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**Phone:** (217) 782-2551 **Fax:** (217) 782-8548  
**TTY:** (888) 261-2881  
**General Information:** [info@ibhe.org](mailto:info@ibhe.org) **Institutional  
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Division of Private and Business Vocational Schools  
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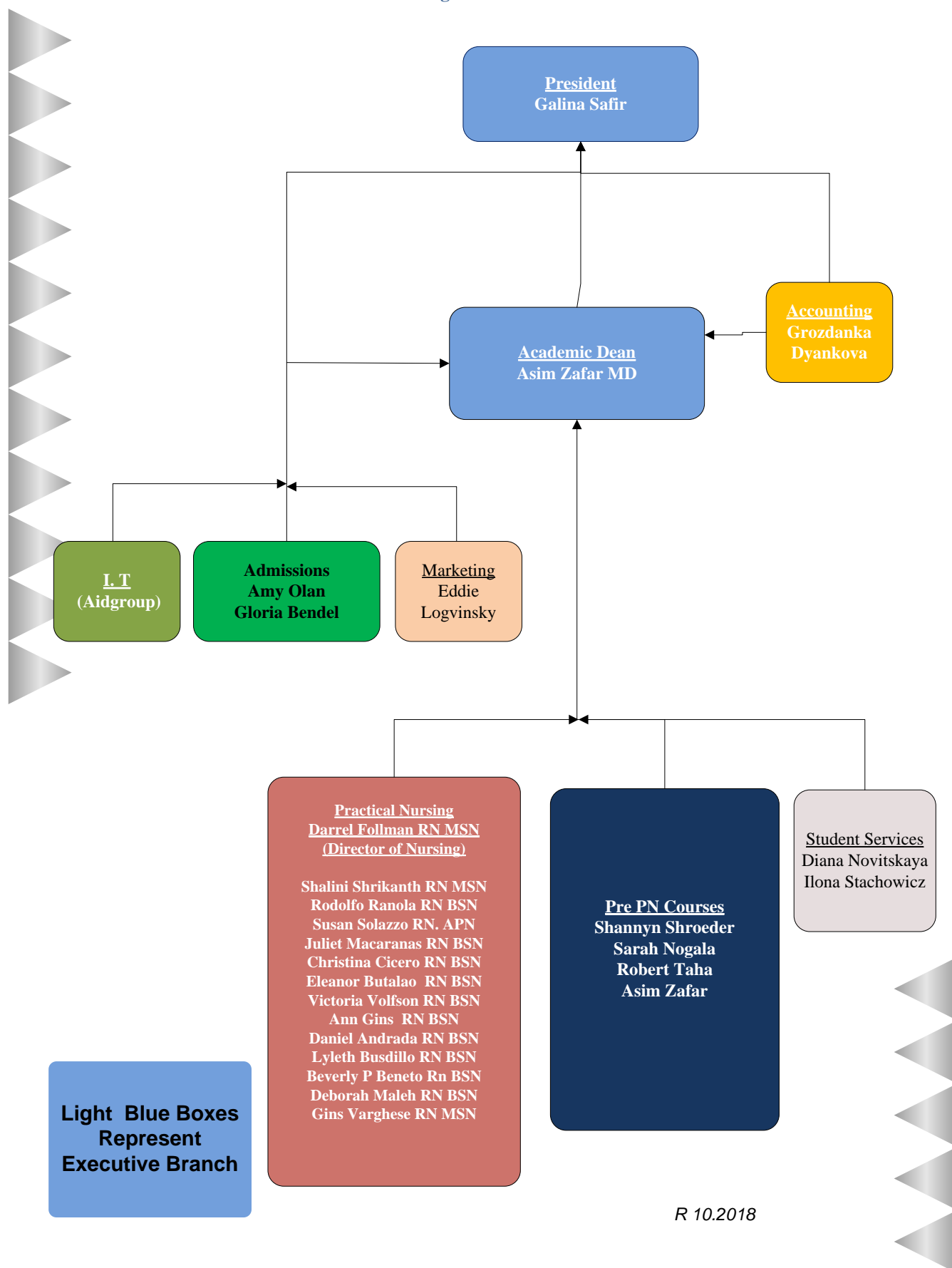
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NSC Organizational Chart



**Introduction**

Welcome to Northbrook College of Health Care (NCOHC, LLC) doing business as (DBA) North Shore College (NSC) a privately owned for profit institution. You will discover that North Shore College is a special, even unique, place recognized as a culturally diverse, student-centered college that provides a solid foundation in health education.

North Shore College supports the U.S. Department of Education accrediting body's fundamental purpose of providing quality assurance and continued institution improvement. While the college is not currently recognized by the U.S Department of Education's accrediting body, it is the intent of the college to establish an affiliation with an approved accrediting body.

**Mission Statement**

The mission of North Shore College (NSC) is to produce effective health care leaders through exemplary academic excellence, best practices, research, and incorporating state of the art innovative technology in our healthcare programs. NSC's mission is to be accomplished through a continued commitment to foster lifelong learning relevant to health care professions and practices.

**Vision Statement**

North Shore College envisions an academic and learning institution producing healthcare professionals with exemplary ethics and practices rooted in classical as well as innovative knowledge base.

**Statement of Values**

North Shore College agrees to abide by all applicable local, state and federal laws. Furthermore, NSC agrees to uphold standards of Professionalism, Integrity, Excellence and Best Practices to facilitate learning and ensure success of the students as its core values.

North Shore College does NOT offer any online courses at this time. ALL programs are considered Residential with instructions provided either on campus or at its clinical affiliates (e.g, Nursing Homes).

**NSC History**

North Shore College (NSC) began in Northbrook, Illinois as Northbrook College of Healthcare in 2010. The college was moved thereafter, and on May 16, 2011 the new campus started serving the community in Wheeling Illinois (our current location). Initially, program offerings included Allied Healthcare courses such as Phlebotomy, Electrocardiograph, Basic Nursing, etc. However, with the passage of time, these programs were phased out, but Practical Nursing and Pre-Practical Nursing remain as successful and favored programs.

Since its inception, NSC has strong traditions of outstanding academic achievements, integrity and excellence. By maintaining an average pass rate of 90% at NCLEX-PN since the first batch and a 94% employment rate, our graduates are well respected and welcomed at facilities around the area.

North Shore College remains a vibrant and growing community with alumni in Practical Nursing proudly serving the community.

**NSC Facility**

North Shore College is housed in an 18,000 square foot facility custom built in 2010-2011 to suit the needs of our institution. It is mostly a "U" shaped structure with the entrance lobby/waiting area at the bottom of the "U". The administrative wing is on the West side of the entrance. This is where all the offices including Admissions, Student Services, Human Resource/Career Services, Accounting Office, Bookstore, Adjunct Faculty Offices, and the Conference Room are located. The President, Vice President, Academic Dean, and the Director of Nursing also have their offices located in this wing. The East Wing has five (5) lecture rooms, three (3) nursing labs, and an anatomy lab, a lunch room, a library, a reading room and a computer lab. Restrooms are located in the shared space on the north side (common area) of the building. Lecture rooms have a capacity to accommodate up to 38 students, and are equipped with audio-visual overhead projectors/screens, white boards, instructor computer etc. The building has free-WI-FI for enrolled students. All labs have updated equipment for student use.

**Accreditation Disclosure**

North Shore College is not accredited by an accrediting body recognized by the U.S. Department of Education.

**School Administration****President:****Galina Safir**

Tel: (847) 850-5700

**Academic Dean:****Asim M. Zafar M.D**

Tel: (847) 850-5700 ext: 3949

Email: [dr.zafar@ncohc.org](mailto:dr.zafar@ncohc.org)**Director of Nursing:****Darrel Follman MSN. RN.**

Tel: (847) 850-5700 ext: 3952

Email: [dfollman@ncohc.org](mailto:dfollman@ncohc.org)**Assist. Director of Nursing:****(Vacant)**

Tel: (847) 850-5700 ext: 3952

Email: \_\_\_\_\_@ncohc.org

**Admissions:****Amy Olan**

Tel: (847) 850-5700 ext: 3978

Email: [aolan@ncohc.org](mailto:aolan@ncohc.org)**Gloria Bendel**

Tel: (847) 850-5700 ext: 3912

Email: [gbendel@ncohc.org](mailto:gbendel@ncohc.org)**Student Services:****Diana Novitskaya**

Tel: (847) 850-5700 ext: 3941

Email: [dnoviskaya@ncohc.org](mailto:dnoviskaya@ncohc.org)**Ilona Stachowicz MA QMHP**

Tel: (847) 850-5700 ext: 3970

Email: [istachowicz@ncohc.org](mailto:istachowicz@ncohc.org)**Accounting Clerk:****Grozdzanka Dyankova AA**

Tel: (847) 850-5700 ext: 3940

Email: [gdyankova@ncohc.org](mailto:gdyankova@ncohc.org)**School Policies and Procedures****NSC Communication Policy**

North Shore College issues a login ID to all applicants once the online application is completed and the application fee (\$25) is paid. All subsequent communication is done using the online portal for the college. Students are advised to choose a login password that is easy for them to remember. Students will need this login and password information to access grades and to receive updates, notices and emails about upcoming events including updates about weather related college closures etc. Please contact an admission advisor to reset the password, if needed.

**Affirmative Action Policy**

NSC is an affirmative action/equal opportunity college which administers its educational and employment programs in compliance with federal, state, and local laws. NSC does not discriminate on the basis of race, color, national origin, religion, gender, ancestry, age, sexual orientation, marital status, disability, citizenship, unfavorable discharge from military service, or veteran status.

**Sexual Harassment Policy**

NSC is a campus community committed to the safety of all students, faculty, employees, visitors, and administrators. In order to insure a safe campus environment for all, NSC adheres to a strict policy against sexual harassment and sexual assault.



NSC's sexual harassment policy covers all members of our college community, including visitors, and mandates that all persons remain free of any form of sexual harassment, sexual assault, and stalking behaviors.

In accordance with this campus policy, all alleged sexual complaints shall be investigated by the Academic Dean. Anyone who is a victim of a violation of the no sexual harassment/no sexual assault school policy shall immediately report, in writing, the incident to the Academic Dean.

In the event that the Academic Dean is unavailable, the report should be made to the nearest faculty member or Program Director as soon as possible. All such complaints will be promptly investigated and proper law enforcement authorities notified when appropriate or when the victim requests such action. See below for an explanation of sexual harassment, sexual assault, and stalking behaviors.

NSC recognizes the definition of sexual harassment as explicit sexual advances, verbal or written requests for sexual favors, and any other type of verbal, written, or gesture-like behavior which denotes a tone of sexual misconduct.

The aforementioned advances of a sexual nature become sexual harassment if and when:

Rejecting such advances or allowing such advances becomes or is implied to become a condition for one's educational, instructional, or employment pursuits.

Rejecting such advances or allowing such advances is ever used as a framework for decision making regarding any educational, instructional, or employment concerns which directly affect the victim.

The advances, whether rejected or allowed by the victim, have the untoward effect of forming an overtly offensive or hostile environment or with the intent of intimidation in the educational, instructional, or employment setting.

All or any of the above will constitute sexual harassment and will not be tolerated on the school campus, at the clinical sites, or at any school function.

## **Sexual Assault Policy**

Sexual Assault at NSC shall be persecuted to the full extent of the law. Sexual Assault is understood as:

Any type of physical contact with another individual of a sexual nature that is either an unwanted inappropriate advance, an expression against an individual's own will, or in absence of an individual's own consent.

Any verbal or physical contact punishable by law as sexual assault.

Any type of rape, including acquaintance rape or date rape, defined as sexual intercourse forced upon an individual against that individual's own will or without that individual's consent.

It is noted here that no one under the age of 18 can give consent for sexual intercourse per the state law.

Any person engaging in sexual contact with an individual under the age of 18 can be prosecuted for sexual assault, statutory rape, and/or other offenses against a minor.

## **Stalking Behavior Policy**

Stalking behavior is not tolerated at NSC. Stalking behavior is understood as:

Any behavior which construes a desire to intimidate, follow, or pose a threat to anyone else including to verbally or physically threatening an individual with intent of sexual assault.

NSC deems all of the above listed and similar behaviors unacceptable.

NSC reserves the right to launch and follow an internal investigation which may be aided by judicial or legal authorities.

NSC reserves the right to terminate or suspend the status, pending investigation or the outcome of the investigation, of any person found in violation of this and other policies and laws.

## **Concealed and Carry Firearms Policy**

NSC does not permit concealed firearms on campus. Signs are posted on campus as a reminder. Students found with any firearm will be reported to the authorities and expelled from the college.

**Code of Conduct and Consequence Policy**

NSC expects all students to demonstrate outstanding ethical, moral and professional traditions. Students found engaging, demonstrating or enticing the following activities shall be in violation of our Code of Conduct policy leading to Consequence. Such activities include without limitation:

***Insubordination***

Disruption of the academic atmosphere in class or at a clinical site, or any time an instructor deems the place or time as a learning experience in lecture, lab, or clinical.

***Physical or verbal threats***

Physical gestures or words spoken or written that are defamation or slander.

***Conduct contrary to professional standards***

The following applies to classroom as well as student interactions with instructors in the lab and clinical assignments. North Shore College recognizes that students play a major role in creating and supporting the educational environment. NSC upholds the belief that students have a right to learn and a responsibility to participate in the learning process. While NSC is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, student communication and behavior must uphold the principles of appropriate vocational/ethical and professional behavior.

Any student failing to conduct him/herself in an orderly and professional manner is subject to probation or program dismissal based on the severity of the infraction; this includes but is not limited to behavior that is consistent with dishonesty, disruptive acts, use of profanity, excessive tardiness, and insubordination, violation of safety rules, or failure to abide by the school rules.

Course instructors have the right to establish clear behavioral expectations and students share the responsibility for maintaining an appropriate learning environment. Students' failure to adhere to the behavioral expectations by the course instructor (either in the syllabus or at the time classroom behavior occurs) may be subject to disciplinary action. A record of negative conduct/behavior will be documented by the instructor and maintained in the students' file.

**A Special Note to our Students:**

***Children are not allowed in the classrooms or on school premises during the instructional period.***

**Consequence**

Students violating NSC student conduct policies may be subject to the following:

**Warning:** notice in writing to a student that continued or repeated violations of specified school policies or campus regulations may be cause for further disciplinary action (censure, suspension, dismissal, restitution). A permanent record of the violation will be retained in the student file.

**Censure:** reprimand in writing for violations of specified school policies, including notice to the student that repeated violations may be cause for further disciplinary action (suspension, dismissal, restitution).

**Suspension:** termination of student enrollment status, in writing, for a specified period of time, including an academic term or terms with reinstatement subject to specified conditions, the violation of which may be cause for further disciplinary action, normally in the form of dismissal.

**Dismissal:** termination in writing of student status at the school or the program or the course.

**Restitution:** reimbursement for damage to or misappropriation of either school or private property may be imposed exclusively or in combination with other disciplinary actions (such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages). Restitution may be imposed on any student who, either alone or through group or concerted activities, participates in causing the damages or costs.

**Advertising & Marketing Policy**

All advertising, marketing and recruiting practices at NSC shall:

- a) Remain factual in nature
- b) Refrain from the use of superlatives

- c) Make no claim of employment guarantee
- d) Not offer a student any monetary compensation for enrolling in the program
- e) Not be conducted around charitable offices, or welfare centers where economically disadvantaged individuals are being served
- f) Be approved by the College Administration in writing (Academic Dean)
- g) Be maintained for records with date and venue of advertising
- h) Not contain any language whether overt or implied to guarantee a certificate or diploma
- i) Not use any logo or statement of approval from any agency unless approved by the agency to do so

## **Employment Disclaimer Policy**

NSC is a private vocational college that offers approved courses. Students are made aware that successful completion of these programs and/or courses does NOT guarantee employment. NO employee or representative of NSC or advertisement makes any direct or implied promises of employment; or that completion of any or all of the courses or programs shall constitute as a guarantee of employment.

NSC does offer assistance to its students and alumni via Career Services Office in the form of help with resume writing, mock interview sessions, recommendations to employment search strategies and sites, limited lists of current job openings etc

No direct or expressed or implied statement by NSC is being made, nor shall such be construed, where employment is guaranteed after completion of programs and/or courses offered by North Shore College.

## **Substance Abuse/ Dependence/ Drug/ Alcohol and Smoking Policy**

In accordance with the Drug Free Schools and Communities Act of 1988, North Shore College promotes an educational environment that is conducive to teaching and learning and is a drug free campus and community.

Students are required to adhere to our strict “Drug Free” policy. Under this policy, students may be screened for the presence of illegal/controlled substances with or without prior warning.

Students refusing to provide appropriate samples for analysis will be terminated from all enrolled programs until such time as the student has completed a state approved Rehabilitation Program within 6 months (Certificate of Rehabilitation is required). After which, the student must file for readmission into the program. Readmissions are never guaranteed. **See Readmission Policy.**

## **Alcohol Policy**

The consumption of alcohol is strictly prohibited on campus and clinical sites at all times. Students are expected to remain alcohol free while on campus and its affiliate clinical sites.

## **Smoking Policy**

In compliance with the Illinois Clean Air Act, of July 01, 1993, smoking is prohibited on campus. Student must refrain from smoking in the classroom, clinical, and laboratory facilities etc.

Smoking within clinical/classroom facilities will result in dismissal from the program. Smoking is only permitted in designated smoking areas of the school and clinical facilities. Illinois State Law mandates smoking areas to be outside of any public or school building at least **15 feet** from any entrance.

## **Disclosure of Chronic Illness Policy**

Students enrolled in courses with a laboratory and/or clinical component are required to disclose to the Program Director a history of loss of consciousness for any reason (e.g., at the sight of blood or blood draw) or if they have **any chronic illness** that may render them unsafe in patient care or that requires ongoing medical attention

Students are required to show proof of continuing care (physician’s note) for any history of loss of consciousness in order to continue with the program.

## **National Holiday Policy**

NSC observes the following national holidays (school is closed for the students).

### **2018**

**New Years Day Observed** (Jan 1, 2018)  
**Martin Luther King Day** (Jan 15, 2018)  
**Presidents Day** (Feb 19, 2018)

### **2019**

**New Years Day** (Jan 1, 2019)  
**Martin Luther King Day** (Jan 21, 2019)  
**Presidents Day** (Feb 18, 2019)

<b>Good Friday</b>	(March 30, 2018)	<b>Good Friday</b>	(April 19, 2019)
<b>Memorial Day</b>	(May 28, 2018)	<b>Memorial Day</b>	(May 27, 2019)
<b>Independence Day</b>	(July 4, 2018)	<b>Independence Day</b>	(July 4, 2019)
<b>Labor Day</b>	(Sept 3, 2018)	<b>Labor Day</b>	(Sept 2, 2019)
<b>Veterans Day</b>	(Observed:Nov 12, 2018)	<b>Veterans Day</b>	(Nov 11, 2019)
<b>Thanksgiving</b>	(Nov 21*, 22, 23, 2018)	<b>Thanksgiving</b>	(Nov 27*, 28,29, 2019)
<b>Winter Break</b>	(Dec 24, 2018-Jan 1, 2019)	<b>Winter Break</b>	(Dec 24,2018-Jan 1, 2019)
<b>*Campus Open with limited services. 2018:11/21, 12/26-28, 12/31/2018 (call to confirm) 2019:11/27, 12/26, 27, 30/2019 (call to confirm)</b>			

### **Religious/ Faith Holiday Policy**

NSC, in compliance with Higher Education Religious Observances Act (110-ILCS 110/0.01), respects all religions and faiths. Students may request additional days off in observance of their specific religious holidays. Students may be required to submit a letter from their clergyman (or equivalent) verifying the observance of religious/faith-based holiday.

Students are advised to inform their instructors in the beginning of the semester or term and then again 2 days before their requested day off. Written approval of the Program Director or Academic Dean **MUST** be obtained in advance to be an excused absence. Students are still responsible to cover the content of the day/s missed. Contact your instructor regarding missed exams during the day/s missed. Extended absences for religious reasons may hinder a student's progress and are not advised.

Any concern of this nature should be discussed with the Program Director or the Dean of Academics.

### **Class Room Policy**

NSC requires all students to communicate in English while in the classroom and lab(s). The use of any foreign language, profanity, or inappropriate or abusive language during any learning activities including didactic, lab and clinical session(s) is not permitted and shall lead to disciplinary action, including but not limited to termination of enrollment from the program and /or the college. Students are to conduct themselves in a professional and respectful manner during all learning activities. To facilitate learning for all students there will be no use of cellular phones or other electronic devices. Students found in violation of Electronic Device Policy are subject to disciplinary action including but not limited to grade deduction and/or termination from the Program. Students are expected to be prepared to discuss classroom topics and to participate in group activities in a polite and professional manner. **There shall be no eating in the classrooms and no drinks in open containers that may spill with accidental fall.** Please use Break Room for food and drinks.

### **Clinical Conduct Policy**

**All students performing their clinical assignments MUST confirm to Universal Precautions at all times while in the clinical setting. Students must follow additional requirement(s) or precautions when caring for patients that require additional precautions or restrictions.**

**All courses (PNP 121, PNP 122, PNP 123, PNP 124, PNP 125 and PNP 126) that have a required clinical component must be completed at a NSC clinical affiliate under the direct supervision of NSC faculty member and per NSC schedule.** All students while in clinical session shall only conduct tasks assigned by the NSC faculty in-charge. Students may not contact the facility personnel or seek assistance from them for any reason, unless approved by and/or directed to do so by NSC faculty in-charge.

Students are reminded that while at clinical sites, they represent North Shore College. All students shall only be allowed to conduct the clinical session, if they arrive on time and have the appropriate attire (uniform) for the lab and/or the clinical session. **The use of any foreign language during learning activities including didactic, lab, and clinical session(s) is not permitted and shall lead to disciplinary action, including but not limited to, termination of enrollment from the program and or the college.** All students are required to conduct themselves in the most professional, polite, and courteous manner and follow the policies of the agencies and NSC at all times. Students may **ONLY** communicate in English while on Clinical premises and /or during clinical experience. A faculty member after consulting with the Program Director or the Academic Dean may dismiss a student from clinical for the day, if the student arrives 15 minutes late or does not have proper uniform or displays unclean hygiene or displays unprofessional conduct or performs unsafe act(s) deemed as such by the faculty member.

**Any and all grievance(s) during clinical, if occurs, must be filed with the Program Director at NSC. Students are not allowed to file grievances with the agency/clinical affiliates' staff or their employees.**

**Any and all incidents that involve bodily injury, fall etc MUST be reported immediately to the Clinical Instructor, followed by filing Form 104 (Incident Report Form) as soon as possible.**

**Students failing to obtain a passing grade in clinical component MUST repeat both clinical and theory component of the course and vice versa, no exceptions!**

#### **Clinical /Lab Makeup Fee**

**Effective January 1<sup>st</sup>, 2017:** All students who have missed one or more clinical or lab session(s) due to an UNEXCUSED ABSENCE(s) shall be required to pay a one hundred fifty (\$150) dollar per make-up session. Makeup fee is a Non Refundable charge levied PER Makeup Session whether the Makeup Session was conducted in a clinical setting or a simulation setting in the computer lab or done in the form of an extra assignment. Students who do not complete 100% of the Clinical or Lab component of any course shall receive a failing grade (F) in both Didactic and Clinical component of the course and shall be required to repeat BOTH the Didactic and Clinical component of the course. The Academic Dean shall have the final authority in determination of an absence as Excused or Unexcused.

#### **Laboratory Policy**

1. All laboratory exercises must be done under the direct supervision of NSC faculty and on campus. Unauthorized training in the laboratory is prohibited. Students wishing to use the laboratory outside of scheduled periods must obtain authorization from the Director of Nursing or the Academic Dean.
2. **Food and drink is prohibited in the laboratory at all times.**
3. Become familiar with all safety protocols in the laboratory, i.e. eye-wash stations, fire extinguishers, first aid, spill kits and exits.
4. **Immediately report all incidents such as, needle sticks, falls and spills to the Instructor or the Lab Coordinator.**
5. All sharps must be disposed of in a designated sharps container.
6. Use disposable gloves when handling all mannequins and mannequin parts.
7. ***(If you are aware that you have a latex allergy or suspect that you do, it is your responsibility to notify the laboratory coordinator.)***
8. Non-latex disposable gloves will be provided upon request.
9. Never move mannequins or mannequin parts without authorization.
10. Never use Betadine or alcohol on mannequins, soap solution may be used as a lubricant for tube insertion.
11. Used/soiled linen should be placed in designated soiled hampers.
12. Defective equipment or broken glassware must be reported to the lab coordinator.
13. Always wash hands thoroughly before leaving the laboratory.
14. Students are not permitted to sit or lounge on beds in the nursing laboratory.
15. Individuals serving as a patient must remove shoes when lying on the beds.
16. Beds while not in use are to be kept in the lowest position.
17. Students are not permitted to remove any equipment from the laboratory i.e. practice medication, syringes, etc.

#### **Clinical/Laboratory Makeup Fee**

**Effective January 1<sup>st</sup>, 2017:** All students who have missed Laboratory Session(s) due to an UNEXCUSED ABSENCE(s) shall be required to pay a one hundred fifty (\$150) dollar Non Refundable charge per Clinical/Laboratory Makeup Session whether the Makeup Session was conducted in a Laboratory setting or a simulation setting in the computer lab or done in the form of an extra assignment. Makeup sessions shall be conducted outside the regular class/clinical/lab hours at the discretion of the Director of Nursing. Students who do not complete 100% of the Clinical or Lab component of any course shall receive a failing grade (F) in both Didactic and Clinical component of the course and shall be required to repeat BOTH the Didactic and Clinical component of the course. The Academic Dean shall have the final authority in determination of an absence as Excused or Unexcused.



### **Clinical Assignment Policy**

Clinical sites are selected based on the nursing course objectives and the types of experiences that are best suited for the course. Students are expected to arrange for their own transportation to affiliating agencies.

When possible, students will not be assigned to a clinical agency or unit at which they are employed. To obtain the best possible clinical experience there may be rotations in the evening or on the weekends. Students will be notified of any time changes as far in advance as possible.

NSC requires that all students must complete the required clinical hours with a passing grade in order to progress to the next course. Failing the clinical component requires repeating BOTH theory and clinical components of the course, no exceptions.

### **Admission Procedure**

#### **1. Admission Application**

All students seeking admission into any program offered by NSC must submit a completed application along with the appropriate application fee (\$25). The completed application must include accurate and updated information of the student and/or other information as required in the application. Applications are available on campus or online at [www.ncohc.org](http://www.ncohc.org). Incomplete applications may not be reviewed for admission.

#### **2. Entrance Exam / Interview**

All academic programs offered by NSC require an Entrance Exam. Some programs may require an in-person interview before admission to the program of interest is granted. Students are expected to pass the entrance exam and be prepared for an interview with school personnel. Students must successfully demonstrate competence during the interview process in order to be accepted. Refer to your program of interest for more details on the type of Entrance Exam required.

#### **3. Required Documents**

After passing the entrance exam, students must submit additional documents as required by the program.

#### **4. Financial Obligation**

Students must fulfill the financial obligation of the program before the registration deadline. Refer to the program of interest to obtain more information regarding the financial obligation requirement(s).

#### **5. Acceptance/Admission**

Once all of the above requirements have been deemed satisfactory, admission into the program may be granted.

#### **6. Enrollment Agreement (EA)**

Signing of an enrollment agreement completes the admission process. An enrollment agreement is a legally binding agreement between NSC and the student. Students should read, understand, and fully comprehend the enrollment agreement before signing. A copy of the Enrollment Agreement can be found in Appendix II of this catalog.

### **Transfer of Course Work Policy**

#### **Transfer to NSC Programs**

NSC accepts Pre-Practical Nursing course work completed at institutions accredited by US Department of Education and institutions approved by Illinois Department of Financial and Professional Regulations (IDFPR) to conduct a Practical Nursing Program, if the following conditions have been met:

- a) A completed Admission Application has been submitted with the appropriate fee (\$25).
- b) Transfer of course work conducted at another institution requires submission of an official transcript sent directly to NSC.
- c) Provisional acceptance (pending final approval through Official Transcripts) is granted if printed copies of student transcripts are submitted.
- d) Official copies of transcripts are received directly by the Student Services at NSC.
- e) Course work is relevant and matches the course work at NSC.
- f) Only courses with a grade C (2.0) or higher are eligible for transfer.
- g) Transferred course work will appear in the official transcripts but shall not be used in calculation of the overall GPA.
- h) Course work must NOT be completed at a distance learning institution where testing metrics were not proctored by the academic institution.

- i) Transfer for BIO 120 (Human Anatomy & Physiology I) requires completion of a course with a lab component within the past 5 years, no proficiency exam shall be conducted for this course.
- j) BIO 120 must be taken within the past 5 years for transfer eligibility unless an advance degree is completed in the subject.
- k) Course work must be completed within the last 5 years.
- l) Course work completed past 5 years requires passing a Proficiency Exam offered by NSC (except BIO 120, see i & j above).
- m) Course work taken past 5 years shall be transferred without a Proficiency Exam if advanced courses for the subject have been taken that demonstrates proficiency in the subject matter, e.g. a higher degree.
- n) All course work completed at an international institution must be submitted to the Admissions Office after being evaluated by an accredited foreign evaluation agency (translation shall not suffice); course by course evaluation along with degree evaluation is required for transfer of courses.
- o) NSC reserves the right to determine equivalency of course content.
- p) NSC does not charge any additional fee for evaluation of transferred courses.
- q) NSC shall not be liable if the Official Transcripts are not received by Student Service within the allowed time of Provisional acceptance (generally 2 weeks).
- r) Due to the unique nature of the Practical Nursing Program Curriculum, transfer into the Practical Nursing Program is not allowed.

**Proficiency Exam Policy (Effective Oct 1<sup>st</sup>, 2014)**

In order to promote scholarly pursuit of knowledge, NSC institutes steps that encourage independent and self study improvement in the disciplines of language, mathematics and psychology. Such an undertaking is established by the administration of a proficiency exam for Rhetoric Communication, English 101; Math for Nurses, MTH 101; and Introduction to Psychology, Psy 101 courses. Students with a High School Diploma\* (or equivalent GED) may obtain credit at NSC for their knowledge in the above courses by passing a Proficiency Exam proctored by NSC staff. The aforementioned (Eng 101, MTH 101, PSY 101) remain the only courses which NSC approves for credit through Proficiency Exam(s).

A proficiency exam for the courses listed above may only be taken once for each course and is limited to English 101, Math for Nurses 101 and Introduction to Psychology 101. Repeat attempt for proficiency exam is not allowed. Students failing to pass the proficient exam must take the relevant course in its entirety. NSC does not accept proficiency exams or their equivalents from other institutions.

All Proficiency Tests are closed examinations, and examinees are only given pass/fail information (within 10 business days) which is reported on their Official Transcripts from NSC. To preserve the integrity of the Proficiency Exam, post exam review of the Proficiency Exam(s) is not permitted.

All students with a High School Diploma, GED or equivalent from a Foreign Institution\* are eligible to take the proficiency exam for courses mentioned above.

*\*All students with course work completed at an institution outside of United States must submit and a copy of transcript evaluation done by an accredited Foreign Evaluation Agency. Contact admissions for more information*

**CLEP, Work Experience, Self Study Transfer Credit**

NSC accepts relevant and equivalent course work for the Pre-Practical Nursing Program from all institutions accredited by the US Department of Education and approved to offer Practical Nursing Program by IDFPR. Institutions must require students to take the on campus proctored exams. Applicants who seek credit for College Level Examination Program (CLEP), work experience, self study, course work completed during service in the US military, etc. are required to take a proficiency exam for English, Medical Math and Psychology.

**Proficiency Exam Scheduling and Fee**

The office of the Academic Dean conducts the Proficiency Exam every Tuesday at 2pm. Registration deadline for the exam is 5 pm on the Friday prior to the exam date. There is a one hundred dollar (\$100) exam fee per exam which must be paid at the time of registration. Rescheduling and cancellations must be done prior to the registration deadline.

A state issued ID or driver's license and proof of payment for the exam are required for verification on the day of the exam.

No refund shall be issued for No Show students or students who do not follow the cancellation and refund guidelines listed under this policy or students who receive an exam from the proctor once the examination session has started.

Contact Admissions at (847) 850- 5700 for more information.

### **Transfer into Practical Nursing Program**

The Practical Nursing Program has not been approved by the Illinois Board of Nursing to accept transfer of credit from other institutions into the Practical Nursing Program. This restriction is in place due to the uniqueness of our curriculum, which is not offered elsewhere. The program must be taken in its entirety at NSC. Students are advised to consider this restriction before applying to the Practical Nursing Program as **there will be no transfer of credit into the Practical Nursing Program.**

### **Transfer to Other Institutions**

Even though NSC is an approved institution, and all courses are approved by IBHE-PBVS and other relevant governing bodies, we currently do not have articulation agreement(s) with other institutions that guarantee transfer of course(s) to other institutions. Students must contact the institution of interest to determine if the course work completed at NSC will be transferred.

Graduates of the Practical Nursing Program, after obtaining their License from the state, may be eligible at some institutions to obtain course credits towards a bridge to Associates Degree Program in Nursing (based on the Program completion and their Practical Nurse License.) Contact the college of interest to determine if credits from NSC will qualify for transfer.

### **Grading Policy**

<b>Letter Grade</b>	<b>Percentage Points</b>	<b>Description</b>	<b>Grade Point Average (GPA)</b>
A+	94-100%	Exceptional	4.0
A-	90-93%	Excellent	3.67
B+	87-89%	Better	3.33
B	84-86%	Good	3.00
B-	80-83%	Average	2.67
C+	77-79%	Fair	2.33
C	74-76%	Marginal	2.0
D+	70-73%	Must Repeat	1.67
D	67-69%	Must Repeat	1.33
D-	64-66%	Must Repeat	1.00
F	Below 64%	Fail/ Must Repeat	0.0

### **Repeat Course Policy**

Courses with a letter grade D+ (73.4%; 1.67) or below must be repeated for a higher grade. The transcripts will reflect both grades, but only the latter grade will be used in the calculation of GPA.

Students obtaining a letter grade of D+ (73.4; 1.67) or below in courses with either a lab or clinical portion must repeat the entire course including the theory portion.

Course work completed at NSC with a grade of C (2.0) or higher is not eligible for a repeat grade.

### **For Practical Nursing Students**

Student failing to obtain a 74% in the lab, lecture or clinical portion of a course are placed on Academic Probation. Such a course must be repeated in entirety including the lab, lecture, and theory for a passing grade before the student is allowed to proceed to the next level, as determined by the Practical Nursing Curriculum Plan.

**Effective July 1<sup>st</sup>, 2016** all Practical Nursing Courses (PNP) with a Standardized Testing Component (ATI-Subject) requires the students to obtain a **minimum of Proficiency Level I** before the student is allowed to proceed to the next course. Students failing to obtain a minimum of Proficiency Level 1 shall be subject to Remediation Plan which shall be outside the



regular scheduled class hours. Failing to comply with the Remediation Plan or obtaining a minimum of Proficiency Level 1 even after completion of the Remediation Plan shall result in a failing grade for the course, in which case, the student must repeat the entire course. NSC reserves the right to create exceptions on an individual basis in order to benefit the student(s); the Academic Dean shall have the final authority in such matters.

For all repeated courses, the transcripts will reflect both grades but only the later grade will be used in the calculation of GPA.

Students who obtain a letter grade of D+ (73.4; 1.67) or below in courses with either a lab or clinical portion must repeat the entire course including the theory portion in no more than 2 subsequent batches when the same course is offered.

An advising session with the Director of Nursing is required for enrolling to repeat a course. This session is in addition to the advising session required with the academic advisor.

Course work completed at NSC with a grade of C (2.0) or higher is not eligible for a repeat grade

### **Attendance Policy**

NSC believes that a vital correlation exists between class attendance and student performance. A student's presence, his/her active participation in class is critical to academic success. Therefore, NSC has a stringent attendance policy, as regulated by various state and local educational agencies as follows:

- I. Students shall be terminated from the program when they have more than two (2) days of absences in a course (the third absence leads to termination); its equivalent in tardies or its equivalent in a combination of tardies and absences.
- II. NSC defines a Tardy as arriving 7 or more minutes past the scheduled start time of the class (including late arrival from lunch and other breaks) or leaving earlier than the scheduled end time of the class.
- III. NSC equates three (3) tardies to one (1) absence.
- IV. Students are required to maintain a minimum of 90% attendance to matriculate.
- V. Students seeking variance to the above must present documentation of extenuating circumstances to the Program Director in order to continue (Refer to the section on Excused Absences).
- VI. All cases of Excused Absences are considered on an individual basis by the Program Director in consultation with the Academic Dean.
- VII. All missed clinical content MUST be completed outside of the regular schedule within two (2) weeks of the absence.
- VIII. All students are required to sign-in and sign-out for each didactic, laboratory and clinical session.
- IX. Students falsifying their presence for themselves or others are subject to disciplinary action which includes, but is not limited to suspension and termination from the course and/or the college.
- X. All students dismissed from a course or program after being found in violation of the attendance policy may ONLY continue their education/enrollment at NSC if readmitted through the readmission process (No exceptions!). Refund calculation shall be based on NSC Refund Policy.
- XI. Basic Nursing Assistant Training Program (BNATP) students shall be assigned a special project in lieu of missed classroom time, if the missed time is due to an Excused Absence and less than 15% of the total course. Missed content and exams must be completed within two (2) weeks and outside of the regular schedule of class hours. Students who fail to attend any session held for completion of the missed work shall receive an F for the content. Students who miss 18 hours of this program will have to repeat the entire course. Attendance in all clinical sessions must be complete as required by Illinois Department of Public Health.
- XII. All instructors must verify the accuracy of the attendance sheet for each student and report tardies and absences for each day on the sheet. All instructors must validate the accuracy of the attendance sheet with their signatures at the end of the session.
- XIII. Students found in violation of the attendance policy must undergo the Readmission Process in order to continue their education at NSC. Students may have to continue in the subsequent cohort after being readmitted to the course or the program. Refund calculation is subject to NSC Refund Policy.

## **Automatic Withdrawal**

Students missing a total of (3) three days of course work or its equivalent in tardies or its equivalent in a combination of absences and tardies (3 tardies=1 absence) shall be dropped from the course/program. In case of an emergency, students are encouraged to inform the Program Director or the Academic Dean as soon as possible. NSC requires proper documentation for absences to be considered Excuse (refer to the Excused Absences section of this handbook.) NSC's Standard Refund Policies apply to students terminated from a course or a program due to violation of the Attendance Policy. Students found in violation of the Attendance Policy shall only return to the subsequent cohort after going through the Readmission Process. (refer to the Readmission Process of this handbook)

## **Excused Absence Policy**

An excused absence is defined as an absence due to extenuating circumstance such as: personal illness (physician's note required), death of an immediate family member (documentation required), impassable roads or inclement weather in the region, religious observance (may require a note from the clergy), quarantine (requires a note from the Physician), required court programs (copy of the court order required), Homeland Security appointment (appointment letter required), and military obligations (appointment or similar letter required). Any other absence may be considered unexcused. All the above listed MUST be supported by documentation. NSC requires a Physician's Note for absences due to personal illness in order for the absence to be considered an excused absence; failure to provide such a note deems the absence as unexcused.

For all other absences which may be due to extenuating circumstances, the Program Director and/or the Academic Dean shall decide based on the event and the supporting documentation. The Academic Dean shall have the final authority.

Students are advised to inform the instructor of any upcoming excused absence(s) as early as possible (including religious or faith days). It is the student's responsibility to make up for the missed course content.

All students are required to maintain a minimum of 90% attendance in order to matriculate.

## **Tardiness Policy**

All students are required to be in classroom on or before the scheduled start time. Tardiness is defined as arriving seven (7) or more minutes after the scheduled start of a class, lab or clinical or leaving earlier than the scheduled end time of the class/clinical. Tardiness without legitimate reason on more than three (3) separate occasions will be considered as one absence.

## **Makeup Exams/ Missed content**

1. NSC does not permit the teaching faculty to administer makeup exams without authorization from the Program Director or the Academic Dean.
2. Makeup exams are only allowed if the absence is deemed as excused absence (refer to the Excused Absence Policy for a definition of excused and unexcused absences). The student is given a zero for the missed exam /quiz if the absence is deemed as unexcused.
3. Makeup exams for excused absences, once approved by the Program Director or the Academic Dean, shall not be the same exam as the one missed. An exam similar in difficulty level must be offered within 1 week, and outside the regularly scheduled class time.
4. Missed content must be identified and arranged to be completed outside of the regular scheduled class time **within 2 weeks**. Depending upon the nature of the content, students shall be provided tutoring or simulation time or clinical time as needed to make up for the missed content.
5. Student failing to attend any session arranged for completion of the missed content will receive a failing grade.

Students missing greater than 15% of the total course hours will be given an F and will have to repeat the course, irrespective of the nature of the absence. Standard refund policy shall apply.

## **Dress Code Policy**

All NSC students are required to dress modestly while on campus. Students must maintain a neat and clean appearance while on campus. NSC designated uniforms are required during lab and clinical sessions. Students with inappropriate attire will not be allowed to attend the lecture/lab/clinical session, with attendance marked as absent. Such an absence shall be termed as an unexcused absence. Students with an absence from a clinical session shall receive a failing grade in the course.

**Veteran's Affair (VA) Benefit Program**

In support and recognition of our armed forces, NSC participates in the Veterans Affairs Benefit Program. NSC is an approved institution to provide educational services for students endorsed by U.S. Department of Veterans Affairs (VA). Students seeking eligibility of benefits must provide appropriate documentation of eligibility from the Veterans Affairs. For more information please visit the US Department of Veterans Affairs, <https://www.gibill.va.gov>

Students admitted into any course or program at NSC under the Veterans Affairs Benefit Program are held responsible for all financial obligations. The students are advised that once enrolled, they are legally responsible for all financial obligations as they are signing the enrollment agreement. It is the student's responsibility to ensure that timely payments are received from the funding agency. NSC reserves the right to collect any/all outstanding and unpaid balances from the student as per NSC policies and procedures. NSC honors the refund policy for all students enrolled under this program as agreed upon mutually by the U.S Department of Veterans Affairs and NSC (see Refund Policy for VA Students). NSC refunds all monies to the original payer of funds.

Following applies to all students enrolled under any Veteran's Benefit Program.

In compliance with the VA requirements, NSC shall:

1. Evaluate veteran for attendance and grades at the end of each month for all approved programs.
2. Require all veterans to maintain a minimum of 75% attendance average each month in order to be considered making satisfactory progress. Any student absent for 3 consecutive days shall be terminated from the college (see Attendance Policy) and from the GI Bill Program if absent for 14 consecutive days.
3. The minimum grade average required is 74%.
4. Place students failing to meet either the attendance or the academic progress requirements on probation for a period of one month.
5. Reevaluate a student's progress at the conclusion of probationary period. If NSC determines at the evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Conversely, if NSC determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, NSC will terminate the student from the GI Bill Program.
6. At its discretion grant a second probationary period of one month to the aforementioned student if extenuating circumstances warrant such action. NSC will reevaluate a student's progress at the conclusion of this second probationary period. If NSC determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Conversely, if NSC determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, NSC will terminate the student from the GI Bill Program.
7. Not readmit/reinstate students dismissed for unsatisfactory progress.
8. Certify a veteran's enrollment in an approved program to the USDVA. NSC being a CLOCK HOUR institution shall report the amount of clock hours per week a veteran will be in attendance. If veteran fails to attend the certified amount of clock hours per week and this failure results in a change of pursuit as defined by the USDVA, NSC will report this issue to the USDVA. Veterans are advised that this issuance of such report by NSC may result in a lesser monthly payment(s) from the USDVA to the veteran and possible overpayments from the USDVA to the veteran and NSC. NSC STRONGLY ADVISES ALL VETERANS TO PURSUIT THEIR EDUCATION AS REQUIRED BY THE SCHEDULE AND THE CIRRICULUM PLAN WITHOUT TARDIES, ABENSTIESM etc AND TO COMPLETE THE PROGRAM ON TIME WITHOUT DELAY.
9. Terminate the GI Bill benefits once the student successfully completes the approved program in which they are certified.
10. Hold all veterans to the same graduation, academic, attendance and financial requirements as other students. Currently, NSC graduation, academic and attendance requirements meet AND exceed those set forth by the USDVA.

11. At its discretion and in accordance with its policies and procedures shall accept Transfer of Course Work which may shorten the length and duration of the program and result in reduction of program costs. NSC shall maintain accurate records of course work transferred which shall reflect on the academic transcripts.
12. Veterans may obtain their unofficial transcripts by logging onto our online system ([www.ncohc.populiweb.com](http://www.ncohc.populiweb.com)) or their official transcript by calling (847) 850-5700 or writing :

North Shore College  
Student Services  
1400 South Wolf Rd. Suite 104  
Wheeling IL 60090

## **Refund Policy for Veteran's Affair (VA) Students**

Students receiving Veteran's Affair (VA) benefits are subject to Refund of tuition on a prorated basis (excluding Non-Refundable Charges) as follows:

<b>No</b>	<b>Percentage of days in class completed by the student at notice of cancellation or Last Date of Attendance (LDA), once 3 days or absence or equivalent tardies or a combination thereof has occurred.</b>	<b>Percent of tuition and instructional charges that North Shore College (NSC) may retain.</b>
1	In excess of 5% to 10%	15%
2	In excess of 10% to 15%	20%
3	In excess of 15% to 20%	25%
4	In excess of 20% to 25%	30%
5	In excess of 25% to 30%	35%
6	In excess of 30% to 35%	40%
7	In excess of 35% to 40%	45%
8	In excess of 40% to 45%	50%
9	In excess of 45% to 50%	55%
10	In excess of 50% to 55%	60%
11	In excess of 55% to 60%	65%
12	In excess of 60% to 65%	70%
13	In excess of 65% to 70%	75%
14	In excess of 70% to 75%	80%
15	In excess of 75% to 80%	85%
16	In excess of 80% to 85%	90%
17	In excess of 85% to 90%	95%
18	In excess of 90%	100%

For more information visit, <http://www.benefits.va.gov/gibill>

## **Trade Adjustment Assistance (TAA) Program**

The Trade Adjustment Assistance (TAA) Program is a federal entitlement program that assists U.S. workers who have lost or may lose their jobs as a result of foreign trade. This program seeks to provide adversely affected workers with opportunities

to obtain the skills, credentials, resources, and support necessary to become reemployed. For more information, visit the Trade Adjustment Assistance website, <https://www.dolet.gov/tradeact>

Students admitted into any course or program at NSC under the TAA program are held responsible for all financial obligations. The students are advised that once enrolled, they are legally responsible for all financial obligations as they are signing the enrollment agreement. It is the student's responsibility to ensure that timely payments are received from the funding agency. NSC reserves the right to collect any/all outstanding and unpaid balances from the student as per NSC policies and procedures.

### **Workforce Innovation and Opportunities Act (WIOA) Program**

The WIOA program is a federally funded grant that assists unemployed individuals with skilled training to re-enter the workforce. For more information please log-on to the Illinois Workforce Development System, <https://iwds.dceo.illinois.gov/iwds/iwdshome.html>

<https://www.illinoisworknet.com/Connect/Pages/LocationSearch.aspx>

Students admitted into any course or program at NSC under the WIA program are held responsible for all financial obligations. The students are advised that once enrolled, they are legally responsible for all financial obligations as they are signing the enrollment agreement. It is the student's responsibility to ensure that timely payments are received from the funding agency. NSC reserves the right to collect any/all outstanding and unpaid balances from the student as per NSC policies and procedures.

### **Student Services**

The Office of Student Services (847) 850-5700 ext:3941 and 3970, located in the Administrative side of the campus is responsible for providing ancillary services to our students. Such services include, but not limited to, maintenance of student records, compliance with FERPA, attendance issues, course transfers, proctoring of admission tests, fulfilling transcript requests, generation of documents as requested by various grant issuing agencies etc. Students may also contact student services through email to: [dnovitskaya@ncohc.org](mailto:dnovitskaya@ncohc.org) or [Istachowicz@ncohc.org](mailto:Istachowicz@ncohc.org)

### **Entrance Exam Policy**

#### **General Admission Entrance Exam**

##### **(Prerequisite courses for entrance into Practical Nursing)**

North Shore College has adopted **T.A.B.E.®** (Test of Adult Basic Education) as their entrance exam for General admission into the college. A passing score of 65% is required (valid for 1 year) for entrance into the following course work:

1. BIO 120: Human Anatomy & Physiology I
2. ENG 101: Rhetoric Communication
3. MTH 101: Math for Nurses
4. PSY 101: Intro to Psychology

A \$25 Non Refundable exam fee applies per attempt. Students may attempt this exam for a maximum of three (3) times in one year. Each attempt must be separate by a minimum of 2 weeks. NSC requires the exam to be taken on campus under NSC supervision.

#### **Waiver for General Admission Entrance Exam (T.A.B.E)**

As of June 1<sup>st</sup>, 2012 students with an Associate Degree (A.A or A.S) or higher, conferred by an accredited academic institution in United States are eligible for a waiver to the TABE® exam. Foreign course work must be evaluated by an Evaluation Agency approved by US Department of Education.

Students seeking waiver for the TABE® must provide proof of eligibility in the form of original diploma/certificate or copy of the official transcripts (or evaluations from an Evaluation Agency in US).

Students with an overall score of 50% or higher on the ATI- TEAS® (Test of Essential Academic Skills) are exempt from the TABE® requirement. NSC considers ATI-TEAS® scores valid for up to two (2) years from the date of examination. A copy of the ATI-TEAS® with a qualifying score must be submitted as proof for exemption.

TABE® is valid for one (1) year from the date of passing the test.

**Practical Nursing Admission Entrance Exam**

North Shore College, school of nursing has adopted ATI-TEAS® as their entrance exam for admission into the Practical Nursing Program.

A \$75 Non Refundable exam fee is required per attempt. Students with a low score may re take the exam after a 2 week preparation period for a maximum of 5 attempts.

TEAS® score is valid for two(2) years from the date of passing the test.

***Effective July 1<sup>st</sup>, 2017 NSC shall also accept HESI® A2 as a qualifying entrance exam (taken within the past 12 months). HESI A2 must be taken for the English, Math and Science component with a minimum aggregate of 60%. NSC does not administer HESI ® on campus at this time.***

**Clock Hours, Contact Hours Policy**

Each contact hour at NSC consists of Fifty (50) minutes of instructional time and ten (10) minutes of break time. Contact hours are synonymous with Clock hours.

**Student Identification (ID) Card Policy**

The Student Services issues all enrolled students a Student ID Card with a photo. The NSC student ID card must be clearly displayed while on campus and during clinical sessions. Students without NSC ID Cards may be asked to leave the building, especially during the clinical practicum. Lost /stolen cards should be reported immediately to the Student Services. The charge for a replacement card is five dollars (\$5). Students are required to surrender their Student ID Card at the time of completion of their program in order to receive transcripts or pay five dollars (\$5) for the lost card. Withdrawal from the college is not complete unless all financial obligations have been met and NSC property, including but not limited to NSC ID card has been returned or paid for (\$5).

**Incidental Insurance Policy**

Effective March 1<sup>st</sup>, 2015, all students enrolled in Practical Nursing Programs must purchase the Incidental Insurance Policy from NSC affiliate for the duration of the course /program.

There is a \$100 deductible per incident which the student must pay when using the services covered under the policy.

In the event of an injury or incident during training sessions, NSC requires all students to inform their instructor immediately.

NSC requires all teaching staff and the students to follow the recommended protocols and procedures as set forth by CDC, OSHA, etc. irrespective of financial and insurance status. Students failing to follow and submit to NSC follow up reports shall be subject to disciplinary action including suspension and expulsion from the college.

Students who wish to purchase the Incidental Insurance Policy on their own, may do so after discussing the adequacy of the policy with the Academic Dean.

NSC shall not allow any student to engage in clinical experience or any training where practice involves invasive work or direct patient care unless the Incidental Insurance Policy has been purchased.

Incidental Insurance Charge is NON REFUNDABLE.

**Document Retention Policy**

Effective November 1<sup>st</sup>, 2014, NSC shall retain all documents which provide evidence of student performance for a period of three (3) years from the time of graduation of the student, and then in digital archive permanently. Such documents include but not limited to:

- a) Attendance records, exams, Scantron Sheets, student progress notes, student disciplinary notes, diploma and certificates awarded, transcripts from other institutions, payment information, graduation records, advising records, financial records and personal information records.
- b) Practical Nursing Care Plans, records of procedures in lab, homework sheet(s), homework assignments, and presentations are retained for one (1) month after the final course grade is released.



- c) All documents are stored in the Student Services Center, and then maintained digitally.

### **Graduation Requirement Policy**

Students must fulfill all graduation requirements for each program. All graduating students must have a passing grade (C, 2.0) or higher; 100% attendance in lab and clinical sessions; and 90% of attendance in lecture sessions at a minimum. Additional requirements exist for Practical Nursing Program which include, but not limited to, attending and passing an NCLEX-PN Review program, passing a comprehensive ATI Exit Exam at the end of the Practical Nursing Program, completing practice questions and or remediation program if needed.

Effective Jan 1, 2017 all Practical Nursing graduates are required to complete the graduation requirements within sixty (60) calendar days of passing the last course of the program (PNP 126). Students who fail to comply with the sixty (60) calendar day deadline shall have to complete additional academic and/or preparatory requirements as determined by the Director of Nursing in consultation with the Academic Dean. Such requirements will be imposed on an individual basis to best assist the student.

**All fees and tuition must be paid in full 5 days prior to graduation from the course or the program.** No diploma will be awarded to any student who has any outstanding fees including library and other charges.

### **Graduation Ceremony /Pinning Ceremony Fee**

Starting 2013, NSC shall hold at least one formal Pinning/ Graduation Ceremony every year. This ceremony is held in order to recognize and commemorate students that have successfully graduated from the certificate and diploma programs. A \$50 nominal Graduation Fee is required from all graduates that wish to attend the ceremony, and must be paid 4 weeks in advance. Attendance is optional and not required.

NSC holds a special ceremony for graduates of the Practical Nursing Program called the Pinning Ceremony. The exact date and venue of ceremony shall be announced 1 month prior to the ceremony. A \$50 nominal Pinning Ceremony Fee is required from all graduates that wish to attend the ceremony, and must be paid 2 weeks in advance. Attendance is optional and not required.

### **Acceptable Forms of Payment**

**All students are responsible for submitting payments on or before the due date.** Acceptable forms of payment include: Cash, Money Order, personal check (see below), Visa, MasterCard and Discover Card. Personal checks require clearing of payment, which may take up to 7-10 business days. NSC charges \$70 for each returned check (Non Sufficient Funds Fee). Once a check has been returned by the bank, NSC reserves the right to require other forms of payment except personal checks.

Payments made with a personal check are considered “applied” but the enrollment is only complete once the check is cleared by the bank (and funds transferred), which may take up to 7-10 business days.

Students are officially enrolled in a class when the enrollment agreement is signed AND all financial obligations for the course have been met.

Students who fail to fulfill the financial obligation of the course or the program shall be prohibited from progressing further.

### **Online Payments**

**All students are responsible for submitting payments on or before the due date.** Students may use the online payment system at no additional charge by logging into their online populi account. Once you are successfully logged into your account, click on the Financial Tab then click on MAKE PAYMENT to enter your payment information.

### **Financial Aid**

North Shore College is not entitled to receive Title IV funding. All students are considered “Self Pay”, except those funded by WIAO, TAA and Veteran’s Benefit Programs.

### **Easy Pay Payment Plans**

Easy Pay Payment Plans are available for students in most programs. Students are required to remain current with the payment schedule as specified in the payment plan as stated in the Enrollment Agreement. Students who fail to meet the financial obligations as specified in the Payment Plan shall not be permitted to attend the didactic, laboratory or clinical portion of the course until they make appropriate payments. **A thirty dollar (\$35) late fee shall be assessed and added to the payment plan for each 5 days of late payment. For example, if the payment is late by 10 days from the due date, NSC shall assess a total of \$70 and add to the payment plan.**

A schedule of payment for each course or the program is available through the accounting department; and is listed as part the enrollment agreement.

**Effective March 1<sup>st</sup>, 2017: Students with two (2) late payments shall no longer be permitted use the payment plan option and shall be required to make full payment for the course on or before the first day of the course.**

## **Enrollment Policy**

NSC has rolling admissions. NSC has the right to change the start date of the course\* or the program; or cancel the class or the program. In such cases, NSC will issue a 100% refund to the student within 14 business days. The Application Fee and the Entrance Exam Fee are non refundable.

*\*Course schedule and start date may be subject to change and/or cancelation if the enrolment for the course is deemed unprofitable; in which case, NSC will inform the student(s) of this change. The student may then decide to continue enrollment with the new start date or apply for a complete refund. Books that are in original packing (unopened and unmarked) are eligible for a refund; original sales receipt is required.*

## **Enrollment Agreement Policy**

To officially enroll in a program and/or a course requires signing the NSC Enrollment Agreement. Students are advised to carefully read and fully understand the terms of the agreement before signing it. Once signed, the students are legally required to pay the amount as specified in the Enrollment Agreement and refunds are subject to policies and procedures of NSC including but not limited to the Refund Policy as stated in this catalog and the Enrollment Agreement.

**A copy of the Enrollment Agreement can be found in Appendix-II**

Students are hereby advised to verify accuracy of the information found in this agreement. This enrollment agreement is a legal document and is contractual in nature. By signing this agreement, the students hereby enters into a legally binding contract to pay the amount listed at the TOTAL COST OF THE PROGRAM LISTED UNDER THE FINANCIAL SECTION. Failure to pay the Total Cost of the Program may result in financial and legal penalties as allowed by the State of Illinois.

## **General Terms of Agreement (Part of Enrollment Agreement)**

1. NSC shall provide a course of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
2. NSC may change kit contents, textbooks, dress code, and curriculum format, teaching materials or any other educational methods at its discretion.
3. NSC assumes no responsibility for negligence or lack of skills of students while practicing any curriculum related services on each other.
4. NSC will grant a certificate of graduation and Official Transcript of Hours for the applicable course of study when the student has successfully completed all phases of study, required tests, practical/laboratory assignments; passed a final written and practical examination; completed the course of study according to State Board requirements; completed all requirements and made satisfactory arrangements for payment of all debts owed to the school.
5. NSC will issue an Official Transcript of course work completed at NSC to any student that requests such document, with following explanations:
  - a. All financial obligations are met by the student
  - b. All library materials have been surrendered in acceptable condition
  - c. Only course work completed shall be reported
  - d. Transcripts shall not indicate courses that the student is currently enrolled in.
  - e. Other notations may appear on the transcripts.
6. NSC will assist graduates in finding suitable employment by posting area employment opportunities and conducting Job Readiness sessions, but placement is not guaranteed.
7. NSC may terminate a student's enrollment for immoral or improper conduct as it sees fit; noncompliance with educational requirements, Standards of Conduct, General Policies, Enrollment Agreement, Satisfactory Progress Policy, State Laws and Regulations; NSC policies and procedures including but not limited to those listed in the Yearly Catalog and/or Program Specific Catalogs which shall be made available to the student. Any action which causes or could cause bodily harm to a client, a student, visitor or employee of the school; willful destruction of school property; and theft.
8. NSC provides adequate equipment, desks and work stations for the maximum number of students assigned to them at one time. The school does not assign work stations to any student to be used solely by that student during the course of study.
9. *STUDENT* agrees to pay the required fees and provide all required registration paperwork in a timely manner.



10. *STUDENT* agrees to comply with all Standards of Conduct, General Policies, State laws and regulations, and educational requirements including clinical assignments.
11. *STUDENT* agrees to provide all financial aid documents, if applicable, in the designated time frame.
12. *STUDENT* agrees to comply with the school's published dress code which may be changed at the discretion of the school. Student also agrees to project a professional image representative of the Health Care Profession.
13. *STUDENT* agrees to attend all classes as scheduled for the duration of the course of study.
14. *STUDENT* understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

#### **Withdrawal Procedure**

1. A student may withdraw from a course or a program by informing the Student Services (847-850-5700, ext 3941) verbally, or in writing. NSC encourages all students to submit a completed Withdrawal Form 105-R.
2. Any student who withdraws from a course or a Program prior to the start of the class/program or within five (5) business days from the start of the class shall not be included or reported as a new start for the course or the program.
3. For any student who withdraws from a course or a Program prior to the start of the class/program; or within five (5) business days from the start of the class, NSC shall only retain charges termed as Non-Refundable (NR) which include but not limited to Application Fee, Registration Fee, Testing fee, etc.
4. A student found in violation of the Attendance Policy shall be Automatically Dropped from the course/program with the Last Date of Attendance (LDA) used for calculation of Refund. The Date of Determination (DOD) shall be when NSC officially terminates the enrollment of a student. All Refunds are processed within twenty one (21) calendar days from the Date of Determination (refer to Calculation of Refund for an example).
5. A student terminated from a course or a program due to violation of any other policy which includes but not limited to Code of Conduct, Satisfactory Academic Progression Policy, Curriculum Plan Policy shall be subject to Refund Policy and the refund will be issued within twenty one (21) calendar days from the Date of Determination (DOD).
6. In no event may a student be treated differently based on the source of funding or the timing of disbursements or payments.
7. NSC informs all students with withdrawal updates using our online portal system. X\_\_\_\_\_
8. The student has read and understands the Withdrawal Procedure as stated above: X\_\_\_\_\_

#### **Notice To Student**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. **North Shore College (NSC) does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.**

#### **Buyer's Right To Cancel**

**Do not sign this agreement before you read it or if it contains blank spaces above the end of the page.**

- I. Students have the right to terminate this agreement without penalties (**except** charges designated by NSC as **Non Refundable**) by the **fifth (5) business day from the 1<sup>st</sup> day of the course**.
- II. By signing this agreement, the student agrees to the receipt of a copy of the NSC handbook that lists the policies and procedure. **Initials:**X\_\_\_\_\_
- III. By signing this agreement, the student hereby acknowledges being made aware his right to terminate this agreement as stated above. **Initials:**X\_\_\_\_\_
- IV. Late payment may result in suspension from the program after 5 days past due or termination after 30 days past due.
- V. This agreement is binding **ONLY** when mutually signed by the student and the Program Director or the Dean of Academics, and at the address listed above as the main place of business. **Initials:**X\_\_\_\_\_
- VI. Any changes made in the agreement shall not be binding on either the student or the school unless such changes have been approved in writing by the Dean of Academics and the student or the student's parent or guardian if the student is a minor. **Initials:**X\_\_\_\_\_

- VII. The terms and conditions of this agreement are not subject to amendment or modification by oral agreement (except course extension due to inclement weather). **ALL CHANGES MUST BE SUBMITTED IN WRITING.**  
**Initials:**X\_\_\_\_\_
- VIII. Every assignee of the student enrollment agreement takes it subject to all claims and defenses to the student or his/her successors an interest arising under the agreement. **Initials:**X\_\_\_\_\_
- IX. Under the law you have the right, among others to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge, if the finance charge was levied.

### **Contract Costs and Payment Terms**

STUDENT agrees to pay the NSC tuition and fees for the program selected in advance at the start of the program or according to the payment plan as outlined in the Enrollment Agreement. NSC may, at its option and without notice, prevent student from attending class until any applicable unpaid balance is satisfied. NSC will charge a \$5.00 transcript fee for the first copy of student transcripts (each additional if ordered at the same time is \$3 per copy), students must fill out a Transcripts Request Form (available at the Student Services). All students seeking Readmission will be charged a Non Refundable (NR) Readmission Application Fee of \$100. NSC assesses a Late Fee of \$35 for every five (5) days of late payment from the due date, and Non Sufficient Fund (NSF) Fee of \$70 where applicable.

### **Cancellation/ Refund Policy**

- I. When the notice of cancellation is received by Student Services before midnight of the fifth (5) business day of the start of the course, all tuition and other paid charges, **except the Non Refundable charges including but not limited to, Application Charge, Registration Charge, Entrance Exam Charge, Drug Test Charge, charges related to biometrics**, will be refunded to the student within twenty one (21) calendar days from the date of the notice; or after three (3) days of unexcused absences from the course have occurred (Date of Determination). The total amount retained shall not exceed One hundred (\$100) dollars.
- II. When an applicant is rejected by NSC for admission into a program, NSC shall only retain Non Refundable charges (Max \$100). Refund to be issued within twenty one (21) calendar days from the date of the Rejection Letter or Email.
- III. When an applicant accepted by NSC does not start the class (NO SHOW), NSC shall retain only the Non Refundable charges (Max \$100). The Date of Determination (DOD) shall be the end of the fifth (5) business day from the start of the course/program, and refund shall be issued within twenty one (21) calendar days from the Date of Determination (DOD).
- IV. **For the sake of Refund Calculation, any partial attendance of an instructional sessions shall be viewed as a complete attendance session; no exceptions.**
- V. **When the notice of cancellation is received by Student Services after the fifth (5) business day of the start of the course, NSC retains:**
- a. **All Non Refundable Charges (NR)**
  - b. **Prorated Earned tuition (which shall be assessed using the number of class sessions attended, where proration reaches 100% (and exhausts completely) at 50% of the course completion.**
  - c. **Effective Feb 1, 2018: NSC shall not retain any portion of unearned tuition.**
- VI. **Refund to be issued within twenty one (21) calendar days from when the Notice of Cancellation was received by the Student Services OR Last Date of Attendance (LDA) whichever comes first.**
- VII. A student found in violation of the Attendance Policy shall be Automatically Dropped from the course/program with the Last Date of Attendance (LDA) used for calculation of Refund. The Date of Determination (DOD) shall be when NSC officially terminates the enrollment of a student. All Refunds are processed within twenty one (21) calendar days from the Date of Determination (refer to Calculation of Refund for an example).
- VIII. Any books, electronic media, nursing supplies, nursing kits, uniforms etc shall only be returned if accompanied by original receipt; are in good unused condition; with electronic media/media tag/login tag intact and unopened.
- IX. The school shall refund all monies paid to, in any of the following circumstances:
- a. The school did not provide the prospective student with a copy of the student valid enrollment agreement
  - b. The school did not provide the prospective student a copy of the current student catalog in print or in electronic media.
  - c. The school cancels the course or discontinues the course of instruction in which the student has previously enrolled.
  - d. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student, **except** clinical sessions whose scheduling maybe outside the control of NSC or a change of schedule due to inclement weather.
- X. Any change made in the agreement shall not be binding on either the student or the school unless such change has been approved in writing by the Dean of Academics and the student or the student's parent or guardian if the student is a minor.

- XI. Every assignee of the student enrollment agreement takes it subject to all claims and defenses to the student or his/her successors an interest arising under the agreement.
- XII. Under the law you have the right, among others to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge.
- XIII. **Complaints, which cannot be resolved by direct negotiation with the school in accordance with its written grievance policy, may be filed with the Illinois Board of Higher Education-PBVS. 1 N. Old Capitol Plaza, Suite 333. Springfield, IL 62701 . Tel: (217) 782 2551 or at [www.ibhe.org](http://www.ibhe.org).**

**Quick Reference Guide For Refund Determination**

**Sample Refund Calculation Table:**

A student enrolls in a 50 hour program with 10 instructional sessions, conducted once a week for 10 weeks.  
 Total Tuition of the Course (excluding Non Refundable Charges): \$1000.  
 Student paid a total of \$1100 at the time of enrollment.  
 REFER TO THE SECTION ON NON REFUNDABLE CHARGES FOR A MORE COMPREHENSIVE LIST

Item No	Conditions	Sample Refund Calculation
1	NO Show or Withdrawal before end of the fifth (5) business day.	NSC shall retain ALL Non Refundable (NR) Charges: Application Fee: \$25 (NR) Registration Fee: \$100 (NR) TABE Testing: \$25 (NR) NSC shall retain: \$150. Refund: \$1000 (to be issued within 21 Calendar Days of the Withdrawal notice or 21 Calendar Days after 3 absences have occurred).
2	Notice of Withdrawal given after 4 <sup>th</sup> session is attended	NSC shall Calculate Refund as: Retain All Non Refundable Charges: Application Fee: \$25 (NR) TABE Testing: \$25 (NR) Registration Fee: \$100 (NR) Prorated Earned: \$1000/10 x 4=\$400 <b>Total Retained by NSC: \$550</b> <b>Total Refund:\$450</b> (to be issued within twenty one (21) calendar days of Notice of Withdrawal)
3	Notice of Withdrawal given after 6 <sup>th</sup> Session is attended	Tuition Refund is Prorated until 50% of the course is completed. Not eligible for Refund after 50% of the course is completed.
4	<b>A student attended 3 sessions and then stopped attending.</b>  Enrollment shall be dropped due to violation of Attendance Policy at 6 <sup>th</sup> Session , called Date of Determination (DOD). Refund shall be calculated based on Last Date of Attendance, but issued within twenty one (21) days from the end of 6 <sup>th</sup> Session (DOD).	Retain All NR Charges: Application Charge:\$25 (NR) Testing Fee: \$25 (NR) Registration Fee: \$100 (NR) <b>Prorated Earned: \$1000/10x3=\$300</b> <b>Total Amount Retained: \$450</b> Total Refund Due: \$550 (to be issued within twenty one (21) calendar days from the end of 6 <sup>th</sup> Session of attendance (DOD).
5	A student attends 5 sessions and then stopped attending	Not eligible for refund. NSC retains all charges past 50% completion of the course. Student must pay \$1150 for this course in entirety.

### List of Non Refundable Charges

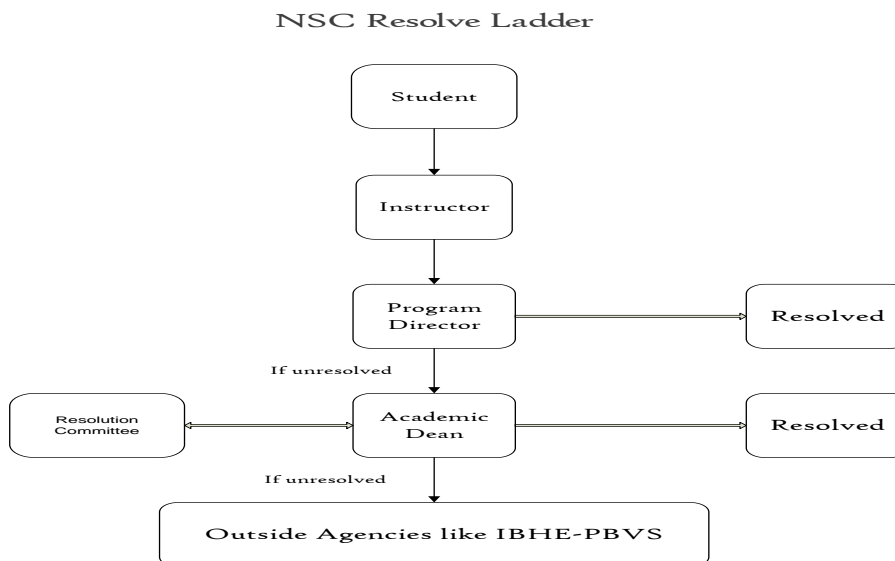
Includes but not limited to, Application Fee, Registration Fee, Entrance Exam Fee, ATI Testing Fee, ATI Nclex Prep Fee, Incidental Insurance Fee, Biometrics Fee, Drug Testing Fee, Pinning Ceremony Fee, Graduation Ceremony Fee, CPR Certificate Fee, Certification Exam Fee, Books once used or Software seal opened, Nursing Kit once opened/used or uniforms once used or tags removed, or any other fee listed as Non Refundable in the yearly catalog or the enrollment agreement.

### Miscellaneous Charges & Fair Estimate

These charges are not included in the price of the program but are generally incurred in preparation (pre-requisite) for some programs at NSC. NSC neither provides these services, nor does it accept value in exchange for such services. Therefore, NSC assumes no legal and/or financial responsibility related to these charges; and the student indemnifies NSC of any liability arising from the cost; or the inaccuracy of such information. The estimates in this section are provided solely for informational purposes to serve as a guide/ reference of the fair market value which may change at any time. Such charges include but not limited to: 1) Physical Exam: Estimated at \$85. 2) Immunization Titers (if childhood immunizations are unavailable): estimated at \$250-\$450 (depending upon the missing record or missed immunization). Background Check: \$90. Incidental Insurance Fee: \$60. Official Transcripts from previous institutions: \$10-\$50. NCLEX-PN Fee: \$295.

### File a Complaint

NSC will make every effort to resolve any dissatisfaction a student may have experienced while attending NSC. Students are encouraged to follow the **Resolve Ladder**:



NSC will respond to every formally expressed complaint within a reasonable time. If the NSC response is considered unsatisfactory, the student may seek resolve by contacting Illinois Board of Higher Education-PBVS.

Illinois Board of Higher Education  
Division of Private and Business Vocational Schools (PBVS)  
1 N. Old Capitol Plaza, Suite 333.  
Springfield, Illinois 62701-1404

**Phone:** (217) 782-2551 **Fax:** (217) 782-8548 **TTY:** (888) 261-2881  
**General Information:** [info@ibhe.org](mailto:info@ibhe.org) **Institutional Complaint Hotline:** (217) 557-7359  
<http://complaints.ibhe.org/>

**I acknowledge that by signing below, I state that I have read and understood the terms of the agreement. Further, I agree with the terms of this agreement and will abide by this legal binding contract. Also, I have been provided a copy of this agreement AND the current College Catalog for my records.**

## **Student Acknowledgements (Part of Enrollment Agreement)**

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog. **Initials:**X\_\_\_\_\_
2. I have carefully read and received an exact copy of this enrollment agreement. **Initials:**X\_\_\_\_\_
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. **Initials:**X\_\_\_\_\_
4. While enrolled in the school, I understand that I must maintain satisfactory academic progress (C or 2.0) as described in the school catalog and that my financial obligation to the school must be paid in full before an Official Transcript, Certificate or credential may be awarded. **Initials:**X\_\_\_\_\_
5. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement. **Initials:**X\_\_\_\_\_
6. **I understand that NSC does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, NSC must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.** **Initials:**X\_\_\_\_\_
7. I understand that the school does not guarantee job placement to graduates upon program completion. **Initials:**X\_\_\_\_\_
8. **I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old Capitol Plaza, Suite 333. Springfield, Illinois 62701-1404 or at [www.ibhe.org](http://www.ibhe.org).** X\_\_\_\_\_

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

\_\_\_\_\_  
**Signature of the Student**

\_\_\_\_\_  
Today's Date: mm/day/year

\_\_\_\_\_  
Name & Signature of the College Representative

\_\_\_\_\_  
Today's Date: mm/day/year

**I hereby certify that I have complied with the statute and rules applicable to Private Business and Vocational Schools throughout the process of enrolling the student.**

End Of The Agreement

Consumer Information is also provided as part of the Enrollment Agreement and is also available in Appendix III of this catalog

## **Student's Right to Know Act. Compliance Policy**

In accordance with the Federal Government Student's Right to Know Act, NSC shall disclose the graduation rates and also the transfer out rates for new full time students as required by IBHE PBVS. Such data is displayed on the website, [www.ncohc.org/student\\_resources/consumer\\_information](http://www.ncohc.org/student_resources/consumer_information).

## **Information Technology (IT) Policy**

This policy covers all information technology items including, but not limited to, electronic media, handheld portables, telephones, smart phones, recording devices, computer hardware, and software applications.

The use of NSC computer equipment on campus is strictly limited to academic use only. Students are not permitted to alter, or attempt to alter, settings on any computer and media devices without prior authorization. Students will be held accountable for any unauthorized use of devices or use of the equipment resulting in hard ware and software damage including infection with viruses, malware, spyware etc.



The use of Free Student WIFI (internet) access is reserved for enrolled NSC students and is restricted to academic purposes only. Any violation of this privilege may result in disciplinary action, including but not limited to expulsion from the College and/or the programs.

Students found in violation of this policy are subject to termination from any and all programs.

Students are reminded that sections of NSC campus are under 24 hour video surveillance.

## **Electronic Device Policy**

NSC does not permit the use of any electronic media device including but not limited to cell phone, smart phone, smart watches, or any other electronic device, voice recorder, digital or analog camera, video camera or other imaging device during any lecture, lab, and clinical session.

The use of electronic media (including cell phones) is strictly prohibited while in lecture, lab and/or clinical.

Use of Electronic Devices or other electronic media to capture, record in part or whole a lecture, presentation, pictures of anatomical models or equipment used in the lab, examination papers, examination questions; or any other testing material is strictly prohibited and constitutes grounds for dishonesty and severe disciplinary action including but not limited to expulsion from the course and/or the college.

***Cell phones MUST be on Silent (not vibrate) while in lecture, lab and /or clinical.***

***Cell phones must be turned OFF (not silent or vibrate) during any examination session.***

***Students found in violation of this policy are subject to termination from any and all programs without further warning.***

***Students are reminded that sections of NSC campus are under 24 hour video surveillance.***

## **Student Conduct & Dismissal Policy**

North Shore College requires all students to adhere to a professional standard of conduct and maintain a professional image in dress and demeanor. This conduct is expected in the classroom and in the healthcare clinical facility. Any student failing to conduct him/herself in an orderly and professional manner is subject to probation or program dismissal based on the severity of the infractions listed, but are not limited to:

- Failing to demonstrate a respectful demeanor towards clients, administrators, educators, fellow students, and/or staff of the clinical affiliate
- Failure to demonstrate adequate preparation for client care or for medication administration..
- Behavior consistent with dishonesty, disruptive acts, use of profanity, excessive tardiness, insubordination, or violation of safety rules.
- Failure to apply nursing principles/skills resulting in actual or potential harm to client during a nursing clinical excursion.
- Any acts of gross negligence on the part of the student.
- Behavior suggestive of being under the influence of a controlled substance (drugs) or alcohol.
- Giving medication without the approval and supervision of an instructor or conducting invasive procedures without direct supervision of an instructor.
- Falsifying or altering or withholding information and documents.
- Leaving the unit without approval from the clinical instructor during clinical excursion.
- Lack of confidentiality concerning client information including written, printed, verbal, or observed information status.
- Lack of adherence to school policy in addition to other regulatory agency policies.
- Harassing, or attempting to harass a student, staff, or faculty member.
- Students are prohibited from giving any kind of gift to an instructor (theory, lab, or clinical) whose input directly effects the outcome of the student grades or who is involved in present or future education of the student.
- Failing to dress in a modest fashion with clothes that are revealing, unclean, or inappropriate.
- Arriving late for clinical excursion.
- Arriving for clinical excursion or during lab without proper attire (Refer to Practical Nursing handbook and BNATP handbook for more information on program specific clinical uniform)
- Failing to comply with NSC policies and procedures

Course instructors have the right to establish clear behavioral expectations. The students also share the responsibility along with the instructor in maintaining an appropriate environment conducive to education and knowledge. Students' failure to adhere to the behavioral expectations of the course, instructor, the program, or the nursing profession at large while at school or the clinical affiliate become subject to disciplinary action which may include, but not limited to, warning, suspension, a

failing grade and/or termination from the course or the practical nursing program. A record of negative conduct/behavior will be documented by the instructor and maintained in the student's file.

**In case of violations leading to dismissal from the course and/or the program, disciplinary dismissal shall appear on the student transcripts.**

**Special Note:**

*Children are not allowed on NSC premises or the clinical affiliates at any time.*

**Students Right to Due Process Policy**

A student dissatisfied with an event in the school may seek to rectify this situation by filing a complaint in writing.

All complaints shall be submitted to the office of the Dean of Academics.

Students are, however, encouraged to talk to their instructor and the Program Director regarding their concerns in order to resolve the matter promptly and efficiently.

Once a complaint is received by the office of the Dean of Academics, a letter shall be issued in acknowledgment of the complaint.

Depending upon the nature of the complaint, the Dean of Academics may issue a decision on the matter without consultation OR may formulate a Resolution Committee which will then investigate, mediate, or resolve the issue at hand. The committee shall then report to the Dean of Academics with its finding in writing.

The committee may include a student representative from the student body.

The committee shall make no decisions without allowing all parties involved an opportunity to present evidence pertaining to the nature of the complaint and concerns.

All involved parties shall be heard as part of the resolution process.

The committee shall submit their findings, recommendations, or outcomes in writing to the Dean of Academics.

Based on the committee's recommendation and that of the Program Director of the concerned department, the Dean of Academics shall take further action to resolve the matter which may include but is not limited to deciding on the matter.

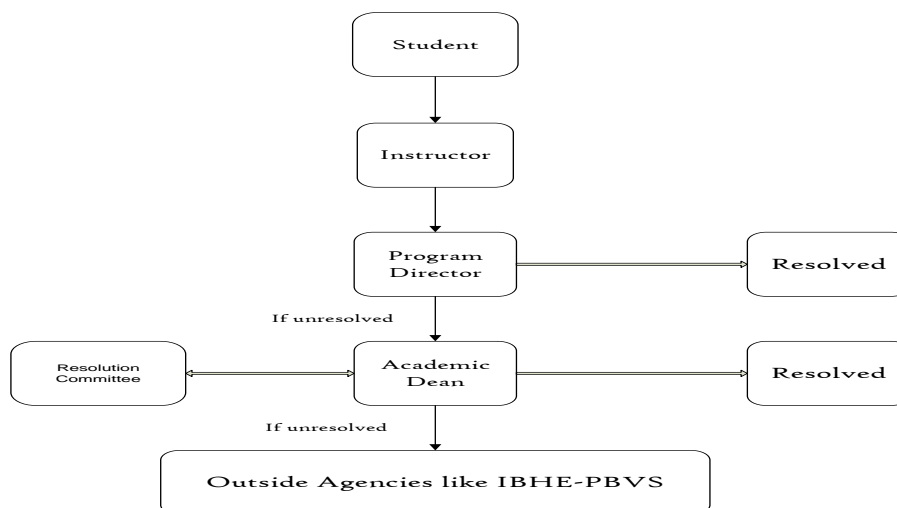
If the student is dissatisfied with the ruling or the outcome of the complaint after the Dean of Academics has intervened, the student may take up the matter with outside agencies.

Every assignee of the student enrollment agreement takes it subject to all claims and defenses to the student or his/her successors an interest arising under the agreement.

Students are encouraged to follow the Resolve Ladder below (NEXT PAGE):

## **NSC Resolve Ladder**

### **NSC RESOLVE LADDER**



### **Illinois Board of Higher Education**

Division of Private and Business Vocational Schools (PBVS)

1 N. Old Capitol Plaza, Suite 333

Springfield, Illinois 62701-1404

**Phone:** (217) 782-2551 **Fax:** (217) 782-8548 **TTY:** (888) 261-2881

**General Information:** [info@ibhe.org](mailto:info@ibhe.org) **Institutional Complaint Hotline:** (217) 557-7359  
<http://complaints.ibhe.org/>

## **Academic Standards and Progression**

### **Part Time Status**

Students enrolled in up to two (2) concurrent Prerequisite courses are classified as Part Time (PT) students.

### **Full Time Status**

Students enrolled in 3 or more concurrent Prerequisite courses are classified as Full Time (FT) students.

Students enrolled in Practical Nursing Program are classified as Full Time (FT) students.

## **Academic Policy**

### **Academic Year**

An academic year at North Shore College is defined as twelve (12) calendar months from July 1<sup>st</sup> to June 30<sup>th</sup>. This definition is adopted and shall be in effect beginning July 1<sup>st</sup>, 2014.

### **Academic Standard of Progression**

NSC requires all students to maintain a passing grade of C (2.0) in all courses. Students failing to maintain a passing grade of C (2.0) in any course shall be placed on Academic Probation. Students who fail to obtain a minimum of C (2.0) grade in two consecutive instruments of merit (such as quizzes, exams, presentation, clinical assessments, etc) are required to attend additional tutoring sessions free of charge. Tutoring sessions for the morning batches are held from 2:45pm to 3:30pm and from 5:00pm to 5:45pm for the evening sessions. Students missing 2 or more tutoring sessions, after failing 2 consecutive testing matrices, will be terminated from the course or the program. This sanction is removed once a satisfactory grade of C or higher is achieved.

### **Academic Progression Policy**

All students once enrolled in any program at NSC shall be monitored for satisfactory achievement of goals and objectives. This is accomplished by:

1. Limiting the student instructor ratio no greater than 35:1 in didactic sessions.



2. Limiting the student instructor ratio no greater than 10:1 in clinical settings.
3. Requiring the advisor to monitor student progress at midterms and before the final by evaluating the grades.
4. Submission of student progress to the Program Director and the Academic Dean at midterms and before the final; or any other time where the student becomes At Risk For Failure (ARFF) student; or if the students reports difficulty in the course.
5. Students who obtain a grade lower than C (2.0) in any two testing metrics (any combination of quizzes, exams, presentations, lab performance etc) are considered At Risk For Failure Students.
6. NSC requires that student grades be given to the student after midterms, and then again before the final exams.
7. Students may obtain/print their unofficial transcript, schedule of enrolled coursework etc, verification of enrollment free of charge by logging on to our online portal ([www.ncohc.populiweb.com](http://www.ncohc.populiweb.com)).
8. Students are issued an official transcript once they complete the program or any other time by request (charges apply).
9. Students with a hold on their account will not be able to obtain their transcripts, unless the situation is resolved.
10. NSC requires that programs be evaluated by students before the end of the term through formal Instructor Evaluations. Such evaluations will be submitted to the Program Director and then to the Academic Dean to ensure student satisfaction and to identify areas of improvement in the course and/or the instructor.
11. All instructors are evaluated at least once per year by the Program Director and/or the Academic Dean (or sooner if improvement in progress is warranted).
12. The students are reminded that the Program Director and the Academic Dean have an Open Door Policy to assist them in accomplishing their career goals at NSC.

#### **Academic Standard of Progression in the Practical Nursing Program**

1. NSC requires that all students accepted into the Practical Nursing Program must follow the Practical Nursing Curriculum Plan as outlined in the Practical Nursing Curriculum Plan section of this handbook. All students are required to maintain a passing grade of C (2.0) in all courses.
2. Students who do not follow the Curriculum plan as outlined in the Curriculum Plan section shall be dismissed from the Program.
3. **Effective July 1, 2016:** All students must obtain a minimum of Proficiency Level 1 on Standardized ATI Tests proctored towards the end of PNP 121 through PNP 126. Students failing to obtain a minimum of Proficiency Level 1 shall be subject to Remediation Plan which shall be determined by the Director of Nursing (or an assignee) and shall be conducted outside the regular scheduled class hours. Failing to comply with the Remediation Plan or obtaining a minimum of Proficiency Level 1 even after completion of the Remediation Plan shall result in a failing grade for the course, in which case, the student must repeat the entire course. NSC reserves the right to create exceptions on an individual basis in order to benefit the student(s); the Academic Dean shall have the final authority in such matters.
4. All Practical Nursing Students MUST complete the required clinical excursion at the designated facility and time under the direct supervision of NSC faculty. Tardiness or absence in clinical component of the program is not tolerated and shall lead to dismissal from the program. If the tardy or absence is determined to be due to extenuating circumstances (requires documentation), the Director of Nursing may schedule the student to complete the excursion with a different batch outside of the regular scheduled class hours or may require the student to complete simulation assignment(s) which may require longer than 8 hours to complete and will be charged a fee of One Hundred Fifty dollars, \$150 per missed clinical or lab session.
5. Missed lab and/or clinical sessions are ONLY offered when the absence is due to extenuating circumstances, including but not limited to illness (requires a note from a physician), court date (letter from the court required), immigration appointments (appointment letter required), etc. etc. The Academic Dean has the final authority.

6. NSC encourages all students to follow the Curriculum Plan and repeat the course with a D or lower grade immediately with the following batch of students. Students who fail to attempt a course with a D or lower grade within two ( 2 ) times the course is offered maybe required to complete additional requirements for reenrolling as determined by the Director of Nursing in consultation with the Academic Dean.
7. Practical Nursing Students are not permitted to take additional time off other than specified in the Curriculum Plan. Students who seek to take additional time off must submit a completed Curriculum Variance Form 220 to the Director of Nursing. The Director of Nursing in consultation with the Academic Dean shall decide on the matter, based on the nature of the request. Submission of the form does not guarantee approval of variance. The Academic Dean has the final authority in such matters.
8. Students found not following the Practical Nursing Curriculum Plan without proper approval shall be terminated from the program. Reentry into the Practical Nursing Program then requires that the student go through the Readmission Process.
9. Students granted approval of variance to the Curriculum Plan shall be subject to new tuition structure of the batch they join upon their return.
10. NSC reserves the right to place additional requirement for reentry such as participation in a review session, clinical simulation session, completion of review questions etc.

### **Tutoring Sessions**

In an effort to help our students excel, NSC offers free tutoring to all the enrolled students. Tutoring session(s) must be requested in writing. Students must submit a request in writing to their instructor and/or the Program Director in case tutoring session(s) is desired. The Academic Dean shall have the final authority in such cases.

### **Academic Withdrawal**

Students enrolled in Prerequisite course work (Bio 120, English 101, Math 101 and Psychology 101) may withdraw from the course within the first week of the course (5 business days) without receiving a letter grade on their transcript.

Students enrolled in Prerequisite course work (listed above) who withdraw after the first week of the course will receive a letter grade on their transcripts for the course.

All students enrolled in the Practical Nursing Program must follow the Curriculum Plan listed in this catalog and any variance must be approved by the Director of Nursing and Academic Dean. NSC reserves the right to deny continuation of enrollment to students who do not follow the Curriculum Plan as stated in this catalog without prior approval.

### **Official Transcripts**

Students may request Official Transcript(s) by submitting a completed and signed Transcript Request Form (available from the Registrar or the Accounting Office). Transcript Fee of \$5 for the first set and \$3 for each additional if ordered at the same time is required.

**Official Transcripts require 3-5 business days for processing once the payment is received along with a completed Transcript Request Form. Expedited service is available for an additional \$50 for next day service, if Transcript Request Form and the payment are received before 3pm.**

Students may obtain their unofficial transcripts by logging into their online portal called populi.

### **Grades Contesting Policy**

Students who wish to contest their final course grade(s) must contact their instructor immediately. NSC requires that students should audit their grades with their instructors during office hours (or by appointment) no later than 1 week after the final course grades are released.

If after meeting with the instructor a resolve is not achieved, contact the Program Director or the Academic Dean immediately and submit a request in writing (or via email). The Program Director and/or the Academic Dean shall audit the grades to ensure fairness to rectify this situation. Grade change request must be initiated as early as possible and must reach

the Program Director and/or the Academic Dean no later than 6 weeks after the grades have been released. The Academic Dean reserves the right to appoint a designate to investigate the issue or decide on the matter. The Academic Dean has the final authority. Student may seek outside help such as IBHE-PBVS, if the decision of the Academic Dean is not found to be satisfactory.

### **Academic Probation**

Students who fail to maintain a passing grade of C (2.0) in any course shall be placed on Academic Probation. Once placed in this category, the student may only register for course work approved by the Program Director and/or the Academic Dean and may have to participate in mandatory tutoring sessions (at no additional cost to the student). Probationary status will appear on the transcript.

### **Academic Dismissal**

Students who fail to obtain a passing grade of C (2.0) in any two courses or the same course twice are dismissed from the college with Academic Probation and Academic Dismissal added as remarks on the transcript. Students once dismissed must go through the Readmission process if they wish to continue at NSC. Readmissions are not automatic or guaranteed, and are at the discretion of the Academic Dean (See Readmission Policy Below).

The Academic Dean may once override the Academic Dismissal and extend the Academic Probation if in the administrator's judgment the cause of failure was due to extenuating circumstances.

### **Copyright Policy**

Violation of Copyright laws is strictly prohibited at NSC. Unlawful use, copying, reproduction of any copyrighted material including intellectual property is strictly prohibited. Violation of this policy may lead to detrimental effects on enrollment, including but not limited to termination from the course and/or the Program.

For additional information, please contact the Director of Nursing who is our copyright officer.

### **Readmission Policy**

A student once dismissed from a Program or the college may only resume classes by going through the readmission process as follows:

1. Students seeking readmission into the Program must submit an application for readmission accompanied by a non-refundable readmission fee of One Hundred Dollars (\$100).
2. Students seeking readmission into a Program must submit a letter addressed to the Program Director or the Academic Dean explaining the circumstances that lead to the dismissal and the grounds for readmission.
3. The Program Director in consultation with the Academic Dean may accept or deny a complete or a conditional readmission into the program.
4. Students may ONLY be readmitted if all outstanding balances have been paid in full; all previously loaned books from the library have been returned with proper dues paid; and a letter explaining the reasons for seeking readmission is submitted.
5. Submission of a readmission application or the readmission fee does not guarantee readmission into the Program or the College.
6. Readmission to the Program does not guarantee readmission to the previous cohort of students.
7. The Academic Dean may once override the Academic Dismissal and extend the Academic Probation if in the administrator's judgment the cause of failure was due to extenuating circumstances.

### **Academic Dishonesty**

All NSC students must conduct themselves in accordance with the highest standards of academic honesty and integrity. Academic dishonesty by a student will not be tolerated. Academic dishonesty constitutes grounds for dismissal from the college.

#### ***Academic dishonesty includes, but not limited to, the following:***

- Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the faculty member.
- Use of electronic devices or other electronic media to capture, record in part or whole a lecture, presentation, pictures of anatomical models or equipment used in the lab, examination papers, examination questions or any other testing material is strictly prohibited. Refer to the Electronic Device Policy of this catalog.
- The use of electronic devices including but not limited to cell phones while in lecture, lab or clinical sessions is strictly prohibited. (See Electronic Device Policy)
- Copying from another person's paper.

- Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the faculty member.
- Possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as or in the preparation of a quiz or examination or similar evaluation.
- Taking a quiz or examination or similar evaluation in place of another person fraudulently.
- Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself.
- **Plagiarism:** copying and or submitting someone's work as your own.
- Changing material on a graded examination (Scantron etc) and then requesting a re-grading of the examination.
- Cooperating or collaborating with someone else on a quiz, examination, or similar evaluation without the prior consent of the faculty member.
- Removing testing material, all test items must be submitted back to the instructor and accounted for. If any of the materials is unaccounted for at the time of collection, the test or quiz grade will remain as a ZERO for the entire class. If the item is returned, the grade will stand a ZERO. However, if a student should remove any type of test or quiz material without knowledge of the instructor, the student will be expelled from the program immediately.
- Attempts to or found extending bribes (cash, expensive gifts, or objects of monetary value).
- **Students are prohibited from giving any kind of gifts to an instructor (theory or clinical) whose input directly effects the outcome of the student grades or who is involved at present or in the future education of the student.**
- Students are prohibited from giving gifts of value to any staff member for their entire stay at NSC.
- Students are prohibited from giving gifts of value to an instructor for their entire stay at NSC.
- **ALL students MUST allow instructor(s) to review any material being consulted (or suspected to be consulted) by the student while taking an exam or quiz. Students who refuse to volunteer inspection of the material, shall be considered cheating during an exam and are subject to termination from the course or the program for disciplinary reasons. NSC has a zero tolerance policy on cheating.**

### NSC General Admission Requirements

1. A completed copy of the admissions application. (\$25, non refundable fee)
2. At least 18 years of age; 16 years with the consent of a Legal Guardian (the Legal Guardian must co- sign the Enrollment Agreement.)
3. Proof of identity: (NSC will return the original documents back to the students after making a copy).
  - a. Original Social Security Card
  - b. One (1) item from the following:
    - i. A Valid State Issued Driver's License
    - ii. A Valid State Identification Card
    - iii. A Valid Passport
4. Passing score on the Entrance Exam (TABE)\*. \$25, non refundable fee per attempt.
5. High School Diploma or GED
6. Students seeking transfer of course work must arrange to send Official Transcripts directly to NSC Student Services within 2 weeks.
7. All foreign transcripts must be evaluated by an accepted accreditation and evaluation agency.
8. Obtain an average of 65 % on TABE (Entrance Exam) within 3 attempts per year; each attempt be separated by 2 weeks. A \$25 non refundable Exam Fee applies per attempt.
9. Pass an interview (discretion of the Program Director).

\*Refer to the section on Waiver for TABE for more information.

### Program/ Course Descriptions

#### Prerequisite Coursework for Entrance into the Practical Nursing Program (Pre-PN)

##### Pre-Practical Nursing Courses Overview

All students seeking entrance into the Practical Nursing Program must complete the Prerequisite Course work with a minimum of 74% (2.0, C).

After successful completion of these courses, the student gains eligibility to apply for the Practical Nursing Program at North Shore College (NSC). Completion of the prerequisite courses **does not** guarantee an automatic placement into the Practical Nursing Program at NSC. NSC is not responsible for transfer of these courses for credit at other institutions; for prerequisite

course transfer of credit to other institutions, the student should contact a representative from that particular school or program of interest.

Grades for the Prerequisite courses are reported on transcripts but no certificate of completion is issued.

## **Prerequisite coursework Admission Requirements**

1. A completed copy of the admissions application (\$25 fee, non refundable).
2. Pass the NSC Entrance Exam (TABE).\* (\$25 fee, non refundable).
  - a. All foreign transcripts must be evaluated by an accepted accreditation and evaluation agency.
  - b. NSC Entrance Exam must be passed within a maximum of 3 attempts; each attempt to be separated by 2 weeks. Student must take the exam on campus under NSC supervision.
3. Proof of identity: (NSC will return the original documents back to the students after making a copy).
  - a. Original Social Security Card
  - b. One (1) item from the following:
    - i. A Valid State Issued Driver's License
    - ii. A Valid State Identification Card
    - iii. A Valid Passport
4. High School Diploma or GED
5. 18 years of age; or 16 years with the consent of a Legal Guardian (Legal Guardian must co-sign the Enrollment Agreement)
6. Pass an interview (discretion of the Program Director)

\*Refer to the section on Waiver for TABE for more information.

## **Prerequisite to Practical Nursing Program Course List (Required)**

- |   |  |
|---|--|
| <b>1. ENG-101 Rhetoric Communication</b>  | <b>48 Theory Contact Hours</b>             |
| Offered one day a week Morning Session (9am-2:30pm; 30 min lunch) for 10 Weeks    |  |
| Evening Session (6:00 pm -10pm, no lunch) for 12 Weeks                            |  |
| <b>2. MTH-101 Medical Math</b>  | <b>48 Theory Contact Hours*</b>            |
| Offered one day a week Morning Session (9am-2:30pm; 30 min lunch) for 10 Weeks    |  |
| Evening Session (6:00 pm -10pm) for 12 Weeks                                      |  |
| <b>3. PSY-101 Introduction to Mental Health</b>                                   | <b>48 Theory Contact Hours*</b>            |
| Offered one day a week Morning Session (9am-2:30pm; 30 min lunch) for 10 Weeks    |  |
| Evening Session (6:00 pm - 10pm ) for 12 Weeks                                    |  |
| <b>4. BIO-120 Human Anatomy &amp; Physiology I</b>                                | <b>60 Theory, 40 Lab Hours. Total 100*</b> |
| Offered 2 days a week Morning Session (9:00am -2:30pm; 30 min lunch) for 10 Weeks |  |
| Offered 2 days a week Evening Session (6:00pm-10pm ) for 12.5 Week                |  |

**Students may complete the course work listed above in 10 Weeks during the Morning Session or in 12.5 Weeks during the Evening Session. Refer to the Class Schedule for exact start and end dates.**

**Disclaimer:** NSC does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, NSC must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

## **Prerequisite coursework for the Practical Nursing Program Description & Prices**

### **BIO-120 Human Anatomy & Physiology I**

**(60 Theory, 40 Lab Contact Hours. Total 100)**

**Price: \$1399**

BIO 120 Human Anatomy & Physiology I is designed for students seeking a career in life science professions. This introductory course illustrates the structure and function of human cells, tissues, organs and various body systems. Theoretical knowledge is supplemented by identification of structures in the lab using scale and life-size models of the human body. The use of microscope is illustrated and employed while identifying cellular structures such as various types of cells. The information presented is also correlated with pertinent physiology. This course is a requirement for entrance into the Practical Nursing Program. No certificate is issued upon completion. Course grades with percentage points reported on the transcripts.



**Prerequisites:** *General Admission to NSC.*

### **BIO 120 Key Course Objectives**

- Define key medical terms as used in anatomy and physiology
- Identify 11 body systems, main body cavities with the organs they house
- Illustrate the energy requirements of the cell and the body
- Describe the physiologic mechanisms of homeostasis and types of feedback regulations
- Describe the various types of microscopes, their uses and limitations
- Define hyper, hypo and isotonic solution with respect to their effects on cells
- List the structure and function of the 2 main types of bones (compact and spongy)
- Name the 3 different types of cells involved in bone formation
- Explain the process of Primary and Secondary ossification.
- Describe the types of joints found in the human body, give examples
- Identify the structure of the synovial joints; give examples of joints and their associated movements
- Compare the three types of muscle tissue
- Explain the lever systems at work in the musculoskeletal system
- Describe the structural and functional organization of the Nervous System
- Explain the functional unit of the nervous system and identify the main structures
- Define a neurotransmitter and give examples
- Describe and name the anatomical and functional components of a reflex arc
- Illustrate the role of Cerebrospinal fluid, its formation and location
- Identify the lobes of the cerebral hemispheres and associate at least 2 functions with each
- Compare the extrinsic and extrinsic muscles of the eye
- Illustrate the composition of the fundus and the retina
- Explain the innervations of the eye
- List key medical terminology terms as they relate to the knowledge base covered

**Price:**

<b>Registration:</b>	<b>\$100 (NON REFUNDABLE)</b>
<b>Tuition:</b>	<b>\$1287</b>
<b>Total:</b>	<b>\$1387</b>

*The course textbook is available through the NSC Bookstore for an additional \$75 and is not included in the price of the course. Textbook price is subject to change.*

### **PSY-101 Introduction to Mental Health**

**(48 Theory Contact Hours)**

**Price: \$650**

This course is designed to introduce students to human behavior and mental processes. Emphasis is placed on topics such as: perception, learning, memory, lifespan development, emotion, personality, social behavior, and mental illness, in addition to brief introductions to schools of thought in psychology, current theories of mental illness, psychotherapeutic drug therapy and therapeutic modalities. This course is a requirement for entrance into Practical Nursing Program.

**Prerequisites:** *General Admission into NSC*

**Price:**

<b>Registration:</b>	<b>\$100 (NON REFUNDABLE)</b>
<b>Tuition:</b>	<b>\$550</b>
<b>Total:</b>	<b>\$650</b>

*The course textbook is available through the NSC Bookstore for an additional \$105 and is not included in the price of the course. Textbook price is subject to change.*

### **PSY 101 Key Course Objectives**

- Explore the foundations of psychology as behavioral science.

- Identify the historical, current and future perspectives and contemporary approaches relevant to the field of psychology.
- Explain the value of psychological research.
- Explore and discuss the major ethical issues that confront psychologists conducting research
- Understand the basic relationship of the brain to behavior, sensation, perception, learning, and memory.
- Connect the concept of human development to intelligence, motivation, emotion, and language.
- Compare and contrast personality theory from the psychodynamic, humanistic, and trait perspectives.
- Identify various psychological disorders and current treatment modalities.
- Understand the effects of psychological well-being on social interactions and personal health.

**MTH-101 Medical Math****(48 Theory Contact Hours)****Price: \$650**

This course is designed to review basic mathematical concepts such as, operations with whole numbers, fractions, decimals, percent, measurement, interpretation of graphs and applications to word problems. This course also introduces the student to relevant approach to the calculation and administration of drug dosages using the ratio and proportion formula, and dimensional analysis methods. This course is a requirement for Practical Nursing Program.

**Prerequisites:** *General Admission into NSC*

**Price:**

<b>Registration:</b>	<b>\$100</b>
<b>Tuition:</b>	<b>\$550</b>
<b>Total:</b>	<b>\$650</b>

*The course textbook is available through the NSC Bookstore for an additional \$65 and is not included in the price of the course. Textbook price is subject to change.*

**MTH 101 Key Course Objectives**

- Demonstrate accurate dosage calculation.
- Identify the elements of accurate documentation of medication administration
- Discuss the principles of medication administration safety.
- Demonstrate accountability for own practice by demonstrating basic nursing procedures and skills to
- Implement plan of care.
- Individual responsibility for quality of nursing care.
- Discuss the principles of medication administration safety
- Identify the elements of accurate documentation of medication administration
- Distinguish metric, household, and apothecary measurements.
- Estimate, calculate, and evaluate a variety of solid and liquid medication doses.
- Calculate and measure intra-dermal, subcutaneous, and intramuscular medication doses.
- Measure drugs administered in units (heparin, penicillin, insulin).
- Identify pediatric considerations for drug administration.
- Calculate intravenous fluid flow rates (drops per minute and milliliters per hour) and infusion times.
- Identify abbreviations and symbols for drug preparation and administration.
- Accurately read and interpret a drug label in relation to a medication order.

**ENG-101 Rhetoric Communication****(48 Theory Contact Hours)****Price: \$650**

This course is designed to enhance the students' analytical skills by providing them with the necessary tools to effectively communicate. This course also introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students modify topics; develop and support ideas; investigate, evaluate and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and

purposes. Writing activities will include exposition and argumentation with at least one researched essay. This course is a requirement for entrance into the Practical Nursing Program.

**Prerequisites:** *General Admission into NSC.*

## ENG 101 Key Course Objectives

- Emphasize expository writing expected in college courses.
- Understand the process of writing essays.
- Become familiar with writing effective sentences using essential skills.
- Comprehend different kinds of compositions.
- Explore ideas for original essays based on experience, observation or reading.
- Focus on the skills to communicate clearly and precisely.
- Recognize ways authors use literary elements in prose.

## Price

**Registration:** \$100

**Tuition:** \$650

**Total:** \$650

*The course textbook is available through the NSC Bookstore for an additional \$106 and is not included in the price of the course. Textbook price is subject to change.*

## Prerequisite Course Price Overview

*(all prices are subject to change)*

Item No	Course No & Title	Price (excludes books)
1	BIO-120 Human Anat & Phy I	\$1399
2	ENG-101 Rhetoric Communication	\$650
3	MTH-101 Medical Math	\$650
4	Intro to Mental Health	\$650
	TOTAL	\$2764

## Practical Nursing Program Overview

**Statistical data on enrollment and outcomes for this program can be found in Appendix-III**

The Practical Nursing Program at NSC is a comprehensive program that matriculates students with exemplary knowledge and nursing skills. The program consists of a total of 1050 Clock Hours conducted over 42 weeks during the morning session (Theory 9:00am-2:30pm, Clinicals 7:00am-1:30pm) and 50 weeks during the evening session (Theory 6:00pm-10:00pm, Clinical 3:00pm-9:30pm)\*. NSC offers both AM and PM sessions of the Practical Nursing Program (1050 clock hours). The AM program is taught over 42 weeks, and the evening program is taught over 50 weeks. The program is approved by Illinois Board of Nursing and Illinois Department of Professional Regulations (IDFPR). Practical Nurses (PNs) are important members of the health care team. They care for the ill, injured or infirm; promote wellness, maintain health and prevent illness under the direction of a registered nurse, licensed physician or dentist. Practical Nurses work in hospitals, skilled



nursing and long-term care facilities, physician's offices, acute and chronic care facilities including clinics. Some other areas where a Licensed Practical Nurse may be employed are: home health, psychiatric health and specific health agencies.

Upon successful completion of this program, graduates earn a Certificate of Practical Nursing, IV Administration and Pharmacology; and are eligible to apply for the Licensure Examination for Practical Nurses (NCLEX-PN) to become Licensed Practical Nurses.

\*Refer to the class schedule for exact dates and time.

**Disclaimer:** Dates and times for clinical sessions in Basic Nursing Assist. Training Program and Practical Program may sometimes have to be varied based on the final schedule approval by clinical affiliates; such change shall not constitute a breach of enrollment agreement.

NSC reserves the right to change/cancel the class schedule if enrollment numbers are deemed too low for the course. In which case NSC shall retain only the Non Refundable charges.

A change in schedule may occur due to inclement weather or for events beyond the control of NSC, which shall not constitute a breach of enrollment agreement.

### **Practical Nursing Program Key Objectives**

- To prepare competent Practical Nurses capable of utilizing learned knowledge in providing physical manpower, ethical and vocational skills that are needed in delivery of healthcare services to clients of all ethnicities, cultural, social and economic levels.
- Graduates of North Shore College Practical Nursing Program will:
  - a. Utilize the nursing process in the resolution of client potential/actual health care problems.
  - b. Implement client care with dignity and respect based on prioritized potential/actual health care needs.
  - c. Apply cultural sensitivity, safe effective health care principles, based on data obtained from timely nursing assessments needed for the ongoing evaluation of client goals.
  - d. Successfully pass NCLEX-PN

### **Practical Nursing Admission Requirements**

Following are the minimum Admission Requirements for the Practical Nursing Program:

1. A completed copy of the admissions application (\$25, non refundable)
2. Pre Practical Nursing Program with a minimum of C (74%, 2.0).
3. Pass an PN Entrance Exam ATI-TEAS (\$75 non refundable fee) OR HESI A2.
  - a. PN Entrance Exam must be passed within a maximum of 5 attempts.
  - b. Each attempt to be separated by a minimum of 2 weeks.
  - c. A \$75 non refundable fee is charged per attempt.
4. At least 18 years of age, 16 with the consent a Legal Guardian (Legal Guardian must co-sign the Enrollment Agreement)
5. Proof of identity: (NSC will return the original documents back to the students after making a copy).
  - a. Original Social Security Card
  - b. One (1) item from the following:
    - i. A Valid State Issued Driver's License
    - ii. A Valid State Identification Card
    - iii. A Valid Passport
6. High School Diploma or GED required.
7. Official Transcripts sent directly from the Student Services where the prerequisite or transfer course work was completed (if other than NSC)
8. Foreign Transcripts after evaluated by a US evaluation agency
9. Pass a drug test (\$50, non refundable)
10. Pass a biometrics screen (Illinois Nursing Board. \$65)
11. Documentation of good physical health including PPD Skin TB Test (by a Doctor or Nurse Practitioner)\*
12. Up to date Immunization Record (or report of acceptable titers)\*
13. Pass an interview with the Director of Nursing
14. Must have Incidental Insurance for the entire duration of the program, once admission is granted

### **\*Indirect Expenses:**

Indirect costs associated with this program but not included in the above price are:

Physical Exam including PPD test:

\$85 (estimated)

Titers :

\$250-\$450 (estimated)

Background Check

\$65

Incidental Insurance

\$60 (coverage ends with PNP 126)

**Disclaimer: Miscellaneous Charges and their Fair Estimate.**

These charges are not included in the price of the program but are generally incurred in preparation (pre-requisite) for some programs at NSC. NSC neither provides these services, nor does it accept value in exchange for such services. Therefore, NSC assumes no legal and/or financial responsibility related to these charges; and the student indemnifies NSC of any liability arising from the cost; or the inaccuracy of such information. The estimates in this section are provided solely for informational purposes to serve as a guide/ reference of the fair market value which may change at any time. Such charges include but not limited to: 1) Physical Exam: Estimated at \$85. 2) Immunization Titers estimated at \$250-\$450 (depending upon the missing record or missed immunization). Official Transcripts from previous institutions: \$10-\$50. Practical Nursing Uniforms: \$299; Incidental Insurance: \$25-35/month. Practical Nursing Books (may change): \$602. NCLEX-PN Fee: \$295.

**Practical Nursing Program AM Course List**

The Morning Session (Fast Track) is conducted over 42 weeks, Monday-Friday with Theory & Lab from 9:00am to 2:30 pm and Clinical from 7:00am-1:30pm. Listed courses are offered sequentially with a few days break between courses. The number of weeks listed below does not include break time between courses. Previous course must be completed with a minimum of C (2.0). Lower number course therefore becomes a prerequisite for the higher number course. Satisfactory Academic progression is required for the program with no breaks (except those specified in the class schedule). Refer to class schedule for more details.

- |   |                             |
|---|-----------------------------|
| 1. PNP-120 Human Anatomy & Physiology II                  | (100 Contact Hours/4 weeks) |
| 2. PNP-121 Nursing Foundation                             | (120 Contact Hours/5 weeks) |
| 3. PNP-122 Nursing Care of the Chronically Ill            | (200 Contact Hours/8 weeks) |
| 4. PNP-123 Nursing Care of the Acutely Ill                | (200 Contact Hours/8 weeks) |
| 5. PNP-124 Nursing Care of the Pediatric Child            | (125 Contact Hours/5 weeks) |
| 6. PNP-125 Nursing Care of the Developing Family          | (125 Contact Hours/5 weeks) |
| 7. PNP-126 Nursing Leadership & Medication Administration | (180 Contact Hours/7weeks)  |

**Practical Nursing Program PM Course List**

The Evening Session is conducted over 53 weeks, Monday-Friday with Theory & Lab from 6:00pm to 10 pm and Clinical from 3:00pm-9:30pm. Listed courses are offered sequentially with a few days break between courses. The number of weeks listed below does not include break time between courses. Previous course must be completed with a minimum of C (2.0). Lower number course therefore becomes a prerequisite for higher number course. Satisfactory Academic progression is required for the program with no breaks (except those specified in the class schedule). Refer to class schedule for more details.

- |   |                             |
|---|-----------------------------|
| 1. PNP-120 Human Anatomy & Physiology II                  | (100 Contact Hours/5 weeks) |
| 2. PNP-121 Nursing Foundation                             | (120 Contact Hours/6 weeks) |
| 3. PNP-122 Nursing Care of the Chronically Ill            | (200 Contact Hours/9 weeks) |
| 4. PNP-123 Nursing Care of the Acutely Ill                | (200 Contact Hours/9 weeks) |
| 5. PNP-124 Nursing Care of the Pediatric Child            | (125 Contact Hours/6 weeks) |
| 6. PNP-125 Nursing Care of the Developing Family          | (125 Contact Hours/6 weeks) |
| 7. PNP-126 Nursing Leadership & Medication Administration | (180 Contact Hours/8 week)  |

~Next page~

**Practical Nursing Curriculum Plan****Curriculum Plan: Practical Nursing Program***For Batches Starting Summer 2018 and onwards***High School Graduate or Equivalent (GED)\***

Admission Application  
Pass Entrance Exam  
Other Admission Requirements  
Acceptance into NSC  
Meet Financial Obligation  
Sign an Enrollment Agreement

**\*ATB Testing Required**

**Prerequisite Coursework: 4 Months**

English 101	(48 Hours)
Psychology 101	(48 Hours)
Math 101	(48 Hours)
Bio 120	(100 Hours)

**PN Application Process: 1- 1 ½ Mo**

TEAS Entrance Exam  
Biometrics  
Health Documents  
Interview  
Acceptance Into Practical Nursing  
Meet Financial Agreement  
Sign Enrollment Agreement

**Practical Nursing Program: 11 Months (Morning Session)**

PNP 120. Hours: 100. Weeks: 4  
PNP 121. Hours:120. Weeks 5  
PNP 122. Hours: 200. Weeks 8  
**Meet with Advisor**  
PNP 123. Hours: 200. Weeks 8  
PNP 124. Hours 125. Weeks 5  
PNP 125. Hours: 125. Weeks 5  
PNP 126. Hours: 180 Hours. Weeks 7  
NCLEX-PN Review: Week 2  
Comprehensive Exit Exam  
Practice Questions  
Graduation

**(Within 60 Calendar Days of passing PNP 126)**

**NCLEX-PN**

**Note: All PNP Courses are followed by a few days of break**

**Practical Nursing Program Course Descriptions & Prices****PNP-120 Human Anatomy & Physiology II****60 Theory, 40 Lab Contact Hours. Total: 100 Contact Hours****Price: \$1833**

This is the first course of the practical nursing program and is a continuation of Bio 120. This second course in Human Anatomy & Physiology expands on concepts introduced in Bio 120 and focuses on physiology at the level of body systems. A functional understanding of different systems, including cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems, their regulation and normal ranges, are emphasized. A brief introduction to classical aberrations is presented at the end of each system. Theoretical knowledge is supplemented by exercises that are aimed at identification and labeling of anatomical structures on scale and life-size models.

**Prerequisites:** *Entrance into the Practical Nursing Program; BIO 120 with Grade C (2.0) or better*

**Price:**

<b>Registration (NR):</b>	<b>\$100</b>
<b>Tuition:</b>	<b>\$1,434</b>
<b>Uniforms</b>	<b>\$299</b>
<b>Total:</b>	<b>\$1833</b>

*The course textbook is available through the NSC Bookstore for an additional \$69.99 (if not previously purchased for BIO 1200 and is not included in the price of the course. Textbook price is subject to change.*

*NR=Non Refundable*

**PNP-121 Nursing Foundation****60 Theory, 30 Lab, 30 Clinical Contact Hours. Total: 120 Contact Hours****Price: \$2427**

This course is designed to introduce the beginning student to the practical nursing and health care environment. Students are introduced to fundamental nursing skills combined with concepts of health and wellness, principles of safety, cultural issues, nutrition, communication, infection control (medical asepsis), nursing roles licensure, ethical and legal conduct will be emphasized. Students will assess basic human needs, perform patient assessments and identify physiological needs. Basic nursing skills are discussed and performed in the laboratory and clinical setting.

**Prerequisites:** *PNP-120 Anatomy and Physiology II with Grade C (2.0) or better.*

**Price**

<b>Registration(NR):</b>	<b>\$100</b>
<b>Tuition:</b>	<b>\$1717</b>
<b>NCLEX Prep</b>	<b>\$450</b>
<b>Nursing Kit:</b>	<b>\$100</b>
<b>Incidental Insurance Fee (NR)</b>	<b>\$60</b>
<b>Total:</b>	<b>\$2427</b>

*The course textbook is available through the NSC Bookstore for an additional \$94.99 and is not included in the price of the course. Textbook price is subject to change.*

*NR=Non Refundable*

**PNP-122 Nursing Care of the Chronically Ill Patient****90 Theory, 40 Lab, 70 Clinical Contact Hours. Total: 200 Contact Hours****Price: \$2750**

This course is designed to build upon the knowledge and skills obtained in Anatomy and Physiology and Nursing Foundation by focusing on chronic diseases and disabilities impacting the body's systems and functions i.e. neurological, psychological, respiratory, cardiovascular, hematology/oncology, renal, endocrine, sensory and orthopedic. This course will address medical interventions/treatments and theories of aging to include wear/tear and chronicity.

**Prerequisites:** *PNP-121 Nursing Foundation with Grade C (2.0) or better.*

**Price**

<b>Registration (NR):</b>	<b>\$100</b>
---------------------------	--------------

**Tuition:** \$2650

**Total:** \$2750

*The course textbook is available through the NSC Bookstore for an additional \$115 and is not included in the price of the course. Textbook price is subject to change.*

**NR=Non Refundable**

### **PNP- 123 Nursing Care of the Acutely Ill Patient**

**90 Theory, 40 Lab, 70 Clinical Contact Hours. Total: 200 Contact Hours**

**Price: \$3200**

Nursing Care of the Acutely Ill Patient PN-123: This course is designed with common threads that integrate information gained from previous nursing courses. The focus, however, is on acute illness/diseases and disabilities impacting the body systems and functions i.e. neurological, psychological, respiratory, cardiovascular, hematology/oncology, renal, endocrine, sensory and orthopedic. Emphasis is also on discussion of Patho-physiology of disease process, critical thinking and communication as the client is assisted towards optimal wellness. Students will observe the performance of corrective invasive procedures i.e., surgery and curative diagnosis procedures.

**Prerequisites:** *PNP-122 Nursing Care of the Chronically Ill Patient with Grade C (2.0) or better.*

#### **Price**

**Registration (NR):** \$100

**Tuition:** \$2650

**NCLEX Prep II** \$450

**Total:** \$3200

*This course uses the same text book as PNP 122. No additional textbook is required, if previously purchased. Textbook price is subject to change.*

**NR=Non Refundable**

### **PNP-124 Nursing Care of the Pediatric Child**

**60 Theory, 20 Lab, 45 Clinical Contact Hours. Total Contact Hours: 125**

**Price: \$1876**

This course is designed to build on course content previously taught, emphasizing disease related adjustments in nursing care and treatment based on the patient's age, weight, mental and emotional adjustment. The focus is on acute and chronic illness/disease and disabilities impacting the body's systems and functions i.e. neurological, psychological, respiratory, cardiovascular, hematology/oncology, renal, endocrine, sensory and orthopedic. This course will address medical and surgical interventions and recovery for the pediatric client.

**Prerequisites:** *PNP-123 Nursing Care of the Acutely Ill Patient with Grade C (2.0) or better.*

#### **Price**

**Registration (NR):** \$100

**Tuition:** \$1776

**Total:** \$1876

*The course textbook is available through the NSC Bookstore for an additional \$124 and is not included in the price of the course. Textbook price is subject to change.*

### **PNP-125 Nursing Care of the Developing Family**

**60 Theory, 20 Lab, 45 Clinical Contact Hours. Total: 125 Contact Hours**

**Price: \$1876**

This course is designed to build on the course content previously taught, emphasizing normal and abnormal pregnancy, labor and delivery, puerperium and newborn care. It will emphasize the disease related impact and adjustments on the developing child and pregnant mother. It will stress alterations in nursing care and treatment based on the developing family (ante partum, prenatal, and postpartum) and the presence of acute and chronic illness/disease and disabilities impacting the body

systems and functions i.e., neurological, psychological, respiratory, cardiovascular, hematology/oncology, renal, endocrine, sensory.

**Prerequisites:** PNP-124 Nursing Care of the Pediatric Child with Grade C (2.0) or better.

**Price**

<b>Registration(NR):</b>	<b>\$100</b>
<b>Tuition:</b>	<b>\$1776</b>
<b>Total:</b>	<b>\$1876</b>

*This course uses the same text book as PNP 124. No additional textbook is required, if previously purchased. Textbook price is subject to change.*

**NR=Non Refundable**

## **PNP-126 Nursing Leadership and Medication Administration**

**100 Theory, 20 Lab, 60 Clinical Contact Hours. Total: 180 Contact Hours**

**Price: \$2527**

This course is designed to prepare the student with leadership roles such as, team leader, treatment nurse, and a medication nurse. This course additionally incorporates preparation for employment, i.e., interview skills, portfolio, and resume development. The intent of the culminating course is to refine and strengthen clinical skills obtained while focusing on leadership and interpersonal skills and concepts such as change and power theories which impact guidance and supervision provided to unlicensed healthcare providers i.e., Basic Nursing Assistants and Medication Technicians.

**Prerequisites:** PNP-125 Nursing Care of the Developing Family with Grade C (2.0) or better.

**Price**

<b>Registration (Non Refundable):</b>	<b>\$100</b>
<b>Tuition:</b>	<b>\$2427</b>
<b>Total:</b>	<b>\$2527</b>

*The course textbook, drug reference book and additional Review book are available through the NSC Bookstore for an additional \$206 and are not included in the price of the course. Textbook prices are subject to change.*

## **Practical Nursing Program Price Overview**

*(all prices are subject to change)*

<b>Item No</b>	<b>Course No &amp; Title</b>	<b>Price</b> (includes ATI but not Textbooks)
<b>1</b>	<b>PNP-120 Human Anat &amp; Phy I</b>	<b>\$1833</b>
<b>2</b>	<b>PNP-121 Nursing Foundation</b>	<b>\$2427</b>
<b>3</b>	<b>PNP-122 Nursing Care of the Chronically Ill Patient</b>	<b>\$2750</b>
<b>4</b>	<b>PNP-123 Nursing Care of the Acutely Ill Patient</b>	<b>\$3200</b>
<b>5</b>	<b>PNP-124 Nursing Care of the Pediatric Child</b>	<b>\$1876</b>
<b>6</b>	<b>PNP-125 Nursing Care of the Developing Family</b>	<b>\$1876</b>
<b>7</b>	<b>PNP-126 Nursing Leadership and Medication Administration</b>	<b>\$2527</b>
	<b>TOTAL</b>	<b>\$16489</b>



**Indirect Expenses For Practical Nursing Program**

Indirect costs associated with this program but not included in the above price are:

Physical Exam including PPD test:	\$85 (estimated)
Titers :	\$250-\$450 (estimated)
Uniforms (may change)	\$299
Books (may change)	\$569
Background Check/Biometrics	\$75-100
Official Transcripts (if applicable) sent to NSC	\$10-50 (estimated)
NCLEX-PN Fee	\$285
Pinning Ceremony Fee	\$50
(if attending, incl. refreshments)	
Graduation Ceremony Fee	\$50
(if attending, incl. cap/gown, refreshments)	

**Disclaimer: Miscellaneous Charges and their Fair Estimate.** These charges are not included in the price of the program but are generally incurred in preparation (pre-requisite) for some programs at NSC. NSC neither provides these services, nor does it accept value in exchange for such services. Therefore, NSC assumes no legal and/or financial responsibility related to these charges; and the student indemnifies NSC of any liability arising from the cost; or the inaccuracy of such information. The estimates in this section are provided solely for informational purposes to serve as a guide/ reference of the fair market value which may change at any time. Such charges include but not limited to: 1) Physical Exam: Estimated at \$85. 2) Immunization Titers estimated at \$250-\$450 (depending upon the missing record or missed immunization). Official Transcripts from previous institutions: \$10-\$50. Practical Nursing Uniforms: \$299. Incidental Insurance: \$25-35/month. Practical Nursing Books (may change): \$570., NCLEX-PN Fee: \$295

***~END~***

*APPENDIX-I:  
Teaching Faculty*

**Full Time:****Dr. Asim M. Zafar M.D.**

Tel: (847) 850-5700 ext: 3949

Email: [dr.zafar@ncohc.org](mailto:dr.zafar@ncohc.org)**Anatomy & Physiology****Darrel Follman MSN. RN.**

Tel: (847) 850-5700

Email: [dfollman@ncohc.org](mailto:dfollman@ncohc.org)**Practical Nursing****Rodolfo Ranola BSN. RN.**

Tel: (847) 850-5700

Email: [rranola@ncohc.org](mailto:rranola@ncohc.org)**Practical Nursing****Sylwia Stawarz**

Tel: (847) 850-5700

Email: [Sstawarz@ncohc.org](mailto:Sstawarz@ncohc.org)**Practical Nursing****Adjunct:****Shalini Shrikanth MSN. RN. CNE**

Tel: (847) 850-5700

Email: [ShaliniS@ncohc.org](mailto:ShaliniS@ncohc.org)**Practical Nursing****Christina Cicero BSN. RN.**

Tel: (847) 850-5700

Email: [Christinacicero@gmail.com](mailto:Christinacicero@gmail.com)**Practical Nursing****Dr. Robert Taha M.D**

Tel: (847) 850-5700

Email: [rtaha@ncohc.org](mailto:rtaha@ncohc.org)**General Education / Anatomy & Physiology****Sarah Nogala M.Psy**

Tel: (847) 850-5700

Email: [sbaranek@ncohc.org](mailto:sbaranek@ncohc.org)**General Education****Shannyn Shroeder. MA-Psy**

Tel: (847) 850-5700

Email: [SShroeder@ncohc.org](mailto:SShroeder@ncohc.org)**General Education****Victoria Volfson BSN. RN.**

Tel (847) 850 5700

Email: [VV.Volfson@gmail.com](mailto:VV.Volfson@gmail.com)**Practical Nursing****Eleanor Bulatao BSN. RN.**

Tel: (847) 850 5700

Email: [nhudlun@ncohc.org](mailto:nhudlun@ncohc.org)**Practical Nursing****Ann Gins BSN. RN.**

Tel: (847) 850 5700

Email: [agins@ncohc.org](mailto:agins@ncohc.org)**Practical Nursing****Susan Solazzo. BSN. RN**

Tel (847) 850 5700

Email: [SSolazzo@ncohc.org](mailto:SSolazzo@ncohc.org)**Practical Nursing**

**Juliet Macarannas BSN. RN**  
Tel: (847) 850-5700  
Email: [jbmacarannas@gmail.com](mailto:jbmacarannas@gmail.com)

**Practical Nursing**

**Manju Mathai BSN. RN**  
Tel: (847) 850-5700  
Email: [Mmathai@ncohc.org](mailto:Mmathai@ncohc.org)

**Practical Nursing**

**Daniel Andrada BSN. RN**  
Tel: (847) 850-5700  
Email: [dandrada@yahoo.com](mailto:dandrada@yahoo.com)

**Practical Nursing**

**Deborah Maleh BSN. RN**  
Tel: (847) 850-5700  
Email: [dmaleh@ncohc.org](mailto:dmaleh@ncohc.org)

**Practical Nursing**

**Lyleth Bustillo BSN. RN**  
Tel: (847) 850-5700  
Email: [lbustillo@ncohc.org](mailto:lbustillo@ncohc.org)

**Practical Nursing**

**Akansha Laakso BSN. RN**  
Tel: (847) 850-5700  
Email: [alaakso@ncohc.org](mailto:alaakso@ncohc.org)

**Practical Nursing**

**Beverly Fajardo. BSN. RN**  
Tel: (847) 850-5700  
Email: [bfajardo@ncohc.org](mailto:bfajardo@ncohc.org)

**Practical Nursing**

**Neelam James. BSN. RN**  
Tel: (847) 850-5700  
Email: [NJames@ncohc.org](mailto:NJames@ncohc.org)

**Practical Nursing**

**Beverly P. Benito, RN, BSN**  
Tel: (847) 850-5700  
Email: [bpebenito@ncohc.org](mailto:bpebenito@ncohc.org)

**Practical Nursing**

**Dorine Walker, RN, BSN**  
Tel: (847) 850-5700  
Email: [dwalker@ncohc.org](mailto:dwalker@ncohc.org)

**Practical Nursing**

**Elizabeth Thruthumaly, RN, BSN**  
Tel: (847) 850-5700  
Email: [ethuruth@gmail.com](mailto:ethuruth@gmail.com)

**Practical Nursing**

**Vandana Singh, RN, BSN**  
Tel: (847) 850-5700  
Email: [vsingh@ncohc.org](mailto:vsingh@ncohc.org)

**Practical Nursing**

**Susan M. George RN, BSN**  
Tel: (847) 850-5700

**Practical Nursing**

Email: [Sgeorge@ncohc.org](mailto:Sgeorge@ncohc.org)

**Agneieszka Stawarz, RN, BSN**

Tel: (847) 850-5700

Email: [agenesstawarz@ncohc.org](mailto:agenesstawarz@ncohc.org)

**Practical Nursing**

**Tamekia Muhammad, RN, BSN**

Tel: (847) 850-5700

Email: [tmuhammad@ncohc.org](mailto:tmuhammad@ncohc.org)

**Practical Nursing**

## APPENDIX-II:



### NORTH SHORE COLLEGE

[www.ncohc.org](http://www.ncohc.org) Email: [admin@ncohc.org](mailto:admin@ncohc.org)

**Read Carefully. This is a Legal Document** R.10.2018

### ENROLLMENT AGREEMENT

#### STUDENT INFORMATION

STUDENT FULL NAME (First Middle Last):		
ADDRESS:		
CITY/STATE/ZIP:		
PHONE NUMBERS: H)	C)	W)
E-MAIL ADDRESS:		
SOCIAL SECURITY #:		STUDENT ID #
EMERGENCY CONTACT:		
RELATIONSHIP:		TELEPHONE #:

#### PROGRAM INFORMATION

DATE OF ADMISSION:

**PROGRAM / COURSE NAME:** Practical Nursing Program

**DESCRIPTION OF PROGRAM / COURSE:** The Practical Nursing Program at NSC is a comprehensive program that matriculates students with exemplary knowledge and nursing skills. The program consists of a total of 1050 Clock Hours conducted over 42 weeks during the morning session (Theory 9:00am-2:30pm, Clinicals 7:00am-1:30pm) and 50 weeks during the evening session (Theory 6:00pm-10:00pm, Clinical 3:00pm-9:30pm)\*. NSC offers both AM and PM sessions of the Practical Nursing Program (1050 clock hours). The AM program is taught over 42 weeks, and the evening program is taught over 50 weeks. The program is approved by Illinois Board of Nursing and Illinois Department of Professional Regulations (IDFPR). PNs are important members of the health care team. They care for the ill, injured or infirm; promote wellness, maintain health and prevent illness under the direction of a registered nurse, licensed physician or dentist. Practical nurses work in hospitals, skilled nursing and long-term care facilities, physician's offices, acute and chronic care facilities including clinics. Some other areas where a Licensed Practical Nurse may be employed are: home health, psychiatric health and specific health agencies.

Upon successful completion of this program, graduates earn a Certificate of Practical Nursing, IV Administration and Pharmacology; and are eligible to apply for the Licensure Examination for Practical Nurses (NCLEX-PN) to become Licensed Practical Nurses.

**PREREQUISITES:** Pass ENG 101, PSY 101, MTH 101, BIO 120 with a minimum C (2.0). PASS TEAS ®. Pass interview. Satisfactory Biometrics; Background Check; Drug Test; Health Status.

#### **PROGRAM / COURSE OBJECTIVES:**

To prepare competent Practical Nurses capable of utilizing learned knowledge in providing physical manpower, ethical and vocational skills that are needed in delivery of healthcare services to clients of all ethnicities, cultural, social and economic levels.

Graduates of NORTH SHORE COLLEGE Practical Nursing Program will:

Utilize the nursing process in the resolution of client potential/actual health care problems.

Implement client care with dignity and respect based on prioritized potential/actual health care needs.

Apply cultural sensitivity, safe effective health care principles, based on data obtained from timely nursing assessments needed for the ongoing evaluation of client goals.

Successfully pass NCLEX-PN

**FINANCIAL INFORMATION:** No Financial Aid (Title IV funding) is available to NSC Students

NSC accepts Cash, Personal Check, Visa, Master card, Discover, American Express (Self Pay), WIA, TRA, VA Funding. NSC refunds to the original payer (where applicable).

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PROGRAM START DATE: 04/23/2018  
 PROGRAM TOTAL WEEKS: 50weeks

PROGRAM END DATE: 03/2019  
 PROGRAM TOTAL HOURS: 1050 clock hours

**1) Course Enrollment: PNP – 120 ANATOMY & PHYSIOLOGY II**

<b>COURSE START DATE:</b> 08/27/2018		<b>END DATE:</b> 09/24/2018	
<b>Enrollment Status:</b> <input checked="" type="checkbox"/> FULL-TIME		<input type="checkbox"/> PART-TIME	
<input checked="" type="checkbox"/> DAY		<input type="checkbox"/> EVENING	
<b>CLASS MEETS:</b> M,T,W,TH,F			
<b>CLASS TIME:</b> 9:00AM-2:30PM Theory (30 min lunch)		Clinical: NONE	
<b>TOTAL NUMBER OF WEEKS:</b>		<b>TOTAL CLOCK HOURS:</b> 100	

**TUITION & FEES**

1) Registration Fee (Non Refundable)	\$ 100.00
2) Tuition	\$ 1434.00
3) Uniform charge	\$ 299.00

**TOTAL COST OF THIS COURSE**

**\$ 1833.00**

Student Acknowledgement of Enrollment in PNP 120 :X \_\_\_\_\_ **Date:** \_\_\_\_\_

**2) Course Enrollment: PNP 121 NURSING FOUNDATIONS**

<b>COURSE START DATE:</b> 10/01/2018		<b>END DATE:</b> 10/31/2018	
<b>Enrollment Status:</b> <input checked="" type="checkbox"/> FULL-TIME		<input type="checkbox"/> PART-TIME	
<input checked="" type="checkbox"/> DAY		<input type="checkbox"/> EVENING	
<b>CLASS MEETS:</b> M,T,W,TH,F			
<b>CLASS TIME:</b> 9:00AM-2:30PM Theory: (30 min lunch)		Clinical:	
<b>TOTAL NUMBER OF WEEKS:</b>		<b>TOTAL CLOCK HOURS:</b> 120	

**TUITION & FEES**

1) Registration Fee (Non Refundable)	\$ 100.00
2) Tuition	\$ 1717.00
3) ATI – NCLEX Prep (Non Refundable)	\$ 450.00
4) Nursing Kit	\$ 100.00
5) Incidental Insurance Fee	\$ 60.00

**TOTAL COST OF THIS COURSE**

**\$ 2427.00**

Student Acknowledgement of Enrollment in PNP 121 :X \_\_\_\_\_ **Date:** \_\_\_\_\_

**3) Course Enrollment: PNP 122 NURSING OF THE CHRONICALLY ILL PATIENT**

<b>COURSE START DATE:</b> 11/05/2018		<b>END DATE:</b> 01/10/2019	
<b>Enrollment Status:</b> <input checked="" type="checkbox"/> FULL-TIME		<input type="checkbox"/> PART-TIME	
<input checked="" type="checkbox"/> DAY		<input type="checkbox"/> EVENING	
<b>CLASS MEETS:</b> M,T,W,TH,F			
<b>CLASS TIME:</b> Theory: 9:00AM-2:30PM (30 min lunch)		Clinical:	
<b>TOTAL NUMBER OF WEEKS:</b>		<b>TOTAL CLOCK HOURS:</b> 200	

**TUITION & FEES**

1) Registration Fee (Non Refundable)	\$ 100.00
2) Tuition	\$ 2650.00

**TOTAL COST OF THIS COURSE**

**\$ 2750.00**

Student Acknowledgement of Enrollment in PNP 122 :X \_\_\_\_\_ **Date:** \_\_\_\_\_

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**4) Course Enrollment: PNP 123 NURSING CARE FOR THE ACUTELY ILL PATIENT**

<b>COURSE START DATE:</b> 01/22/2019		<b>END DATE:</b> 03/15/2019	
<b>Enrollment Status:</b> <input checked="" type="checkbox"/> FULL-TIME		<input type="checkbox"/> PART-TIME	



	<input checked="" type="checkbox"/> DAY	<input type="checkbox"/> EVENING
<b>CLASS MEETS:</b>	M,T,W,TH,F	
<b>CLASS TIME:</b>	Theory: 9:00AM-2:30PM (30 min lunch)	Clinical:
<b>TOTAL NUMBER OF WEEKS:</b>	<b>TOTAL CLOCK HOURS:</b> 200	

**TUITION & FEES**

- |                                      |            |
|--------------------------------------|------------|
| 1) Registration Fee (Non Refundable) | \$ 100.00  |
| 2) Tuition                           | \$ 2650.00 |
| 3) ATI – NCLEX Prep(Non Refundable)  | \$ 450.00  |

**TOTAL COST OF THIS COURSE**

**\$ 3200.00**

Student Acknowledgement of Enrollment in PNP 123 :X                      Date:             

**5) Course Enrollment: PNP – 124 NURSING CARE OF THE PEDIATRIC CHILD**

<b>COURSE START DATE:</b> 03/25/2018	<b>END DATE:</b> 04/26/2019
<b>Enrollment Status:</b>	<input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME
	<input checked="" type="checkbox"/> DAY <input type="checkbox"/> EVENING
<b>CLASS MEETS:</b>	M,T,W,TH,F
<b>CLASS TIME:</b>	Theory: 9:00AM-2:30PM (30 min lunch) Clinical:
<b>TOTAL NUMBER OF WEEKS:</b>	<b>TOTAL CLOCK HOURS:</b> 125

**TUITION & FEES**

- |                                      |            |
|--------------------------------------|------------|
| 1) Registration Fee (Non Refundable) | \$ 100.00  |
| 2) Tuition                           | \$ 1776.00 |

**TOTAL COST OF THIS COURSE**

**\$ 1876.00**

Student Acknowledgement of Enrollment in PNP 124 :X                      Date:             

**6) Course Enrollment: PNP 125 NURSING CARE OF THE DEVELOPING FAMILY**

<b>COURSE START DATE:</b> 05/06/2019	<b>END DATE:</b> 06/07/2019
<b>Enrollment Status:</b>	<input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME
	<input checked="" type="checkbox"/> DAY <input type="checkbox"/> EVENING
<b>CLASS MEETS:</b>	M,T,W,TH,F
<b>CLASS TIME:</b>	Theory: 9:00AM-2:30PM (30 min lunch) Clinical:
<b>TOTAL NUMBER OF WEEKS:</b>	<b>TOTAL CLOCK HOURS:</b> 125

**TUITION & FEES**

- |                                      |            |
|--------------------------------------|------------|
| 1) Registration Fee (Non Refundable) | \$ 100.00  |
| 2) Tuition                           | \$ 1776.00 |

**TOTAL COST OF THIS COURSE**

**\$ 1876.00**

Student Acknowledgement of Enrollment in PNP 125 :X                      Date:             

~End Of The Page~

**7) Course Enrollment: PNP – 126 NURSING LEADERSHIP & MEDICATION ADMINISTRATION**

<b>COURSE START DATE:</b> 06/17/2019		<b>END DATE:</b> 08/02/2019
<b>Enrollment Status:</b>	<input checked="" type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME
	<input checked="" type="checkbox"/> DAY	<input type="checkbox"/> EVENING
<b>CLASS MEETS:</b>	M,T,W,TH,F	
<b>CLASS TIME:</b>	Theory: 9:00AM-2:30PM (30 min lunch)	Clinical:
<b>TOTAL NUMBER OF WEEKS:</b>	<b>TOTAL CLOCK HOURS:</b> 180	

**TUITION & FEES**

1) Registration Fee (Non Refundable)	\$ 100.00
2) Tuition	\$ 2427.00
3)	
<b>TOTAL COST OF THIS COURSE</b>	<b>\$ 2527.00</b>

**Student Acknowledgement of Enrollment in PNP 126 :X**  **Date:**

**Indirect Expenses:**

Indirect costs associated with this program but not included in the above price are:

Physical Exam including PPD test:

\$85 (estimated)

Titers:

\$250-\$450 ( estimated)

**Disclaimer: Miscellaneous Charges and their Fair Estimate.** These charges are not included in the price of the program but are generally incurred in preparation (pre-requisite) for some programs at NSC.NSC neither provides these services, nor does it accept value in exchange for such services. Therefore, NSC assumes no legal and/or financial responsibility related to these charges; and the student indemnifies NSC of any liability arising from the cost; or the inaccuracy of such information. The estimates in this section are provided solely for informational purposes to serve as a guide/ reference of the fair market value which may change at any time. Such charges include but not limited to: 1) Physical Exam: Estimated at \$85. 2) Immunization Titers (if childhood immunizations are unavailable): estimated at \$250-\$450 (depending upon the missing record or missed immunization).Background check: \$90. Official Transcripts from previous institutions: \$10-\$50. NCLEX Fee: \$285.

**PAYMENTS:**

(Enrollment is not complete until all financial obligations are met and EA is signed)

**Total Amount Due: \$16,489.00**

☐ Paid In Full

**Today's Date:** \_\_\_\_\_

**Type of Payment:**

<b>IF THE ENTIRE AMOUNT IS NOT PAID BEFORE THE FIRST DAY OF CLASS</b>
<b>EASY PAY OPTION ARE AVAILABLE AS BELOW</b>
<b>(Payments are due when listed. \$35 late charge applies for every 5 days of nonpayment past due date)</b>

~End Of The Page~

**EASY PAY Payment Schedule LPN AM class**

<u>No</u>	<u>DATE DUE</u>	<u>AMOUNT DUE</u>	<u>Paid Via</u> <u>(Cash, Check, Credit)</u>	<u>FOR ADMIN USE:</u> <u>RECEIVED BY</u>
1	<u>Before first day</u> <u>in school</u>	\$1499.00		
2	<u>09/15/2018</u>	\$1499.00		
3	<u>10/15/2018</u>	\$1499.00		
4	<u>11/15/2018</u>	\$1499.00		
5	<u>12/15/2018</u>	\$1499.00		
6	<u>01/15/2019</u>	\$1499.00		
7	<u>02/15/2019</u>	\$1499.00		
8	<u>03/15/2019</u>	\$1499.00		
9	<u>04/15/2019</u>	\$1499.00		
10	<u>05/15/2019</u>	\$1499.00		
11	<u>06/15/2019</u>	\$1499.00		
	<b>TOTAL PAID-&gt;</b>			

**I hereby agree to make payments as per the above listed payment plan.**

**X: \_\_\_\_\_ (Student Signature) / Date: \_\_\_\_\_**

~End Of The Page~

**The Enrollment Agreement**

Students are hereby advised to verify accuracy of the information found in this agreement. This enrollment agreement is a legal document and is contractual in nature. By signing this agreement, the students hereby enters into a legally binding contract to pay the amount listed at the TOTAL COST OF THE PROGRAM LISTED UNDER THE FINANCIAL SECTION ABOVE. Failure to pay the Total Cost of the Program may result in financial and legal penalties as allowed by the State of Illinois.

**General Terms of Agreement**

1. NSC shall provide a course of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
2. NSC may change kit contents, textbooks, dress code, and curriculum format, teaching materials or any other educational methods at its discretion.
3. NSC assumes no responsibility for negligence or lack of skills of students while practicing any curriculum related services on each other.
4. NSC will grant a certificate of graduation and Official Transcript of Hours for the applicable course of study when the student has successfully completed all phases of study, required tests, practical/laboratory assignments; passed a final written and practical examination; completed the course of study according to State Board requirements; completed all requirements and made satisfactory arrangements for payment of all debts owed to the school.
5. NSC will issue an Official Transcript of course work completed at NSC to any student that requests such document, with following explanations:
  - a. All financial obligations are met by the student
  - b. All library materials have been surrendered in acceptable condition
  - c. Only course work completed shall be reported
  - d. Transcripts shall not indicate courses that the student is currently enrolled in.
  - e. Other notations may appear on the transcripts.
6. NSC will assist graduates in finding suitable employment by posting area employment opportunities and conducting Job Readiness sessions, but placement is not guaranteed.
7. NSC may terminate a student's enrollment for immoral or improper conduct as it sees fit; noncompliance with educational requirements, Standards of Conduct, General Policies, Enrollment Agreement, Satisfactory Progress Policy, State Laws and Regulations; NSC policies and procedures including but not limited to those listed in the Yearly Catalog and/or Program Specific Catalogs which shall be made available to the student. Any action which causes or could cause bodily harm to a client, a student, visitor or employee of the school; willful destruction of school property; and theft.
8. NSC provides adequate equipment, desks and work stations for the maximum number of students assigned to them at one time. The school does not assign work stations to any student to be used solely by that student during the course of study.
9. STUDENT agrees to pay the required fees and provide all required registration paperwork in a timely manner.
10. STUDENT agrees to comply with all Standards of Conduct, General Policies, State laws and regulations, and educational requirements including clinical assignments.
11. STUDENT agrees to provide all financial aid documents, if applicable, in the designated time frame.
12. STUDENT agrees to comply with the school's published dress code which may be changed at the discretion of the school. Student also agrees to project a professional image representative of the Health Care Profession.
13. STUDENT agrees to attend all classes as scheduled for the duration of the course of study.
14. STUDENT understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

**Withdrawal Procedure**

1. A student may withdraw from a course or a program by informing the Registrar verbally, or in writing. NSC encourages all students to submit a completed Withdrawal Form 105-R.
2. Any student who withdraws from a course or a Program prior to the start of the class/program or within five (5) business days from the start of the class shall not be included or reported as a new start for the course or the program.
3. For any student who withdraws from a course or a Program prior to the start of the class/program; or within five (5) business days from the start of the class, NSC shall only retain charges termed as Non-Refundable (NR) which include but not limited to Application Fee, Registration Fee, Testing fee, etc etc.

~End Of The Page~

4. A student found in violation of the Attendance Policy shall be Automatically Dropped from the course/program with the Last Date of Attendance (LDA) used for calculation of Refund. The Date of Determination (DOD) shall be when NSC officially terminates the enrollment of a student. All Refunds are processed within twenty one (21) calendar days from the Date of Determination (refer to Calculation of Refund for an example).
5. A student terminated from a course or a program due to violation of any other policy which includes but not limited to Code of Conduct, Satisfactory Academic Progression Policy, Curriculum Plan Policy shall be subject to Refund Policy and the refund will be issued within twenty one (21) calendar days from the Date of Determination (DOD).
6. In no event may a student be treated differently based on the source of funding or the timing of disbursements or payments.
7. NSC informs all students with withdrawal updates using our online portal system. X \_\_\_\_\_
8. The student has read and understands the Withdrawal Procedure as stated above: X \_\_\_\_\_

**Notice To Student**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. **NORTH SHORE COLLEGE (NSC) does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.**

**Buyers Right To Cancel**

**Do not sign this agreement before you read it or if it contains blank spaces above the end of the page.**

- I. Students have the right to terminate this agreement without penalties (except charges designated by NSC as **Non Refundable**) by **the fifth (5) business day from the 1<sup>st</sup> day of the course.**
- II. By signing this agreement, the student agrees to the receipt of a copy of the NSC handbook that lists the policies and procedure. **Initials: X** \_\_\_\_\_
- III. By signing this agreement, the student hereby acknowledges being made aware his right to terminate this agreement as stated above. **Initials: X** \_\_\_\_\_
- IV. Late payment may result in suspension from the program after 5 days past due or termination after 30 days past due.
- V. This agreement is binding **ONLY** when mutually signed by the student and the Program Director or the Dean of Academics, and at the address listed above as the main place of business. **Initials: X** \_\_\_\_\_
- VI. Any changes made in the agreement shall not be binding on either the student or the school unless such changes have been approved in writing by the Dean of Academics and the student or the student's parent or guardian if the student is a minor. **Initials: X** \_\_\_\_\_
- VII. The terms and conditions of this agreement are not subject to amendment or modification by oral agreement (except course extension due to inclement weather). **ALL CHANGES MUST BE SUBMITTED IN WRITING.** **Initials: X** \_\_\_\_\_  
Every assignee of the student enrollment agreement takes it subject to all claims and defenses to the student or his/her successors an interest arising under the agreement. **Initials: X** \_\_\_\_\_
- VIII. NSC refunds all monies back to the original payer (WIA funds back to WIA, Payment from Employer back to Employer etc).
- IX. Under the law you have the right, among others to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge, if the finance charge was levied.

~End Of The Page~

**Contract Costs and Payment Terms**

STUDENT agrees to pay the NSC tuition and fees for the program selected in advance at the start of the program or according to the payment plan as outlined in the Enrollment Agreement. NSC may, at its option and without notice, prevent student from attending class until any applicable unpaid balance is satisfied. NSC will charge a \$5.00 transcript fee for the first copy of student transcripts (each additional if ordered at the same time is \$3 per copy), students must fill out a Transcripts Request Form (available at the Registrar's office). All students seeking Readmission will be charged a non refundable (NR) Readmission Application Fee of \$100. NSC assesses a Late Fee of \$35 for every 5days of nonpayment past due date, and Non Sufficient Fund (NSF) Fee of \$70 where applicable.

**Cancellation/ Refund Policy**

- XIV. When the notice of cancellation is received by Student Services before midnight of the fifth (5) business day of the start of the course, all tuition and other paid charges, **except the Non Refundable charges including but not limited to, Application Charge, Registration Charge, Entrance Exam Charge, Drug Test Charge, charges related to biometrics**, will be refunded to the student within twenty one (21) calendar days from the date of the notice; or after three (3) days of unexcused absences from the course have occurred (Date of Determination). The total amount retained shall not exceed One hundred (\$100) dollars.
- XV. When an applicant is rejected by NSC for admission into a program, NSC shall only retain Non Refundable charges (Max \$100). Refund to be issued within twenty one (21) calendar days from the date of the Rejection Letter or Email.
- XVI. When an applicant accepted by NSC does not start the class (NO SHOW), NSC shall retain only the Non Refundable charges (Max \$100). The Date of Determination (DOD) shall be the end of the fifth (5) business day from the start of the course/program, and refund shall be issued within twenty one (21) calendar days from the Date of Determination (DOD).
- XVII. **For the sake of Refund Calculation, any partial attendance of an instructional sessions shall be viewed as a complete attendance session; no exceptions.**
- XVIII. **When the notice of cancellation is received by Student Services after the fifth (5) business day of the start of the course, NSC retains:**
- a. **All Non Refundable Charges (NR)**
  - b. **Prorated Earned tuition (which shall be assessed using the number of class sessions attended, where proration reaches 100% (and exhausts completely) at 50% of the course completion.**
  - c. **Effective Feb 1, 2018: NSC shall not retain any portion of unearned tuition.**
- XIX. **Refund to be issued within twenty one (21) calendar days from when the Notice of Cancellation was received by the Student Services OR Last Date of Attendance (LDA) whichever comes first.**
- XX. A student found in violation of the Attendance Policy shall be Automatically Dropped from the course/program with the Last Date of Attendance (LDA) used for calculation of Refund. The Date of Determination (DOD) shall be when NSC officially terminates the enrollment of a student. All Refunds are processed within twenty one (21) calendar days from the Date of Determination (refer to Calculation of Refund for an example).
- XXI. Any books, electronic media, nursing supplies, nursing kits, uniforms etc shall only be returned if accompanied by original receipt; are in good unused condition; with electronic media/media tag/login tag intact and unopened.
- XXII. The school shall refund all monies paid to, in any of the following circumstances:
- a. The school did not provide the prospective student with a copy of the student valid enrollment agreement
  - b. The school did not provide the prospective student a copy of the current student catalog in print or in electronic media.
  - c. The school cancels the course or discontinues the course of instruction in which the student has previously enrolled.
  - d. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student, **except** clinical sessions whose scheduling maybe outside the control of NSC or a change of schedule due to inclement weather.
- XXIII. Any change made in the agreement shall not be binding on either the student or the school unless such change has been approved in writing by the Dean of Academics and the student or the student's parent or guardian if the student is a minor.
- XXIV. Every assignee of the student enrollment agreement takes it subject to all claims and defenses to the student or his/her successors an interest arising under the agreement.
- XXV. Under the law you have the right, among others to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge.
- XXVI. **Complaints, which cannot be resolved by direct negotiation with the school in accordance with its written grievance policy, may be filed with the Illinois Board of Higher Education-PBVS. 1 N. Old Capitol Plaza, Suite 333. Springfield, IL 62701 . Tel: (217) 782 2551 or at [www.ibhe.org](http://www.ibhe.org).**

~End Of The Page~



**Quick Reference Guide For Refund Determination**

**Sample Refund Calculation Table:**

A student enrolls in a 50 hour program with 10 instructional sessions, conducted once a week for 10 weeks.

Total Tuition of the Course (excluding Non Refundable Charges): \$1000.

Student paid a total of \$1100 at the time of enrollment.

REFER TO THE SECTION ON NON REFUNDABLE CHARGES FOR A MORE COMPREHENSIVE LIST

Item No	Conditions	Sample Refund Calculation
1	NO Show or Withdrawal before end of the fifth (5) business day.	NSC shall retain ALL Non Refundable (NR) Charges: Application Fee: \$25 (NR) Registration Fee: \$100 (NR) TABE Testing: \$25 (NR) NSC shall retain: \$150. Refund: \$1000 (to be issued within 21 Calendar Days of the Withdrawal notice or 21 Calendar Days after 3 absences have occurred).
2	Notice of Withdrawal given after 4 <sup>th</sup> session is attended	NSC shall Calculate Refund as: Retain All Non Refundable Charges: Application Fee: \$25 (NR) TABE Testing: \$25 (NR) Registration Fee: \$100 (NR) Prorated Earned: $\$1000/10 \times 4 = \$400$ <b>Total Retained by NSC: \$550</b> <b>Total Refund: \$450</b> (to be issued within twenty one (21) calendar days of Notice of Withdrawal)
3	Notice of Withdrawal given after 6 <sup>th</sup> Session is attended	Tuition Refund is Prorated until 50% of the course is completed. Not eligible for Refund after 50% of the course is completed.
4	<b>A student attended 3 sessions and then stopped attending.</b> Enrollment shall be dropped due to violation of Attendance Policy at 6 <sup>th</sup> Session, called Date of Determination (DOD). Refund shall be calculated based on Last Date of Attendance, but issued within twenty one (21) days from the end of 6 <sup>th</sup> Session (DOD).	Retain All NR Charges: Application Charge: \$25 (NR) Testing Fee: \$25 (NR) Registration Fee: \$100 (NR) <b>Prorated Earned: <math>\\$1000/10 \times 3 = \\$300</math></b> <b>Total Amount Retained: \$450</b> Total Refund Due: \$550 (to be issued within twenty one (21) calendar days from the end of 6 <sup>th</sup> Session of attendance (DOD).
5	A student attends 5 sessions and then stopped attending	Not eligible for refund. NSC retains all charges past 50% completion of the course. Student must pay \$1150 for this course in entirety.

~End Of The Page~

### Non Refundable Charges

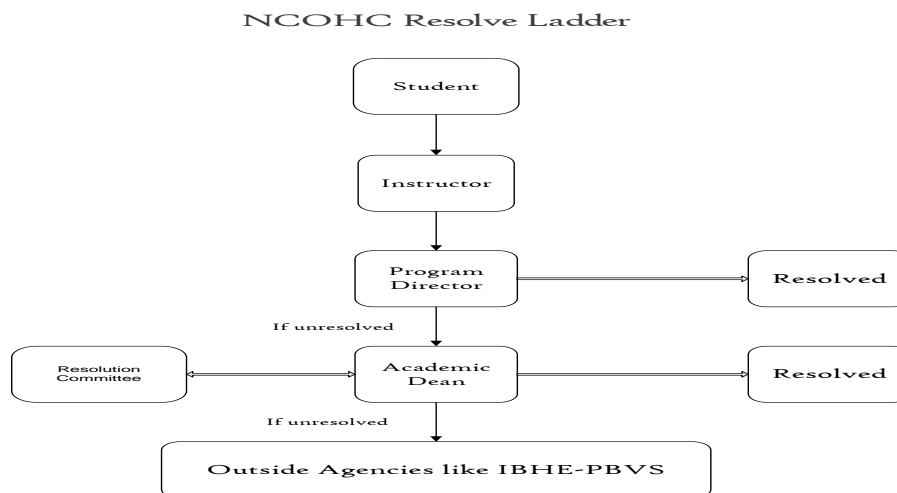
Application Fee, Registration Fee, Entrance Exam Fee, ATI Testing Fee, Clinical/Lab Makeup Fee, ATI Nclex Prep Fee, Incidental Insurance Fee, Biometrics Fee, Drug Testing Fee, Pinning Ceremony Fee, Graduation Ceremony Fee, CPR Certificate Fee, Certification Exam Fee, Books once used or software seal opened, Nursing Kit once opened/used or uniforms once used or tags removed or any other fee listed as Non Refundable in the yearly catalog or the enrollment agreement.

### Miscellaneous Charges & Fair Estimate

These charges are not included in the price of the program but are generally incurred in preparation (pre-requisite) for some programs at NSC. NSC neither provides these services, nor does it accept value in exchange for such services. Therefore, NSC assumes no legal and/or financial responsibility related to these charges; and the student indemnifies NSC of any liability arising from the cost; or the inaccuracy of such information. The estimates in this section are provided solely for informational purposes to serve as a guide/ reference of the fair market value which may change at any time. Such charges include but not limited to: 1) Physical Exam: Estimated at \$85. 2) Immunization Titers (if childhood immunizations are unavailable): estimated at \$250-\$450 (depending upon the missing record or missed immunization). Background Check: \$65. Incidental Insurance Fee: \$35/month. Official Transcripts from previous institutions: \$10-\$50. NCLEX-PN Fee: \$295.

### File a Complaint

NSC will make every effort to resolve any dissatisfaction a student may have experienced while attending NSC. Students are encouraged to follow the **Resolve Ladder** (*next page*).



NSC will respond to every formally expressed complaint within a reasonable time. If the NSC response is considered unsatisfactory, the student may seek resolve by contacting Illinois Board of Higher Education-PBVS.

<http://complaints.ibhe.org/>

Illinois Board of Higher Education  
Division of Private and Business Vocational Schools (PBVS)  
1 N. Old Capitol Plaza, Suite 333.  
Springfield, Illinois 62701-1404  
**Phone:** (217) 782-2551 **Fax:** (217) 782-8548  
**TTY:** (888) 261-2881

**General Information:** [info@ibhe.org](mailto:info@ibhe.org) **Institutional Complaint Hotline:** (217) 557-7359

**I acknowledge that by signing below, I state that I have read and understood the terms of the agreement. Further, I agree with the terms of this agreement and will abide by this legal binding contract. Also, I have been provided a copy of this agreement AND the current College Catalog for my records.**

### Student Acknowledgements (Part of Enrollment Agreement)

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog. **Initials:** X
2. I have carefully read and received an exact copy of this enrollment agreement. **Initials:** X

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. **Initials:**X \_\_\_\_\_
4. While enrolled in the school, I understand that I must maintain satisfactory academic progress (C or 2.0) as described in the school catalog and that my financial obligation to the school must be paid in full before an Official Transcript, Certificate or credential may be awarded. **Initials:**X \_\_\_\_\_
5. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement. **Initials:**X \_\_\_\_\_
6. **I understand that NSC does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, NSC must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.** **Initials:**X \_\_\_\_\_
7. I understand that the school does not guarantee job placement to graduates upon program completion. **Initials:**X \_\_\_\_\_
8. **I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education-PBVS, 1 N. Old Capitol Plaza, Suite 333. Springfield, Illinois 62701-1404 Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org).** X \_\_\_\_\_

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

\_\_\_\_\_  
**Signature of the Student**

\_\_\_\_\_  
**Today's Date: mm/day/year**

\_\_\_\_\_  
**Name & Signature of the College Representative**

\_\_\_\_\_  
**Today's Date: mm/day/year**

I hereby certify that I have complied with the statute and rules applicable to Private Business and Vocational Schools throughout the process of enrolling the student.

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Program Director (School Representative)**

**Enrollment Advisor (Witness)**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

End Of The Agreement

**July 1, 2016 to June 30, 2017**  
**Institutional Disclosures Reporting Table**

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

**Institution Name: Northbrook College of Healthcare**

**Reporting as of July 1, 2016 to June 30, 2017**

*The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.*

Program Name		Practical Nursing
Disclosure Reporting Category CIP*		49-119
SOC*		
A) For each program of study, report:		
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		120
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:		
a) New starts	44	
b) Re-enrollments	12	
c) Transfers into the program from other programs at the school	64	
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	120	
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:		
a) Transferred out of the program or course and into another program or course at the school	0	
b) Completed or graduated from a program or course of instruction	108	
c) Withdrew from the school	0	
d) Are still enrolled	0	
5) The number of students enrolled in the program or course of instruction who were:		
a) Placed in their field of study	105	
b) Placed in a related field	N/A	
c) Placed out of the field	N/A	
d) Not available for placement due to personal reasons	1	
e) Not employed	2	
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	112	
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	106	
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	N/A	
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	\$24	

\*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

\*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

\*A course of instruction is a standalone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

## **Student Accident Benefits**

The student group accident program offers coverage for registered students in the Practical Nursing program for certain covered accidents subject to the terms and conditions set forth in the policy in excess of your current health insurance or other insurance program. The benefit limit is \$25,000 per accident excess of your insurance subject to a \$100 deductible. Only activities that are scheduled and supervised by NORTH SHORE COLLEGE Nursing program are eligible for this insurance coverage. This group accident policy is not medical insurance. There is no coverage for disease or sickness.

This is a brief highlights review of the group accident program coverages and it does not alter, void or replace any of the actual policy terms and conditions as described in the insurance policy.

**Initials x**

Appendix IV: Commonly Used Forms



**NCOHC INSTRUCTOR EVALUATION FORM 180**

Instructor: \_\_\_\_\_ Program/Course: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Evaluation based on the scale of 1 to 5 for how well the Instructor meets the criteria outlined below.

	Far Below 1	Below 2	Meets 3	Exceeds 4	Far Exceeds 5	Not Observed N/O
Instructor demonstrates expert knowledge of subject, including explanatory examples, with accurate and expansive information beyond the textbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning objectives are outlined in lesson plans or syllabi and clearly connected to the lesson being taught.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class is well organized, with an introductory overview at the beginning and logical linkage and sequence to the topics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor uses relevant examples that support the concept, including the teaching points with highlighted applications and connections to other concepts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor uses a variety of approaches to address multiple learning styles and provides appropriate supervision during practice activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor demonstrates a student-centered focus, including use of effective error correction, active listening, coaching and facilitation of discussion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor encourages student involvement in class, including questions that encourage participation, activities that engage students, and methods for checking for student understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor uses a variety of visual aids to enhance presentations (e.g. charts, props, pictures, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor's pronunciation is clear and understandable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor uses verbal content consistent with the focus of training, including proper grammar, word section, and usage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor uses additional examples to emphasize key points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL:</b>						

Comments/Suggestions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Duration of Review: \_\_\_\_\_

Instructor's Acknowledgement Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## NORTHBROOK COLLEGE OF HEALTH CARE Incident Report Form 140

This form is designed to accommodate reporting of two main categories of incidents but may be used for similar instances as needed. The two categories include all incidents /infractions which contain the potential of injury or the occurrence of an actual harm/injury to the healthcare practitioner, including student, or to the client(s).

More information on management and reporting of incidents may be found in the NCOHC Practical Nursing Handbook, Illinois Nursing Act, CDC.gov or website of other regulatory institutions

If you are involved in an incident, you must file this form in entirety as soon as possible, make three copies and submit one copy each to 1) Director of Nursing (Or to HR if an employee) 2) Academic Dean 3) Yourself.

Primary Details of Incident	Date of Incident:	Date of Discovery/Reporting:	Practicum Location:	
<b>To whom did Incident Occur:</b> <input type="checkbox"/> Student <input type="checkbox"/> Patient <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer <input type="checkbox"/> Property <input type="checkbox"/> Other:				
Discovered / Reported by	Name & Position (print):		Signature:	
Witnesses by:	Name & Position (print):		Signature:	
Concise description of the incident: (Use additional sheets as needed)				
Type of incident:	<b>Accident injury</b> <input type="checkbox"/> Observed <input type="checkbox"/> Unobserved  * provide details below	<b>Orientation:</b> <input type="checkbox"/> alert/normal <input type="checkbox"/> anaesthetized <input type="checkbox"/> disoriented <input type="checkbox"/> sedated <input type="checkbox"/> other	<b>Ambulatory Status</b> <input type="checkbox"/> unlimited <input type="checkbox"/> needs assistance <input type="checkbox"/> non-ambulant	<b>Patient Environment</b> Bed height <input type="checkbox"/> Hi <input type="checkbox"/> Low <input type="checkbox"/> n/a Side Rails <input type="checkbox"/> 1 up <input type="checkbox"/> 2 up <input type="checkbox"/> none Restraints <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a Brakes <input type="checkbox"/> on <input type="checkbox"/> off <input type="checkbox"/> n/a Call light <input type="checkbox"/> yes <input type="checkbox"/> no

1400 South Wolf Rd #104 Wheeling IL, 60090 Tel: (847) 850 5700 Fax: (847) 850 5400 Rev Sept 2014 [www.nacohc.org](http://www.nacohc.org)

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**Practical Nursing Curriculum Variance****Form 220**

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Enrollment: \_\_\_\_\_

Requesting variance in Curriculum Plan as follows:

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Reason for change: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Medical Issues                  | <input type="checkbox"/> Supporting documentary documents attached |
| <input type="checkbox"/> Family Issues                   | <input type="checkbox"/> Supporting documents attached             |
| <input type="checkbox"/> Withdrawal Form 101-R completed | <input type="checkbox"/> Supporting documents attached             |
| <input type="checkbox"/> Transfer to a Different Batch   |  |
| <input type="checkbox"/> Other                           | <input type="checkbox"/> Supporting documents attached             |

Comments/ Explanation:

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Disclaimer: I \_\_\_\_\_ fully understand that this change may impact the tuition & fee structure upon my return and that I agree to abide by all policies and procedures changes including Syllabi changes, textbook changes, etc., upon my return to the program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Status:

- |  |   |
|--|---|
| <input type="checkbox"/> Approved as requested | <input type="checkbox"/> Approved with changes: |
| <input type="checkbox"/> Denied                | _____   |
|  | _____   |

Approval Status Academic Dean:

- ☐
- Approved
- ☐
- Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Temporary Payment Plan Adjustment Form 270

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Program of Enrollment: \_\_\_\_\_ Course Name/No: \_\_\_\_\_ Course End Date: \_\_\_\_\_

Account Status: ☐ Current ☐ Late

<u>Current Payment Plan:</u>	
Amount: _____	Current Due Date: _____
Amount: _____	Current Due Date: _____
Amount: _____	Current Due Date: _____

<u>Desired Change:</u>	
Amount: _____	Desired Due Date: _____
Amount: _____	Desired Due Date: _____
Amount: _____	Desired Due Date: _____

Reason this change is requested: (use additional sheets if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supporting documents attached ☐ Yes ☐ No

Date Plan Returns to Original Payment Plan (as agreed in the Enrollment Agreement): \_\_\_\_\_

**Disclaimer:** Submission of this form is not a guarantee of approval. NCOHC has the right to deny any request for change of payment plan as it sees fit in which case, the student is held responsible for payments and schedule of payments as agreed upon in the Enrollment Agreement signed at the time of Enrollment in the Program. Changes shall only be in effect after the change has been signed by the NCOHC administration. All changes to the Payment Plan require approval from the Academic Dean or the College Provost. A temporary change in the payment plan as outlined in this form does not affect or alter any other policy or procedure including those governing late fee etc., except for terms approved in this form. NCOHC reserves the right to recover past due accounts. Students with outstanding balances will not be permitted to attend classes and their account turned over to an outside agency or a legal counsel or both.

I \_\_\_\_\_ hereby request a TEMPORARY change in the payment plan as stated above. I fully understand that I shall resume the original payment plan (as agreed upon in the signed Enrollment Agreement) on the date stated above. I will continue to make payments as per the original payment plan until a decision is made on this request by NCOHC administration, which may take up to 10 business days. And that a late fee of \$35 shall be assessed if payments are not made as per the terms of the Enrollment Agreement or this request, if approved. Further, denial of request to change the Payment Plan shall not negate or alter any terms of Enrollment Agreement I signed at the time of enrolling in which case, I shall continue to honor the Original Payment Plan which I signed at the time of Enrollment. A \$35 late fee shall be assessed for payments made after the approved due date. All Payment Plan adjustment requests are handled on an individual basis.

Student Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Approval Status: ☐ Approved ☐ Declined ☐ Other: \_\_\_\_\_

Notes:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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## Appendix V: Class Schedule

### 2017 MORNING SESSIONS (Subject to Change)

**20% Price increase in effect for Summer Sessions and onwards**

Spring 2017 PrePN <u>Morning</u>	Pre Practical Nursing <u>MORNING</u> Session <b>Starts April 3, 2017</b> Registration Deadline Oct 28 & Orientation: Thursday Nov 3, 2016 at 11 AM	Rm 101 Start-End Dates	Instructor
	MTH 101 Math for Nurses MON: 9:00AM-2:30 PM (30 min lunch) ENG 101: Rhetoric Com WED: 9:00AM-2:30PM (30 min lunch) PSY 101: Intro to Ment Health FRI: 9:00AM-2:30 PM (30 min lunch) BIO 120: A&P I T,TH: 9:00AM-2:30PM (30 min lunch) No Class: April 14, May 29.	4/03/2017 – 6/12/2017 4/05/2017 – 6/07/2017 4/07/2017 – 6/16/2017 4/04/2016 – 6/08/2017	R.Taha S.Shroeder S.Nogala R.Taha
TEAS REVIEW	June 19-23, 2017 from 9:30AM 1:30PM	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	July 12 and 26, 2017 at 9:45AM (arrive early)		
Deadlines	<b>Registration Deadline for AUG PN Batch: Friday JULY 28, 2017.</b> ALL Admission Requirements including Health Records, Interview, Initial Payments etc <b>MUST</b> be received before 5 PM.	Orientation Session Thursday AUG 3, 2017 at 11AM	
Start Practical Nursing Program <u>SUMMER</u>	<b>SUMMER Practical Nursing STARTS: Monday AUGUST 07, 2017 (</b> <b>(20% INCREASE IN PROGRAM CHARGES)</b> <b>M-F: 9:00AM- 2:30 PM (includes 30 min lunch)</b> <b>Clinicals: 7:00AM-1:30PM (30 min lunch)</b>		

SUMMER 2017 PrePN <u>Morning</u>	Pre Practical Nursing <u>MORNING</u> Session <b>(20% INCREASE IN PROGRAM CHARGES)</b> <b>Starts AUGUST 07, 2017</b> Registration Deadline JULY 28 & Orientation: Thursday AUG 3, 2016 at 11 AM	Rm 101 Start-End Dates	Instructor
	MTH 101 Math for Nurses MON: 9:00AM-2:30 PM (30 min lunch) ENG 101: Rhetoric Com WED: 9:00AM-2:30PM (30 min lunch) PSY 101: Intro to Ment Health FRI: 9:00AM-2:30 PM (30 min lunch) BIO 120: A&P I T,TH: 9:00AM-2:30PM (30 min lunch) No Class: Sept 04, 2016	08/07/2017 – 10/16/2017 08/09/2017 – 10/11/2017 08/11/2017 – 10/13/2017 08/08/2016 – 10/12/2017	R.Taha J. Amdur S.Nogala R.Taha
TEAS REVIEW	Oct 17-20, 2017 from 9:30AM 2:30PM	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	Nov 1 and 15, 2017 at 9:45AM (arrive early)		
Deadlines	<b>Registration Deadline &amp; Orientation for DECEMBER PN Batch: Nov 30, 2017.</b> ALL Admission Requirements including Health Records, Interview, Initial Payments etc <b>MUST</b> be received before 5 PM.	Orientation Session NOV 30, 2017 at 11AM	
Start Practical Nursing Program <u>WINTER</u>	<b>WINTER Practical Nursing STARTS: Monday DECEMBER 4, 2017</b> <b>M-F: 9:00AM- 2:30 PM (includes 30 min lunch)</b> <b>Clinicals: 7:00AM-1:30PM (30 min lunch)</b>		

Winter 2017 PrePN <u>Morning</u>	Pre Practical Nursing <u>MORNING</u> Session <b>Starts Dec 4, 2017</b> Registration Deadline & Orientation: Thursday Nov 30, 2017 at 11 AM	Rm 101 Start-End Dates	Instructor
	MTH 101 Math for Nurses MON: 9:00AM- <b>3:30 PM</b> (30 min lunch) <b>EXCEPTION!</b> ENG 101: Rhetoric Com WED: 9:00AM-2:30PM (30 min lunch) PSY 101: Intro to Ment Health FRI: 9:00AM-2:30 PM (30 min lunch) BIO 120: A&P I T,TH: 9:00AM-2:30PM (30 min lunch) No Class: Dec 25-Jan 1, 2018 ( <b>Resume Jan 2, 2018</b> )	12/04/2017 – 2/12/2018 12/06/2017 – 2/14/2018 12/08/2017 – 2/16/2018 12/05/2016 – 2/15/2018	R.Taha S.Shroeder S.Nogala R.Taha
TEAS REVIEW	Feb 26-March 2, 2018 from 9:30AM 1:30PM	<b><u>REVIEW IS FREE!!!</u></b>	

TEAS Exam	March 21 and April 4, 2018 at 9:45AM (arrive early)		
Deadlines	<b>Registration Deadline for April 23, 2018 PN Batch: Friday April 13, 2018.</b> ALL Admission Requirements including Health Records, Interview, Initial Payments etc <b>MUST</b> be received before 5 PM.	Orientation Session Thursday APRIL 19, 2018 at 11AM	
Start Practical Nursing Program <b>SPRING</b>	<b>SPRING Practical Nursing STARTS: Monday APRIL 23, 2018</b> M-F: 9:00AM- 2:30 PM (includes 30 min lunch) Clinicals: 7:00AM-1:30PM (30 min lunch)		

## 2018 MORNING SESSIONS (Subject to Change)

### **PRICE INCREASE STARTING APRIL 2018 SESSIONS AND ONWARDS**

<b>SPRING 2018 PrePN Morning</b>	<b>Pre Practical Nursing <u>MORNING</u> Session Starts <b>APRIL 23, 2018</b> Registration Deadline April 13, 2018 &amp; Orientation: APRIL 19, 2017 at 11 AM</b>	Rm 101 Start-End Dates	Instructor
	MTH 101 Math for Nurses      MON: 9:00AM-2:30 PM (30 min lunch) ENG 101: Rhetoric Com      WED: 9:00AM-2:30PM (30 min lunch) PSY 101: Intro to Ment Health      FRI: 9:00AM-2:30 PM (30 min lunch) BIO 120: A&P I      T,TH: 9:00AM-2:30PM (30 min lunch) No Class: May 28, 2018	4/23/2018 – 7/2/2018 4/25/2018 – 6/27/2018 4/27/2018 – 6/29/2018 4/24/2018 – 6/28/2018	R.Taha S.Shroeder S.Nogala R.Taha
TEAS REVIEW	July 9-13, 2018 from 9:30AM 1:30PM	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	Aug 1 and Aug 15, 2018 at 9:45AM (arrive early)		
Deadlines	<b>Registration Deadline for AUGUST 27, 2018 PN Batch: Friday AUGUST 17, 2018.</b> ALL Admission Requirements including Health Records, Interview, Initial Payments etc <b>MUST</b> be received before 5 PM.	<b>Orientation Session</b> Thursday AUGUST 23, 2018 at 11AM	
Start Practical Nursing Program <b>SUMMER</b>	<b>SUMMER Practical Nursing STARTS: Monday AUGUST 27, 2018</b> M-F: 9:00AM- 2:30 PM (includes 30 min lunch) Clinicals: 7:00AM-1:30PM (30 min lunch)		

<b>SUMMER 2018 Pre PN Courses Morning</b>	<b>Pre Practical Nursing <u>MORNING</u> Session Starts <b>AUGUST 27, 2018</b> Registration Deadline Aug 22, 2018. Orientation: Aug 23, 18 at 11 AM</b>	Rm 101 Start-End Dates	Instructor
	MTH 101 Math for Nurses      MON: 9:00AM-2:30 PM (30 min lunch) ENG 101: Rhetoric Com      WED: 9:00AM-2:30PM (30 min lunch) PSY 101: Intro to Ment Health      FRI: 9:00AM-2:30 PM (30 min lunch) BIO 120: A&P I      T,TH: 9:00AM-2:30PM (30 min lunch) No Class: May 28, 2018	8/27/2018 – 11/5/2018 8/29/2018 – 10/31/2018 8/31/2018 – 11/2/2018 8/28/2018 – 11/1/2018	R.Taha S. Shroeder S.Nogala R.Taha
TEAS REVIEW	Nov 6-9, 2018 from 9:30AM 2:30PM	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	Nov14 and Nov 28, 2018 at 9:45AM (arrive early)		
Deadlines	<b>Registration Deadline for December 10, 2018 PN Batch: December 6, 2018</b>	<b>Orientation Session</b> Thursday DECEMBER 6, 2018 at 11AM	
Start Practical Nursing Program <b>WINTER</b>	<b>WINTER Practical Nursing STARTS: DECEMBER 10, 2018</b> M-F: 9:00AM- 2:30 PM (includes 30 min lunch) Clinicals: 7:00AM-1:30PM (30 min lunch)		

# North Shore College Yearly Catalog 2018-2019

<b>WINTER 2018</b> <b>PrePN</b> <b><u>Morning</u></b>	<b>Pre Practical Nursing <u>MORNING</u> Session</b> <b>Starts <u>DECEMBER 10, 2018</u></b> <b>Registration Deadline December 5, 2018 &amp; Orientation: Dec 6, 2018 at 11 AM</b>	Rm 101 Start-End Dates	Instructor
	MTH 101 Math for Nurses MON: 9:00AM-2:30 PM (30 min lunch) ENG 101: Rhetoric Com WED: 9:00AM-2:30PM (30 min lunch) PSY 101: Intro to Ment Health FRI: 9:00AM-2:30 PM (30 min lunch) BIO 120: A&P I T,TH: 9:00AM-2:30PM (30 min lunch) No Class: Dec 24 to Jan 1, 2019	12/10/2018 – 3/11/2019 12/12/2018 – 2/20/2019 12/27/2018 – 2/22/2019 12/11/2018 – 2/26/2019	R.Taha S. Shroeder S.Nogala R.Taha
TEAS REVIEW	March 13-20, 2019 from 9:30AM 1:30PM	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	March 27, 2019 & April 10 at 9:45AM (arrive early)		
Deadlines	<b><u>Registration Deadline for APRIL 15, 2019 PN Batch: APRIL 11, 2019.</u></b>	<b><u>Orientation Session</u></b> <b>Thursday APRIL 11, 2019 at 11AM</b>	
<b>Start Practical Nursing Program</b> <b><u>SPRING</u></b>	<b><u>SUMMER Practical Nursing STARTS: APRIL 15, 2019</u></b> <b>M-F: 9:00AM- 2:30 PM (includes 30 min lunch)</b> <b>Clinicals: 7:00AM-1:30PM (30 min lunch)</b>		

## 2019 Morning Sessions (Subject to Change)

<b>SPRING 2019</b> <b>PrePN</b> <b><u>Morning</u></b>	<b>Pre Practical Nursing <u>MORNING</u> Session</b> <b>Starts <u>APRIL 15, 2019</u></b> <b>Registration Deadline April 11, 2019 &amp; Orientation: APRIL 11 , 2019 at 11 AM</b>	Rm 101 Start-End Dates	Instructor
	MTH 101 Math for Nurses MON: 9:00AM-2:30 PM (30 min lunch) ENG 101: Rhetoric Com WED: 9:00AM-2:30PM (30 min lunch) PSY 101: Intro to Ment Health FRI: 9:00AM-2:30 PM (30 min lunch) BIO 120: A&P I T,TH: 9:00AM-2:30PM (30 min lunch) No Class: May 28, 2018	4/15/2019 – 6/24/2019 4/17/2019 – 6/19/2019 4/26/2019 – 6/28/2019 4/16/2019 – 6/20/2019	R.Taha S. Shroeder S.Nogala R.Taha
TEAS REVIEW	July 1-July 5, 2019 from 9:30am to 2:30pm* (4 days, extended hours)	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	July 24, Aug 7, 2019 at 9:45AM (arrive early)		
Deadlines	<b><u>Registration Deadline for Aug 12, 2019 PN Batch: Aug 8, 2019.</u></b>	<b><u>Orientation Session</u></b> <b>Thursday Aug 8, 2019 at 11AM</b>	
<b>Start Practical Nursing Program</b> <b><u>FALL</u></b>	<b><u>FALL Practical Nursing STARTS: Monday AUG 12, 2019</u></b> <b>M-F: 9:00AM- 2:30 PM (includes 30 min lunch)</b> <b>Clinicals: 7:00AM-1:30PM (30 min lunch)</b>		

<b>FALL 2019</b> <b>PrePN</b> <b><u>Morning</u></b>	<b>Pre Practical Nursing <u>MORNING</u> Session</b> <b>Starts <u>AUG 12, 2019</u></b> <b>Registration Deadline AUG 8, 2019 &amp; Orientation: AUG 8 , 2019 at 11 AM</b>	Rm 101 Start-End Dates	Instructor
	MTH 101 Math for Nurses MON: 9:00AM-2:30 PM (30 min lunch) ENG 101: Rhetoric Com WED: 9:00AM-2:30PM (30 min lunch) PSY 101: Intro to Ment Health FRI: 9:00AM-2:30 PM (30 min lunch) BIO 120: A&P I T,TH: 9:00AM-2:30PM (30 min lunch) No Class: May 28, 2018	8/12/2019 – 10/21/2019 8/14/2019 – 10/16/2019 8/16/2019 – 10/18/2019 8/13/2019 – 10/17/2019	R.Taha S. Shroeder S.Nogala R.Taha
TEAS REVIEW	Oct 23-29, 2019 from 9:30am to 1:30pm	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	Nov 13, 2019 at 9:45AM (arrive early)		
Deadlines	<b><u>Registration Deadline for Dec 9, 2019 PN Batch: Dec 5, 2019.</u></b>	<b><u>Orientation Session</u></b> <b>Thursday Dec 5, 2019 at 11AM</b>	
<b>Start Practical Nursing Program</b> <b><u>WINTER</u></b>	<b><u>WINTER Practical Nursing MORNING STARTS: Monday Dec 9, 2019</u></b> <b>M-F: 9:00AM- 2:30 PM (includes 30 min lunch)</b> <b>Clinicals: 7:00AM-1:30PM (30 min lunch)</b>		



## 2020 Morning Sessions (Subject to Change)

<b>SPRING 2020 Pre-PN Morning</b>	<b>Pre Practical Nursing <u>MORNING</u> Session Starts <b>Dec 9, 2019</b> Registration Deadline: Dec 5, 2019 &amp; Orientation: Dec 5, 2019 at 11 AM</b>	Rm 101 Start-End Dates	Instructor
	MTH 101 Math for Nurses      MON: 9:00AM-2:30 PM (30 min lunch) ENG 101: Rhetoric Com      WED: 9:00AM-2:30PM (30 min lunch) PSY 101: Intro to Ment Health      FRI: 9:00AM-2:30 PM (30 min lunch) BIO 120: A&P I      T,TH: 9:00AM-2:30PM (30 min lunch) Winter Break: Dec 23, 2019 to Jan 1, 2020	12/9/2019 – 3/09/2020 12/11/2019 – 2/26/2020 12/13/2019 – 2/21/2020 12/10/2019 – 2/25/2020	R.Taha S.Shroeder S.Nogala R.Taha
TEAS REVIEW	March 16-20, 2020 from 9:30am to 1:30pm	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	April 1 and 15, 2020 at 9:45AM (arrive early)		
Deadlines	<b><u>Registration Deadline for April 20, 2020 PN Batch: April 17 2020.</u></b>	<b><u>Orientation Session</u> Thursday April 17, 2020 at 11AM</b>	
<b>Start Practical Nursing Program SUMMER 2020</b>	<b>SUMMER Practical Nursing STARTS: Monday April 20, 2020</b> M-F: 9:00AM- 2:30 PM (includes 30 min lunch) Clinical: 7:00AM-1:30PM (30 min lunch)		

<b>SUMMER 2020 Pre-PN Morning</b>	<b>Pre Practical Nursing <u>MORNING</u> Session Starts <b>April 20, 2020</b> Registration Deadline: April 17, 2020 &amp; Orientation: April 17, 2020 at 11 AM</b>	Rm 101 Start-End Dates	Instructor
	MTH 101 Math for Nurses      MON: 9:00AM-2:30 PM (30 min lunch) ENG 101: Rhetoric Com      WED: 9:00AM-2:30PM (30 min lunch) PSY 101: Intro to Ment Health      FRI: 9:00AM-2:30 PM (30 min lunch) BIO 120: A&P I      T,TH: 9:00AM-2:30PM (30 min lunch)	4/20/2020 – 6/29/2020 4/22/2020 – 6/17/2020 4/24/2020 – 6/19/2020 4/21/2020 – 6/25/2020	R.Taha S.Shroeder S.Nogala R.Taha
TEAS REVIEW	July 6-10, 2020 from 9:30am to 1:30pm	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	July 22 and Aug 5, 2020 at 9:45AM (arrive early)		
Deadlines	<b><u>Registration Deadline for Aug 10, 2020 PN Batch: Aug 6, 2020.</u></b>	<b><u>Orientation Session</u> Thursday Aug 6, 2020 at 11AM</b>	
<b>Start Practical Nursing Program SUMMER 2020</b>	<b>SUMMER Practical Nursing STARTS: Monday Aug 10, 2020</b> M-F: 9:00AM- 2:30 PM (includes 30 min lunch) Clinical: 7:00AM-1:30PM (30 min lunch)		

## 2017 EVENING SESSIONS (Subject to Change)

<b>FALL 2017 PrePN EVENING</b>	<b>Pre Practical Nursing <u>EVENING</u> : Starts Sept 5, 2017 20% INCREASE IN PROGRAM CHARGES Registration Deadline AUG 25, 2017. Orientation: AUG 31, 2017 at 5 PM</b>	RM 104 Start End Dates	Instructor
	MTH 101 Math for Nurses      MON: 6:00-10:00PM ENG 101: Rhetoric Com      WED: 6:00-10:00PM PSY 101: Intro to Ment Health      FRI: 6:00-10:00 PM BIO 120: A&P I      T&TH: 6:00-10:00PM No Class. Sept 4, Nov 10,22,23,24	9/11/2017 – 11/29/2017 9/6/2017 – 11/28/2017 9/8/2017 –12/08/2017 9/5/2017 – 11/30/2017	M.Reyes L.Tibey S.Nogala R. Taha
TEAS REVIEW	Dec 11-15, 2017 (5-10pm ) <b><u>REVIEW IS FREE!!!</u></b>	WINTER BREAK: DEC 25, 2017 to Jan 1, 2018	
TEAS Exam	Jan 3 and 17, 2018 at 4:45PM (Arrive Early)		
Deadline	<b><u>Registration Deadline for Feb 5, 2018 PN Batch: JAN 26, 2018.</u></b> ALL Admission Requirements including Health Records, Interview, Initial Payments etc <b>MUST</b> be received before 5 PM	<b><u>Orientation:</u></b> Feb 1, 2018 at 5PM	

Start Practical Nursing Program WINTER 2018	<b>WINTER EVENING Practical Nursing STARTS: FEB 5, 2018</b> <b>M-F: 6:00PM-10:00PM</b> <b>Clinical: 3:00PM-9:30PM (30 min break)</b>
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## 2018 EVENING SESSIONS (Subject to Change)

<b>WINTER 2018</b> <b>PrePN EVENING</b>	<b>Pre Practical Nursing <u>EVENING</u> : Starts FEB 5, 2018</b> <b>Registration Deadline JAN 26, 2018.</b> <b>Orientation: FEB 1 , 2018 at 5 PM</b>	RM 104 Start End Dates	Instructor
	MTH 101 Math for Nurses      MON: 6:00-10:00PM ENG 101: Rhetoric Com      WED: 6:00-10:00PM PSY 101: Intro to Ment Health      FRI: 6:00-10:00 PM BIO 120: A&P I      T&TH: 6:00-10:00PM <b>No Class. Sept 4, Nov 10,22,23,24</b>	2/5/2018 – 4/30/2018 2/7/2018 – 4/25/2018 2/09/2017 – 5/04/2018 2/06/2017 – 5/01/2018	M.Reyes L.Tibey S.Nogala R. Taha
TEAS REVIEW	May7-11, 2018 (5-10pm )	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	May 30 and June 6, 2018 at 4:45PM (Arrive Early)		
Deadline	<b><u>Registration Deadline for JUNE 18, 2018 PN Batch: JUNE 8, 2018.</u></b> <b>ALL</b> Admission Requirements including Health Records, Interview, Initial Payments etc <b>MUST</b> be received before 5 PM	<b><u>Orientation:</u></b> JUNE 14, 2018 at 5PM	
<b>Start Practical Nursing Program</b> <b>SUMMER</b>	<b><u>SUMMER EVENING</u> Practical Nursing STARTS: JUNE 18, 2018</b> <b>M-F: 6:00PM-10:00PM</b> <b>Clinicals: 3:00PM-9:30PM (30 min break)</b>		

<i>SUMMER 2018 PrePN EVENING</i>	<b>Pre Practical Nursing <u>EVENING</u> : Starts JUNE 18, 2018</b> <b>Registration Deadline June 8, 2018.</b> <b>Orientation: June 14 , 2018 at 5 PM</b>	RM 104 Start End Dates	Instructor
	MTH 101 Math for Nurses      MON: 6:00-10:00PM ENG 101: Rhetoric Com      WED: 6:00-10:00PM PSY 101: Intro to Ment Health      FRI: 6:00-10:00 PM BIO 120: A&P I      T&TH: 6:00-10:00PM <b>No Class.</b> Sept 4, Nov 10,22,23,24	6/18/2018 – 9/10/2018 6/20/2018 – 9/12/2018 6/22/2018 –9/04/2018 6/19/2017 – 9/11/2018	R. Taha S. Shroeder S.Nogala R. Taha
TEAS REVIEW	Sept 17-21, 2018 (5-10pm )	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	Oct 3 and 17, 2018 at 4:45PM (Arrive Early)		
Deadline	<b><u>Registration Deadline for Oct 22, 2018 PN Batch: Oct 17, 2018.</u></b> <b>ALL</b> Admission Requirements including Initial Payments etc <b>MUST</b> be received before 5 PM	<b><u>Orientation:</u></b> Oct 18, 2018 at 5PM	
<i>Fall 2018 PrePN EVENING</i>	<b>Fall <u>EVENING</u> Practical Nursing STARTS: Oct 22, 2018</b> <b>M-F: 6:00PM-10:00PM</b> <b>Clinicals: 3:00PM-9:30PM (30 min break)</b>		

## 2019 EVENING SESSIONS (Subject to Change)

<i>Spring 2019 PrePN EVENING</i>	<b>Pre Practical Nursing <u>EVENING</u> : Starts April 1, 2019</b> <b>Registration Deadline: March 22, 2019.</b> <b>Orientation: March 28 , 2019 at 5 PM</b>	RM 104 Start End Dates	Instructor
	MTH 101 Math for Nurses      MON: 6:00-10:00PM ENG 101: Rhetoric Com      WED: 6:00-10:00PM PSY 101: Intro to Ment Health      FRI: 6:00-10:00 PM BIO 120: A&P I      T&TH: 6:00-10:00PM	4/1/2019 – 6/24/2019 4/3/2019 – 6/19/2019 4/5/2019 –6/28/2019 4/2/2019– 6/25/2019	R. Taha S. Shroeder S.Nogala R. Taha
TEAS REVIEW	July 1-8, 2019 6-10pm (No class July 4, 2019).	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	July 24 & Aug 7, 2019		
Deadline	<b><u>Registration Deadline for Aug 12, 2019 PN Batch: Aug 8, 2019</u></b> <b>ALL Admission Requirements including Initial Payments MUST be received before 5 PM</b>	<b><u>Orientation:</u></b> Aug 8, 2019 at 5PM	
<b>Start Practical Nursing Program SUMMER</b>	<b>SUMMER <u>EVENING</u> Practical Nursing STARTS: August 12, 2019</b> <b>M-F: 6:00PM-10:00PM</b> <b>Clinical: 3:00PM-9:30PM (30 min break)</b>		

<i>FALL 2019 PrePN EVENING</i>	<b>Pre Practical Nursing <u>FALL EVENING</u> : Starts August 12, 2019</b> <b>Registration Deadline: Aug 8, 2019.</b> <b>Orientation: Aug 8 , 2019 at 5 PM</b>	RM 104 Start End Dates	Instructor
	MTH 101 Math for Nurses      MON: 6:00-10:00PM ENG 101: Rhetoric Com      WED: 6:00-10:00PM PSY 101: Intro to Ment Health      FRI: 6:00-10:00 PM BIO 120: A&P I      T&TH: 6:00-10:00PM	8/12/2019 – 11/4/2019 8/14/2019 – 10/30/2019 8/16/2019 –11/1/2019 8/13/2019– 11/5/2019	R. Taha S. Shroeder S.Nogala R. Taha
TEAS REVIEW	Nov 12-15, 2019 5-10pm.	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	Dec 4 & 18, 2019		
Deadline	<b><u>Registration Deadline for Jan 13, 2020 PN Batch: Jan 9, 2020</u></b> <b>ALL</b> Admission Requirements including Initial Payments <b>MUST</b> be received before 5 PM	<b><u>Orientation:</u></b> Jan 9, 2020 at 5PM	
<b>Start Practical Nursing Program WINTER</b>	<b><u>WINTER EVENING</u> Practical Nursing STARTS: Jan 13, 2020</b> <b>M-F: 6:00PM-10:00PM</b> <b>Clinical: 3:00PM-9:30PM (30 min break)</b>		

## 2020 EVENING SESSIONS (Subject to Change)

<i>WINTER 2020 PrePN EVENING</i>	<b>Pre Practical Nursing WINTER EVENING : Starts Jan 13, 2020</b> <b>Registration Deadline: Jan 9 2020.</b> <b>Orientation: Jan 9, 2020 at 5 PM</b>	RM 104 Start End Dates	Instructor
	MTH 101 Math for Nurses      MON: 6:00-10:00PM ENG 101: Rhetoric Com      WED: 6:00-10:00PM PSY 101: Intro to Ment Health      FRI: 6:00-10:00 PM BIO 120: A&P I      T&TH: 6:00-10:00PM	1/13/2020 – 4/13/2020 1/15/2020 – 4/1/2020 1/17/2020 – 4/3/2020 1/14/2020– 4/7/2020	R. Taha S. Shroeder S.Nogala R. Taha
TEAS REVIEW	April 20-24, 2020 6-10pm.	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	May 13 & 27, 2020		
Deadline	<b>Registration Deadline for June 8, 2020 PN Batch: June 4, 2020</b> <b>ALL Admission Requirements including Initial Payments MUST be received before 5 PM</b>	<b>Orientation:</b> June 4, 2020 at 5PM	

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<b>Start Practical Nursing Program SUMMER</b>	<b>SUMMER EVENING Practical Nursing STARTS: JUNE 8, 2020</b> <b>M-F: 6:00PM-10:00PM</b> <b>Clinical: 3:00PM-9:30PM (30 min break)</b>
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<i>SUMEMR 2020 PrePN EVENING</i>	<b>Pre Practical Nursing SUMMER EVENING ; Starts JUNE 8, 2020</b> <b>Registration Deadline: June 4, 2020.</b> <b>Orientation: June 4, 2020 at 5 PM</b>	RM 104 Start End Dates	Instructor
	MTH 101 Math for Nurses      MON: 6:00-10:00PM ENG 101: Rhetoric Com      WED: 6:00-10:00PM PSY 101: Intro to Ment Health      FRI: 6:00-10:00 PM BIO 120: A&P I      T&TH: 6:00-10:00PM	6/8/2020 – 8/24/2020 6/10/2020 – 8/26/2020 6/12/2020 –9/4/2020 6/9/2020– 9/1/2020	R. Taha S. Shroeder S.Nogala R. Taha
TEAS REVIEW	Sept 8-11, 2020 5-10pm.	<b><u>REVIEW IS FREE!!!</u></b>	
TEAS Exam	Sept 23 & Oct 7, 2020		
Deadline	<b><u>Registration Deadline for Oct 12, 2020 PN Batch: Oct 8, 2020</u></b> <b>ALL</b> Admission Requirements including Initial Payments <b>MUST</b> be received before 5 PM	<b><u>Orientation:</u></b> Oct 8, 2020 at 5PM	
<b>Start Practical Nursing Program SUMMER</b>	<b>SUMMER EVENING Practical Nursing STARTS: Oct 12, 2020</b> <b>M-F: 6:00PM-10:00PM</b> <b>Clinical: 3:00PM-9:30PM (30 min break)</b>		

## SUMMARY: Practical Nursing Start Dates

<u>Year</u>	<u>Morning Sessions</u>	<u>Evening Sessions</u>
2017	April 3	April 3
	August 7	
		September 5
	December 4	
2018 (All schedules are subject to change)		Feb 5
	April 23	
		July 23 (Revised)-Batch 31
	August 27- Batch 32	
		Oct 22-Batch 33
2019 (All schedules are subject to change)	December 10-Batch 34	
	April 15- Batch 36	April 1 Batch 35
	August 12-Batch 37	Aug 12-Batch 38
	December 9-Batch 39	
2020 (All schedules are subject to change)		Jan 13-Batch 40
	April 20-Batch 41	
		June 8-Batch 42
	August 10-Batch 43	
		October 12-Batch 44

## **TABE SCHEDULE**

**TABE-Morning** is offered at 11:00 am every Thursday with Registration Deadline (requires payment) being Wednesday prior, by 5pm.

<b>TABE –Evening (5 pm). Arrive at 4:45pm</b>	
Year	Date
<b>2018</b>	January 11& 25
	February 8
	March 22
	May 10, 24& 31
	June 7 &14
	July 26
	Aug 9 & 23
	Sept 26
	Oct 11

<b>TABE –Evening (5 pm). Arrive at 4:45pm</b>	
Year	Date
<b>2019</b>	March 14 & 28
	May 16 (tentative)
	July 25
	Aug 8
	Dec 12

<b>TABE –Evening (5 pm). Arrive at 4:45pm</b>	
Year	Date
<b>2020</b>	Feb 6
	April 23
	May 7 & 21
	July 9
	Aug 20
	Sept 24
	Oct 8

## **ATI-TEAS SCHEDULE**

YEAR	TEAS – AM (9:45 AM)	TEAS- PM (4:45 PM)
2017	Jan 25	
		Feb 22
	March 8 & 22	March 15 & 29
	July 12 & 26	
		August 2 & 16
	November 1 & 15	
2018		January 3 & 17
	March 21	
	April 4	
		May 30
		June 6
	August 1&15	
	October 24	Oct 3& 17
	Nov 14 & 28	Nov 28* (Revised)
2019		Feb 27
	March 27	March 13
	April 10	
	July 24	July 24
	Aug 7	Aug 7
	Nov 13	
		Dec 4 & 18
2020	April 1& 15	
		May 13 & 27
	July 22	
	Aug 5	
		Sept 23
		Oct 7

**Test dates are subject to change. Contact admissions (847) 850 5700 to confirm.**



**PRACTICAL NURSING PROGRAM SCHEDULES**

**Practical Nursing Calendar Batch 29. Starts Feb 2018, Ends March 2019**

<b><u>COURSE INFORMATION</u></b>	<b><u>START/END</u></b>
<b><u>PNP 120 A &amp; P II (LH 105)</u></b> Theory: M,T,W,TH,F 6:00pm – 10:00 pm	02/05/2018-3/12/2018
BREAK: 3/13/2018 to 3/16/2018	
<b><u>PNP 121- Foundations (LH 102)</u></b> Theory: Mon, Wed 6:00pm – 10:00 pm Lab: Fri 6:00pm – 10:00 pm Clinical: T, Th 3:00pm – 9:30 pm	3/19/2017-4/26/2018
BREAK: 4/27/2018 to 05/04/2018	
<b><u>(MS 1) PNP 122 – Chronically Ill (LH 102)</u></b> Theory: Mon, Wed 6:00pm – 10:00 pm Lab: Fri 6:00pm – 10:00 pm Clinical: Tue, Th 3:00pm – 9:30pm	05/07/2018-07/09/2018
BREAK: 07/10/2018 to 07/13/2018	
<b><u>(MS 2) PNP 123 – Acutely Ill (LH 102)</u></b> Theory: Mon, Wed 6:00pm – 10:00 pm Lab: Fri 6:00pm – 10:00 pm Clinical: Tue, Thr 3:00pm – 9:30pm	07/16/2018-09/14/2018
BREAK: 09/17/2018-09/21/2018	
<b><u>PNP 124 – Pediatrics (LH 102)</u></b> Theory: Mon,Wed 6:00pm – 10:00 pm Lab: Fri 6:00pm – 10:00 pm Clinical: Tue, Thr 3:00pm – 9:30pm	9/24/2018-10/31/2018
BREAK: 11/1/2018-11/2/2018	
<b><u>PNP 125 – Developing Family</u></b> Theory: Mon,Wed 6:00pm – 10:00 pm Lab: Fri 6:00pm – 10:00 pm Clinical: Tue, Thr 3:00pm – 9:30pm	11/05/2018-12/18/2018
BREAK: 12/20/2018-01/01/2019	
<b><u>PNP 126 – Leadership</u></b> Theory: Mon,Wed 6:00pm – 10:00 pm Lab: Fri nn 6:00pm – 10:00 pm Clinical: Tue, Thr 3:00pm – 9:30pm	01/02/2019-2/28/2019
BREAK: 3/1/2019-3/08/2019	
NCLEX Review (M-F) & Prep Questions	3/11/2019-3/29/2019
NCOHC Comprehensive Exit Exam on or before	3/22/2019
Pinning ceremony	TBA

**PN Calendar Batch 30. Starts April 2018 Ends March 2019**

<b><u>COURSE INFORMATION (30 min lunch incl)</u></b>	<b>START/END</b>
<b><u>PNP 120 A &amp; P II (LH 103)</u></b> Theory: M,T,W,TH,F 9:00am – 2:30 pm	4/23/2018-5/18/2018
BREAK: 5/21/2018 to 5/25/2018	
<b><u>PNP 121- Foundations (LH 103)</u></b> Theory: Mon, Wed 9:00am – 2:30 pm Lab: Fri 9:00am – 2:30 pm Clinical: Tue, Th 7:00am – 1:30pm	5/29/2018-6/28/2018
BREAK: 6/29/2018 to 7/6/2018	
<b><u>(MS 1) PNP 122 – Chronically Ill (LH 103)</u></b> Theory: Mon, Wed 9:00am – 2:30 pm Lab: Fri 9:00am – 2:30 pm Clinical: Tue, Th 7:00am – 1:30pm	7/09/2018-8/29/2018
BREAK: 8/30/2018-9/7/2018	
<b><u>(MS 2) PNP 123 – Acutely Ill (LH 103)</u></b> Theory: Mon, Wed 9:00am – 2:30 pm Lab: Fri 9:00am – 2:30 pm Clinical: Tue, Th 7:00am – 1:30pm	9/10/2018-10/31/2018
BREAK: 11/1/2018-11/12/2018	
<b><u>PNP 124 – Pediatrics (LH 103)</u></b> Theory: Mon, Wed 9:00am – 2:30 pm Lab: Fri 9:00am – 2:30 pm Clinical: Tue, Th 7:00am – 1:30pm	11/13/2018-12/19/2018
BREAK: 12/20/2018-1/1/2019	
<b><u>PNP 125 – Developing Family (LH 103)</u></b> Theory: Mon, Wed 9:00am – 2:30 pm Lab: Fri 9:00am – 2:30 pm Clinical: Tue, Th 7:00am – 1:30pm	1/2/2019-2/05/2019
BREAK: 2/06/2019-2/8/2019	
<b><u>PNP 126 – Leadership (LH 103)</u></b> Theory: Mon, Wed 9:00am – 2:30 pm Lab: Fri 9:00am – 2:30 pm Clinical: Tue,Th 7:00am – 1:30pm	2/11/2019-3/29/2019
BREAK: 4/1/2019-4/5/2019	
NCLEX Review (M-F) & Prep Questions NCOHC Comprehensive Exit Exam on or before Pinning ceremony	4/8/2019-4/26/2019 4/22/2019 TBA

<b><u>COURSE INFORMATION</u></b>	<b>START/END</b>
<b><u>PNP 120 A &amp; P II (LH 105)</u></b> Theory: M,T,W,TH,F 6:00pm – 10:00 pm	07/23/2018-08/24/2018
BREAK: 8/27/2018 to 08/31/2018	
<b><u>PNP 121- Foundations (LH 102)</u></b> Theory: Tue, Thr 6:00pm – 10:00 pm Lab: Wed 6:00pm – 10:00 pm Clinical: Mon, Fri 3:00pm – 9:30 pm	09/04/2018-10/11/2018
BREAK: 10/12/2018 to 10/16/2018	
<b><u>(MS 1) PNP 122 – Chronically Ill (LH 102)</u></b> Theory: Tue, Thr 6:00pm – 10:00 pm Lab: Wed 6:00pm – 10:00 pm Clinical: Mon, Fri 3:00pm – 9:30pm	<b>Mid Week Start (Wed)</b> 10/17/2018-12/21/2018
WINTER BREAK: 12/22/2018 to 1/1/2019	
<b><u>(MS 2) PNP 123 – Acutely Ill (LH 102)</u></b> Theory: Tue, Thr 6:00pm – 10:00 pm Lab: Wed 6:00pm – 10:00 pm Clinical: Mon, Fri 3:00pm – 9:30pm	1/2/2019-03/06/2019
BREAK: 03/7/2019-03/15/2019	
<b><u>PNP 124 – Pediatrics (LH 102)</u></b> Theory: Tue,Thr 6:00pm – 10:00 pm Lab: Wed 6:00pm – 10:00 pm Clinical: Mon, Fri 3:00pm – 9:30pm	03/18/2019-4/25/2019
BREAK: 4/26/2019-5/3/2019	
<b><u>PNP 125 – Developing Family</u></b> Theory: Tue,Thr 6:00pm – 10:00 pm Lab: Wed 6:00pm – 10:00 pm Clinical: Mon, Fri 3:00pm – 9:30pm	5/06/2019-6/13/2019
BREAK: 6/14/2019-06/21/2019	
<b><u>PNP 126 – Leadership</u></b> Theory: Tue,Thr 6:00pm – 10:00 pm Lab: Wed 6:00pm – 10:00 pm Clinical: Mon, Fri 3:00pm – 9:30pm	06/24/2019-8/19/2019
BREAK: 8/20/2019-8/23/2019	
NCLEX Review & Prep Questions	8/26/2019-9/9/2019
NCOHC Comprehensive Exit Exam on or before	9/9/2019
Pinning ceremony	TBA

***LPN BATCH 32 AM Start Aug 2018. Grad Aug 23 2019***

<b><u>COURSE INFORMATION (30 min lunch incl)</u></b>	<b>START/END</b>
<b><u>PNP 120 A &amp; P II (LH 103)</u></b> Theory: M,T,W,TH,F 9:00am – 2:30 pm	8/27/2018-9/24/2018
BREAK: 9/25/2018 to 9/28/2018	
<b><u>PNP 121- Foundations (LH 103)</u></b> Theory: Mon, Wed 9:00am – 2:30 pm Lab: Thu 9:00am – 2:30 pm Clinical: Tue, Fri 7:00am – 1:30pm	10/01/2018-10/31/2018
BREAK: 11/01/2018 to 11/2/2018	
<b><u>(MS 1) PNP 122 – Chronically Ill (LH 103)</u></b> Theory: Mon, Wed 9:00am – 2:30 pm Lab: Thu 9:00am – 2:30 pm Clinical: Tue, Fri 7:00am – 1:30pm	11/05/2018-1/10/2019 <b><u>No Class:</u></b> Nov 12, 21, 22, 23 Dec 24-Jan 1, 2019
BREAK: 1/11/2019-1/18/2019	
<b><u>(MS 2) PNP 123 – Acutely Ill (LH 103)</u></b> Theory: Mon, Wed 9:00am – 2:30 pm Lab: Thu 9:00am – 2:30 pm Clinical: Tue, Fri 7:00am – 1:30pm	1/22/2019-3/15/2019
BREAK: 3/18/2019-3/22/2019	
<b><u>PNP 124 – Pediatrics (LH 103)</u></b> <b><i>(MAY HAVE Mon &amp; Wed Theory with Tue &amp; Thu Clinical)</i></b> Theory: Mon, Wed 9:00am – 2:30 pm Lab: Thu 9:00am – 2:30 pm Clinical: Tue, Fri 7:00am – 1:30pm <b><i>OR (If on campus) 8:00am- 2:30 pm</i></b>	3/25/2019-4/26/2019
BREAK: 4/29/2019-5/3/2019	
<b><u>PNP 125 – Developing Family (LH 103)</u></b> Theory: Mon, Wed 9:00am – 2:30 pm Lab: Thu 9:00am – 2:30 pm Clinical: Tue, Fri 7:00am – 1:30pm <b><i>OR (If on campus) 8:00am- 2:30 pm</i></b>	5/6/2019-6/07/2019
BREAK: 6/10/2019-6/14/2019	
<b><u>PNP 126 – Leadership (LH 103)</u></b> Theory: Mon, Wed 9:00am – 2:30 pm Lab: Thu 9:00am – 2:30 pm Clinical: Tue, Fri 7:00am – 1:30pm	6/17/2019-8/2/2019
BREAK: 8/5/2019-8/9/2019	
NCLEX Review & Prep Questions NCOHC Comprehensive Exit Exam on or before Pinning Ceremony	8/12/2019-8/23/2019 <b>8/23/2019</b> TBA

**LPN Batch 33 PM. OCT 22 2018 TO Nov 25 2019.**      *PUB JULY 2018*

<b><u>COURSE INFORMATION</u></b>	<b>START/END</b>
<b><u>PNP 120 A &amp; P II (LH 102)</u></b> Theory: M,T,W,Th,F 6:00pm – 10:00 pm	10/22/2018-11/29/2018 <b>No Class: 11/12, 11/21-11/23</b>
BREAK: 11/30/2018 to 12/07/2018	
<b><u>PNP 121- Foundations (LH 101)</u></b> Theory: Tue, Fri 6:00pm – 10:00 pm Lab: Thu 6:00pm – 10:00 pm Clinical: Mon, Wed 3:00pm – 9:30 pm	12/10/2018-1/28/2019 <b>Winter Break: 12/24/2018-1/1/2019</b>
BREAK: 1/29/2019 to 2/1/2019	
<b><u>(MS 1) PNP 122 – Chronically Ill (LH 101)</u></b> Theory: Tue, Fri 6:00pm – 10:00 pm Lab: Thu 6:00pm – 10:00 pm Clinical: Mon, Wed 3:00pm – 9:30pm	2/4/2018-4/5/2019
BREAK: 4/8/2019 to 4/12/2019	
<b><u>(MS 2) PNP 123 – Acutely Ill (LH 101)</u></b> Theory: Tue, Fri 6:00pm – 10:00 pm Lab: Thu 6:00pm – 10:00 pm Clinical: Mon, Wed 3:00pm – 9:30pm	4/15/2019-06/17/2019
BREAK: 06/18/2019-06/21/2019	
<b><u>PNP 124 – Pediatrics (LH 101)</u></b> Theory: Tue, Fri 6:00pm – 10:00 pm Lab: Thu 6:00pm – 10:00 pm Clinical: Mon, Wed 3:00pm – 9:30pm	06/24/2019-8/1/2019
BREAK: 8/2/2019-8/9/2019	
<b><u>PNP 125 – Developing Family (LH 101)</u></b> Theory: Tue, Fri 6:00pm – 10:00 pm Lab: Thu 6:00pm – 10:00 pm Clinical: Mon, Wed 3:00pm – 9:30pm	8/12/2019-9/19/2019
BREAK: 9/20/2019-9/27/2019	
<b><u>PNP 126 – Leadership (LH 102)</u></b> Theory: Tue, Fri 6:00pm – 10:00 pm Lab: Thu 6:00pm – 10:00 pm Clinical: Mon, Wed 3:00pm – 9:30pm	9/30/2019-11/25/2019
BREAK: 11/26/2019-11/29/2019	
NCLEX Review & Prep Questions NCOHC Comprehensive Exit Exam on or before Pinning Ceremony	12/2/2019-12/13/2019 12/13/2019 TBA

<u><b>COURSE INFORMATION (30 min lunch incl)</b></u>	<b>START/END</b>
<u><b>PNP 120 A &amp; P II (LH 103)</b></u> Theory: M,T,W,TH,F                      9:00am – 2:30 pm	12/10/2018-1/15/2019 <b>Winter Break: Dec 22 2018 to Jan 1, 2019</b>
BREAK: 1/16/2019 to 1/18/2019	
<u><b>PNP 121- Foundations (LH 103)</b></u> Theory: Tue, Thr                      9:00am – 2:30 pm Lab: Fri                      9:00am – 2:30 pm Clinical: Mon, Wed                      7:00am – 1:30pm	1/22/2019-2/22/2019
BREAK: 2/25/2019 to 3/1/2019	
<u><b>(MS 1) PNP 122 – Chronically Ill (LH 103)</b></u> Theory: Tue, Thr                      9:00am – 2:30 pm Lab: Fri                      9:00am – 2:30 pm Clinical: Mon, Wed                      7:00am – 1:30pm	3/4/2019-4/25/2019
BREAK: 4/26/2019-5/3/2019	
<u><b>(MS 2) PNP 123 – Acutely Ill (LH 103)</b></u> Theory: Tue, Thr                      9:00am – 2:30 pm Lab: Fri                      9:00am – 2:30 pm Clinical: Mon, Wed                      7:00am – 1:30pm	5/6/2019-6/27/2019
BREAK: 6/28/2019-7/5/2019	
<u><b>PNP 124 – Pediatrics (LH 103)</b></u> (MAY HAVE Mon & Wed Theory with Tue & Thu Clinical) Theory: Tue, Thr                      9:00am – 2:30 pm Lab: Fri                      9:00am – 2:30 pm Clinical: Mon, Wed                      7:00am – 1:30pm <b>OR (If on campus)                      8:00am- 2:30 pm</b>	7/8/2019-8/8/2019
BREAK: 8/9/2019-8/16/2019	
<u><b>PNP 125 – Developing Family (LH 103)</b></u> Theory: Tue, Thr                      9:00am – 2:30 pm Lab: Fri                      9:00am – 2:30 pm Clinical: Mon, Wed                      7:00am – 1:30pm <b>OR (If on campus)                      8:00am- 2:30 pm</b>	8/19/2019-9/20/2019
BREAK: 9/23/2019-9/27/2019	
<u><b>PNP 126 – Leadership (LH 103)</b></u> Theory: Tue, Thr                      9:00am – 2:30 pm Lab: Fri                      9:00am – 2:30 pm Clinical: Mon, Wed                      7:00am – 1:30pm	9/30/2019-11/15/2019
BREAK: 11/18/2019-11/29/2019	
NCLEX Review & Prep Questions NCOHC Comprehensive Exit Exam on or before Pinning Ceremony	12/2/2019-12/13/2019 <b>12/13/2019</b> TBA



**LPN Batch 35 PM. April 1, 2019 TO May 22, 2020.**    Pub Oct 15 2018

<b><u>COURSE INFORMATION</u></b>	<b><u>START/END</u></b>
<b><u>PNP 120 A &amp; P II (LH 102)</u></b> Theory: M,T,W,Th,F 6:00pm – 10:00 pm	4/1/2019-5/6/2019 <b>No Class: 4/19</b>
BREAK: 5/7/2019 to 5/10/2019	
<b><u>PNP 121- Foundations (LH 101)</u></b> Theory: Tue, Thu 6:00pm – 10:00 pm Lab: Fri 6:00pm – 10:00 pm Clinical: Mon, Wed 3:00pm – 9:30 pm	5/13/2019-6/20/2019 <b>Winter Break: 12/24/2018-1/1/2019</b>
BREAK: 6/21/2019 to 6/28/2019	
<b><u>(MS 1) PNP 122 – Chronically Ill (LH 101)</u></b> Theory: Tue, Thu 6:00pm – 10:00 pm Lab: Fri 6:00pm – 10:00 pm Clinical: Mon, Wed 3:00pm – 9:30pm	7/1/2019-8/30/2019
BREAK: 9/3/2019 to 9/6/2019	
<b><u>(MS 2) PNP 123 – Acutely Ill (LH 101)</u></b> Theory: Tue, Thu 6:00pm – 10:00 pm Lab: Fri 6:00pm – 10:00 pm Clinical: Mon, Wed 3:00pm – 9:30pm	9/9/2019-11/7/2019
BREAK: 11/8/2019-11/15/2019	
<b><u>PNP 124 – Pediatrics (LH 101)</u></b> Theory: Tue, Thu 6:00pm – 10:00 pm Lab: Fri 6:00pm – 10:00 pm Clinical: Mon, Wed 3:00pm – 9:30pm <b>Winter Break: Dec 20, 2019-Jan 1, 2020</b>	11/18/2019-1/9/2020
BREAK: 1/10/2020-1/17/2020	
<b><u>PNP 125 – Developing Family (LH 101)</u></b> Theory: Tue, Thu 6:00pm – 10:00 pm Lab: Fri 6:00pm – 10:00 pm Clinical: Mon, Wed 3:00pm – 9:30pm	1/21/2019-2/28/2019
BREAK: 3/2/2020-3/6/2020	
<b><u>PNP 126 – Leadership (LH 102)</u></b> Theory: Tue, Thru 6:00pm – 10:00 pm Lab: Fri 6:00pm – 10:00 pm Clinical: Mon, Wed 3:00pm – 9:30pm	3/9/2020-5/4/2020
BREAK: 5/5/2020-5/8/2020	
NCLEX Review & Prep Questions NCOHC Comprehensive Exit Exam on or before Pinning Ceremony	5/11/2020-5/29/2020 5/22/2020 TBA

**All dates are subject to change.**

PN Calendar Batch 36 AM. Start April 15, 2018. GRAD NOV 15 2019 *Pub Oct 15 2018*

<b><u>COURSE INFORMATION (30 min lunch incl)</u></b>	<b>START/END</b>
<b><u>PNP 120 A &amp; P II (LH 103)</u></b> Theory: M,T,W,TH,F                      9:00am – 2:30 pm	4/15/2019-5/13/2019
BREAK: 5/14/2019 to 5/17/2019	
<b><u>PNP 121- Foundations (LH 103)</u></b> Theory: Tue, Thr                      9:00am – 2:30 pm Lab: Fri                      9:00am – 2:30 pm Clinical: Mon, Wed                      7:00am – 1:30pm	5/20/2019-6/20/2019
BREAK: 6/21/2019 to 6/28/2019	
<b><u>(MS 1) PNP 122 – Chronically Ill (LH 103)</u></b> Theory: Tue, Thr                      9:00am – 2:30 pm Lab: Fri                      9:00am – 2:30 pm Clinical: Mon, Wed                      7:00am – 1:30pm	7/1/2019-8/22/2019
BREAK: 8/23/2019-8/30/2019	
<b><u>(MS 2) PNP 123 – Acutely Ill (LH 103)</u></b> Theory: Tue, Thr                      9:00am – 2:30 pm Lab: Fri                      9:00am – 2:30 pm Clinical: Mon, Wed                      7:00am – 1:30pm	9/3/2019-10/24/2019
BREAK: 10/25/2019-11/1/2019	
<b><u>PNP 124 – Pediatrics (LH 103)</u></b> (MAY HAVE Mon & Wed Theory with Tue & Thu Clinical) Theory: Tue, Thr                      9:00am – 2:30 pm Lab: Fri                      9:00am – 2:30 pm Clinical: Mon, Wed                      7:00am – 1:30pm <b>OR (If on campus)                      8:00am- 2:30 pm</b>	11/4/2019-12/11/2019
BREAK: 12/12/2019-12/13/2019	
<b><u>PNP 125 – Developing Family (LH 103)</u></b> Theory: Tue, Thr                      9:00am – 2:30 pm Lab: Fri                      9:00am – 2:30 pm Clinical: Mon, Wed                      7:00am – 1:30pm <b>OR (If on campus)                      8:00am- 2:30 pm</b>	12/16/2019-1/29/2020
BREAK: 1/30/2020-2/7/2020	
<b><u>PNP 126 – Leadership (LH 103)</u></b> Theory: Tue, Thr                      9:00am – 2:30 pm Lab: Fri                      9:00am – 2:30 pm Clinical: Mon, Wed                      7:00am – 1:30pm	2/10/2020-3/27/2020
BREAK: 3/30/2020-4/3/2020	
NCLEX Review & Prep Questions NCOHC Comprehensive Exit Exam on or before Pinning Ceremony	4/6/2020-4/27/2020 <b>4/20/2020</b> TBA

**Disclaimer:**

1. *Dates and times for clinical sessions in Practical Nursing Program may sometimes have to be varied based on the final schedule approval by clinical affiliates; such change shall not constitute a breach of enrollment agreement.*
2. *NSC reserves the right to change/cancel the class schedule if enrollment numbers are deemed too low for the course to be profitable. In which case NSC shall retain only the Non Refundable charges.*
3. *A change in schedule may occur due to inclement weather or for events beyond the control of NSC, which shall not constitute a breach of enrollment agreement.*
4. *Schedule updates are provided in class as they become available.*
5. *NSC Reserves the right to change, alter this schedule. All dates listed are tentative and are subject to change with or without prior notice.*

~END~

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## Appendix VI

### Student Acknowledgement & Receipt

*(Student copy)*

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#### To Whom It May Concern

I \_\_\_\_\_ hereby declare the following to be true:

1. I have received a copy of the NSC Yearly Catalog for the year 2017-18: \_\_\_\_\_
2. The revision version of the edition is *Oct 16, 2018* \_\_\_\_\_
3. I agree to abide by all the policies and procedures of the school including but not limited to those listed in this catalog: \_\_\_\_\_
4. It is my responsibility to familiarize myself with the policies and procedures of NSC: \_\_\_\_\_
5. I fully understand that failure to comply with the policies and procedures of NSC may lead to termination of enrollment from the school: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Full Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Witness: (Name): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Student Acknowledgement and Receipt

*(NSC COPY)*

**To Whom It May Concern**

**I** \_\_\_\_\_ hereby declare the following to be true:

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5. I fully understand that failure to comply with the policies and procedures of NSC may lead to termination of enrollment from the school: \_\_\_\_\_

Student Signature: X: \_\_\_\_\_

Student Full Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Witness (Name): \_\_\_\_\_ Signature: **X**: \_\_\_\_\_ Date: \_\_\_\_\_