

ST. VINCENT'S COLLEGE CATALOG 2011 - 2012



A World of Opportunity Close to Home



St. Vincent's College

Bridgeport, CT 06606

Academic Calendar* 2011 - 2012

Fall 2011 Semester

Faculty Meetings / Prep Week.....	August 22-26
Last Day to register for Fall Classes.....	August 22
Classes begin (First Day).....	August 29
Labor Day (College closed).....	September 5
St. Vincent de Paul Day (classes held).....	September 27
Last Day to drop a course.....	October 4
Columbus Day (No classes).....	October 10
Mid-semester exam period.....	October 11-17
Mid-semester grades due.....	October 19, 3pm
Thanksgiving Holiday (No classes).....	November 23-26
Thanksgiving Holiday (College closed).....	November 24-25
Last day of classes.....	December 12
Final exam period.....	December 13-19
End of semester.....	December 21
Final grades due.....	December 21, 3pm
College closed.....	December 25- 26
College closed.....	January 1, 2012

Winter Intersession: December 18, 2011- January 15, 2012

Last Day to register for Intersession	December 12
Classes begin for Intersession	December 18
Last Day of Classes	January 15, 2012
Final grades due	January 18, 2012, 3pm

Spring 2012 Semester

Last Day to register for Spring Classes.....	January 3
Faculty Meetings / Prep Week.....	January 9-13
Classes begin (First Day).....	January 17
President's Day (No classes).....	February 20
Mid-semester exam period.....	February 27- March 2
Mid-semester grades due.....	March 7, 3 pm
Spring Break (No classes).....	March 5-9
Easter Holiday (College closed).....	April 6-8
Last day of classes.....	May 4
Final exam period.....	May 7-11
End of semester.....	May 11
Final grades due.....	May 14, 3pm
Baccalaureate Mass.....	May 15
Commencement.....	May 18
End of Academic Year.....	May 25

Summer Session I:

May 16 – June 26, 2012

Last Day to register for Summer I	May 11
Classes begin (First day)	May 16
Memorial Day (College Closed)	May 28
Last Day of Classes	June 26
Final grades due	June 28, 3 pm

Summer Session II:

June 28 – August 11, 2012

Last Day to register for Summer II	June 22
Classes begin (First day)	June 28
Independence Day (College Closed)	July 4
Last Day of Classes	August 9
Final grades due	August 13, 3pm



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 BRIDGEPORT, CT 06606
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 FAX: (203) 576-5318
 WWW.STVINCENTSCOLLEGE.EDU

About this 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, gender identity or expression 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.

The College is in compliance with Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 et seq. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, and sexual battery. Inquiries regarding the application of Title IX may be referred to the Title IX Coordinator for the College or the U.S. Department of Education Office for Civil Rights. Nancy Musante, Title IX Coordinator can be reached at 203.576.5754 or at nmusante@stvincentscollege.edu. Her office is located in Room 405.



Photo supplied by Brian Wallace.

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St. Vincent's complies with the Jeanne Clery Disclosure of Campus Security policy and Campus Crime Statistics Act. A copy of the report is available from the Registrar's and Admissions Offices or by accessing the College website at http://www.stvincentscollege.edu/student_services/safetysecurity.cfm.

The College is in compliance with the Student Right to Know and Campus Security Act (PL103-542), 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 and Baccalaureate in Science degrees in Nursing. 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
- The Medical Assisting Certificate Program is: Accredited by the Commission on Accreditation of Allied Health Education Programs (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.org
- The Associate in Science 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 Bachelor of Science in Nursing Program is licensed and accredited by the State of Connecticut Board of Governors for Higher Education; approved for candidacy by the National League for Nursing Accrediting Commission.
- 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

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 healthcare needs of the Greater Bridgeport Community, St. Vincent's has graduated qualified and competent 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 and an RN-BSN completion program in nursing. Certificate programs include central sterile processing technician, computed tomography, diagnostic medical sonography, healthcare management, healthcare reimbursement specialist, health promotion, hospital coding specialist, 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 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 is a Catholic college that delivers:

- health career programs leading to certificates, and associate and baccalaureate degrees in science in a Catholic setting;
- a general education curriculum that includes the humanities, sciences, and liberal arts within a framework of respect for human life;
- an environment in which the potential of the individual may be maximized through an holistic approach;
- student support services and activities to assist the student in balancing academics with social, cultural, and spiritual growth;
- an education that prepares graduates to take appropriate licensing/certification examinations, and to become employed in entry and advanced levels of practice;
- programs that serve as a foundation for the graduate's life-long education, development, and intellectual inquisitiveness.

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 precepted practicum experiences are provided in selected regional hospitals, healthcare agencies, physicians' offices and ambulatory settings.

Bookstore

The St. Vincent's College Bookstore is online. Visit <http://www.svbookstore.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 on the Sacred Heart University Campus. These facilities provide extensive, comprehensive collections. Students also have access to the Connecticut Digital Library (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®.

Student Computer Lab

Twelve computers and a copier/printer for student use are located in the Student Computer Lab on the 3rd floor of the College in Room 300B. 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 Computer Student Lab 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 lab.

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 Advisory Committee (AAC), appear to be able to complete a rigorous course of study offered by the College.

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 3 years (including 2 years of Algebra and 1 year of Geometry)
 - Science 3 years of laboratory sciences (including Biology & Chemistry with a "C+" or better within the past five years.)
 - Social Studies 3 years
 - Electives to total 16 units

***The above requirements are for students entering the College commencing January 2012.**
- 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 are responsible for submitting all required supporting documents. Application folders are not considered completed until all supporting documents have been submitted and all required placement testing has been completed.

There are absolutely no exceptions to published application deadlines.
- 5.** Please refer to individual program descriptions for additional admission requirements.

Admission to the Pre-Major

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 2.75 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). Students accepted

into a pre-major program will require at least an additional semester to one year to complete.

Students who wish to transfer from the General Studies Program to the Nursing or Radiography major must complete two laboratory sciences and three general education courses and achieve a minimum CGPA of 2.75 before they may apply.

Effective Fall 2012, candidates who do not meet all of the admission criteria for the Radiography and Nursing majors may be considered for admission into the pre-major. These students will be expected to achieve a minimum grade of a B in BIO 211, BIO 212, BIO 235 (nursing) or PHY101 (radiography), and a C+ in MAT 140. An additional six to 12 months of study is required to complete the pre-major before entering the major.

Effective Fall 2012, students who wish to transfer from the General Studies Program to the Nursing or Radiography major must achieve a minimum grade of a B in BIO 211, BIO 212, BIO 235 (nursing), PHY101 (radiography), and a C+ in ENG 101 and MAT 140 before they may apply.

Admission/Application Procedure

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

- 1.** Application for admission. (Commencing July 16, 2011 all applications for degree programs will be done online at www.stvincentscollege.edu. There is no charge for submitting an application on line.)
- 2.** Official transcript from an accredited 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) from every college attended, if applicable.
- 5.** All degree applicants interested in the Fall semester must complete the entire application process by July 15. 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.
- 6.** 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.

7. 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 Admission Advisory Committee does not disclose information to applicants who were denied admission to the College.**

8. 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 \$90.00 fee for the health assessment and a \$35.00 fee for a background check. This is submitted in one check payable to: "St. Vincent's College."

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

STUDENTS MAY ENTER ST. VINCENT'S COLLEGE IN THE FALL AND SPRING SEMESTERS OR SUMMER SESSION. BEGINNING COURSES IN RADIOGRAPHY START IN THE FALL SEMESTER ONLY.

Placement Testing

Students who do not have a transferable English Composition and/or college algebra course are required to complete computer placement tests (CPTs), including an essay. If a minimum score of 500 was achieved on the verbal and math portions of the SAT with five years, this requirement will be waived. These tests are used to evaluate basic skills in the areas of English, mathematics, and writing. 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 \$10.00 per section.

Competency Tests

A fee of \$35.00 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+”. This includes courses taken in high school.
4. Credit for Anatomy & Physiology, Microbiology and Physics will not be transferred until a competency examination is successfully completed at St. Vincent’s College with a minimum grade of 77. You must have achieved a minimum grade of “C” in order to take the competency exams. (For the Fall 2012 semester, a minimum grade of 83 will be required for the nursing and radiography programs)
5. A CPT exemption examination is required if a student wishes to transfer credit for English Composition taken more than 15 years ago.
7. There will be no time limit for social science and humanities courses for transfers.

Procedure for transfer of college credits

1. Obtain and submit official transcripts from all college(s) where the courses were taken.
2. A transfer evaluation will accompany the acceptance letter.
3. Transfer credits, if accepted, will appear on the St. Vincent’s College transcript.

ADMISSION REQUIREMENTS: RN-BSN COMPLETION PROGRAM

1. Graduation from an accredited program in nursing.
2. Unencumbered licensure as a registered nurse in the State of Connecticut.
3. Submission of official transcripts.

Transfer of Credits

For students who are graduates from St. Vincent’s College or other regionally accredited institutions with an associate degree in nursing, a maximum of 48 credits in General Education and 36 credits in nursing will be transferred and applied to the baccalaureate in nursing degree for a maximum total of 84 transfer credits.

In compliance with the Connecticut State

Articulation Model for Nurse Educational Mobility, students who are diploma nursing graduates from St. Vincent’s or other institutions will receive a minimum of 30 advanced placement credits in general education and 30 advanced placement credits in nursing toward the baccalaureate in nursing degree for a minimum total of 60 advanced placement credits.

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 transcripts with a grade of at least “C” recorded for the course to be transferred must be sent to the Admissions Office.
3. There is no time limit on transfer credit if the course has a grade of “C” or better and is from an accredited college.

All course credits requested for transfer must be approved by the Assistant Director of Admissions. Course credit transfer is validated by the College Registrar prior to posting to the student’s official transcript.

The College requires that all students who have not completed a transferable English Composition and a transferable college algebra course take the Accuplacer Computerized Placement Test (CPT). The tests are used to place students into the appropriate level of math and English.

Enrollment Deferral Policy

Students accepted into a degree program who wish to defer their enrollment to the College may do so once for a maximum period of one academic year. After one deferral, the student must re-apply. Students deferring for a period of one year must have another health assessment, drug screening and security/background check. There is 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 for AS Degree Programs

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.

Effective Fall 2012 all students must earn at least 50% of program requirements at St. Vincent's College. Students are required to complete all academic requirements within five years of enrollment.

Residency Requirements for RN to BSN Program

Students enrolled in this program must complete their last 30 hours in residence at St. Vincent's College. Students are also required to complete all academic requirements within four years from the start of the first course in the major.

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

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. There are

no residential facilities at the College.

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 point average.

Applicants whose native language is not English are required to submit the official results of a TOEFL (Test of English as a Foreign Language) or the IELTS (International English Language Testing System). Minimum requirements for the TOEFL are paper based 550, computer based 213 or iBT score of 79. Minimum requirements for the IELTS is a 6.5.

Applicant must also demonstrate that funds are available to meet expenses regarding tuition, living costs and fees. A notarized document is required.

St. Vincent's College does not award transfer credit for courses taken outside of 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. Each applicant is considered individually and is required to submit the information requested by the Office of Admissions.

Readmission to a Program

Students who do not meet admission prerequisite requirements, who are dismissed, or voluntarily withdraw from the College are required to resubmit an application for readmission consideration. Any student "Academically Dismissed" or "Program Terminated" at the end of a semester has the opportunity to reapply to the college or program after the lapse of one semester (semester is defined as fall or spring).

Students who are program terminated but not academically dismissed from the College may switch majors to General Studies or take courses with Continuing Education after being dismissed from the program. Students should have the required cumulative grade point average. Review the individual program readmission policies.

Readmission is neither automatic nor guaranteed. Each student is considered for readmission by the Readmission Advisory Committee. Any student readmitted may receive a letter with specific conditions related to readmission.

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 2011 - 2012

TUITION (all programs) **\$ 441.00 per credit hour**

ONE TIME FEES

Acceptance Deposit (non refundable)	\$200.00
Placement Test Retake	\$10.00/section
Competency Test	\$35.00/exam
Deferral Fee	\$50.00
Health/Security Clearance	\$125.00 (new students)
Initial International Student	(non refundable) \$250.00
Re-entry Review	\$200.00
Graduation/Pin*	\$180.00 (*estimated)



RECURRING FEES

General College Fee	\$30.00/semester (Fall & Spring)
Advanced Placement	\$150.00/credit hour
Audit	\$150.00/credit hour
Course/Section Change	(after start of classes) \$25.00
Deferred Payment Plan (degree students)	\$15.00/installment
Health Insurance	\$690.00/year
International Student Registration	\$50.00/ semester
Late Registration	\$25.00 (charged after Last Day to Register without penalty)
Matriculation	\$75.00/semester
Parking Fee	\$110.00/semester
Returned Check	\$35.00
Transcript Fee	\$5.00/copy
Science Laboratory Fee	\$150.00/course

PROGRAM SPECIFIC FEES

NCLEX Review*	\$400.00 (estimated)
Nursing Program Fee (ADN)	\$175.00/semester
CLN Day	\$50.00
Radiography Program Fee	\$50.00/course
Radiography Review*	\$80.00
Books (estimated)	\$850.00/semester(full-time)
Uniforms (estimated)	\$200.00

Special Course Charges

Developmental Studies	\$441.00/credit
Anatomy & Physiology I & II Online Review	\$120.00/course
Microbiology Online Review	\$80.00/course

*To be billed in the spring of graduating year.

CERTIFICATE PROGRAM

CHARGES (Effective Fall 2011)

Program	Credits	Cost
Central Sterile Processing Technician	Non credit	\$1,250**
Diagnostic Medical Sonography	Non credit	\$7,000**
Computed Tomography (CT Scan)	8 credits	\$3,528**
Healthcare Management (online)	15 credits	\$6,615**
Health Care Reimbursement Specialist	15 credits	\$6,615**
Health Promotion (online)	15 credits	\$6,615**
Hospital Coding Specialist	19 credits	\$8,379**
Pharmacy Technician	Non credit	\$1,600**
Medical Assisting	30 credits	\$13,515**
Medical Office Assistant	15 credits	\$6,615**

Multi-skilled Assistant Non credit \$3,000**
RN Refresher Non credit \$3,000**

1. A fee of \$25.00 will be charged for all paper applications submitted.
2. Students are required to pay a \$100 non-refundable deposit a minimum of 30 days prior to the start of their program.
3. **All students will be charged a General College Fee of \$30.00 per semester in addition to tuition charges above.
4. Health Clearance is required prior to registration for students enrolled in:
 - Computed Tomography (CT Scan)
 - Medical Assisting
 - Diagnostic Medical Sonography
 - Multi-skilled Assistant
 - RN Refresher

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

5. Health insurance is required for students in all clinical programs; a fee of \$690 will be charged for the year.
6. Tuition for credit programs is charged at a rate of \$441 per credit.

*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 an Initial Health/Security Clearance Fee, the General College Semester Fee, and laboratory fees for MED 110 and 210 (\$50/course).

The College reserves the right to change tuition and fees.

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 August 15th for the fall semester, and January 15th for the spring semester.

Payment options:

- Cash, check, money order, MasterCard/Visa, Discover
- On line payment through MasterCard/

Visa, Discover, or eCheck

Those students opting for payment plans must sign Tuition Payment Agreement at registration in addition to making a partial payment.

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 Tuition Payment Agreement 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.

Payment Information

Students who wish to extend or defer their payments will be required to sign Tuition Payment Agreement. 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 August 15th for the fall semester, and January

15th for the spring semester.

Payment options:

- Cash, check, money order, MasterCard/Visa, Discover.
- On line payment through MasterCard/Visa, Discover, or eCheck.

Those students opting for payment plans must sign Tuition Payment Agreement at registration in addition to making a partial payment.

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 Tuition Payment Agreement 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:

Course/Length

	5 to 8 weeks	15 to 16 weeks	24 to 26 weeks
Before the start of class	100%	100%	100%
End of the 1st week	50%	80%	
Before end of 2nd week	25%	60%	80%
After the 2nd week	0%		
End of the 3rd week		40%	60%
End of the 4th week		20%	40%
End of the 5th week		0%	20%
After the 5th 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 from the Registrar's Office or from the display rack outside the Business office. The form must be completed by the student, signed by the faculty advisor, and returned to the Registrar's Office.

No credit balances will be released until November 1st for the fall semester and April 1st for the spring semester.

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. Currently, more than 90% of students that apply for aid, receive some type of assistance.

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. Generally, the amount of aid awarded is a combination of grants, loans and employment opportunities and is based on financial 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).

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.

A booklet entitled "**A Guide to Financial Aid**" is available on the College's website. Click on the Overview tab of the Financial Aid heading for details on the application process.

Financial Aid Eligibility

1. File a FAFSA (Free Application for Federal Student Aid) form on-line (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 Federal Direct 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
- William D. Ford Federal Direct Loan Program
 - Federal Subsidized Loan
 - Federal Unsubsidized Loan



Photo supplied by Brian Wallace.

- 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

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 the associate degree level 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 associate degree programs:

ENG 101	English Composition	3 credits
MAT 140	College Algebra	3 credits
PSY 101	General Psychology	3 credits
SOC 101	Introduction to Sociology	3 credits
PHI 201	Ethics	3 credits
REL 101	Introduction to the Study of Religion	3 credits

*Physical/biological sciences	4 credits
Restricted elective	<u>3 credits</u>
	25 credits

The restricted elective must be taken from the Humanities.

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

Students who successfully complete the General Education component at the baccalaureate level will:

- Demonstrate an understanding of the forces of nature, including life and physical sciences that affect human response to and interaction with the world around them. (Physical/Biological Sciences)
- Demonstrate the ability to communicate and

interpret meaning accurately and effectively through reading, writing, speaking and listening skills. (Communications)

- Demonstrate the ability to apply mathematical logic and scientific reasoning skills in problem solving. (Mathematics)
- Demonstrate the ability to understand, appreciate and engage in creative expression, and philosophical thought. (Humanities/Fine Arts)
- Demonstrate the ability to reason logically, using data from appropriate disciplines in the process of problem solving and decision making. (Critical Thinking)
- Demonstrate the ability to exhibit an understanding of Catholic values, beliefs, and the nature of faith as they impact ethical decision making within the professional and personal life of the graduate. (Values and Catholic Identity)
- Demonstrate the ability to understand the use of introductory computer technologies with emphasis on instructional software and word processing. (Computer Technology)
- Demonstrate the ability to be motivated and responsible for continual self-directed learning and development of skills needed for self-actualization. (Life-Long Learning)
- Demonstrate the ability to be cognizant of and respect for the diversity of cultures that shape the values, beliefs, traditions, and behaviors of the global community. (Social and Global Consciousness)
- Demonstrate the ability to understand the process and utilization of research and its outcomes. (Research)

The Baccalaureate Core* is comprised of the following courses:

ENG 101	English Composition	3cr
ENG 213	Communications	3cr
PSY 101	General Psychology	3cr
MAT 140	College Algebra	3cr
MAT 212	Statistics	3cr
SOC 101	Introduction to Sociology	3cr
SOC 213	Cultural Diversity	3cr
REL 101	World Religions	3cr
PHI 201	Ethics	3cr
INF 101	Introduction to Information Systems	3cr
	Humanities Electives	6cr
	TOTAL	44cr

*Sciences: Credits required in the Physical/Biological Sciences (8 credits) are determined by the major

Grading System

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

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

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

In order to qualify for graduation from the College with the **Associate Degree in Science**, 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 2.00.
3. Successfully completed 75% of program requirements at St. Vincent’s College. (Effective Fall 2012, 50% of program requirements must be successfully completed 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.

In order to qualify for graduation from the College with the **Baccalaureate Degree in Science**, a student must have:

1. Successfully completed a minimum of 125-127 credits, including a core of 44 credits in general education.
2. Earned a 3.0 cumulative grade point average or higher in post associate degree or diploma courses taken at St. Vincent’s College.
3. Successfully completed the St. Vincent’s

College residency requirement of the last thirty (30) hours of the student’s program of study at St. Vincent’s College.

4. Successfully completed an academic major as prescribed by the College.
5. Completed the program within four (4) years from date of entry into courses in the major.
6. Satisfied all academic, administrative, and financial obligations to the College.

Repeating Courses

Courses for institutional credit may not be repeated. Other general education courses may be repeated only once. 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 Federal financial aid may 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 are grade reports posted but transcripts, class schedules, academic calendars and course descriptions are also available.

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 and include the signature of the requestor. There is a \$5.00 fee for each college transcript requested from the College. Transcript requests received by any electronic means (FAX or email) will not be honored.

Transcripts will be mailed to the person or institution designated in the request. Official transcripts will include the seal of the College and signature of the Registrar. Transcripts issued to a student will be stamped “Student Copy.” Transcripts will not be electronically sent (FAX or email) from the College. The College will withhold transcripts for those students with outstanding financial obligations.

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 average for satisfactory progress toward a degree is **2.00**.

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.

Any student "Academically Dismissed" or "Program Terminated" at the end of a semester has the opportunity to reapply to the College **after the lapse of one semester (semester is defined as fall or spring)**.

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 \$75.00 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

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 for auditing a course:

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.

For the purpose of registration, the following classification of credits completed at St. Vincent's College has been developed:

Credits Completed	Classification	Year
0 – 27	Freshman	1
28 - 56	Sophomore	2
57 – 86	Junior	3
87 <	Senior	4

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 completely 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, including, but not limited to, 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, academic dishonesty, failure to follow College policies, falsification of information, threatening or aggressive actions, theft or other behaviors which are contrary to the mission and philosophy of the College.

All students and faculty have a right to expect an academic environment that fosters learning. Students are expected to respect the rights of others in the classroom, clinical areas and all areas of the campus and to behave in a manner that does not interfere with the rights of others.

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.

The Sister Marie Burns 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

Advisement Services

Academic advising is offered to all students on an individualized and group basis.

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 cr
Mathematics/Science	17 cr
Arts and Humanities	3 cr
Behavioral and Social Sciences	6 cr
Free Elective	3 cr

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.

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 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 60 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

*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 CMA (AAMA) national certification exam. 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.

Associate Degree Advanced Placement for CAAHEP Accredited Medical Assisting Program Graduates 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 certificate program. A grade of at least a “C” must have been earned in each medical assisting course and C+ must have been earned in Human Biology to be transferred in as advanced placement credit.
3. Submit a copy of an active CMA credential.
4. 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.

Collaborative Programs

Through collaborative efforts with Sacred Heart University, students enrolled in the associate degree medical assisting program or graduates may enroll in courses leading to a baccalaureate degree in health science at Sacred Heart 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

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.

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 is not possible; the student will be academically dismissed from the program. If a student has less than a "C" in the same medical assisting course twice, the student will be dismissed from the program.

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 practicum settings.

Readmission to the Medical Assisting Program

Students seeking readmission to the medical assisting program must complete the admissions process through the Continuing Education Department for the certificate program or Admissions Office for the degree program. 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) prior to entering MED 289 (Practicum). The cost of certification is assumed by the student.

DEPARTMENT OF NURSING

Mission

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.

Associate in Science with a Major in NURSING

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

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

*Placement testing is required prior to taking these courses.

YEAR 2

	Credits		Credits
Humanities		NUR 230 Adult-	5
Elective	3	Child Nursing II	
PHI 201	3	NUR 231 Adult-	6
REL 101	3	Child Nursing III	
SOC 101	3	NUR 232 Adult-	6
		Child 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. Nursing courses taught during evening hours will also include weekend days. (Starting AY 2011-2012 the evening program will shorten to 2 academic years and two 2 summers)

The "Spring Start Program" is an accelerated year-round program designed to be completed in five semesters. The program admits a cohort in January. To qualify, a student must have successfully completed BIO 211 and MAT 140 with a grade of B- or better. Effective Fall 2012 a "B" will be required in BIO 211, and MAT 140. Interested students should consult with the program chair for additional information.

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+" 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 212, 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 and Sacred Heart Universities, students enrolled in the associate degree nursing program or graduates may enroll in courses leading to a baccalaureate degree in nursing at Fairfield University or a baccalaureate degree in health science at Sacred Heart 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. Effective Fall 2012 a minimum grade of a “B” is required in BIO 211, BIO 212, and BIO 235. All general education courses may be repeated only once. 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 may not reapply to the Nursing Program for at least six months after termination.

Students seeking readmission to the Nursing Program must complete the admissions process through the Admissions Office and must meet the following requirements: two nursing faculty references, a cumulative grade point average of at least 2.75, and evidence of the applicant’s efforts to strengthen areas of weakness. The applications of students requesting readmission will be reviewed by the Readmission Advisory Committee; this Committee may mandate specific requirements that students must meet

as part of their return to the Nursing Program.

All previous general education course work will be evaluated based on the College’s current admission requirements. Readmitted students may register for their choice of day or evening sections on a space-available basis only. Readmitted students must follow the curriculum in place at the time of their return to the program.

Students readmitted into a first level nursing course MUST complete the Anatomy and Physiology Review prior to entering that course. Students readmitted into a second level nursing course MUST complete the Microbiology Review as well as the Anatomy and Physiology Review. Students who are readmitted to the Nursing Program will be terminated after one failure in a nursing course.

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.

Bachelor in Science with a Major in NURSING

The Bachelor of Science in Nursing is an online bachelor’s degree completion program designed for registered nurses who have completed an associate degree or diploma program in nursing. The curriculum provides the learner with a balance between professional nursing courses and those in the liberal arts and science. The courses in the natural and behavioral sciences and humanities serve to enhance the depth and breadth of the professional nursing curriculum. The foci/threads of the program are informatics, community and trans-cultural, spirituality, genetics/genomics, leadership and evidence-based practice.

Courses are conducted completely online, with the exception of Physical Assessment, Community Nursing and Leadership/Management which are hybrid courses. Arrangements for clinical projects and

preceptorships that are an integral part of Community Nursing and Leadership/Management in Nursing will be the responsibility of the learner with the faculty providing support and guidance in clinical site and project selection. Clinical projects will be subject to the approval of the faculty member.

Upon successful completion of the program, the student is awarded the Bachelor of Science in Nursing.

The following distribution of courses is reflective of the curriculum program plan which encompasses 29 (twenty-nine) months for students entering during January (students entering in August will follow same courses, with a variation in sequence only):

YEAR 1

	Credits		Credits
NUR 310	2	MAT 212	3
BIO 334	3	NUR 322	3
NUR 311	3	GEN ED	6
NUR 312	3		

YEAR 2

NUR 333	2	NUR 345	4
NUR Elective	3	GEN ED	3
NUR303	2		

Year 3

NUR 467	4
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INF 101 and SOC 213, pre-requisites to the program, must be completed prior to entering a cohort.

Program Requirements

Students must complete the last thirty hours of study at St. Vincent's College to meet the College's baccalaureate residency requirement. Students must maintain a 3.0 cumulative grade point average or higher in post associate degree or diploma courses taken at St. Vincent's College to remain in the program. Students must achieve a grade of "C+" or better in English, math, and science courses.

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.

Students are required to attend an onsite orientation program prior to starting courses in the upper division major and an onsite exit seminar at the conclusion of the program.

Each of two precepted clinical courses, NUR 345 Community Nursing and NUR 467 Leadership and Management in Nursing, has a required focused project that demonstrates synthesis of related objectives and issues as well as mastery of previous learning. These projects are heavily weighted in the determination of the course grade.

Certification in Cardio-Pulmonary Resuscitation

Students are required to be certified in Cardio-Pulmonary Resuscitation (Professional Rescuer) prior to enrollment in the preceptor experience required for Community Nursing (NUR 345) and Leadership and Management in Nursing (NUR 467). Certification must be maintained while enrolled in these experiences. The cost of certification is assumed by the student.

Readmission to the RN to BSN Nursing Program

Students may not reapply to the RN to BSN Completion Program for at least six months after termination. Students seeking readmission to the RN to BSN Nursing Program must complete the admissions process through the Admissions Office and must meet the following requirements: a cumulative grade point average of at least 3.0, and evidence of the applicant's efforts to strengthen areas of weakness. The applications of students requesting readmission will be reviewed by the Readmission Advisory Committee; this Committee may mandate specific requirements that students must meet as part of their return to the RN to BSN Nursing Program.

All previous general education course work will be evaluated based on the College's current admission requirements. Readmitted students must follow the curriculum in place at the time of their return to the program.

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. The College has an articulation agreement with Sacred Heart University, where graduates have the opportunity to earn a baccalaureate degree in health science. 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+” is required in English Composition, College Algebra and all science courses. Effective Fall 2012 a minimum grade of a “B” is required in BIO 211, BIO 212 and PHY 101. General education courses may only be repeated once.

Students are expected to schedule additional time outside of scheduled radiography classes and college/clinical laboratory hours for the practice and redemonstration of skills. The Radiography Program Skills Lab, located in Room 4C on the fourth floor of the College, is available for demonstrations and practice of clinical skills.

Clinical 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, 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 six months 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 2.75, 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 and 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 and Wellness Programming
- Lunchbox Sessions
- Stress Management Programming
- Student Ambassadors
- Student Congress
- Time Management Programming

Orientation

Online 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 complete the online orientation program 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 healthcare provider who must:

Clarify the disability

AND

Recommend reasonable accommodations.

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

Student Assistance Program

St. Vincent's College is committed to supporting student well-being. St. Vincent's College offers limited assistance, provided by a mental health professional, to students who are experiencing personal problems that are affecting their emotional/physical health and/or academic performance. This service is offered through a Student Assistance Program (SAP) which provides crisis intervention services and, as necessary, referral for additional professional assistance. All students are eligible for this program.

For the purpose of this program, a personal problem is any behavioral, medical or emotional condition of a student which affects the student's overall functioning or academic performance. Personal problems may include, but are not limited to, family or marital problems, stress and anxiety, death or illness in the family, depression, or other personal problem.

The SAP is available for all students at no cost to the student. There is no billing for this service.

St. Vincent's Health Services is not responsible for any additional costs should a referral be made by the SAP Counselor to a community resource, such as a physician, treatment center or other counseling service. However, every effort will be made to refer students to an agency that is covered by the student's health insurance program, or one that has a fee schedule based on ability to pay.

The College SAP Counselor's office located on the fourth floor of the College, Room 413 and can be contacted at 203.576.6022.

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 requires that all students carry health insurance.

Students will automatically be enrolled in the college health insurance plan offered through Gallagher-Koster unless the individual student presents evidence of adequate health insurance coverage and receives a waiver from Gallagher-Koster. The health insurance fee will be posted to each student's account until a waiver has been issued. Students beginning course work in January will have a

pro-rated charge posted to their accounts.

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.

HUMANITIES

CHI 100 Chinese Characters (1 credit)

Understand the Chinese writing system and learn to recognize and write basic Chinese characters.

CHI 101 Introduction to Chinese (3 credits)

A study of Mandarin Chinese designed to give the beginning student the fundamental grammar and vocabulary for speaking, reading, and writing the modern national language.

ENG 99 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 99.

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 99

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 16th – 20th centuries. Includes selected works by such authors as Shakespeare, Swift, Wordsworth, Dickens, Tennyson and Woolf.

Pre-requisite: ENG 101

ENG 215- Italian Literature (3 credits)

This course studies the major trends in Italian Literature during the 16th-20th centuries. Includes selected works by such authors as Dante Alighieri, Lorenzo De’Medici, Leonardo Da Vinci, Niccolo Machiavelli, Giovanni Verga and Salvatore Quasimodo.

Pre-requisite: ENG 101

HIS 101 U.S. History Post WW I (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 WW II (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.

ITA 101 Introduction to Italian (3 credits)

Fundamentals of Italian composition, comprehension, pronunciation, speaking, reading, writing. Structure of the basic Italian sentence will be taught. No prior knowledge of Italian expected.

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.

PHI 311 Medical Ethics (3 credits)

This course will explore various cultural, religious, social, and professional traditions that contain more or less systematic positions on ethical issues in medicine. This will be accomplished by exploring the mainstream of Western medical ethics as articulated by physicians and physicians' professional groups as well as a wide range of other secular and religious traditions including: Judaism, Roman Catholicism, Protestantism, Islam, Chinese thought, Hinduism, Japanese medical ethics, and professional ethical traditions in healthcare (nursing, social work, pharmacy, dentistry, etc.).

REL 101 World Religions (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.

REL 212 Introduction to Catholic Theology (3 credits)

The course undertakes a study of the major themes of the Christian faith from the perspective of the Catholic tradition. It investigates how various doctrines cohere into a world view, and the tensions that exist among them. Each of the themes: revelation, creation, sin and redemption, Christology, ecclesiology, eschatology, is viewed in its development from story, image, and symbol to dogmatic formulation and contemporary interpretation.



SPA 101 Conversation Spanish I (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 Conversation Spanish II (3 credits)

This course is the continuation of SPA 101, further development of spoken and written Spanish with analysis of Spanish language structure.

Pre-requisite: SPA 101 or Competency Test

MATHEMATICS/ SCIENCE

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 101 Concepts of Microbiology (3 credits)

An introduction to the concepts of microbiology. This course explores the role of microorganisms in disease and health and covers the structure, function, growth and transmission of viruses, bacteria, fungi, protozoans, and helminths as well as vectors of pathogenic agents. It is intended for students with little or no background in biology.

BIO 102 Introductory Epidemiology (3 credits)

An introduction to epidemiology which covers basic methods for infectious disease epidemiology and case studies of important disease syndromes. This course provides discussion of epidemiologic topics, methods, measure of disease occurrences, common types and sources of data, problems unique to the study of health and the environment, education on issues of environmental exposures and their human health effects.

BIO 112 Introductory Genetics/Genomics (2 credits)

This course provides an introduction to the organization of the human genome and basic principles of inheritance in humans. Course content includes an overview of cells and development, organization of the human genome, chromosome structure and function, gene structure and function, genes in pedigrees and populations, and epigenetics with its implications for genetic variation on health.

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.

Pre-requisite: Satisfactory score on English Proficiency Test (reading comprehension and sentence skills) or a grade of "C+" or better in ENG 99.

BIO 116 Introduction to Pathophysiology (3 credits)

This course is designed to promote the understanding and application of fundamental disease processes and disabilities. General concepts of disease, including etiology, morphology and clinical significance are

discussed. These concepts are applied in a systems oriented approach to disease processes and concepts of human genetics will be covered.

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

BIO 301 Cross Sectional Anatomy (3 credits)

Cross Sectional Anatomy, offered online, is intended for Radiographers, Nuclear Medicine Technologists, Radiation Therapists and Diagnostic Medical Sonographers who are board eligible to learn areas mandated by the American Society of Radiologic Technologist (ASRT) Core Curriculum in Computed Tomography (CT) and Magnetic Resonance Imaging (MRI). Course content is an integral part of the registry examinations for CT and MRI professionals. This course covers sectional anatomy of the entire body. The course demonstrates quality, diagnostic images in both CT Scan and MRI modalities. Students are exposed to section overviews, objectives and self-assessing activities. **Pre-requisite: Certification in one of the following: ARRT, NMTCB, ARDMS**

BIO 331 Human Disease: Pathophysiology for Allied Health Professionals (3 credits)

A study of basic physiological systems and underlying system dysfunctions associated with human disease processes across the life span. Relationships between etiologic agents and their consequence to human form and function are stressed. Critical thinking processes integrating symptoms, treatment and prognosis are applied to physiological perspectives. This course is designed for allied health majors. **(Prerequisites: BIO 211 and BIO 212)**

BIO 334 Pathophysiology (3 credits)

This course is designed to promote the understanding and application of fundamental disease processes in clinical settings. General concepts of disease, including etiology, pathogenesis, morphology, and clinical significance are discussed. General pathophysiology concepts include: cell injury, necrosis, inflammation, wound healing, and neoplasia. These concepts are applied in a systems-oriented approach to disease processes affecting musculoskeletal, cardiopulmonary, renal, nervous, gastrointestinal, immune, hematological, and endocrine systems. **Pre-requisite: BIO 211, BIO 212 and BIO 235**

BIO 411 Genomics (2 credits)

This course will focus on providing students with a fundamental understanding of human genetics and its role in pathophysiology, diagnosis and management of disease. Students will be introduced to basic concepts in human genetics that contribute to an understanding

of healthcare problems, as well as apply knowledge of inheritance and immunogenetics in predicting the possible effect of genetics on disease processes. This course will also discuss the ethical, social, political and economic impact of selected genetic diseases, DNA-based genetic diagnosis, and gene therapy. **Pre-requisite: BIO 211 and BIO 212**

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.**

EVS 100 Environmental Health Science (3 credits)

This course is an overview of some of the most important and current challenges to human health from environmental and occupational risk factors. There is an emphasis on the understanding of the worsening environmental health impacts of industrialization and the effects of globalization.

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.

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 learns 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.

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+ or better in MAT 001. A minimum grade of “C+” 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+” or better in MAT 001, MAT 002.

MAT 212 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

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

SOCIAL SCIENCES

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.

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 211 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 212 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 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

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

INFORMATION SYSTEMS

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.

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.

MEDICAL ASSISTING

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: MED 101, MED 105

Co-requisite: BIO 115

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, OSHA regulations and principles of

emergency preparedness 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

Co-requisite: 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 nonpaying 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 physicians' 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 201, MED 210, MED 215

NURSING

NUR 101 Intro to Nursing Practice (7 credits)

60 hours theory; 135 hours clinical

This course is 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 212

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 212

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 212

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

NUR 301 Healthcare Systems (3 credits)

45 hours theory

Provides an introduction to the current status of healthcare from a global perspective. An analysis of the contribution of the nursing profession to healthcare delivery with a special emphasis on the issues of the uninsured and aging populations and their concomitant impact on healthcare systems.

NUR 302 Palliative Care: A Nursing Approach (3 credits)

45 hours theory

Focuses on the nurse's role in caring for patients with chronic disease and patients at the end of life. Emphasis is on the rights and dignity of the individual through chronic illnesses and issues at the end of life. The course will examine the practice of nursing as it relates to end of life with special emphasis on the individual's spiritual, cultural, and psychosocial issues and family participation in care. Palliative care, hospice, futile care and healthcare costs associated with end of life will be incorporated.

NUR 303 Alternative Therapies in Healthcare (2 credits)

30 hours theory

Offers the registered nurse an introduction to diverse health care systems and practices in the field of Complementary and Alternative Medicine (CAM). The four domains will include: whole medical systems; mind-body medicine; biologically-based practices; and manipulative and body-based practices. Concepts to be reviewed include but are not limited to meditation, spirituality, herbals, probiotics, acupuncture, aromatherapy and therapeutic touch. Provides a working knowledge of alternative healthcare to the professional nurse to utilize in the provision of healthcare to individuals, families and communities across the lifespan.

NUR 310 Nursing Informatics (2 credits)

30 hours theory

Explores the nurse's role in healthcare information systems, current technology trends in health records and electronic documentation. Also includes point of care systems and informatics in teaching/learning of individuals, families and communities across the lifespan. Specific consideration is given to: identifying clients who may benefit from genetic/genomic information and services; patient

monitoring capabilities; access by individuals and families to appropriate and accurate information; and clinical and administrative applications of information technology.

Pre-requisites: Admission to RN BSN completion program or permission of program chair: INF 101 SOC 213

NUR 311 Physical Assessment (3 credits)

45 hours – Hybrid course

Designed to provide the registered nurse with the theoretical knowledge and technical skills necessary to perform comprehensive health assessments of individuals across the lifespan, for both wellness and illness needs. Comprehensive history taking emphasizes interviewing/communication skills, current technology, evidence-based research and practice, and assessment techniques to determine health history, cultural ideals, ethnic variations, and genetic/genomic considerations. Course includes an onsite validation of physical assessment skills in the Clancy Nursing Skills Laboratory.

Prerequisites: BIO 334, NUR 310 or permission of program chair

NUR 312 Foundations in Theory (3 credits)

45 hours theory

Investigates the philosophy of the Nursing Program in terms of beliefs about man, society, health, and the nursing relationship to them. Examines theories and significant conceptualizations of nursing and their application to nursing practice, ethics and values, trans-cultural nursing, and teaching/learning as applied to the care of individuals, families, and communities across the lifespan.

Prerequisites: NUR 310, NUR 311, or permission of program chair

NUR 322 Nursing Research (3 credits)

45 hours theory

Designed to introduce the learner to research methodology, principles of measurement, quantitative vs. qualitative research, and data analysis. Prepares the professional nurse to incorporate current research and its applicability to nursing, evidence-based practice, and informatics. A research project that demonstrates synthesis of course material is required. The project is heavily weighted in determination of the course grade. Prior approval of the project topic by faculty is required.

Prerequisites: MAT 212, NUR 312, or permission of program chair



NUR 333 Trans-cultural Nursing (2 credits)

30 hours theory

Offers an introduction to the concepts of trans-cultural nursing originally developed by Madeleine Leininger. Focuses on cultural and spiritual differences and similarities related to human health and illness, among individuals, families and communities across the lifespan. Provides the learner with specific, competent, and congruent nursing interventions to care for people of diverse cultures. An overview of important terminology: race, ethnicity, culture, cultural values, ethnography, and diverse nursing care, with the course goal being culturally specific healthcare as the framework for the course.

Prerequisites: NUR 311, NUR 312, NUR 322, or permission of program chair

NUR 345 Community Nursing (4 credits)

45 hours theory / 45 hours clinical

Focus is on the community as a unit of healthcare, with culturally competent care being provided to individuals, families and community members in the home and other community settings. Emphasizes autonomous practice utilizing the nursing process in health assessment, health promotion and health teaching in the community across the

lifespan. An independent project is required. Conducted in the community setting and demonstrating a synthesis of the course content, this project is heavily weighted in determination of the course grade. Prior approval of the project topic by faculty is required.

Prerequisites: NUR 310, NUR 311, NUR 312, NUR 333

NUR 467 Leadership/Management in Nursing (4 credits)

45 hours theory / 45 hours clinical

Offers concepts of leadership and management essential in preparing the registered nurse to transition from entry-level nursing to enhanced professional practice in nursing in order to assume leadership and/or management positions. Concepts include an overview of current national, regional, and local issues impacting healthcare relating to delegation and supervision, decision making, financing of healthcare delivery, impact of technology and cost-containment measures. An in depth independent project is required in a leadership or management setting. The project is heavily weighted in determination of the course grade. Prior approval of the project topic by faculty is required.

Pre-requisites: Successful completion of all prior baccalaureate nursing courses.

RADIOGRAPHY

RAD 101 Radiography I (8 credits)

Designed to provide the student with an orientation to radiography that includes: a review of program policies and procedures, professional organizations and standards, medical terminology, an intro to image production and evaluation, basic equipment operation and quality control, basic radiation protection and patient care and education. Additional skills taught are phlebotomy and electrocardiogram techniques. Radiographic procedures are included with an emphasis on lecture-laboratory study of Level I competencies.

Following classroom/lab 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)

Designed to provide the student with a continuation of image production and evaluation, equipment operation and quality control, to include image receptors and image processing and patient care and education, with an emphasis on medical emergencies and pediatric patients. Radiographic procedures with an emphasis on lecture-lab study of Level II competencies are included.

Following classroom/lab activities, students are scheduled for supervised clinical education. The student is assigned to clinical experience two days a week mastering Level II competencies, including pediatric techniques. An introduction to the operating room is included.

Pre-requisites: BIO 211, MAT 140, RAD 101

Co-requisites: BIO 212, INF 101

RAD 221 Radiography III (10 credits)

Designed to provide the student with advanced concepts in radiation protection and radiation biology, including minimizing radiation exposure, x-ray interaction with matter, and radiosensitivity; radiographic pathology, and cross-sectional anatomy. An introduction to CT scanning, the basics of radiation therapy and additional diagnostic imaging modalities are included. Radiographic

procedures are included with emphasis on lecture-lab study of Level III competencies.

Following classroom/lab activities, students are scheduled to supervised clinical education. The student is assigned to clinical experience three days a week mastering Level III competencies, including the cranium. An introduction to radiation therapy and the specialty areas is included.

Pre-requisites: BIO 212, ENG 101, INF 101, PHY 101, PSI 101, RAD 112

Co-requisites: REL 101, SOC 101

RAD 232 Radiography IV (10 credits)

Designed to provide the student with x-ray circuits, components and practical application, digital imaging and computed radiography, PACS, and a comprehensive review in preparation for the successful completion of the ARRT Certification Examination. Radiographic procedures are included with emphasis on lecture-lab study of Level IV competencies. A comprehensive review of past competencies is included.

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 student selected areas of concentration.

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

Co-requisites: PHI 201, Humanities Elective

CONTINUING EDUCATION COURSES

HMG 101 Introduction to Healthcare Services (3 credits)

Designed to provide the student with an understanding of the essential elements of U.S. healthcare – the history, the nature of the current health system and its future direction. provides an overview of the management of the system and the resources required for its operation.

HMG 211 Healthcare Management and Leadership (3 credits)

Provides the student with a broad understanding of the management functions necessary to healthcare professionals. There is a focus on characteristics of effective leadership. Case studies are utilized to apply the principles learned.

HMG 214 Healthcare Economics and Finance (3 credits)

Provides an overview of the key factors affecting the economic and financial management of healthcare organizations in today's environment. Provides the knowledge necessary for health service managers to apply financial management theory and principles to make decisions to promote the financial well being of the organization.

HMG 215 Legal & Ethical Issues in Healthcare (3 credits)

Designed to give students an understanding of the legal and ethical issues, including relationships between employers/employees, physicians/employees (nurses, radiographers, etc.), service providers/patients, patients/third party payers, etc. Case studies are used to help students understand the difficult, yet integral, relationships between all involved in the delivery of healthcare services.

HMG 216 Communications for Healthcare Services (3 credits)

Examines the diversity of communication encounters that occur in healthcare systems. Emphasis is on development of competencies and skills necessary to communicate effectively in professional situations.

HPR101 Introduction to Health Promotion (3 credits)

Designed to provide the student with an introduction to the field of health promotion,

which includes efforts to improve the health of a population. Current and future issues in health promotion are discussed.

HPR102 Introduction to Nutrition (3 credits)

Covers the nutritional concepts used to maintain good health and the measures required to sustain wellness through the use of foods. The psychosocial role of nutrients and diet in health, as well as various nutritional modalities, are stressed.

HPR103 Environmental Health Assessment (3 credits)

Explores the relationship between the external environment and health. Topics include toxic hazards, air, water and soil pollution, and industrial wastes and pollution. Students relate these topics with the associated social and legal problems which impact environmental health.

HPR105 Health, Illness and Culture (3 credits)

Studies the relationship between health and various cultural forces and social stressors in both rural and urban living. Primitive, folk and scientific methods of health care in a variety of cultures are discussed.

HPR107 Health Promotion Seminar (3 credits)

Students are given the opportunity to design, develop, deliver and evaluate one or more health promotion interventions. Group discussion and student presentations are required.

HRS 101 Insurance Reimbursement and Billing Procedures (3 credits)

Provides the student with an introduction to the health insurance field and the influence of today's managed care environment. Requirements for Medicare, Medicaid, and commercial claims are discussed.

HRS 102 Office Procedures (3 credits)

Provides the student with the office skills necessary to work in healthcare facilities, physicians' offices, or health maintenance organizations. Includes appointment scheduling, filing procedures, office communications, basic bookkeeping, practices and legal/ethical protocols.

HRS 103 Computerized Billing and Practice Management (3 credits)

Provides the opportunity to do medical billing and practice management, utilizing the Medical

Manager software. The student learns to input patient information, billing details, appointment scheduling and accounts receivable reports.

Pre-requisite: HRS 101

HRS 104 Coding Procedures I (3 credits)

Designed to provide the student with an understanding of coding basics and their accurate utilization. Emphasis is placed on coding diagnoses using the ICD-9 & ICD-10-CM systems and classifying procedures using the CPT-4 system. Competencies will be developed with coding exercises.

Pre-requisite: BIO 115, MED 105

HRS 105 Coding Procedures II (3 credits)

This course is a continuation of HRS 104 Coding Procedures I. It provides an in depth study of nomenclature and classification systems. The course utilizes practical examples to reinforce coding principles and provides an introduction to computer applications related to coding.

Pre-requisite: HRS 104

SPA 100 Medical Spanish (1 credits)

This course is designed for healthcare professionals to learn basic conversational Spanish used in medical situations, with emphasis in health-related vocabulary and interaction with Spanish-speaking patients and their families.

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.

ADMISSION/APPLICATION PROCEDURE CERTIFICATE PROGRAMS

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. Completed application for admission, submitted online.
2. Official transcript of secondary school

or official copy of GED (not applicable to applicants who have a degree from a regionally accredited institution of higher education).

3. Official college transcript(s), if applicable.
4. Immunization records for non-clinical programs (applicable if born after 12/31/1956)
5. All students are required to complete the health clearance, drug testing, a security background clearance and provide a copy of current health insurance before starting a clinically-based program
6. **To indicate acceptance of the offer of admission, the accepted applicant must complete the Acceptance Form and submit a non-refundable enrollment deposit of \$ 100.00 by the deadline identified on the Acceptance Form. This deposit will be credited to the program tuition.**

The following certificates have additional requirements:

Central Sterile Processing Technician

- Two (2) Letters of Recommendation
- Written Essay

Computed Tomography (CT Scan)

- Official College Transcript
- Copy of Current and Official Connecticut State License in Radiologic Technology (ARRT), Radiation Therapy (ARRT), or Nuclear Medicine Technology (NMTCB)
- Two (2) Letters of Recommendation (program/employer)
- CPR Certification: Healthcare Provider or Professional Rescuer

Diagnostic Medical Sonography (Ultrasound)

- Official Radiography Program Transcript
- Copy of Current and Official Connecticut State Radiographer License
- Two (2) Letters of Recommendation (radiography program/employer)
- CPR Certification: Healthcare Provider or Professional Rescuer

Hospital Coding

- English Placement Test

Medical Assisting

- English Placement Test

Magnetic Resonance Imaging (MRI)

- Official College Transcript
- Copy of Current and Official Connecticut State License in Radiologic Technology (ARRT), Radiation Therapy (ARRT), or Nuclear Medicine Technology (NMTCB)
- Two (2) Letters of Recommendation (program/employer)
- CPR Certification: Healthcare Provider or Professional Rescuer

Multi-skilled Assistant

- Two (2) Letters of Recommendation
- Entrance Test

Pharmacy Technician

- Arithmetic Placement Test

RN Refresher

- Copy of CT RN License (must be current)
- Evidence of current Professional Liability Insurance
- CPR Certification: Healthcare Provider or Professional Rescuer

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

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 Continuing Education Office.
- 3.** Human Biology must be completed within five years of acceptance to the College, with a grade of at least "C+".
- 4.** A CPT examination is required for specific certificate programs if a student has taken English Composition more than 15 years ago or College Algebra over 10 years ago.

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.

Include catalog description of course for which credits are to be transferred. Return completed forms to the Continuing Education 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.

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.

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 Federal Direct 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-matriculated student. A non-matriculated 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-matriculated students are not actively seeking a degree at the time of registration. Status as a non-matriculated 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 pre-requisite. Placement tests are required for English, Math and Science 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

Represents the basic study of Central Sterile Processing and preparation for national certification as a Central Sterile Processing Technician. The 42-hour certificate program 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.

Computed Tomography (CT SCAN) Certificate Program.

The 8-credit Computed Tomography Program prepares the student to operate and utilize computerized tomography (CT) scanners to produce images of patients’ internal structures. This course is appropriate for technologists wishing to enter the field of CT Scanning with no previous experience as well as technologists who have worked in CT without extensive formal training. Upon successful completion of the program, students are eligible to sit for the ARRT Certification Examination in CT Scanning.

The CT Scan Certificate Program requires a passing grade of “C+” or better.

Pre-requisite: Current CT State Radiographer License (ARRT), Current Radiation Therapy License (ARRT) or Current Nuclear Medicine Technology License (NMTCB); and completion of both BIO 301 Cross Sectional Anatomy and BIO 331 Human Disease: Pathophysiology for Allied Health Professionals with a grade of “C+” or better prior to entering the program.

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 (ARRT).

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. Delivered totally in an online format.

Program of Study

Five courses required for the certificate program:

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 learn medical terminology, computerized practice management, office procedures, insurance claims, medical/legal responsibilities — 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

Five courses required for this certificate:

MED 105	Medical Terminology	3 credits
HRS 101	Insurance Reimbursement & Billing Procedures	3 credits
HRS 102	Office Procedures	3 credits
HRS 103	Computerized Billing & 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

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, MED 105	
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-requisites: HRS 104	

A minimum grade of “C” or better is required in each course. A minimum grade of “C+” is required in all science courses.

Magnetic Resonance Imaging (MRI) Certificate Program.

The 10-credit MRI Program focuses on aspects of patient care, safety and professionalism as they relate to the magnetic resonance imaging environment. Introduction to the basic concepts of MRI physics and fundamentals, as well as application of these principles in the clinical setting are discussed. The program introduces students to the procedures for imaging various anatomical structures utilizing MRI and presents the most advanced imaging procedures, technical developments, and provides students with clinical applications and practicum. Upon successful completion of the program, the students are eligible to sit for the ARRT Certification Examination in MRI. **The MRI Certificate Program requires a passing grade of “C+” or better.**

Pre-requisite: Current CT State Radiographer License (ARRT), Current Radiation Therapy License (ARRT) or Current Nuclear Medicine Technology License (NMTCB); and satisfactory completion of both BIO 301 Cross Sectional Anatomy and BIO 331 Human Disease: Pathophysiology for Allied Health Professionals courses with a grade of “C+” or better prior to entering the program.

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 credits
MED 101	Medical Office Procedures	3 credits
MED 105	Medical Terminology	3 credits
MED 110	Clinical Medical I	4 credits
	Co-requisites: BIO 115, MED 101, MED 105	

Spring Semester

MED 200	Illness and Disease	3 credits
	Pre-requisites: BIO 115, MED 105	
MED 201	Medical Office Procedures	3 credits
	Pre-requisites: MED 101, MED 105	
MED 210	Clinical Medical II	4 credits
	Pre-requisites: MED 110	
	Co-requisites: MED 200, MED 201, MED 215	
MED 215	Pharmacology	3 credits
	Pre-requisites: MED 110	

Summer Session

MED 289	Practicum	3 credits
	Pre-requisites: MED 200, MED 210, MED 215	

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 from the program. A minimum grade of “C+” is required in all science courses.

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 — 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 two courses:

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

Choose one from the following two courses:

MED 201	Medical Office Procedures II (Prerequisites: MED 101 or HRS 102, MED 105, INF 100)	3 credits
or		
HRS 103	Computerized Billing & Management	3 credits

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

Multi-Skilled Assistant

Multi-skilled Assistants are allied healthcare workers who, upon completion of this certificate program, are CPR certified, technically competent in basic phlebotomy, electrocardiogram and data entry skills, and eligible for state certification as a nurse aide. 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

Offered in cooperation with the Connecticut Pharmacists Association, this 60-hour certificate program prepares individuals to enter the pharmacy field in a hospital, home infusion 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, 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 provides: 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.

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.



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M.S., Georgetown University
Ed.D., University of Hartford

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M.S., University of Southern California

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B.S.N., Georgetown University
M.S.N., Columbia University

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M.S.N., Yale University

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B.A., University of Wisconsin

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B.S.N., Quinnipiac University

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M.S., Long Island University

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B.S. Southern Connecticut State University
M.S.N. Duquesne University

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B.S.N., M.S.N., Sacred Heart University

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B.S.N., M.S.N., Sacred Heart University

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B.S.N., Sacred Heart University
M.S.N., Southern Connecticut State University
D.N.P., Case Western Reserve University

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B.S.N., Southern Connecticut State University
M.S.N., Sacred Heart University

Enid Health, Adjunct (Nursing)
A.A.S., Westchester Community College
A.A.S., Cohran School of Nursing
B.S., M.S.N., Mercy College

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M.S., University of Bridgeport

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M.L.S., Pratt Institute
M.S., University of New Haven

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M.S.N., Fairfield University

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M.S.N., University of South Alabama

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B.S., University of Connecticut

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B.S., DIS., Ph.D., Loughborough University U.K.

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B.S.N., West Virginia Wesleyan College
M.S.N., Sacred Heart University

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M.P.A., University of New Haven

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B.S.N., College of New Rochelle
M.S.N., Fairfield University

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M.A., Fairfield University

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B.S.N., Johns Hopkins University
M.S.N., University of Maryland

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M.S., Ed.D., University of Bridgeport

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M.B.A., Sacred Heart University

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B.S., Southern Connecticut State University
M.S., University of Bridgeport

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B.A., Park University
D.C., Cleveland Chiropractic College
Ph.D., Union Institute/University of Cincinnati

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B.S., University of New Haven

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B.S., Central Connecticut State University
M.D., St George's University School of Medicine, WI

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A.S., Naugatuck Valley Community Technical College
B.S.N., Sacred Heart University
M.S.N., Fairfield University

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M.S., University of Bridgeport

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A.A.S, B.S.N., Pace University
M.S.N., Fairfield University

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M.A., Southern Connecticut State University

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B.S.N., Florida Atlantic University
M.S.N., University of Connecticut

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B.A., Trinity College
M.A., Central Connecticut State University

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

Ruthanna Shanley, *Adjunct (Continuing Education)*
B.S., Quinnipiac University
M.S., Liberty University

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

Diane Stoddart, *Adjunct (Continuing Education)*
A.S. St. Vincent's College
A.S. Housatonic Community College

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

Marian Villaflor, *Adjunct (Nursing)*
B.S.N., CEBU Doctor's University Philippines
M.S.N., St. Joseph's College

Teresa Vollmart-Nevin, *Adjunct (Nursing)*
A.A.S.N., Pace University
B.S.N., M.S.N., University of Phoenix

Deborah Wesley, *Adjunct (Nursing)*
B.S.N., University of New Brunswick
M.S.N., University of Phoenix

COLLEGE PHONE NUMBERS

Academic Services	(203) 576-5264
Administration.....	(203) 576-5578
Admissions	(203) 576-5515
ADA Coordinator.....	(203) 576-6022
Affirmative Action Officer.....	(203) 576-5515
Daniel T. Banks Health Science Library.....	(203) 576-5336
College Counselor.....	(203) 576-6022
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
Title IX Coordinator.....	(203) 576- 5754



St. Vincent's College

Bridgeport, CT 06606

Academic Calendar* 2012 - 2013

Fall 2012 Semester

Last Day to register for Fall Classes	August 13
Faculty Meetings / Prep Week	August 20 - 24
Classes begin (First Day)	August 27
Labor Day (College closed).....	September 3
St. Vincent de Paul Day (classes held)	September 27
Last Day to drop a course.....	October 2
Columbus Day (No classes).....	October 8
Mid-semester exam period	October 9 - 15
Mid-semester grades due.....	October 17, 3pm
Thanksgiving Holiday (No classes).....	November 21 - 25
Thanksgiving Holiday (College closed)	November 22 - 23
Last day of classes	December 10
Final exam period	December 11 - 17
End of semester.....	December 19
Final grades due.....	December 19, 3pm
College closed	December 25
College closed	January 1, 2013

Winter Intersession : December 16, 2012- January 18, 2013

Last Day to register for Intersession	December 10
Classes begin for Intersession	December 16
Last Day of Classes	January 18
Final grades due	January 22, 2013, 3pm

Spring 2013 Semester

Last Day to register for Spring Classes	January 8
Faculty Meetings / Prep Week	January 14 - 18
Classes begin (First Day)	January 22
President's Day (No classes)	February 18
Mid-semester exam period	March 5 - 11
Mid-semester grades due.....	March 13, 3 pm
Spring Break (No classes)	March 11 - 15
Easter Holiday (College closed).....	March 29
Easter Holiday (No classes)	March 30
Last day of classes	May 3
Final exam period	May 6 - 10
End of semester.....	May 10
Final grades due.....	May 13, 3pm
Baccalaureate Mass.....	May 15
Commencement.....	May 17
End of Academic Year	May 24

Summer Session I:

May 15 – June 26, 2013

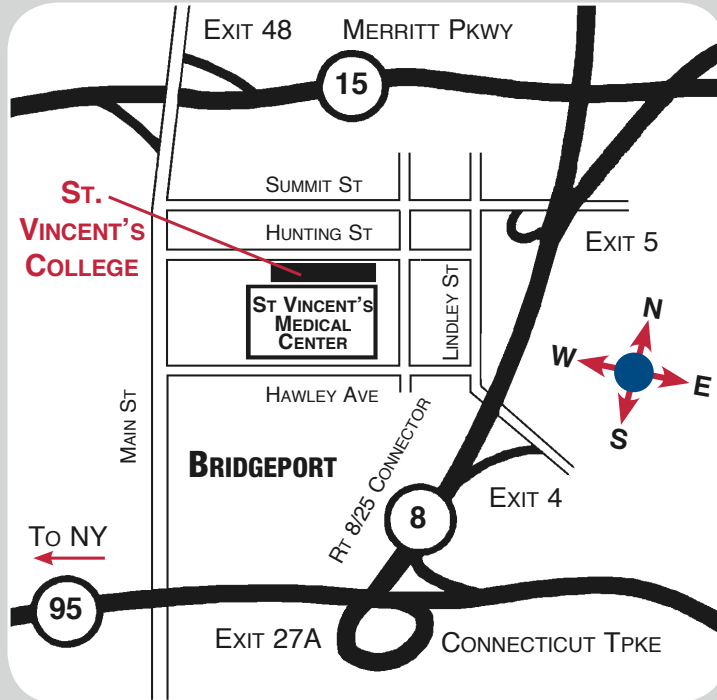
Last Day to register for Summer I	May 8
Classes begin (First day)	May 15
Memorial Day (College Closed)	May 27
Last Day of Classes	June 26
Final grades due	June 28, 3pm

Summer Session II:

June 27 – August 11, 2013

Last Day to register for Summer II	June 20
Classes begin (First day)	June 27
Independence Day (College Closed)	July 4
Last Day of Classes	August 9
Final grades due	August 13, 3pm

* ACADEMIC CALENDAR SUBJECT TO REVISION



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 I-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.

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.



ST. VINCENT'S
COLLEGE



Established 1905



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