmission process.

Readmitted students may register for their choice of day or evening courses on a space-available basis only. Readmitted students must follow the curriculum in place at the time of their return to the program.

### **Certification in Cardiopulmonary Resuscitation (Professional Rescuer or Health Care Provider)**

In preparation for practice, students must have the ability to respond to clients' needs in terms of basic life support. Students are required to be certified in Cardiopulmonary Resuscitation (Professional Rescuer or HealthCare Provider) and to maintain that certification throughout the program of studies. The cost of certification is assumed by the student. Proof of certification must be submitted at the start of each fall semester.

## Associate in Science with a Major in RADIOGRAPHY

### The Mission of the Radiography Program

*The mission of the Program in Radiography is derived from the mission of St. Vincent's College and the mission of the Academic Services Division. It has as its focus the education of radiographers who provide diagnostic services for the sick and sick poor. It provides a sound and stable educational environment where a diverse student population has the freedom to learn and grow intellectually as well as develop competencies in clinical skills. Faculty members are qualified and caring teachers and radiography educators who are dedicated to excellence in radiography education, healthcare, life-long learning and the mission of the College. The Program in Radiography establishes a technical educational foundation upon which students of radiography may continue to build their professional careers.*

The radiography curriculum is built upon a foundation drawn from the biological, physical, and social sciences as well as the humanities. Radiography courses include classroom, college laboratory, and clinical laboratory experiences. Graduates must successfully complete a minimum of 72 credits for the radiography major.

The following distribution of courses is reflective of a full-time curriculum plan. (The normal course load for a full-time student is 12 to 17 credits per 16-week semester.)

#### YEAR 1

|          | Credits |         | Credits |
|----------|---------|---------|---------|
| BIO 211  | 4       | PHY 101 | 4       |
| BIO 212  | 4       | PSY 101 | 3       |
| *ENG 101 | 3       | RAD 101 | 8       |
| INF 101  | 3       | RAD 112 | 8       |
| *MAT 140 | 3       |         |         |

\* Placement testing is required prior to taking these courses.

#### YEAR 2

|          | Credits |         | Credits |
|----------|---------|---------|---------|
| Elective | 3       | RAD 221 | 10      |
| PHI 201  | 3       | RAD 232 | 10      |
| REL 101  | 3       |         |         |
| SOC 101  | 3       |         |         |

Upon successful completion of the program, the student receives an Associate in Science Degree with a major in radiography and is eligible to take the ARRT examination for registration and licensure. All students are expected to take the review course for the registry examination, arranged by the radiography program, prior to sitting for the exam.

Section 19A-14 of the Connecticut General Statutes authorizes the Department of Public Health and Addiction Services to deny licensure to applicants who may be addicted to drugs or alcohol or who have been disciplined in other states or who have been convicted of a felony. Candidates for licensure in Connecticut will be asked questions pertaining to these matters during the licensure application process.

Graduates of the program, after receiving professional licensure, are qualified to assume entry-level positions in acute, ambulatory, long – term healthcare settings, and physicians offices.

### **Admission**

Admission to the radiography major is based on the successful fulfillment of the College admission requirements. Enrollment in the radiography program is limited; all qualified candidates may not be accepted. An admission requirement for the radiography major is high school chemistry and biology or the equivalent within the past five years with a grade of “C+” or better. Students must successfully complete all developmental course work prior to entering the radiography sequence.

### **Advanced Placement**

Students who wish to advance place into the radiography program may challenge courses in both the theory and clinical areas. Students are advised to consult the program chairperson for additional information.

### **Articulation Agreement**

Graduates of the Radiography Program at St. Vincent’s College are eligible for advanced placement at Quinnipiac University in their BSRT program. An agreement with Excelsior College allows a student or graduate to enroll in additional general education credits at St. Vincent’s College which can be applied to a baccalaureate degree at Excelsior.

### **Re-Entry Review**

Students who have an interrupted program of studies may be required to complete a reentry review process prior to returning to the radiography sequence. Students should consult with the program chairperson for further information. Students who receive approval to reenter will be subject to policies, procedures, and curriculum which are current at the time of reentry.

### **Program Requirements**

Radiography courses are planned as a progression of increasing complexity; they build upon one another and are taken in sequence. A minimum grade of “B-” is required in

each radiography course. If a student has failed to attain a grade of “B-” or better in more than one clinical radiography course within the total program of studies, that student will be dismissed from the program. If a student has failed to attain a grade of “B-” or better in the same radiography course twice, that student will be dismissed from the program. Pass/Fail is not an option. Students must successfully complete both the theory and clinical components of each radiography course in order to progress to the next sequential course. Attendance is required for class and clinical experiences.

Any student receiving a clinical failure in a radiography course will receive an “F” for the course and be terminated from the radiography program.

A minimum grade of “C<sup>+</sup>” is required in English Composition, College Algebra and all science courses. General education courses may only be repeated once, and a student may only repeat two of these courses.

Students are expected to schedule additional time outside of scheduled radiography classes and college/clinical laboratory hours for the practice and redemonstration of skills in the College skills laboratory.

Clinical experiences are provided at St. Vincent's Medical Center and other health care facilities within the community. In order to attend clinical experiences, students must pass a physical assessment and have a PPD administered and read annually.

In addition to the regular tuition and fees, radiography students assume the following expenses: uniforms, textbooks and supplies, and transportation to clinical experience settings.

### **Readmission to the Radiography Program**

Students seeking readmission to the Radiography program must wait one year after termination before reapplying to the program. Students seeking readmission must meet with the Radiography Chair and complete the admissions process through the Admissions Office. Readmission is not automatic and is based on faculty review, clinical evaluations, radiography faculty references, a cumulative grade point average of 2.5, and evidence of the applicant's efforts to strengthen areas of weakness. Students requesting readmission who have been separated from the program for more than twenty-four months will be processed as new applicants. Readmitted students may register on a space-available basis only. Readmitted students must follow the curriculum in place at the time of their return to the program.

### **Certification in Cardiopulmonary Resuscitation (Professional Rescuer or Health Care Provider)**

In preparation for practice, students must have the ability to respond to clients' needs in terms of basic life support when necessary. Students are required to be certified in Cardiopulmonary Resuscitation (Professional Rescuer or Healthcare Provider) and to maintain that certification throughout the program of studies. The cost of certification is assumed by the student. Proof of certification must be submitted prior to the start of each fall semester.

## **STUDENT SERVICES**

### **Student Development**

St. Vincent's College offers opportunities for students to broaden their education outside of the classroom through involvement in co-curricular activities and volunteerism.

Cultural, social, and educational activities that are presently sponsored include:

- ✓ Campus Leadership
- ✓ Campus Ministry
- ✓ Career & Professional Development
- ✓ Community Service
- ✓ Diversity Celebrations
- ✓ Health & Wellness Programming
- ✓ Lunch and Learns
- ✓ Stress Management Programming
- ✓ Student Ambassadors
- ✓ Student Congress
- ✓ Time Management Programming

### **Orientation**

Orientation is held for newly-enrolled degree students prior to the start of their first semester and is a mandatory program. Any student who fails to attend orientation will be automatically withdrawn from all classes. A separate orientation is also offered to returning students at the beginning of each fall semester. The main objective of the orientation is to provide students with information about their academic environment so that they can take advantage of the services and a variety of opportunities available to them.

### **Phi Theta Kappa**

The College sponsors the Beta Omicron Alpha Chapter of Phi Theta Kappa, the International Honor Society for two year colleges. Phi Theta Kappa serves to recognize and encourage academic achievement and provide opportunities for growth, development, leadership, and community service to its members.

### **Individuals With Disabilities**

In accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, this College is committed to assisting qualified individuals with disabilities to achieve their educational goals.

When a student voluntarily discloses a disability and requests special accommodation, he/she must present current written documentation (no more than 3 years old) from an appropriate health care provider who must:

Clarify the disability

AND

Recommend reasonable accommodations.

A psycho educational evaluation, completed within 3 years, is the documentation required for a learning disability. The student should process this request through the Office of the ADA Coordinator.

### **Campus Ministry**

While the primary orientation of the College is Catholic, every effort is made to provide an atmosphere conducive to the development of moral, religious, and spiritual ideals specific to each individual.

Students are encouraged to take an active part in religious and/or social justice activities sponsored within the College campus or the surrounding community, but participation in religious life is an individual choice.

### **Student Congress**

The Student Congress, guided by the mission and philosophy of the College, endeavors to initiate, coordinate, and execute co-curricular activities and to make recommendations on issues concerning student welfare, conduct, and all other issues which concern the nonacademic student life at St. Vincent's College.

### **Community Service**

An integral part of St. Vincent's College is its involvement in community volunteer programs. Students are encouraged to serve the public by participating in projects to help the poor, homeless, and others in need. Student volunteer experiences in the Fairfield County and New Haven County areas are available.

### **Identification Badge/Access Card**

Official College identification badges are considered vital to campus security. A photo identification badge/access card is issued to each student by the St. Vincent's Medical Center Safety & Security Department. The identification badge must be worn by the student at all times while on the College and Medical Center campus, and for admission to college-sponsored social activities. All badges must be returned by the students at the end of their course of studies. The access card is used for entry into College facilities. Students will not be allowed to access the College or Medical Center without a College ID badge.

## **Non-Smoking Policy**

**Smoking is not allowed anywhere on the St. Vincent's campus.** This policy includes St. Vincent's College, St. Vincent's Medical Center, the Family Health Center and the St. Vincent's Immediate Health Care Centers. It also extends to all parking areas and all properties owned or utilized by St. Vincent's Health Services, and affects all faculty, staff, and students. This policy is strictly enforced; violation of this policy will result in disciplinary action. Sanctions for smoking policy violations are delineated in the *Student Handbook*.

## **Substance Abuse Policy**

Students are not permitted to bring alcoholic beverages onto the College campus. The legal drinking age in Connecticut is 21 years of age. Disregard of this policy may result in disciplinary action.

The abuse of drugs by students directly affects their own development and the achievement of their own career goals. It is in direct conflict with the philosophy of the health professions and this College.

Drug abuse includes: misuse of prescription or non-prescription drugs; use, possession or exchange of illegally obtained or manufactured drugs and/or chemicals, including alcohol. The College adheres to a drug testing policy which includes pre-admission and random testing.

**Students are advised that the expected penalty for drug abuse as defined, on or off the Medical Center and College premises, will result in immediate discharge from the College.**

## **STUDENT HEALTH**

### **Health Insurance**

**The College strongly recommends that students carry health insurance.**

St. Vincent's College does not assume responsibility for the cost of hospital care or specialized diagnostic examinations or treatments. The student is financially responsible for the cost of prescriptions, treatments, or diagnostic procedures not considered part of the health program.

Apart from the provisions made to safeguard the health of the students, the College assumes no responsibility for physical defects or other conditions present on admission, or for injuries occurring off the College premises.

### **Occupational Health Clinic**

Employee and Student Occupational Health (ESOH) is concerned with the prevention of illness and promotion of health, as well as the treatment of minor illnesses and injuries. ESOH is open Monday through Friday, 7:30 a.m. to 4:30 p.m. When ESOH is closed

and the College is in session, services will be provided through the Emergency Department of St. Vincent's Medical Center. Students may be triaged to an Immediate Health Care Center or their private physician for treatment.

### **Immunizations**

The State of Connecticut requires that all students born after December 31, 1956 have their physician complete a Proof of Immunization Form or submit an official copy providing proof of immunization against measles and rubella. One dose of the measles vaccine must have been given after December 31, 1979.

Students will not be permitted to register for class or clinical experiences until proof of immunization is complete.

### **Health Clearance for Clinical Majors**

Health clearance including a health assessment and drug screen is required for all students accepted into a clinical major prior to registration for class. Students must contact St. Vincent's Immediate Health Care Center to arrange a health clearance.

### **Fitness Center**

Students have use of the SVMC Employee Health & Fitness Center at no charge. Students are eligible to use the cardiovascular and resistance equipment as well as participate in structured fitness classes upon enrollment in the Health & Fitness Center. Enrollment information can be obtained at (203) 576-6267.

## **COURSE DESCRIPTIONS**

### **General Education Courses**

Prerequisite for all general education courses:  
Eligibility for ENG 101.

### **ART 101 Art Appreciation (3 credits)**

This course presents the fundamental principles and appreciation of the visual arts, evolution of styles and conceptions through the ages in different forms of creative expression.

### **BIO 100 Introductory Biology (3 credits)**

An introduction to the fundamental principles of biology concerning the cellular and chemical basis of life, involving cell structure and function, growth, genetics and reproduction. It is intended for students with little or no background in biology.

**Pre-requisite: Satisfactory score on Math Proficiency Tests or a grade of “C+” or better in MAT 001 and MAT 002.**

**BIO 115 Human Biology (4 credits)**

An introduction to the anatomy and physiology of various systems of the human body. It includes an introduction to chemical and cellular concepts and introduces medical terminology to the study of the human body. The course also recognizes ethical and legal standards in science. This course is designed for students with a limited science background.

***Effective academic year 2010-2011 Pre-requisite: Satisfactory score on Math Proficiency Test (arithmetic) or a grade of “C” or better in MAT 001.***

**BIO 201 Nutrition (3 credits)**

An examination of the principles of nutrition science including nutrient interactions, digestion, absorption, sources of nutrients, weight control, treatment and prevention of diseases and inborn errors of metabolism. Contemporary nutrition issues and individual nutrition analysis are also included.

Pre-requisite: BIO 100 or permission of the instructor.

**BIO 211 Anatomy & Physiology I (4 credits)**

A study of the structure of cells, tissues, and organ systems, their functional interrelationships and control mechanism. Course and laboratory work includes the study of DNA, cells, histology, and the integumentary, skeletal, muscular, nervous and cardiovascular systems. Laboratory periods provide practical experience in understanding these concepts. Three hours lecture and one three-hour laboratory period per week.

Pre-requisite: A minimum grade of “C+” in high school biology and chemistry, or equivalent within the past five years or a “C+” or better in BIO 100 and CHE 100.

**BIO 212 Anatomy & Physiology II (4 credits)**

A continuation of BIO 211. Course and laboratory work include the study of genetics, fluids and electrolytes, acid-base balance and the endocrine, respiratory, urinary, reproductive, lymphatic and immune systems. The special senses of eye, ear, taste and smell are also covered. Three hours lecture and one three-hour laboratory period per week.

Pre-requisite: BIO 211

**BIO 235 Introduction to Microbiology (4 credits)**

An introduction to the study of microorganisms, their basic morphology, cultivation, metabolism, and genetics. Infectious diseases are considered. Emphasis is placed on the bacteria, viruses, and fungi. Laboratory work stresses sterile technique, microscopic, cultural, and biochemical characteristics, and control of microorganisms. Three hours lecture and one three-hour laboratory period per week.

Pre-requisite: BIO 211

**CHE 100 Introductory Chemistry (3 credits)**

An introduction to important concepts, theories and laws in inorganic, organic and biochemistry. The course is designed to include the chemical concepts that are important to the understanding of biological and physical processes. It is intended for students with little or no background in chemistry.

Pre-requisite: Satisfactory score on Math Proficiency Tests or a grade of “C+” or better in MAT 001 and MAT 002.

**ENG 100 Comprehensive English (4 credits)  
(institutional non-transferable)**

This intensive course, designed to prepare students for college-level reading and writing, will facilitate successful performance in reading and writing in the college curriculum. Students will work to master reading comprehension and retention through critical reading and vocabulary strategies structured to accommodate a variety of learning styles. Related writing assignments will reinforce the learning process through basic composition skills including topic/thesis development and support, sentence structure, and grammar review. Opportunities for group discussion and problem solving, as well as peer-critique, revision, and editing, will be incorporated into the course curriculum. **A minimum grade of “C+” or better is required in ENG 100.**

**ENG 101 English Composition (3 credits)**

A systematic and practical introduction to the techniques of effective college writing. A review of grammar and syntax is included. The course provides the library, research and internet skills necessary to write short expository papers as well as a longer research paper incorporating standard APA documentation.

Pre-requisite: Satisfactory score on English Proficiency Test or a grade of “C+” or better in ENG 001, ENG 002.

**ENG 212 World Literature (3 credits)**

This course is an introduction to significant works of world literature. It is an expository writing course that surveys literature from ancient Greece through modern periods, including such authors as Dante, Zola, Dickens, Chaucer, Chekhov, and Blake.

Pre-requisite: ENG 101

**ENG 213 Communications (3 credits)**

This course considers various means of improving effective communication through critical thinking, careful writing, and understanding purpose and audience. Opportunities to develop skills in group discussion, reporting, persuasion and other types of speaking in professional situations will be included.

Pre-requisite: ENG 101

**ENG 214 British Literature (3 credits)**

This course studies the major trends in British literature during the 16<sup>th</sup> – 20<sup>th</sup> centuries. Includes selected works by such authors as Shakespeare, Swift, Wordsworth, Dickens, Tennyson and Woolf.  
Pre-requisite: ENG 101

**EVS 150 Environmental Studies (3 credits)**

This course is an overview of the major scientific concepts that underlie the environmental problems that are encountered today. An overview of human impact on the quality of the environment is studied.

**FYS 000 First Year Seminar (1 credit)**  
Institutional – non-transferable

This course is designed to give students the information and skills necessary to succeed in college. Students learn about the academic environment and develop academic and interpersonal skills. This is accomplished through the investigation and practice of time management, stress management, writing, and research skills. The course incorporates policies and procedures of the College, advisement procedures, and information relating to the college's resources and student services. It utilizes an active learning format and group discussion activities.

Students are exempt from FYS if they have earned a minimum of 24 college credits at another institution and/or have taken a similar course at that institution and passed it with a C or better. Students must satisfactorily complete First Year Seminar or will not be permitted to register the following semester.

**GEO 101 Introduction to Geography (3 credits)**

This course examines the major regions of the world. Basic geographic concepts are presented. Physiographic, political, economic, social, and cultural influences are addressed in a spatial context.

**HEA 105 Health and Fitness (1 credit)**

Learn to live healthy, practice while you learn. This course is designed to instruct individual fitness programming by setting goals and learning exercise modalities within the construct of the classroom setting. The content covers exercise protocols of fitness assessments, cardiovascular, resistance training and flexibility training. Each student will learn techniques for lifestyle/wellness modification by practical application in the classroom in addition to traditional study modalities. Get FIT while learning to stay well in this unique course of study.

**HIS 101 U.S. History Post WW1 (3 credits)**

A course in modern and social history. Examines the major political events and movements of the last 75 years (the Great Depression, WWII & the home front, the Cold War, McCarthyism, the Civil Rights Movement, the Great Society, Vietnam, Feminism, Watergate). Explores the relationship between politics and long term developments in the American economy, society, and culture.

**HIS 211 World History Post WWII (3 credits)**

This course is a survey of World History since World War II. Emphasis is placed on the major political, social, economic, cultural and diplomatic development since 1945.

**INF 100 Keyboarding and Word Processing (3 credits)**

An introductory keyboarding and word processing course which teaches students how to enter data and prepare documents on computers and other information processing terminals. Letters, memoranda, reports and statistical tables are covered, with emphasis on speed and accuracy.

**INF 101 Introduction to Information Systems (3 credits)**

An introductory course which presents the functions of computer hardware and software. The functions of computer systems and basic concepts are taught, such as number systems, flow charts and programming logic, and application software. Provides knowledge and understanding necessary to communicate effectively and intelligently in today's microcomputer-driven environment.

**INF 102 Fundamentals of the Internet (3 credits)**

This course is an introduction to the technology of the Internet. Students will utilize and analyze a web browser, various search engines and develop a web page.

**INF 105 Computer Literacy (1 credit)**

This online self-paced course provides a broad overview of information literacy concepts. It introduces skills for locating, using, and evaluating all types of resources and includes information on the legal and ethical uses of information.

**MAT 001 Introductory Mathematics (3 credits) (institutional-non-transferable)**

Designed for students who need a review of basic arithmetic skills including addition, subtraction, multiplication and division of signed numbers and applications. Also included is an introduction to fundamental concepts of algebra and applications. **A minimum grade of "C+" or better is required in MAT 001.**

**MAT 002 Elementary Algebra (3 credits) (institutional-non-transferable)**

Designed for students who need a review of elementary algebra including topics addressing algebraic symbolism, operations, linear equations, exponents and factoring.

Pre-requisite: Satisfactory score on Basic Arithmetic placement exam or a grade of C<sup>+</sup> or better in MAT 001. **A minimum grade of “C<sup>+</sup>” or better is required in MAT 002.**

**MAT 140 College Algebra (3 credits)**

Topics include concepts of functions: numeric, algebraic, and graphic techniques as applied to the following functions: polynomial, rational, radical, exponential, and logarithmic; complex numbers; applications; systems of equations; and basic concepts of statistics.

Pre-requisite: Satisfactory score on Math Proficiency Test or a grade of “C<sup>+</sup>” or better in MAT 001, MAT 002.

**MAT 212 Elementary Statistics (3 credits)**

This course is an introduction to descriptive and inferential statistical methods. It covers probability, analysis of variance and hypothesis testing and utilizes a computer statistical package.

Pre-requisite MAT 140

**MUS 101 Music Appreciation (3 credits)**

This course fosters a better understanding and appreciation of the world’s great music. Consideration of the world’s great musical styles, techniques and forms from the listener’s standpoint.

**PHI 101 Introduction to Philosophy (3 credits)**

This course pursues such basic questions as: What is a person? What is knowledge? Are we free? What is moral right and wrong? Does God exist? What is the meaning of death?

**PHI 201 Ethics (3 credits)**

An examination of selected moral problems in our contemporary pluralistic society, including such topics as: sexual ethics, biomedical ethics, revolution and violence, environmental quality, and population policy, based on philosophical foundations.

**PHY 101 Elements of Physics (4 credits)**

An introductory, non-calculus course, incorporating basic laws of motion and energy, properties of matter including the gaseous state, principles of electricity, magnetism, electromagnetic radiation, and properties and principles of nuclear radiation. Three hours lecture and one three-hour laboratory period per week.

Pre-requisite: MAT 140

**POL 101 American Government (3 credits)**

This course studies the basic principles of the government of the United States:

Constitutionalism, separation of powers, federalism, civil liberties, politics; legislative, executive, and judicial organizations; and the functions of government.

**PSY 101 General Psychology (3 credits)**

Introduction to Psychology as the science of behavior, focusing on the individual as an adapting biological system. Topics include history and methodology, physiological basis for behavior, sensation, perception, learning, memory, and thought.

**PSY 112 Lifespan Development Psychology (3 credits)**

Biological, psychological, and social factors in the development of the individual from birth to old age with particular emphasis on cognitive, emotional, and personal social functioning.

Pre-requisite: PSY 101

**PSY 212 Social Psychology (3 credits)**

This course is an exploration of individual behavior in social contexts: attention to social motivation; attitude development and change; social power and influence; conformity; aggression and altruism.

Pre-requisite: PSY 101

**PSY 213 Abnormal Psychology (3 credits)**

Theory and research related to the diagnosis and treatment of psychopathological behavior. The course considers physiological, behavioral, social, and cognitive perspectives.

Pre-requisite: PSY 101

**PSY 214 Psychology of Aging (3 credits)**

This course studies the developmental processes of aging and its effects. Emphasis is placed on the theories of aging, the status and power of the aged and relations between age groups.

Pre-requisite: PSY 101

**REL 101 Introduction to the Study of Religion (3 credits)**

A critical and constructive study of the nature of religion, of its functions in human life, and of its various forms and manifestations.

**SOC 101 Introduction to Sociology (3 credits)**

An introduction to the study of human behavior as shaped by the contexts of individuals, groups, society, and culture. The basic terminology, concepts, theories, and methods of sociology as an empirical science are covered.

**SOC 210 Drugs and Society (3 credits)**

This course presents theoretical and applied material on alcohol and other mood-altering substances of abuse and their effect on society. Emphasis is on the family structure.

Pre-requisite: SOC 101

**SOC 211 Death and Dying (3 credits)**

This course examines different cultural, social and historical perspectives on death and dying. Emphasis is placed on personal roles and the impact on society.  
Pre-requisite: SOC 101

**SOC 213 Cultural Diversity (3 credits)**

This course examines relations among various ethnic, religious, racial, and political minorities and majorities with special reference to the United States. Includes theories of racial and ethnic relations.  
Pre-requisite: SOC 101

**SPA 101 Introduction to Spanish (3 credits)**

Introduces the fundamentals of Spanish grammar, pronunciation and reading with practice in speaking and writing. This is an introductory course designed for the student who is a non-native speaker of Spanish.

**SPA 102 Introduction to Spanish II (3 credits)**

This course is the continuation of Spanish I, further development of spoken and written Spanish with analysis of Spanish language structure.  
Pre-requisite: SPA 101 or Competency Test

**Medical Assisting Courses**

**MED 101 Medical Office Procedures I (3 credits)**

This course is designed to provide the student with an introduction to the theory, practice, and techniques utilized in a medical office. Concepts and competencies involving appointment scheduling, use of office equipment, business correspondence, bookkeeping and other medical assisting administrative functions are presented.

**MED 105 Medical Terminology (3 credits)**

This course offers an introduction to medical terms through an analysis of their construction including prefix, suffix, root, connecting and combining forms. The student acquires an understanding of medical meanings applicable to the structure, function, and diseases of the human body. Abbreviations and their appropriate usage are presented.

**MED 110 Clinical Medical I (4 credits)**

This course offers an introduction to the theory, practice, and techniques of the clinical components of medical assisting. Topics include aseptic technique, preparation of examination and treatment areas, recording patient needs and data, measuring vital

signs, assisting with patient examinations, and educating patients in basic concepts of diet and nutrition. Concepts of professionalism, confidentiality, and patient respect are stressed.

Co-requisites: BIO 115, MED 101, MED 105

### **MED 200 Illness and Disease**

**(3 credits)**

This course is designed to assist the student to develop an understanding about illnesses and diseases that are frequently diagnosed or treated in ambulatory health care settings. A sequential approach, examining each body system is utilized. Emphasis is placed upon the description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis and preventive measures.

Pre-requisites: BIO 115, MED 105

### **MED 201 Medical Office Procedures II**

**(3 credits)**

This course further develops the competencies needed to perform administrative skills necessary for an entry level medical assistant. Continued emphasis is placed on records management, telephone techniques and scheduling appointments. The concepts and competencies involving billing procedures, payroll production, insurance coding, filing insurance claim forms, and use of medical office software are presented. A comprehensive final examination covering both MED 101 and MED 201 is required.

Pre-requisites (degree program): BIO 115, INF 100, MAT 140, MED 101, MED 105

### **MED 210 Clinical Medical II**

**(4 credits)**

This course offers a continuation of the study of the theory, practice, and techniques of the clinical components of medical assisting. Building on knowledge and skills developed in MED 110, emphasis is placed on specimen collection and handling, performing routine diagnostic hematology and chemistry tests, obtaining EKGs and performing urinalysis. In addition, concepts of quality assurance, quality control, and OSHA regulations are covered. Students are required to perform capillary and venous blood collections. Comprehensive final examinations, written and competency based, covering MED 110 and MED 210 are required.

Pre-requisites: MED 110

Co-requisite: MED 200, MED 201, MED 215

### **MED 215 Pharmacology**

**(3 credits)**

This course introduces the student to medication therapy. The nature and properties of drugs are examined. The administration of medications, their dosages, and consequences are presented. Emphasis is placed on the need for patient education concerning medication therapy. Contemporary legal issues in pharmacology are examined.

Pre-requisites: MED 110

### **MED 221 Medical Machine Transcription**

**(3 credits)**

The course provides the student with an opportunity to develop listening skills and transcription techniques. Medical terminology learned in MED 105 is reinforced.

Emphasis is on correct use of terminology, spelling, grammar, punctuation, and formatting special medical forms.

Pre-requisites: INF 101, MED 110, MED 200

### **MED 289 Medical Assisting Practicum**

**(3 credits)**

This course provides supervised placement in a non-classroom setting at a healthcare facility, medical office or other appropriate site. This experience enables the student to synthesize and apply concepts and skills learned in the Medical Assisting program. Three credits are earned by the student upon the completion of a minimum of 160 hours to a maximum of 200 hours.

The practicum experience is divided evenly between clinical and administrative areas to permit student involvement in the total environment of the facility. Each student is required to perform unaided blood collections in a facility under the supervision of a preceptor.

The phlebotomy experience may take place in a hospital, ambulatory care center or other appropriate facility where the number and variety of patients provide ample experience. In addition, on-site classroom seminars held at the College and online discussions are required during the semester.

Clinical affiliations are arranged with physician's offices and outpatient clinics, under contractual agreements set up by the College. The one semester practicum in medical assisting (MED 289) is the clinical experience for the program. This 3 credit, 160 hour course involves student placement in clinical settings during the summer semester of study. The practicum is structured and supervised by the College.

Pre-requisites: MED 200, MED 210, MED 215

## **Nursing Courses**

### **NUR 101 Intro to Nursing Practice**

**(7 credits)**

60 hours theory; 135 hours clinical

This course is designed to introduce students to selected concepts and theories which will be used as a foundation throughout the curriculum. Emphasis is placed on the use of the nursing process as well as teaching - learning concepts, basic communication, applied nutritional concepts, pharmacological concepts, dosage calculations, assessment and technical skills, deficits and disorders related to the musculoskeletal and sensory systems and pain management.

Co-requisites: BIO 211, MAT 140, PSY 101

### **NUR 122 LPN Transition Course**

**(1 credit)**

7 hours theory, 21 hours clinical

This course is designed to introduce students to the basic tenets of the program in nursing as well as the conceptual framework. Emphasis is placed on a health needs assessment and the implementation of the nursing process through the use of the nursing care plan. This course is open to licensed practical nurses who are participating in the Connecticut Articulation Model for Nurse Educational Mobility.

Pre-requisites: BIO 211, LPN Bridge Course,  
MAT 140, PSY 101  
Co-requisites: BIO 212, PSY 112

**NUR 123 Family Concepts in Nursing**

**(4 credits)**

30 hours theory; 90 hours clinical

This course is designed to offer the student the opportunity to utilize the nursing process in the care of the family during the childbearing and the child-rearing years through adolescence. Concepts of nutrition and pharmacology are integrated throughout the course.

Pre-requisite: NUR 101

Co-requisites: BIO 212, PSY 112

**NUR 124 Adult Child Nursing I**

**(5 credits)**

37.5 hours theory; 112.5 hours clinical

This course is designed to offer the student the opportunity to utilize the nursing process to care for patients with disorders and dysfunction in specific physiological systems: gastro-intestinal, reproductive, endocrine and peripheral vascular. Students are offered experience in pre-, peri-, and post-operative nursing care. Concepts of nutrition and pharmacology are integrated throughout the course.

Pre-requisite: NUR 101

Co-requisites: BIO 212, PSY 112

**NUR 230 Adult Child Nursing II**

**(5 credits)**

37.5 hours theory; 112.5 hours clinical

This course is designed to offer the student the opportunity to use the nursing process to care for patients with disorders and dysfunctions in specific psychophysiological systems: neurologic and psycho-social. Students are offered experiences in specialized care units. Concepts of nutrition and pharmacology are integrated throughout the course.

Pre-requisites: BIO 235, ENG 101, NUR 124

Co-requisites: REL 101, SOC 101

**NUR 231 Adult Child Nursing III**

**(6 credits)**

45 hours theory; 135 hours clinical

This course is designed to offer the student the opportunity to use the nursing process to care for patients with disorders and dysfunction in specific physiological systems: hepatic-biliary, immune, and hematologic. This course also presents opportunities to care for patients with fluid and electrolyte imbalance, abnormal cell proliferation, and burns, with clinical experience in emergent care offered. Concepts of nutrition and pharmacology are integrated throughout the course.

Pre-requisites: BIO 235, ENG 101, NUR 124

Co-requisites: REL 101, SOC 101

**NUR 232 Adult Child Nursing IV****(6 credits)**

45 hours theory; 135 hours clinical

This course is designed to offer the student the opportunity to use the nursing process to care for patients with disorders and dysfunctions in specific physiological systems: cardiovascular, pulmonary, and renal. Concepts of nutrition and pharmacology are integrated throughout the course.

Pre-requisites: NUR 230, NUR 231

Co-requisites: PHI 201, Humanities elective

**NUR 270 Nursing Seminar****(3 credits)**

15 hours theory; 90 clinical hours

This course facilitates student synthesis of total program content and experiences. Students are offered opportunities to fully incorporate the values of the profession, principles of leadership and management, and legal-ethical concepts in their nursing care.

Pre-requisites: NUR 123, NUR 232

Co-requisites: PHI 201, Humanities Elective

**Radiography Courses****RAD 101 Radiography I****(8 credits)**

This course is designed to provide the student with an orientation to radiography, professional standards, medical terminology, image production I, basic radiation protection and patient care. Additional skills taught are phlebotomy and electrocardiogram techniques. Radiographic procedures I will also be included with emphasis on lecture-laboratory study of Level I competencies.

Following classroom activities, students are scheduled for supervised clinical education. The student is assigned to clinical experience two days a week mastering Level I competencies. Along with assisting the radiographer, emphasis is placed on interpersonal communication skills with peers, staff, and patients.

Pre-requisite: Acceptance into the program.

Co-requisites: BIO 211, MAT 140

**RAD 112 Radiography II****(8 credits)**

This course is designed to provide the student with image production II, an introduction to radiographic chemistry, and a continuation of patient care and phlebotomy and electrocardiogram techniques. Radiographic procedure II will be included with emphasis on lecture-laboratory study of Level II competencies.

Following classroom activities, students are scheduled for supervised clinical education. The student is assigned to clinical experience two days a week mastering Level II competencies.

Prerequisites: BIO 211, MAT 140, RAD 101

Co-requisites: BIO 212, INF 101

### **RAD 221 Radiography III**

**(10 credits)**

This course is designed to provide the student with film critique and an introduction to radiation protection and biology. It also provides the student with concepts of radiation, its production and interaction with matter, the X-ray machine, circuits, components and practical application. Radiographic procedure III is included with emphasis on lecture-laboratory study of Level III competencies.

Following classroom activities, students are scheduled for supervised clinical education. The student is assigned to clinical experience three days a week mastering Level III competencies. An introduction to the operating room and specialty areas is also included.

Prerequisites: BIO 212, ENG 101, INF 101,  
PHY 101, PSY 101, RAD 112

Co-requisites: REL 101, SOC 101

### **RAD 232 Radiography IV**

**(10 credits)**

This course is designed to provide the student with advanced concepts of radiation protection and biology. Radiographic pathology, cross-sectional anatomy, special procedures, diagnostic imaging modalities and quality assurance are also included. Radiographic procedure IV is included with study of Level IV competencies including pediatric techniques. A final comprehensive examination is given.

Following classroom activities, students are scheduled for supervised clinical education. The student is assigned to clinical experience three days a week mastering Level IV competencies as well as reviewing all past level competencies. Emphasis is placed on specialty areas and procedures.

Pre-requisites: RAD 221, REL 101, SOC 101

Co-requisites: PHI 201, Humanities Elective

## **CONTINUING EDUCATION**

The College offers a variety of courses and programs and encourages anyone interested to explore them.

Admission to any program offered at St. Vincent's College is pending a successful health screening. Certificate programs with a clinical component also require a security/background check prior to acceptance.

## **Financial Aid Eligibility**

File a FAFSA (Free Application for Federal Student Aid) form on line. The School Code is 006191. The FAFSA can be accessed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

All students must file a FAFSA to establish eligibility for aid. Students enrolled in the Medical Assisting and Diagnostic Medical Sonography Certificate Programs may be

eligible to receive Stafford Loan funding and Pell Grants. Students enrolled in other certificate programs may be eligible to receive institutional assistance.

## **Registration**

Anyone interested in taking College credit courses must complete the Continuing Education application and register as a non-degree student. A non-degree student is a person who may be taking credit bearing courses but not seeking a degree from St. Vincent's College. Courses may be taken for professional or personal development, to transfer credits to another college or university, or to eventually enter a degree program at St. Vincent's College.

Non-degree students are not actively seeking a degree at the time of registration. Status as a non-degree student does not constitute, guarantee, or imply admission into any program at St. Vincent's College. Students should have a high school diploma or GED to enroll in courses, of which some may have a prerequisite. Placement tests are required for English and Math courses.

## **Anatomy and Physiology Review Course**

A self paced **online** review course that includes the study of DNA, cells, histology, genetics, fluids and electrolytes, acid-base balance and the following systems: integumentary, skeletal, muscular, nervous, cardiovascular, endocrine, respiratory, urinary, reproductive, lymphatic and immune. Chapters on the special senses, the aging process and radiochemistry are also included.

Pre-Requisites: Completion of Anatomy and Physiology I and II at an accredited college with a grade of "C" or better.

## **Microbiology Review Course**

A self paced **online** review course that includes the study of microorganisms, their basic morphology, cultivation, metabolism, genetics, and lifestyle. Infectious diseases are studied with an emphasis on bacteria, viruses and fungi. Laboratory tests are reviewed as well as the control of microbiology. Epidemiology and public health issues are included in the study of disease.

Pre-Requisites: Completion of Microbiology at an accredited college with a grade of "C+" or better.

## **College-Before-College Program**

In this program, outstanding high school seniors, nominated by their respective schools, come to St. Vincent's College free of charge for an entry level course (101). They earn St. Vincent's College credit for the course successfully completed. These students bring a contemporary point of view to the classroom, gain experience in a college setting, and are part of the St. Vincent's program for easing the transition from high school classroom to college classroom.

## **English As A Second Language/Skills Enhancement Program**

The ESL/SEP is designed to give students a working knowledge of the English language through textbook exercises which deal with grammar, conversation and written expression as well as through role play, projects and presentations. This program addresses the needs of the beginner, intermediate and advanced student.

## **Non-Credit Seminars/Conferences**

Registration is requested at least one week in advance of the seminar or conference. Full payment is due at the time of registration. Registrations will be allowed at the door with full payment if space is available. Certificates of attendance/completion will be provided upon successful completion of a program. Refunds are granted minus a \$10 administrative fee up to one week in advance of a program start date. Refunds are not granted after a program commences.

## **Certificate Programs**

### **Central Sterile Processing Technician**

This course is the basic study of Central Sterile Processing and preparation for national certification as a Central Sterile Processing Technician. The course includes human anatomy/physiology, microbiology and infection control, decontamination and sterilization processes, handling, care and identification of surgical instrumentation. This course is designed to provide application of sterile processing functions through in-class and on site didactic, lecture, and demonstration.

### **Diagnostic Medical Sonography**

The Diagnostic Medical Sonography Certificate Program is designed to provide the theory and clinical experiences necessary to perform ultrasound examinations of the abdomen, obstetrical-gynecological, vascular and small parts. Upon completion of the twelve month program students are eligible to sit for the ARDMS examination. Employment opportunities include acute, ambulatory, long term healthcare settings, and physicians' offices.

Pre-requisite: Current CT State Radiographer License

### **Healthcare Management**

The 15-credit Healthcare Management Certificate Program is geared toward middle managers who are already working within the healthcare system, or those interested in pursuing middle management positions. This certificate program is delivered totally in an online format.

## **Program of Study**

The following five courses required for the certificate program are:

|  |           |
|--|-----------|
| HMG 101 Introduction to Healthcare Services    | 3 credits |
| HMG 211 Healthcare Management and Leadership   | 3 credits |
| HMG 214 Healthcare Economics and Finance       | 3 credits |
| HMG 215 Legal & Ethical Issues in Healthcare   | 3 credits |
| HMG 216 Communications for Healthcare Services | 3 credits |

A minimum grade of “C” or better is required in each course.

## **Healthcare Reimbursement Specialist**

The 15-credit Healthcare Reimbursement Specialist Certificate Program is an effective, time efficient way to gain skills necessary to enter or advance in the health insurance field. Students will learn about medical terminology, computerized practice management, office procedures, insurance claims, medical/legal responsibilities — all the skills necessary to function effectively in a medical office, an office of a healthcare facility, or a health maintenance organization.

The program is ideally suited for individuals who wish to pursue a challenging healthcare career with high job security.

## **Program of Study**

The following five courses required for this certificate are:

|         |   |           |
|---------|---|-----------|
| MED 105 | Medical Terminology                             | 3 credits |
| HRS 101 | Insurance Reimbursement<br>& Billing Procedures | 3 credits |
| HRS 102 | Office Procedures                               | 3 credits |
| HRS 103 | Computerized Billing<br>& Practice Management   | 3 credits |
|         | Prerequisite: HRS 101                           |           |
| HRS 104 | Coding Procedures                               | 3 credits |
|         | Pre-requisite: MED 105                          |           |

A minimum grade of “C” or better is required in each course.

## **Health Promotion**

The 15-credit Health Promotion Certificate Program is offered in an online format, giving students the ability to take courses while continuing their present employment. Using the holistic approach (incorporating spirit, mind and body) to achieve wellness, students explore lifestyle issues and behavior patterns that promote health. The study of nutritional concepts and the psychosocial role of nutrients in diet and health and other issues are also explored. The final course in the program focuses on designing,

developing and implementing one or more health promotion interventions, thereby preparing students to become employed in various health agencies or continue their education in a health related field.

### **Program of Study**

The Health Promotion Certificate Program consists of the following five courses:

|  |           |
|--|-----------|
| HPR 101 Introduction to Health Promotion | 3 credits |
| HPR 102 Introduction to Nutrition        | 3 credits |
| HPR 103 Environmental Health Assessment  | 3 credits |
| HPR 105 Health, Illness and Culture      | 3 credits |
| HPR 107 Health Promotion Seminar         | 3 credits |

A minimum grade of “C” or better is required in each course.

### **Hospital Coding Specialist**

The 19-credit Hospital Coding Specialist Certificate program is an effective, time efficient way to gain skills necessary to enter or advance in the hospital coding field. Students in the program learn medical terminology, basic anatomy and physiology, insurance claims and the nomenclature and classification systems utilized in health record coding.

### **Program of Study**

The following six courses comprise the Hospital Coding Specialist Program:

|         |  |           |
|---------|--|-----------|
| MED 105 | Medical Terminology                            | 3 credits |
| BIO 115 | Human Biology                                  | 4 credits |
| MED 200 | Illness and Disease                            | 3 credits |
|         | Pre-requisites: BIO 115, MED105                |           |
| HRS 101 | Insurance Reimbursement and Billing Procedures | 3 credits |
| HRS 104 | Coding Procedures I                            | 3 credits |
|         | Pre-requisites: BIO 115, MED 105               |           |
| HRS 105 | Coding Procedures II                           | 3 credits |
|         | Pre-requisite: HRS 104                         |           |

A minimum grade of “C” or better is required in each course.

### **Human Services**

The 18-credit Human Services Certificate Program prepares individuals for entry level positions in Social Services/Human Services agencies. Graduates are prepared for employment in a number of social services settings, which include health and welfare planning, elderly services and others. Transfer to upper division programs in other colleges/universities may also be possible. Individuals in this program may wish to apply their credits to the Associate in Science degree in General Studies.

## Program of Study

The following six courses comprise the Human Services Certificate Program:

|         |  |           |
|---------|--|-----------|
| PSY 101 | General Psychology                             | 3 credits |
| SOC 101 | Introduction to Sociology                      | 3 credits |
| HUS 101 | Introduction to Human Services                 | 3 credits |
|         | Pre-requisite: PSY 101                         |           |
| HUS 102 | Group Dynamics                                 | 3 credits |
|         | Pre-requisite: PSY 101, HUS101                 |           |
|         | Co-requisite: SOC 101                          |           |
| HUS 103 | Introduction to Counseling and<br>Interviewing | 3 credits |
|         | Pre-requisites: HUS 102, PSY 101<br>SOC 101    |           |
| HUS 104 | Human Services Field Work and<br>Seminar       | 3 credits |
|         | Pre-requisites: HUS 103                        |           |

Students must have basic computer skills prior to program completion. Those not meeting this standard must complete either INF 100 Keyboarding and Word Processing or INF 101 Introduction to Information Systems.

A minimum grade of "C" or better is required in each course.

## Medical Assisting Certificate Program

This 30-credit, ten month certificate program prepares individuals for a career in medical assisting. Course preparation includes human biology, medical terminology, pharmacology, and administrative and clinical procedures. The final component of the program includes placement as a medical assisting student in a healthcare environment for a practicum, providing opportunities to perform both the administrative and clinical skills of a medical assistant. Students are required to be certified in Cardiopulmonary Resuscitation (Professional Rescuer or Healthcare Provider) and First Aid (Standard) prior to entering practicum. The cost of certification is assumed by the student. Graduates of this program are able to transfer all courses (with a grade of at least C) to the Associate Degree in Medical Assisting Program offered by the College.

## PROGRAM OF STUDY

### Fall Semester

|         |                             |   |
|---------|-----------------------------|---|
| BIO 115 | Human Biology               | 4 |
| MED 101 | Medical Office Procedures I | 3 |
| MED 105 | Medical Terminology         | 3 |
| MED 110 | Clinical Medical I          | 4 |

### Spring Semester

|         |                              |   |
|---------|------------------------------|---|
| MED 200 | Illness and Disease          | 3 |
| MED 201 | Medical Office Procedures II | 3 |
| MED 210 | Clinical Medical II          | 4 |
| MED 215 | Pharmacology                 | 3 |

|                |           |   |
|----------------|-----------|---|
| Summer Session |           |   |
| MED 289        | Practicum | 3 |

A minimum grade of “C” is required in each medical assisting course. If a student has less than a “C” the student may not proceed to the next level of courses. If a student has less than a “C” in more than one medical assisting course within the total program of studies, and/or if a student has less than a “C” in the same medical assisting course twice, the student will be dismissed.

### **Medical Office Assistant Certificate Program**

The 15-credit Medical Office Assistant Certificate Program is designed to prepare students with the skills necessary for an entry-level administrative position in a healthcare setting. It is offered primarily through evening scheduling, with some day courses. Students in the program learn medical terminology, computer skills, medical office procedures and/or medical transcription — the skills necessary to function competently as a Medical Office Assistant. The program is ideally suited for individuals who are interested in a challenging healthcare career with employment opportunities in a variety of dynamic environments.

### **Program of Study**

Complete the following five courses to receive this certificate. Courses may be taken individually, if a certificate is not desired.

|         |                                     |           |
|---------|-------------------------------------|-----------|
| INF 100 | Keyboarding and Word Processing     | 3 credits |
| INF 101 | Introduction to Information Systems | 3 credits |
| MED 105 | Medical Terminology                 | 3 credits |

Choose one of the following courses:

|         |                             |           |
|---------|-----------------------------|-----------|
| MED 101 | Medical Office Procedures I | 3 credits |
|         | or                          |           |
| HRS 102 | Office Procedures           | 3 credits |

Choose one from the following three courses:

|         |   |           |
|---------|---|-----------|
| MED 201 | Medical Office Procedures II                          | 3 credits |
|         | (Prerequisites: MED 101 or HRS 102, MED 105, INF 100) |           |

- or  
MED 221 Medical Machine      3 credits  
Transcription  
(Prerequisites: INF 100, MED 105,  
INF 101) English placement testing  
is required prior to taking MED 221)  
HRS 103 Computerized Billing and      3 credits  
Management

A minimum grade of “C” is required in each course.

### **Multi-Skilled Assistant**

Multi-Skilled Assistants are allied healthcare workers who, upon completion of the 24- week certificate program, are eligible for state certification as a nurse aide, CPR certified, and technically competent in basic phlebotomy, electrocardiogram and data entry skills. These skills enable the multi-skilled assistant to work with a variety of patients in physicians’ offices, clinics, extended care facilities, surgical centers, hospitals, and community agencies.

### **Pharmacy Technician**

This 60-hour certificate program is offered in cooperation with the Connecticut Pharmacists Association. The certificate program prepares individuals to enter the pharmacy field in a hospital, home infusion pharmacy or community pharmacy as an ancillary working under the supervision of a licensed pharmacist. Upon successful completion of the program, students are eligible to take the Pharmacy Technician Certification Board Exam to receive national certification. Course content in the program includes: medical and pharmaceutical terminology, pharmaceutical calculations, drug distribution systems, IV admixture procedures and medication packing techniques, dispensing of prescriptions, inventory control, aseptic technique and pharmacy law and ethics. A strong background in mathematics is recommended and a math placement test is required.

### **RN Refresher**

This seven week (152 hour) program is designed to update the registered nurse who has been away from the acute care practice setting and who is looking to return to a staff position. The program will provide: reinforcement of previous nursing knowledge as it relates to the nursing process and clients in the acute care setting with varied health issues and acuity levels; current therapeutic practices, advances and technology in the acute care setting; hands-on practicum in nursing skills lab and acute care clinical settings.

The classes are offered three days per week. Theory and laboratory classes are held at St. Vincent’s College and clinical sessions are held at St. Vincent’s Medical Center. The program is open to applicants who hold a current Connecticut license as a registered nurse.

# Directory

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Robert S. Block, M.A., C.P.A.,  
Chief Financial Officer  
Janice N. Faye, Director of Administrative  
Services  
Nancy Musante, B.A., Administrative Assistant/  
Human Resources Coordinator  
Adele Waller, Secretary to the President

## Academic Services

Susan Capasso, Ed.D., Dean of Academic Services, Chair of General Studies  
Myriam Alvarado, Academic Secretary

## Academic Support

Sister Anne Marie Graham, D.C, M.A.,  
Special Projects Coordinator  
Angela DiSano, M.Ed., Developmental Skills Specialist

## Information Technology

Anet Surrusco, M.S., Director of Information Technology

## **Continuing Education**

Tatiana Rampino, B.A., Director of Continuing Education  
Betty Griffin, M.S., Assistant Director of Continuing Education  
Gale Caruso, Secretary

## **Learning Resources**

Vicky Jacobson, B.S., M.S., College Librarian  
Katalin Gyorgyey, M.L.S., Director,  
Daniel T. Banks Health  
Science Library, SVMC

## **Admissions/Student Services**

Joseph Marrone, M.S., Director of Admissions  
Robert E. Pannone, M.A., Assistant Director of  
Admissions  
Shirley Flanagan, Admissions Secretary  
Joseph P. Macionus, M.P.A., Registrar  
Mary L. Rich, B.S., Director of Financial Aid  
Keith M. Prazeres, M.B.A., Assistant Director of Financial Aid  
Alfreda Mozdzer, B.S., Business Affairs Coordinator  
Sandra West, B.A., Operations Assistant  
Janet Wuchiski, Receptionist/Secretary  
Kaye McIntosh, R.N., Director of  
Employee/Student Occupational Health  
St. Vincent's Medical Center

## **Full-Time Faculty**

C. Teresa Cryan, Associate Professor (Nursing)  
A.S., Mercy College  
B.S.N., University of the State of New York  
M.S.N., Pace University

Mary Dietmann, Associate Professor (Nursing)  
B.S.N., University of Bridgeport  
M.S.N., Pace University

Terry K. Hine, Associate Professor  
(Chair, Radiography)  
B.S., Charter Oak State College  
M.A.T., Sacred Heart University

Rose Iannino-Renz, Assistant Professor (Nursing)  
B.S.N., Sacred Heart University  
M.S.N., Southern Connecticut State University

Sharon Makowski, Associate Professor (Nursing)  
A.S., St. Vincent's College  
B.S.N., M.S.N., Western Connecticut State University

Margo McCarthy, Associate Professor  
(Chair, Nursing)  
B.S.N., Cornell University  
M.S.N., Hunter College of the City University of New York

Holly Mulrenan, Associate Professor  
(Medical Assisting)  
B.S.N., Southern Connecticut State University  
M.S., University of Connecticut

Michele M. Nye, Assistant Professor (Nursing)  
B.S.N., University of Connecticut  
M.S.N., University of Hartford

Sandra Ossowski, Associate Professor (Nursing)  
B.S.N., Purdue University  
M.S.N., Governors State University

Rosemary E. Pastor, Assistant Professor (Science)  
B.A., M.S., University of Bridgeport

Pamela D. Sanders, Assistant Professor (Nursing)  
B.S.N., Pennsylvania State University  
M.S.N., M.B. A., Sacred Heart University

### **Emeriti**

Anne T. Avallone, Ed.D.  
President Emerita

John A. Barone, Ph.D.\*  
Trustee Emeritus  
\*Deceased

Helen Readey, M.A.  
Faculty Emerita of Nursing

### **Part-Time/Adjunct Faculty**

Heather Alfonso, Assistant Professor (Nursing)  
B.S., Excelsior College  
M.S.N., Liberty University

Elizabeth Armstrong, Assistant Professor (Nursing)  
B.S.N., Southern Connecticut State University  
M.S.N., University of Hartford

Edward Kobylanski, Assistant Professor (Nursing)  
A.S., St. Vincent's College  
B.S., Daemen College  
M.S.N., University of Hartford

Robin Smith, Instructor (Radiography)  
B.S., Charter Oak State College

Krista Wise, Assistant Professor (Nursing)  
B.S.N., Fairfield University  
M.S.N., Quinnipiac University

Elaine Arata, Adjunct (Continuing Education)  
B.S.N., Sacred Heart University

Frank Boskello, Adjunct (Continuing Education)  
B.S., University of Connecticut  
M.S., University of New Haven  
Ph.D, Walden University

Susan R. Capasso, Adjunct (Science)  
B.A., University of Vermont  
M.S., Georgetown University  
Ed.D., University of Hartford

Kathleen Conway, Adjunct (Nursing)  
B.S.N., Georgetown University  
M.S.N., Columbia University

Patti Dahl, Adjunct (Humanities)  
B.A., University of Wisconsin

Jacqueline Donnarumma, Adjunct (Continuing Education)  
A.S., Gateway Community College

Cecilia Douglas, Adjunct (Nursing)  
B.S.N., City University of New York  
M.S.N., New York University

Ramatoulaye Fall, Adjunct (Continuing Education)  
B.S., Howard University  
M.S., Long Island University

Josephina Ferreiro – Morodo, Adjunct (Continuing Education)  
B.A., University of Bridgeport  
M.A., New York University

Deborah Gilbey, Adjunct (Nursing)  
B.S.N., M.S.N., Sacred Heart University

Mandy Gimenez, Adjunct (Continuing Education)  
A.S., St. Vincent's College

Barbara Glynn, Adjunct (Nursing)  
A.S., St. Vincent's College  
B.S.N., Sacred Heart University  
M.S.N., Southern Connecticut State University

Kimberly Gregg, Adjunct (Radiography)  
A.S., St. Vincent's College

Joanne Hinesley, Adjunct (Nursing)  
B.S.N., Hartwick College

Barbara Iacurci, Adjunct (Continuing Education)  
A.S., Mattatuck Community College

Nanci Kaczegowicz, Adjunct (Nursing)  
B.S.N., Southern Connecticut State University  
M.S.N., Fairfield University

Berwyn Kelley, Adjunct (Continuing Education)  
B.S., M.S., Albertus Magnus College

Richard Kozloski, Adjunct (Sciences)  
B.S., M.S., University of Bridgeport

Lisa Lee, Adjunct (Nursing)  
B.S.N., M.S.N., Southern Connecticut State University

Sharon J. Linet, Adjunct (Nursing)  
B.S.N., West Virginia Wesleyan College  
M.S.N., Sacred Heart University

Joseph P. Macionus, Adjunct (Mathematics)  
A.S., B.S., New Haven College  
M.P.A., University of New Haven

Anita K. McCain, Adjunct (Continuing Education)  
B.S., Boston College  
M.S., Ed.D., University of Bridgeport

Danielle McCain, Adjunct (Continuing Education)  
B.S., University of Connecticut  
M.B.A., Sacred Heart University

Cynthia McGuire, Adjunct (Science)  
B.S., Southern Connecticut State University  
M.S., University of Bridgeport

Dixie Cranmer McReynolds, Adjunct (Social Sciences)  
B.A., Park University  
D.C., Cleveland Chiropractic College  
Ph.D., Union Institute/University of Cincinnati

Glen Murray, Adjunct (Continuing Education)  
B.S., University of New Haven

Harvey Mamrus, Adjunct (Science)  
B.S.E.E., Northeastern University  
M.A., Fairfield University

Sandy Marrero, Adjunct (Continuing Education)  
A.S., Sacred Heart University

Antonio Ortiz, Adjunct (Social Sciences)  
B.A., Fairfield University  
M.S., University of Bridgeport

Richard Poletunow, Adjunct (Social Sciences)  
B.A., Assumption College  
M.A., Southern Connecticut State University

Keith Prazeres, Adjunct (Mathematics)  
B.A., M.B. A., Western Connecticut State University

Sheryl Price, Adjunct (Continuing Education)  
B.S.N., Florida Atlantic University

Paul Rosenberg, Adjunct (Humanities)  
B.A., Trinity College  
M.A., Central Connecticut State University

Emmie L. Russo, Adjunct (Radiography)  
A.S., Naugatuck Valley Community College  
B.S., Charter Oak State College

Thomas Sacerdote, Adjunct (Humanities)  
B.A., St. Anselm College  
M.A., Boston College  
C.A.S., Fairfield University

Stephen Sharma, Adjunct (Continuing Education)  
B.S., Houston Baptist University

Anet Surrusco, Adjunct (Information Technology)  
B.S., Sacred Heart University  
M.S., Boston College

Nezbile Thomas, Adjunct (Nursing)  
B.S.N., College of New Rochelle  
M.S.N., Fairfield University

Donna Wallace, Adjunct (Nursing)  
A.S., Housatonic Community College  
B.S.N., M.S.N., Sacred Heart University

### **COLLEGE PHONE NUMBERS**

|  |                |
|--|----------------|
| Academic Services                      | (203) 576-5264 |
| Administration                         | (203) 576-5578 |
| Admissions                             | (203) 576-5513 |
| ADA Coordinator                        | (203) 576-5519 |
| Affirmative Action Officer             | (203) 576-5515 |
| Daniel T. Banks Health Science Library | (203) 576-5336 |
| College Librarian                      | (203) 576-5869 |
| Continuing Education                   | (203) 576-5651 |
| Financial Aid                          | (203) 576-5237 |
| General Information                    | (203) 576-5278 |
| Human Resources                        | (203) 576-5754 |
| Registrar/Transcripts                  | (203) 576-5616 |
| Student Accounts                       | (203) 576-5479 |
| Safety & Security                      | (203) 576-5543 |
| Student Development                    | (203) 576-5515 |
| Student Health                         | (203) 268-2501 |

# St. Vincent's College

## Academic Calendar 2009 - 2010

### Fall 2009 Semester

|                                       |                               |
|---------------------------------------|-------------------------------|
| Faculty Meetings / Prep Week          | August 31 – September 4       |
| Last Day to register for Fall Classes | September 3                   |
| New Student Orientation               | September 3                   |
| Labor Day (College closed)            | September 7                   |
| Late Registration                     | September 8                   |
| Classes begin (First Day)             | September 8                   |
| Opening Ecumenical Celebration        | September 8                   |
| Columbus Day (No classes)             | October 12                    |
| Mid-semester exam period              | October 20 - 26               |
| Mid-semester grades due               | October 28, 3 pm              |
| Thanksgiving Holiday (No classes)     | November 25 – 28              |
| Thanksgiving Holiday (College closed) | November 26 – 29              |
| Last day of classes                   | December 14                   |
| Final exam period                     | December 15 – 21              |
| End of semester                       | December 23                   |
| Final grades due                      | December 23, 3 pm             |
| Christmas Break                       | December 24 – January 3, 2010 |

### Intersession: December 28, 2009 – January 22, 2010

### Spring 2010 Semester

|                                 |                |
|---------------------------------|----------------|
| Faculty Meetings / Prep Week    | January 18-22  |
| New Student Orientation         | January 21     |
| Registration                    | January 21     |
| Late Registration               | January 25     |
| Classes begin (First Day)       | January 25     |
| President's Day (No classes)    | February 15    |
| Mid-semester exam period        | March 8 –13    |
| Mid-semester grades due         | March 16, 3 pm |
| Spring Break (No classes)       | March 14 - 21  |
| Easter Holiday (College closed) | April 2 - 4    |
| Last day of classes             | May 10         |
| Final exam period               | May 11 - 17    |
| End of semester                 | May 19         |
| Final grades due                | May 19, 3 pm   |
| Commencement                    | May 21         |
| End of Academic Year            | May 28         |
| Memorial Day (College closed)   | May 31         |

### Summer Session I: May 18 – June 29, 2010 Summer Session II: June 30 – August 11, 2010

## **DIRECTIONS**

The college is located in the Southeastern Fairfield County region of the State, easily accessible from I-95, Route 8/25, and the Merritt Parkway.

**From 1-95 (Connecticut Turnpike).** Take Exit 27A (Trumbull/Waterbury) to Exit 4 (St. Vincent's College). Turn left on Lindley Street and proceed 4 blocks and turn left on Hunting Street. St. Vincent's College will be on the left.

**From the Merritt Parkway (Route 15).** Take Exit 48 (Route 25/Main Street). Continue on Main Street for approximately 3 miles. Just before St. Vincent's Medical Center take a left on Hunting Street. St. Vincent's College will be on the right. From the north take Exit 52 to Rt. 8 and get off at Exit 5. Follow Rt. 8 directions.

**From Route 8. Exit 5** (Boston Avenue) and take a left at the end of the ramp to Summit Street. Follow Summit Street to Lindley Street and take a left, go 2 blocks and take a right on Hunting Street, second block College on left.

Back cover

About St. Vincent's College

Originally founded in 1905 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's College is recognized today as a leader in quality health science education. The College is strongly committed to serving the healthcare needs of the community by offering a wide range of educational programs to a diverse student population. Graduates are highly sought after by employers in a variety of practice settings throughout the region. The campus is conveniently located in Fairfield County, easily accessible from I-95, Route 8/25 and the Merritt Parkway.