



COLLEGE CATALOG

2016-2017

NC.EDU



2016-17 College Catalog Addendum

REVISED 12.16.2016

- Pg. 17, Financial Information: Changes made to tuition; see individual program pages for tuition and fees
- Pg. 59, Degree Programs: Tuition and fees added to each program page
- Pg. 64, Health Information Technology: Total credit hours and curriculum updated
- Pg. 82, Certificate Programs: Tuition and fees added to each program page
- Pg. 123, Administration: Staff updated

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- Pg. 24, Financial Assistance: Scholarships updated
- Pg. 84, Certificate Programs: Accounting certificate added

REVISED 03.03.2017

- Pg. 23, Financial Assistance: GAP paragraph updated
- Pg. 30, Student Life: College Bookstore paragraph updated
- Pg. 76, Radiologic Technology: RT Toolkit Fee updated
- Pg. 89, Dental Assisting program page updated



This catalog is applicable for one academic year beginning September 1, 2016. It contains Northwestern College regulations and information about the programs and courses offered. This is neither a contract, nor an offer of a contract. Fees, deadlines, academic requirements, courses, degree programs, and other matters described in this catalog may change without notice. Not all courses are offered each quarter and/or academic year. Faculty assignments may change. Courses and/or programs of study may be added and/or discontinued. Courses in all programs of study may be offered in both classroom and online formats. Northwestern College reserves the right, at its sole discretion, to waive any documentation normally required for admission. It also reserves the right to admit or deny a student admission whenever it believes there is sufficient evidence for that decision. For the most up-to-date version of this catalog, please visit our website at www.nc.edu.



A Message from the President

On behalf of the Board of Directors, faculty, staff, and administration of Northwestern College, I would like to extend a warm welcome.

By choosing Northwestern College (NC) to further your education and training, you have entrusted our staff of professionals to advance your knowledge and skill levels in order to be successful in today's competitive job market. Northwestern College has some of the most innovative and visionary instructors you'll find anywhere.

As you will see during your time with us, Northwestern College is excited about being a partner in your success, and will give you the foundation to grow.

The faculty and staff at Northwestern College are committed to providing an excellent learning environment supported by outstanding student service and satisfaction. Most NC instructors bring years of experience in industry to the classroom and lab, and services like academic advising, free tutoring, financial aid, financial planning, counseling, and lifetime employment assistance help ensure student success. NC offers free tutoring for most subjects and offers a variety of scholarships to students.

We have an array of programs to choose from and a quality group of advisors and instructors who are dedicated to helping you achieve your academic goals. Class sizes, averaging 12 students per faculty member, offer a level of personalized instruction which cannot be found at larger institutions.

It's not all work at Northwestern College either. NC has extracurricular clubs and organizations intended to complement and enhance classroom experiences and provide students with opportunities for personal growth.

If you are looking for a college that offers classroom and online instruction, financial assistance, academic advising, free tutoring, personal counseling, and lifetime employment assistance, look no further. Northwestern College has what you are looking for.

Come join us and become part of our story!

Lawrence W. Schumacher
President, Northwestern College





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GENERAL INFORMATION





Calendar 2016 - 2017

Fall Quarter 2016

September 2016

Labor Day - College Closed Sept 5
New Faculty Workshop Sept 10
New Student Orientation (C/B) Sept 14 and 15
Fall Quarter Classes Begin Sept 19
Late Registration Sept 19 - 24

October 2016

Board of Directors Report Submission..... Oct 5
Club/Spirit Wear Days Oct 5 - 6
Columbus Day - No Classes Oct 10
Faculty Institute Day Oct 10
Mid-Quarter Week Oct 23 -29
Board of Directors Meeting Oct 24
Mid-Quarter Grades Due
from Faculty Oct 31 (by 12 pm)

November 2016

Veterans Day - No Classes Nov 11
Faculty Institute Day Nov 11
Club/Spirit Wear Days Nov 15 - 16
Last Day for "W" (Withdrawal) grade Nov 19
Thanksgiving - College Closed Nov 24 - 25
Thanksgiving Holiday - No Classes ... Nov 24 - 27

December 2016

Final Examinations Dec 7 - 10
Final Grades Due from Faculty Dec 12 (by 12 p.m.)
New Student Orientation (C/B) Dec 14, 15
College Closed Dec 23 - 31

Winter Quarter 2017

January 2017

College Closed Jan 1, 2
Board of Directors Report Submission..... Jan 4
New Faculty Workshop Jan 7
Winter Quarter Classes Begin Jan 9
Late Registration Jan 9 - 14
Martin Luther King Day - No Classes Jan 16
Faculty Institute Day Jan 16
Board of Directors Meeting Jan 23
Club/Spirit Wear Days Jan 24 - 25

February 2017

Mid-Quarter Week Feb 12 - 18
Mid-Quarter Grades Due
from Faculty Feb 20 (by 12 pm)
Presidents Day - No Classes Feb 20
Faculty Institute Day Feb 20
Club/ Spirit Wear Days Feb 22 - 23

March 2017

Last Day for "W" (Withdrawal) grade Mar 6
Final Examinations March 22 - 25
Final Grades Due from
Faculty March 27 (by 12 p.m.)

Spring Quarter 2017

March 2017

New Student Orientation (C/B) .. March 22 and 23
New Faculty Workshop March 25
Spring Quarter Classes Begin April 3
Late Registration April 3 - 8

April 2017

Board of Directors Report Submission..... April 5
Spring Holiday-College Closed April 14
Spring Holiday-No classes April 14-17
Faculty Institute Day April 17
Club/Spirit Wear Days April 18 and 19
Board of Directors Meeting April 24
Graduation Petitions Due to
Student Services April 28

May 2017

Mid Quarter Week May 7 - 13
Mid-Quarter Grades Due
From Faculty May 15 (by 12 pm)
Celebrate Teaching and
Learning Week May 15 - 18
Career Fair May 18
Club/Spirit Wear Days May 24 - 25
Memorial Day - College Closed May 29
Last Day for "W" (Withdrawal) grade May 30

June 2017

Final Examinations June 14 - 17
NC Commencement June 9
Final Grades Due
from Faculty June 19 (by 12 p.m.)



Calendar 2016-17

Summer Quarter 2017

June 2017

New Student Orientation (C/B) June 21 and 22
Summer Quarter Classes Begin June 26
Late Registration June 26 – July 1

July 2017

Independence Day – College Closed July 4
Board of Directors Report Submission July 5
Club/Spirit Wear Days July 11 - 12
Board of Directors Meeting July 24
Mid Quarter Week July 30 – Aug 5
Mid-Quarter Grades Due
from faculty Aug 7 (by 12 pm)

August 2017

Club/Spirit Wear Days Aug 9 - 10
Last Day for "W" (Withdrawal) grade: Aug 21

September 2017

Labor Day – College Closed Sept 4
Final Examinations Sept 6 - 9
Final Grades Due
from Faculty Sept 11 (by 12 p.m.)

Fall Quarter 2017

September 2017

Labor Day - College Closed Sept 4
New Faculty Workshop Sept 9
New Student Orientation (C) Sept 12
New Student Orientation (C/B) Sept 13 and 14
Fall Quarter Classes Begin Sept 18
Late Registration Sept 18 - 23

October 2017

Board of Directors Report Submission Oct 4
Club/Spirit Wear Days Oct 4 - 5
Columbus Day – No Classes Oct 9
Faculty Institute Day Oct 9
Mid-Quarter Week Oct 22 -28
Board of Directors Meeting Oct 23
Mid-Quarter Grades Due
from Faculty Oct 30 (by 12 pm)

November 2017

Veterans Day - No Classes Nov 10
Faculty Institute Day Nov 10
Club/Spirit Wear Days Nov 14 - 15
Last Day for "W" (Withdrawal) grade Nov 18
Thanksgiving – College Closed Nov 23 - 24
Thanksgiving Holiday - No Classes ... Nov 23 - 26

December 2017

Final Examinations Dec 6 - 9
Final Grades Due
from Faculty Dec 11 (by 12 p.m.)
College Closed Dec 23 – 26, 30 – 31



The College

About Northwestern College

Statement on Equal Educational Opportunity

Northwestern College is committed to an educational and working environment that provides equal opportunity to all members of the College community. In accordance with federal and state law, the College prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, citizenship, sexual orientation, and veteran status.

What NC Offers: A Focused Education

Northwestern College serves more than 1,100 students in the greater Chicago area and beyond with degree programs that can be completed online and campuses located in Bridgeview and Chicago. Northwestern College (NC) provides career-focused education in the fields of accounting, business, allied health, paralegal, criminal justice, and nursing.

What NC Stands For

NC's Vision

Empowering Students for Success

NC's Mission

Northwestern College, an institution of higher education, encourages, prepares, and empowers its diverse student body to pursue their career and educational goals. Our distinctive programs, combined with our commitment, integrity, and student-centered learning community, provide employers with well-prepared graduates.

NC's Values

LEARNING: Northwestern College is a professional educational community focused and committed to learning for its students, faculty, and staff.

- Striving to create an atmosphere which fosters the acquisition of knowledge
- Encouraging lifelong learning for all members of the College community

PEOPLE: Northwestern College respects the rights and dignity of all people by providing an environment that promotes a sense of accomplishment and self-esteem.

- Hiring, training, and retaining the highest quality people based on an equal opportunity to succeed and produce
- Providing an environment that promotes a sense of accomplishment and self esteem

- Enabling everyone to realize his or her potential by offering opportunities for growth and personal challenges
- Recognizing, rewarding, and compensating people to encourage and reinforce sustained effort and outstanding performance

INTEGRITY: We practice honest, fair, and ethical behavior.

- Acting with openness, mutual trust, and respect in our dealings with each other, our constituencies, and with the community at large
- Obeying the law
- Consistently embracing our values

TECHNOLOGY: We believe that technology is pivotal to the future success of all of the College's stakeholders.

- Creating, acquiring, and developing new technology
- Aggressively applying the most effective technology
- Helping our students, faculty, and staff apply new technologies

STUDENT AND EMPLOYER SATISFACTION: We are committed to the needs of students and employers.

- Focusing on student and employer needs
- Providing quality education, resources, and services
- Recognizing and exploring the interests and motivations of employers and our students

PROGRESS: We challenge ourselves to continually improve.

- Assessing the effectiveness of organizational processes, practices, and policies
- Increasing the efficiency and cost-effectiveness of our operations
- Enhancing the understanding of our direction and performance
- Ensuring a challenging and stimulating workplace where teamwork, participation, innovation, and open communication flourish
- Researching and developing new programs

NC's Institutional Focus

- Northwestern College is dedicated to innovation, a student-centered environment, academic excellence, and supportive student services.
- Northwestern College is committed to a comprehensive assessment of institutional effectiveness, student learning, and graduate success.
- Northwestern College is committed to cultivating and fostering a learning



The College

community that is socially, ethically, and environmentally responsible.

- Northwestern College is committed to responsible growth while sustaining a financially secure institution.

Who NC Is: Our History and Our Future

Northwestern Business College (NBC), Chicago's oldest career college, was founded in 1902 by J.F. Fish. While many career colleges are run by large corporations Northwestern College remains today as it was when it opened in 1902, a family-owned and operated educational institution. Fish had the foresight back then to recognize that businesses would need competent, well-trained workers. With this vision, the College opened its doors at 1747 N. Robey Street (later Damen Avenue) offering programs in accounting and stenography that were designed to equip students with skills that would be marketable in the business world.

By 1918, the College had outgrown its space and relocated to the Logan Square area of Chicago. Although Fish sold the College in 1930, his vision has stood the test of time and lives on in the **College's Mission to "encourage, prepare, and empower our diverse student body to pursue their career and educational goals."**

"Business has changed greatly during the last few years, and schools that keep pace with it must of necessity be aggressive, forward-looking, and always alert to the matter of keeping their courses in harmony with business requirements and of offering to their students thoroughly scientific and, at the same time, practical instruction."

J.F. Fish, circa 1925

In the mid-1930's the College was sold again, this time to Myrtle M. Voss. During her ownership, one of the students, Violet Schumacher, so impressed Voss that she hired her as a receptionist before she had completed her studies. Violet Schumacher rapidly advanced from that position to admissions representative to director of admissions to registrar and, finally, to director of the College.

In 1958, Violet Schumacher and her husband Edward Schumacher purchased Northwestern Business College from Voss. The slow, yet steady growth of the **College continued under Schumacher's guidance. She** believed that career education should not only equip students with skills necessary to succeed in the workplace, but should also provide them with skills necessary to become productive members of society. Schumacher was committed to giving students individual attention and maintaining small class sizes, beliefs that continue to be embraced by the College today. Schumacher also established a policy of free

lifetime career assistance that remains in place today.

In the 1970's, Northwestern Business College significantly increased its enrollment. Continued **growth led to the College's relocation in Chicago. During this period Violet Schumacher's daughter and son came to work for the College; Nancy Schumacher Kucienski managed the academic areas while Lawrence W. Schumacher took on responsibilities in the administrative, financial, and recruitment areas.**

In 1977, Lawrence Schumacher and Nancy Schumacher Kucienski formed Lancelot, Incorporated and purchased Northwestern Business College from their mother. Lawrence became President of the **College and spearheaded expansion of NBC's** programs beyond business, focusing on fields that offered significant employment opportunities such as travel and tourism, computer programming, and word processing. The College continued to grow and land was purchased on the Northwest side of Chicago; construction of a new campus began in 1983. The following year, NBC moved to the new, larger facility, and added programs in medical assisting and hospitality management.

In 1987, the College added a second campus, leasing space in Palos Hills, IL, a southwest suburb of Chicago. Because that campus grew quickly, in 1990 a new facility was constructed in nearby Hickory Hills. **The College's growth continued, and in 2001 a third campus was opened, a rented space in Naperville in the western suburbs. Needing to accommodate growth yet again, in 2001 NBC's southwest campus moved to its current location, a completely remodeled 88,000 square foot facility in Bridgeview.**

The 1990's were marked by a series of exciting new developments, including new programs, certification of many of its existing programs by programmatic accreditors, and achieving accreditation from The Higher Learning Commission of the North Central Association of Colleges and Schools.

In 2002, the College celebrated its 100th anniversary and was honored by the Chicago Historical Society for over 100 years of longstanding contributions to the City of Chicago. The awards continued and NBC was awarded the 2003 Illinois Family Business of the Year – Community Service Award, and in 2004 was First Runner Up for the Mass Mutual National Family Business of the Year Award.

President Lawrence Schumacher assumed sole ownership of NBC in 2007 and the College continued to grow. In order to more accurately reflect its



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students and Mission Statement, as well as the fact that it offered programs beyond just business, in 2008 the College changed its name from Northwestern Business College to Northwestern College. That same year the Higher Learning Commission **extended Northwestern College's** accreditation to include distance delivery of three degree programs, followed by approval to offer an AAS degree program in Radiologic Technology in 2009. Once an AAS degree in Nursing was approved, in 2010 the Violet L. Schumacher School of Nursing was opened.

Northwestern College continues to focus on the future, planning for growth and new achievements while continuing to embrace the values it has held from its inception: providing student-centered education, maintaining small class sizes, providing employers with well-prepared graduates.

Where NC Is Located

Bridgeview: The Bridgeview campus at 7725 S. Harlem Avenue, located near the intersection of Harlem Avenue and 79th Street, serves the southwest suburbs as well as those residing in the communities surrounding Midway Airport. It is easily accessible by car or PACE public transportation system.

Chicago: The main classroom building at the Chicago campus is located at 4829 N. Lipps Avenue on the northwest side of the city in the Jefferson Park neighborhood. The Chicago campus is easily accessible via public transportation including the CTA Blue Line, Metra train, and 16 different bus routes. This campus is also conveniently located near the Kennedy and Edens expressways.

Online: Three degree programs, business administration, criminal justice, and health information technology, can be completed entirely online. The paralegal degree program can be completed partially online.

Accreditations and Approvals

- Northwestern College is accredited by the Higher Learning Commission, 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604, (312) 263-0456, www.hlcommission.org.
- The Northwestern College Health Information Technology Associate in Applied Science Degree program at the Chicago Campus is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601.
- The Northwestern College Bridgeview Campus Health Information Technology Associate in

Applied Science Degree program is in Candidacy Status pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601.

- The Medical Assisting Associate in Applied Science Degree is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 26400 U.S. Highway 19 N, Suite 158, Clearwater, FL 33763. (727) 210-2350, (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
- The Radiologic Technology Associate in Applied Science Degree is accredited by the Joint Review Committee on Education in Radiologic Technology (www.jrcert.org) 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606, (312) 704-5300.
- The Business Administration and Executive Accounting Associate in Applied Science Degree programs are accredited by the Accreditation Council for Business Schools and Programs, 11520 West 119th Street. Overland Park, Kansas 66213, (913) 339-9356, www.acbsp.org.
- The Paralegal degree and certificate programs are approved by the American Bar Association.
- Northwestern College is approved by the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377, Phone: (217) 782-2551, Fax: (217) 782-8548. <http://www.ibhe.org/>. Complaints can be filed at <http://complaints.ibhe.org/>.
- Northwestern College is approved for veterans training under the G.I. Bill for Veterans Educational Assistance.

Authorization

Northwestern College is authorized by the Illinois Board of Higher Education to award associate in applied science degrees. Illinois Board of Higher Education 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701-1377, (217) 782-2551 <http://www.ibhe.org/>. Complaints can be filed at http://complaints.ibhe.org.

Northwestern College is authorized by The Indiana Board of Proprietary Education, 101 W. Ohio Street, Suite 670, Indianapolis, IN 46204-1984.



The College

About NC's Career-Focused Education

Associate in Applied Science Degree Programs and Certificates

Most of the certificate programs are intended for individuals who have previous college or work experience and are looking to enhance or change their career. With the exception of the Coding Specialist program, certificate programs can be completed in one year or less.

NC has four academic departments, which offer the following degrees and certificates:

SCHOOL OF COMMERCE

Degrees	Certificates
Business Administration	Business Administration
Executive Accounting	Accounting

SCHOOL OF HEALTH SCIENCES

Degrees	Certificates
Diagnostic Medical Sonography	Coding Specialist
Health Information Technology	Dental Assisting
Medical Assisting	Medical Assisting
Radiologic Technology	Medical Insurance Billing Specialist

SCHOOL OF LEGAL STUDIES

Degrees	Certificates
Criminal Justice	Criminal Justice
Paralegal	Paralegal

VIOLET L. SCHUMACHER SCHOOL OF NURSING

Degrees
Nursing

General Education, the fifth academic department, provides a foundation for students in degree programs. Specific general education requirements may be found in the Academics section of this catalog.

Program Mission Statements

School of Commerce

The School of Commerce provides students with a quality education that enhances their knowledge of business and technology by strengthening their critical thinking skills, developing an understanding of communication processes, and applying these skills to prepare for a career and lifelong learning that

satisfies their personal, professional, and community needs.

SCHOOL OF HEALTH SCIENCES

Coding Specialist: The Coding Specialist (CSP) program seeks to educate entry-level health information professionals by incorporating core values as identified by the American Health Information Management Association (AHIMA). The program **empowers students to meet AHIMA's core values of quality, integrity, respect, and leadership** demonstrated through knowledgeable and competent HIT faculty members. Upon graduation, students will be qualified to sit for the Certified Coding Specialist – Physician-based (CCS-P) examination and meet requirements for employment in the field.

Diagnostic Medical Sonography: The Diagnostic Medical Sonography program is committed to excellence in providing students with superior education and **training necessary to compete in today's job market.** Consistent with the mission of Northwestern College to **"provide employers with well-prepared graduates,"** the purpose of the program is to prepare competent and caring sonographers to meet the healthcare needs of our community.

Health Information Technology: The Health Information Technology (HIT) program seeks to educate entry-level health information technicians by incorporating core values as identified by the American Health Information Management Association (AHIMA). The **program empowers students to meet AHIMA's core values of quality, integrity, respect, and leadership** demonstrated through knowledgeable and competent HIT faculty members.

Medical Assisting: The Medical Assisting programs at Northwestern College promote high standards in the Medical Assistant profession through an educational program that provides quality, student-centered education that serves the needs of a diverse population in an ever-changing healthcare environment. We prepare competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Radiologic Technology: The Radiography program is committed to excellence in radiologic technology education and its administration. Consistent with the mission of Northwestern College to **"provide employers with well-prepared graduates,"** the purpose of the program is to graduate competent and caring entry-level radiographers to meet the healthcare needs of our community.



The College

SCHOOL OF LEGAL STUDIES

The School of Legal Studies prepares students for roles in the legal profession through progressive and quality educational programs, which assist in developing skills necessary to benefit the legal community.

VIOLET L. SCHUMACHER SCHOOL OF NURSING

The Northwestern College Violet L. Schumacher School of Nursing strives to prepare a diverse student body to pursue educational and professional goals in an atmosphere of intellectual curiosity. We are committed to enhance student understanding of health and illness in a compassionate, student-centered environment that remains rooted in the community and seeks to produce skilled professionals and lifelong learners.

About the NC Community

The NC community is composed of students, faculty members, administrators and staff, and a professional Board of Directors.

Students

The NC community consists of approximately 1,100 students. The commitment, creativity, and seriousness of the student body **are among NC's** greatest strengths.

Faculty

Faculty members at NC are selected for their professional backgrounds as well as their academic qualifications. Many are currently active in the fields in which they teach.

Board of Directors

Northwestern College is an Illinois corporation. The board members are individuals with professional business and educational backgrounds. The members of Northwestern College's Board of Directors are:

Lawrence Schumacher President
Gail Schumacher Vice President and Secretary
Karen Hartmann Member
Marlene McManus Member
John E. Petrik..... Member



Admissions

Admissions Requirements

Northwestern College seeks students who have the desire for practical career preparation and the ability to achieve academic success. In accordance with federal and state law, the College prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, citizenship, sexual orientation, and veteran status.

General Guidelines

To be admitted to Northwestern College, a prospective student must:

1. Be a graduate from a high school recognized by the state in which the diploma was issued or hold a GED (General Educational Development) equivalency diploma. Home-schooling documents will be reviewed under standards set by the state in which the education occurred.
2. Have an ACT (American College Test) score of at least 15 or an SAT (Scholastic Aptitude Test) score of at least 810. If ACT or SAT scores are not available, the internal diagnostic assessment may be used for admission.

All prospective students, including transfer students and international students, may be required to take an internal diagnostic assessment unless they have an ACT score of 15 or higher, SAT composite score of 810 or higher, or an associate's degree or higher.

Specific programs may have additional admissions requirements. See details in the Degree Programs section of this catalog.

Northwestern College does not make admissions decisions solely on the basis of objective criteria. Subjective criteria, including applicants' on-campus interviews, personal statements/essays, life experience, work experience, personal character, overall suitability for our programs, and likelihood of success are all considered.

Policy on Enrollment of Students with Criminal History Policy

Northwestern College is dedicated to enrolling students who will benefit from the education provided and can find employment in their chosen field. Our experience is that individuals with a felony conviction may find exceptional difficulty finding employment, depending on the program and the nature of the conviction. Accordingly, the College reserves the right to decline admission, at its sole discretion, to individuals with a felony conviction.

Transfer Students

Transfer applicants from other colleges should contact their former school(s) requesting that official transcripts be sent to:

Office of the Registrar
Northwestern College
7725 S. Harlem Ave.
Bridgeview, IL 60455

The College will typically accept transfer credits for courses that were completed in the last 10 years, comparable to NC courses, fulfill graduation requirements, and in which a grade of C or higher has been earned. Some programs have additional requirements. Refer to the Degree Programs section for details.

International Students

Northwestern College welcomes applications from international students. International students are required to meet the same admissions requirements as all other students. International students residing outside the United States should apply at least 120 days before the quarter in which they would like to start to allow ample time to complete the student visa process. Those transferring from a U.S. school should apply at least 60 days before the intended start date. International students should request an I-20 application form from the Admissions Department. This form should be submitted to the Admissions Department at the campus the student wishes to attend along with the following materials:

1. A completed application for admissions with a nonrefundable \$100 processing fee.
2. Official English-translated and evaluated transcripts for all university-level credit. This evaluation must be performed by a member of the National Association of Credential Evaluation Services (NACES). For approved evaluation agencies, please contact the International Student Advisor at the Bridgeview campus.
3. Official English-translated and evaluated transcripts for secondary schools. This evaluation must be performed by a member of NACES.
4. Official Test of English as a Foreign Language (TOEFL) scores of at least 500 on the paper-based exam, 173 on the computer-based exam or 79 on the internet-based exam. The College will accept scores for up to two years from the testing date.

International students may use the placement examination administered on campus in lieu of the TOEFL exam. Applicants who are applying for an F-1 student visa must be in valid immigration status and



Admissions

submit evidence of financial support. This documentation must show that the student has necessary funds to cover the expenses for tuition, books, supplies, and any required fees for the entirety of the program.

Once enrolled and registered, international students are expected to meet the same course requirements and academic standards established for domestic students. They must be enrolled in a minimum of 12 credit hours each quarter. An advisor for international students is located in the Office of the Registrar.

Students with Disabilities

Northwestern College does not discriminate against students with disabilities. All students who meet the admissions requirements of the College and its programs are eligible to attend NC. Each student is encouraged to act as his/her own advocate by taking responsibility for securing pre-admissions services and accommodations. A prospective student with a documented disability who needs accommodations to enhance his/her ability to successfully complete the placement and/or qualifying admissions exams should speak to an admissions representative. The admissions staff can provide information about how to receive appropriate accommodations through the Office of Counseling and Disability Services.

At-Large Students

A student who enrolls in classes either part-time or full-time but does not intend to be a candidate for a degree at NC may take classes as either a regular or a special at-large student. Both categories of at-large students who enroll for more than four credit hours are required to take the placement examination. At-large students must meet all course prerequisites, are subject to all the rules and regulations of the College, and are not eligible for any federal, state, or campus-based financial assistance.

Regular At-Large Students. Regular at-large students may earn up to 24 credit hours before they are required to declare a major. They must meet all admissions requirements, including submission of high school transcripts.

Special At-Large Students. Current high school students or students 25 years of age or older who are not seeking a degree may be admitted to the College as special at-large students without presenting high school or college transcripts. Students in this category may take a maximum of 10 credit hours. Students who wish to continue their studies beyond 10 credit hours must meet all admissions

requirements, including submission of high school transcripts.

Admissions Procedures

Applications are available from the Northwestern College website at www.nc.edu or by contacting one of the following:

Director of Admissions
Northwestern College
7725 S. Harlem Ave.
Bridgeview, IL 60455
(708) 237-5000

Director of Admissions
Northwestern College
4811 N. Milwaukee Ave., Suite 203
Chicago, IL 60630
(773) 777-4220

Following are the steps for applying to the College:

1. All prospective students are required to attend a career information session with a NC Admissions Coordinator.
2. Complete an Admissions application for your program of choice (A \$25 application fee will be **added to the prospective student's first quarter** tuition when he/she gains entrance to the college and attends classes the first quarter).
3. Complete the FAFSA at www.fafsa.gov and meet with a NC Financial Aid Representative.
4. Submit proof of graduation from state-recognized high school/GED certificate, enrollment paperwork and completed/signed Enrollment Agreement. Official proof of graduation must be **received by the end of a student's first quarter** in order to attend/register for future terms.
5. Contact all educational institutes to arrange for official, signed copies of your transcripts to be sent to:

Office of the Registrar
Northwestern College
7725 S. Harlem Ave.
Bridgeview, IL 60455

6. **Take and pass college's entrance/placement examination** administered on campus, unless they have an ACT score of 20 or higher, SAT score of 1020 or higher, or an associate's degree or higher.



Admissions

Admissions Decision

The College notifies students of their admissions status once all required documents have been received and reviewed.



Financial Information

Tuition and Fees

Enrollment Fee

An enrollment fee of \$25 is a one-time fee applied to all students accepted to the College during their first quarter.

Tuition

Tuition is charged per quarter credit hour. Please refer to the Degree and Certificate Programs for tuition rates.

Science Lab Fee

The following courses have a \$150 fee in addition to tuition charges: SCIE.111, SCIE.121, and SCIE.131.

Quarterly Fees

Media Resource Fee\$65

Other Fees

The following fees are assessed when applicable:

Diploma Replacement Fee	\$35
Graduation Fee	\$100
ID Replacement Fee.....	\$10
Independent Study Fee	\$50/credit hour
Late Installment Payment Fee	\$10
Payment Plan Fee (Fee waived with auto debit)	\$100
Collection Placement Fee	\$15
Returned Check Fee.....	\$25
Transcripts	\$5
U-Pass Fee/Parking fee (Chicago students only)	\$85

U-Pass (CTA University Transit Pass) and Parking Fee (Chicago students only)

The U-Pass and/or parking fees are assessed quarterly. All Chicago campus students may receive a parking pass. The U-Pass, issued by the Chicago Transit Authority to full-time degree or certificate seeking students only, allows students unlimited rides on CTA buses and trains 24/7 while the student is attending classes on the Chicago campus.

Tuition for Audited Classes

The current rate of tuition is charged for classes which are audited. Financial aid does not cover audited classes.

Credit by Examination (CBE) Fee

Students who elect to take a CBE are charged 25 percent of the class tuition for the test. Payment must be made in full before scheduling the test. If the CBE

is failed or not taken within 30 days of payment, the College will retain 25 percent of the fee as an administrative charge and will credit the balance to the student's account.

Disclaimer

Tuition rates and fees are subject to change at any time without notice.

Student Finance Office

The Student Finance Office staff is available to meet with students to calculate tuition, discuss payment options, and answer questions regarding tuition, fees, loan balances, and refunds. Hours are posted at each campus.

Payment of Tuition and Fees

All charges are due before the end of week one of the quarter or satisfactory payment plan arrangements made with the student finance team. In order to help students meet their financial obligations, the College offers installment payment plan options for students who have a balance exceeding \$100. All payments are due on the 15th of every month with a 5 day grace period.

A late fee will be assessed for each missed installment payment. Satisfactory payment arrangements must be made by the end of week one of the quarter or the student's account may become delinquent and subject to business hold.

Methods of Payment

Students may pay their tuition and fees with cash, checks, credit cards (Visa, MasterCard, or Discover), money orders, or **cashier's checks**. Payments can also be made online through WebAdvisor.

Financial Responsibility

Students are responsible for the payment of their tuition and fees. Registration and enrollment constitute the student's acceptance of all conditions, rules, and regulations of the College. The College reserves the right to:

- Deny registration to any student with an outstanding balance from a previous quarter.
- Withhold any student's academic transcript and/or quarterly grades until all monies owed to the College are paid and student loans are in current status.



Financial Information

Refunds

Tuition Refund

The tuition refund will be calculated according to the student's withdrawal date and the tuition refund schedule. It is the student's responsibility to drop a course by published deadlines.

Courses of 10-12 Weeks

- 100% refund for withdrawal days 1–7 of the quarter
- 50% refund for withdrawal days 8–14 of the quarter
- 0% refund for withdrawal after day 14 of the quarter

Title IV Excess Funds

Northwestern College will retain any excess funds from federal financial aid awards for each loan period through the means of the Authorization to Retain Funds documents. Northwestern College will use the excess State funds to reduce any outstanding balances incurred in any prior or future term or reducing outstanding Institutional Loan amounts.

Student Withdrawal

There are a number of things students should consider before withdrawing from either a course or the College, for such action could cause both academic as well as financial consequences.

General Information

Students must discuss withdrawing from a course or courses with their Academic Advisor and the Student Finance Office in person. The College will send the student an email acknowledgement of the withdrawal for their records.

Students intending to drop all of their courses in a quarter will not be able to do so via WebAdvisor but will need to contact the Advising Office. Students considering withdrawal from the College should speak with their Academic Advisor and/or the Student Finance Office and Program Coordinator to discuss potential academic and financial consequences.

Simply ceasing to be present and/or participate, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from a course or the College and may result in serious academic as well as financial consequences. Please refer to the Withdrawal Checklist form for guidance through the possible consequences of withdrawal.

When a student withdraws or discontinues academic participation during a payment period or period of enrollment, federal law mandates specific procedures for the calculation of Title IV funds. The return of Title IV funds is based on the date of determination. For students who officially withdraw, the date of determination is the date the student officially withdrew from the College. Students who do not officially withdraw will be administratively withdrawn. The date of determination will be the date the College became aware of the student's intent to withdraw through credible communication with the Director of Student Services (or other designated official). All **Title IV refunds are calculated based on the student's last day of participation.** Any unearned Title IV funds will be returned to the appropriate lender (or provider). When a student withdraws, the College calculates how much of the Title IV grants and loans the student has earned for the payment period or period of enrollment as of the date of determination and returns the unearned portion to the appropriate lender or provider.

There can be other consequences if a student is receiving federal financial aid and chooses to withdraw:

Withdrawal can affect financial aid eligibility for the term. As noted above, students considering withdrawal should be aware that returns of Title IV financial aid funds are calculated according to applicable federal laws. If, based on the calculation, the student has earned less than the amount of Title IV funds disbursed at the time of withdrawal, the unearned funds must be returned. The return of financial aid funds may result in a **balance on a student's account, with the balance being the student's responsibility.**

Withdrawal can affect overall financial aid eligibility and academic success. Repeated withdrawals could **compromise not only a student's future eligibility for financial aid but also jeopardize their academic success.** All students must maintain satisfactory progress toward completion of their academic program. Students who fail to meet the academic progress standards are subject to both academic penalties and the potential loss of eligibility for federal and Illinois student financial aid.

Withdrawal will affect loan deferments. Once a student drops below half time or withdraws from an academic program, their 6 month grace period will begin. At the conclusion of the grace period, students will be required to begin repayment of their federal loans. Students should check with the Student Finance Office at their home campus for more information or contact any outside lender they may have utilized.



Financial Information

Further, students that have borrowed via Federal Direct Stafford Loans and are graduating or leaving the College are required by law to complete the Federal Direct Loan Exit Counseling Session with the Student Finance Office. During the exit counseling session, students will be advised of the next steps regarding their student loans.

Withdrawal can affect other government benefits. Students receiving other state or federal benefits contingent on college participation may find those benefits diminished or terminated upon withdrawal from a course or the College. Students may also be required to report these changes or be subject to repayment if it is determined that the withdrawal resulted in ineligibility to receive these benefits any longer.

Withdrawal can result in additional costs. Upon withdrawal, the cost of attendance for an educational program will escalate as a result of lost time, unearned coursework, delayed graduation, and increased educational debt if a student is borrowing funds to attend school. The College recommends that students who need to withdraw work with their Academic Advisor and a Financial Aid Advisor to determine strategies to minimize this cost.

Policy

A. Withdrawal from a Course or Courses

A student who intends to withdraw from an individual course or courses from their program is expected to notify the Director of Student Services, Registrar, or Advising Department of his/her intent to withdraw. The notification must be in writing. Please refer to the Schedule Adjustment form. The date the notification is received by the Student Services Department shall be the official date of withdrawal of the course or courses and will be the date used to determine any academic consequences as well as to calculate any tuition obligations.

A withdrawal during the first 75 percent of any quarter will result in the issuance of a "W" (withdrawn) grade, which does not affect the student's GPA. A withdrawal after this date will result in the issuance of a "WF" grade (withdrawn/failure), which is equivalent to an "F" grade in calculating the student's GPA.

Simply ceasing to be present and/or participate, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from a course or courses and may result in serious academic as well as financial consequences.

B. Withdrawal from the College

Official Withdrawal. Students who wish to withdraw officially from the College should first contact the Academic Advising Office and ultimately, the Director of Student Services using the College's official withdrawal form. All withdrawal notifications must be in writing. Please refer to the Request for Withdrawal form. Notifications of withdrawal from the program received via email or other communication method are accepted at the discretion of the Director of Student Services (or other designated official). In rare cases, the College may accept third-party notifications, particularly when the student may be incapacitated or otherwise unable to communicate with the College. All withdrawal notifications may be subject to verification.

For a student who is dismissed or withdrawn during an academic term, both the official date of withdrawal and the official date of determination shall be the date the student began the official withdrawal process by notifying the College, the date the College became **aware of the student's intent to withdraw through** written communication with the Director of Student Services (or other designated official), or the date the student was dismissed/administratively withdrawn for any reason, whichever is earliest.

Simply ceasing to be present and/or participate, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from the College and may result in serious academic as well as financial consequences.

Students are expected to forfeit their College ID card, CTA U-Pass Card, and parking permit sticker at the time of withdrawal.

After submitting the College withdrawal form, a confirmation of withdrawal will be emailed to the student, indicating any additional steps they may need to take in order to complete withdrawal from the College. If a student does not receive an email confirmation, they should contact Student Services to both confirm withdrawal and obtain written confirmation.

Unofficial Withdrawal. If a student ceases participating without providing **official notification** to the College, the date of determination will be the date the College became aware of the student's intent to withdraw through credible communication with the Director of Student Services (or other designated official).



Financial Information

C. Reentering After Official or Unofficial Withdrawal from the College

Students who are reentering the College after a leave of one or more quarters may seek assistance from a **Returning Student Advisor in the College's Admissions Department**.

Reentering students who have not attended for two or more consecutive quarters are subject to the rules, regulations, and requirements of the Northwestern College Catalog effective on the first day of the quarter in which they are readmitted. Students who were making satisfactory progress at the time of last enrollment will be readmitted without special procedure. Students who left the College in Academic Warning will be readmitted in Academic Warning status and subject to all of the requirements of that status. Students who were suspended for academic deficiencies will be required to appeal their suspension through the Academic Standards Committee who will render a decision. For more information, refer to the Satisfactory Progress Policy in the Academics section of this catalog.

Fees

Fees are not refundable except as noted above.

Books and Supplies

There are no cash refunds. We offer in-store credit and exchanges only. Credit will be applied to your NC student account. Receipts must accompany all returns. Not all items are eligible for returns or credits. See the Bookstore for details.

Student Loan In-School Deferments

The U.S. Department of Education requires all students who have obtained student loans to submit an In-School Deferment Request form at the start of each term that they are registered at least half-time status. Copies of the In-School Deferment Request Form can be obtained in the Records and Student Finance Offices at all campuses, and the office of the Default Prevention Specialist.

Return of Title IV Funds

When a student withdraws or ceases participating during a payment period or period of enrollment, federal law mandates specific procedures for the calculation of Title IV funds. Title IV fund return calculations are based on the date the student withdrew or ceased attending. Any unearned Title IV funds must be returned to the appropriate lender (or provider). When a student withdraws, the College calculates how much of the Title IV grants and loans

the student has earned for the payment period or period of enrollment as of the date of withdrawal.

Calculation Information

A pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student will have earned 100 percent of the Title IV funds they were eligible to receive.

The percentage of the payment period or period of enrollment completed is the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the date of withdrawal.

Returns are calculated according to applicable federal laws. If, based on the calculation, the student has earned less than the amount of Title IV funds disbursed, the unearned funds must be returned. The College must return the lesser of:

- the amount of Title IV funds that the student has not earned, or
- the amount of institutional charges that the student incurred for the payment period or the period of enrollment multiplied by the percentage of Title IV funds that was not earned

The student (or parent, in the case of a PLUS loan) must return or repay, as appropriate:

- any Title IV loan funds in accordance with the terms of the loan
- the remaining unearned Title IV grant funds (not to exceed 50 percent of the grant owed) as an overpayment of the grant

Financial Aid Programs Refund Sequence

Unearned funds returned by the College or the student must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period or period of enrollment for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period or period of enrollment for which the return of funds is required in the following order:

1. Direct Stafford Unsubsidized Loans
2. Direct Stafford Subsidized Loans
3. FFEL/Direct PLUS loans received on behalf of the student



Financial Information

If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period or period of enrollment for which a return of funds is required in the following order:

1. Federal Pell grants
2. Federal SEOG program aid
3. Other grant or loan assistance authorized by Title IV of the Higher Education Act

Refund Disbursement

Refunds are calculated from the official date of withdrawal from the College (refer to previous section on Official Date of Withdrawal and Official Date of Determination). All refunds will be issued within 30 days after the College has determined that the student has withdrawn.



Financial Assistance

Financial Assistance

The College's Student Finance Office also provides information to students and families who require financial assistance in addition to their own contributions to cover the cost of their Northwestern College education.

Most financial assistance programs are based on demonstrated need — the difference between the cost of education and the resources of the student (or family). Students may apply for financial assistance and admission to the College at the same time. Please contact the Student Finance Office for minimum credit hour requirements to apply for all financial aid resources listed below. Financial assistance is not available to at-large students.

All federal financial assistance programs are subject to government review and control and are subject to change. Students seeking financial assistance through any of the programs described herein can obtain financial aid application forms from the Student Finance Office, the Admissions Department, or online.

Procedure

1. Complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Use your federal pin number to submit the application. Be sure to add the Northwestern College school code to your FAFSA application (012362).
2. Complete all required verification procedures by the specified deadline. If applying for a loan, students must also complete a student loan counseling and a master promissory note at www.studentloans.gov.

Grants (No repayment required)

Federal Pell Grant

A federal Pell grant is awarded based on financial need and does not have to be repaid. Pell grants are awarded only to undergraduate students who have **not earned a bachelor's** or professional degree and have not exceeded the lifetime limit.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This program is for eligible undergraduate students with exceptional financial need. Consideration for an FSEOG will be given first to students with exceptional need and second to students who receive Pell grants and meet certain eligibility requirements for financial assistance.

Illinois Monetary Award Program (MAP) Grant

Recipients of a MAP grant must be Illinois residents. The MAP grant is awarded based on the Illinois Student Assistance **Commission's comprehensive review of the family's financial** situation and cost of attending the College.

Employment (No repayment required)

Federal Work Study

The Federal Work Study program provides a limited number of jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the course of study. Students who qualify for the program work in various areas of the College as long as funds are available.

Loans (Repayment required)

Direct Loans

All Direct loans are either subsidized (the government pays the interest while in school) or unsubsidized (students pay all the interest, although they may have the payments deferred until after graduation). To receive a subsidized Direct loan, students must be able to demonstrate financial need. With the unsubsidized Direct loan, students can defer the payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. All students, regardless of financial need, are eligible for the unsubsidized Direct loan.

Direct PLUS Loan

This program allows the parents of dependent undergraduate students to borrow up to the total cost of education minus any financial aid received per academic year.

Tuition Flex Program

This loan may be used to cover the gap between financial aid and tuition cost once all available financial resources have been exhausted. Students may be eligible to borrow up to \$5,000 each academic year for a total of \$10,000. Full-time Nursing and Radiography students who maintain a **"B" cumulative** grade point average can borrow an additional \$2,500 per academic year for a total of \$15,000.

Interest is set at 1.9% and will begin to accrue at the completion of the program or withdrawal from the program, whichever comes first. Monthly payments can vary from \$50 to \$85 a month after the start of program. Additional requirements/restrictions apply; see the Student Finance Office for details.



Financial Assistance

Students enrolled in the Tuition Flex Program are not eligible to receive excess loan checks. Excess funds from the State will be retained and applied to future terms, applied towards your GAP loan to reduce your principal balance or returned to the lender. Federal refunds at the end of the loan period are encouraged to be turned over to reduce outstanding GAP loan balances to reduce borrowing and repayment over time. Students receiving excess funds disqualify their participation in the GAP program for future quarters as they are not exhausting all financial resources.

Scholarships

Northwestern College offers a variety of scholarships to its students. The following scholarships can add considerably to a student's financial aid award.

Scholarships and Awards for All Entering Students

Incoming students may receive only one College-sponsored award, tuition discounts or Fellowship Award. In addition to the scholarships described herein, the Admissions Department often lists other scholarships for which entering students may qualify. Scholarship applications, terms and conditions, and any further details may be obtained from the Admissions Department. Full details about each scholarship including criteria, requirements, and deadline dates can be found on the applications. Students may not receive excess funds in conjunction with a scholarship. Should a scholarship yield a credit balance on the student's account, the Student Finance Office will reduce the student's loans in conjunction with funding hierarchy.

CENTENNIAL SCHOLARSHIP

Value: Amount varies (covers all tuition and fees not covered by other aid received)

Number of Annual Awards Available: 10 college-wide.

Criteria: This merit- and need-based award was established to assist individuals who could not otherwise afford to attend college. In order to qualify, students must meet all admission requirements and be accepted for admission. The applicant must be nominated by an organization or high school counselor in order to be eligible.

Conditions and Requirements: NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic as long as the recipient is in good standing, maintains a 2.25 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

EXCELLENCE SCHOLARSHIP

Value: \$7,200 (\$900 per quarter for a maximum of 8 quarters)

Number of Annual Awards Available: 15

Criteria: This merit-based award recognizes excellent academic achievement, and is awarded to students who have earned a high school grade point average of 3.5 or above on a 4.0 scale, or a score of 26 or above on the ACT. Students must meet all NC admission requirements and be accepted for admission to qualify.

Conditions and Requirements: NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of \$900 as long as the recipient is in good standing, maintains a 3.4 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

SCHOLASTIC SCHOLARSHIP

Value: \$4,000 (\$500 per quarter for a maximum of 8 quarters)

Number of Annual Awards Available: 15

Criteria: This merit-based award is given to students who have earned a high school grade point average of 3.0-3.49 on a 4.0 scale, or a score of 20-25 on the ACT. Students must meet all NC admissions requirements and be accepted for admission to qualify.

Conditions and Requirements: NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of \$667 as long as the recipient is in good standing, maintains a 3.0 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

Scholarships for Continuing Students

Additional scholarship opportunities are available to currently enrolled students. Applications and further details may be obtained from the Advising Center. Continuing students may combine one of these scholarships with one scholarship, tuition discount or Fellowship Award they have been awarded previously. Students are limited to receive a maximum of two awards at any one time.



Financial Assistance

DEPARTMENTAL SCHOLARSHIPS

Value: \$2,400 maximum (\$400 per quarter for a maximum 6 quarters)

Number of Annual Awards Available: There are four awards per quarter per campus for each associate in applied science degree program as follows: business administration, criminal justice, diagnostic medical sonography, executive accounting, health information technology, medical assisting, nursing, paralegal, and radiologic technology.

Criteria: These awards are given to associate in applied science degree-seeking students who are attending school full-time, have completed at least 24 credit hours at NC, and have a cumulative grade point average of 2.0 or higher. Applicants are required to submit a completed application and letter of recommendation from a faculty member of their major. Recipients in the nursing program are selected by the Dean of Nursing. For all other programs, recipients are selected by the program director or program coordinator of the program or academic department.

Conditions and Requirements: NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of \$400 as long as the recipient is in good standing, maintains a cumulative grade point average of 2.0 or higher, continuous enrollment, and full-time status in the declared major.

Departmental Scholarships Available:

- Business Administration
(Albert E. Geier Memorial Scholarship)
- Criminal Justice
(Lester E. and Ada Jeffrey Memorial Scholarship)
- Executive Accounting
(Edwin Joseph Liska Memorial Scholarship)
- Diagnostic Medical Sonography
(Gertrude Domke Memorial Scholarship)
- Health Information Technology
(Myrtle Mildred Voss Memorial Scholarship)
- Medical Assisting
(Arthur Cerezo Memorial Scholarship)
- Nursing
(Violet L. Schumacher Memorial Scholarship)
- Paralegal
(Gail Golow May Memorial Scholarship)
- Radiologic Technology
(Rey Pascua Memorial Scholarship)

Tuition Discounts

5 ACES CLUB TUITION CREDIT

Value: \$500 Tuition Credit

The 5 Aces Club tuition credit was created to recognize student success. Any student receiving five "A" grades is eligible to receive a \$500 tuition credit. Students may earn one or more "A" grades in any given quarter, or receive "A" grades in consecutive or nonconsecutive quarters. The 5 Aces Club will only accept grades from the quarter the application is submitted (if prior to add/drop period) and going forward. If submitted after add/drop period in a given quarter, "A" grades earned in the following quarter will be accepted. "A" grades earned as transfer credits or in quarters prior to submission will not be accepted. In addition to earning five "A" grades, students must also be continuously enrolled and in good standing in an associate degree or certificate program at Northwestern College.

A one-time tuition credit will be applied to the quarter directly following the quarter in which the fifth "A" grade was earned, after all grades have been entered into the College's record system and after the add/drop period has ended. If the fifth "A" grade is earned during a student's last quarter, then the \$500 tuition credit may only be applied as a \$500 credit toward out-of-pocket expenses up to \$500 if there is a balance on the student's account. In this case, a copy of the completed program evaluation must be provided. This tuition credit is not redeemable for cash, is nontransferable, and can only be applied to tuition and fees. Awards cannot be applied to outstanding federal or personal loan balances.

AMERICAN HERO TUITION DISCOUNT

Value: 15% Tuition Discount

All current active and retired military personnel and veterans enrolling in a degree or certificate program at Northwestern College are eligible for a 15% American Hero Tuition Discount. In order to qualify for the discount, all admission requirements must be completed, and applicants must provide proof of service by submitting an actual or faxed copy of their military ID card, including the expiration date. Retired military personnel must provide valid retiree ID or DD 214 (discharge papers) form.

In addition, Northwestern College will extend the 15% American Hero Tuition Discount to the spouse and dependents of any service member as outlined above. These individuals must provide an actual or faxed copy of their dependent military ID card, which



Financial Assistance

includes an expiration date. All students that are qualified to participate in the American Hero Tuition Discount program are eligible to apply for veteran's or G. I. benefits and U. S. Department of Education Title IV funds, but are advised against accepting funds that exceed program charges. Students participating in the American Hero Tuition Discount program are not eligible for additional tuition discount programs or NC Scholarships unless specifically stated.

FIRST RESPONDERS TUITION DISCOUNT

Value: 15% Tuition Discount

All current active and retired first responder personnel, including police, fire fighters, paramedics and emergency medical technicians, enrolling in a degree or certificate program at Northwestern College are eligible for a 15% First Responders Tuition Discount. In order to qualify, all admission requirements must be completed, and applicants must provide proof of service or employment by submitting an actual or faxed copy of their employment ID card or other proof of employment.

In addition, Northwestern College will extend the 15% First Responders Tuition Discount to the spouse and/or dependents of any first responder as outlined above. These individuals must provide proof of their relation to the first responder. All students qualified to participate in the First Responders Tuition Discount are eligible to apply for U. S. Department of Education Title IV funds but are advised against accepting funds that exceed program charges. Students participating in the First Responders Tuition Discount are not eligible for additional tuition discount programs or NC Scholarships unless specifically stated.

LEGACY TUITION DISCOUNT

Value: 10% Tuition Discount

Immediate family members of graduates who have earned an associate in applied science degree from Northwestern College enrolling in a degree or certificate program at Northwestern College are eligible for a 10% Legacy Tuition Discount. To qualify, all admission requirements must be completed, and applicants must provide proof of relation to the graduate and submit a copy of the graduate's Northwestern College diploma, or their transcripts. For this tuition discount, immediate family members are defined as a child of an alumnus who is 25 years old or younger, the spouse of alumnus, sibling, or the dependent of an alumnus as defined by the Internal Revenue Code.

In addition, Northwestern College will extend the 10% Legacy Tuition Discount to siblings attending Northwestern College if enrolled at the same time. These individuals must also provide proof of their relation. Students who participate in the Legacy Tuition Discount program are eligible to apply for U. S. Department of Education Title IV funds, but are advised against accepting funds that exceed program charges. Students participating in the Legacy Tuition Discount program are not eligible for any additional tuition discount programs or NC Scholarships unless specifically stated.

Veterans Benefits

Special governmental tuition assistance programs are available to veterans. Applicants must complete appropriate VA forms. Contact the Student Finance Office for more detailed information.



Student Life

Activities/Organizations

There are several student organizations at NC, which complement and enhance classroom experiences and provide opportunities for personal growth and community service. Students are encouraged to join a club or honors organization; new members are always welcome. (Not all clubs are active at both campus locations.)

Student Interest Organizations

Business, Inc. This organization promotes civic and personal responsibilities. Students who are planning a career in accounting or business have opportunities to apply their knowledge, network with professionals, and have fun.

Rhythms, Records, Relaxation Club. The 3RClub provides School of Health Sciences (SHS) students with peer support as they acquire occupational skills and it promotes the development of professionalism among its members. It provides recognition of SHS student achievement and encourages social responsibility. Guest speakers share their professional experiences in the healthcare field.

World Languages and Cultures Club. This club's mission is to provide members with the opportunity to broaden their horizons and global cognizance by learning to speak international languages and by exploring and experiencing diverse cultures.

Paralegal Club. The Paralegal Club provides students with a real-world perspective of the law and a vision of their futures. Guest speakers share their experiences and expertise and offer students an opportunity to explore employment options.

Honors Organizations

Alpha Beta Gamma. Alpha Beta Gamma is the international honor society for students majoring in business and business-related areas who are enrolled at two-year colleges. The Gamma Kappa (Bridgeview) and Eta Zeta (Chicago) chapters have been established to recognize academic achievement. Students who have completed 15 credit hours (12 hours must be in their major program) with a cumulative grade point average of 3.0 or higher are eligible to join.

Lambda Epsilon Chi. Lambda Epsilon Chi is the National Paralegal Honor Society founded by the American Association for Paralegal Education. To be eligible for induction, a paralegal student must demonstrate superior academic performance, which is evidenced by a cumulative grade point average of 3.5 or higher.

Lambda Alpha Epsilon. The American Criminal Justice Association is dedicated to the furtherance of professionalism in all areas of criminal justice. The association strives to encourage greater cooperation among criminal justice agencies and to promote greater understanding between the community and the profession. Under the aegis of membership, it fosters training and education to fulfill the needs of the profession through sponsorship of seminars, technical materials and personal contacts. The association serves as a unified national voice on key issues of the profession. NC has two active chapters: Zeta Sigma Alma at the Bridgeview Campus and Alpha Omega Chi at the Chicago campus.

Honors Program. Through its Honors Program, Northwestern College offers an enriched academic experience for intellectually curious, motivated, and ambitious students. Courses in the Honors Program foster leadership skills by emphasizing critical thinking, analytical written and oral communication, and research at a depth and breadth, which stimulates, encourages, and recognizes exceptional academic work.

Academic Advising

The Academic Advising Center at Northwestern College is committed to providing quality advising to all students. Students are assigned an academic advisor who serves as a general resource and support person. Advisors help students understand their educational plans so that students can successfully meet their targeted graduation date. Advisors are available to meet with students any time during posted hours.

Professional & Peer Tutoring

Tutoring is available at no charge through the Advising Center in a variety of subjects and courses. Students are welcome to seek tutoring on a walk-in basis although an appointment is recommended. For more details, visit the Advising Center on campus.

Career Assistance

The Office of Career Development and Alumni Relations is committed to supporting students and alumni in searching and acquiring positions in their field of study. The office supports students, graduates and alumni in developing job search skills and providing opportunities for them to meet with recruiting businesses that may help them attain their career goals.

Students are encouraged to participate in the workshops and events offered through Career



Student Life

Development. Students are given opportunities to interact with recruiting companies each quarter on and off campus. The more students interact with other professionals and participate in their business communities, the more prepared and positioned students will be to gain employment. Services provided to students, graduates and alumni include:

- Personal career advising
- Resume evaluation
- Mock interview sessions
- Annual Career Fair and/or other career related events
- Job leads via email
- Resume distribution assistance (when applicable)
- On campus recruitment sessions
- Career search tools and techniques
- Resume and interviewing workshops
- A career related college web site providing valuable career development tools, websites and other resources

Career Service Early in a Student's Academic Career

New students are introduced to career services offered by the Office of Career Development and Alumni Relations in their New Student Orientation. During their first quarter, students learn more about **the College's** career services resources in their College Success class. In the Business Communications class, students prepare career-related which are reviewed and evaluated by the instructor. Finally, students in the Professional Development class launch a career search by producing the required career documents and applying for positions electronically.

Students who would like to work while attending Northwestern College are encouraged to seek assistance from the Career Development office to learn about opportunities both on and off campus.

Students' Responsibilities

Students are ultimately responsible for their own job search and for securing career related employment.

Those responsibilities include:

- Creating and executing a job search plan with the Office of Career Development and Alumni Relations.
- Making and keeping appointments with career development personnel.
- Informing the office of any life changes, including changes in career goals, employment status, mailing and email addresses, and contact telephone numbers.
- Completing and submitting job search materials to career services including the graduation petition, a finalized resume and reference sheet.
- Actively searching for jobs, which included attending networking and industry related events, calling potential employers, applying for jobs and following up on those applications.
- Dressing appropriately for all company visits including the interview and arriving to all scheduled meetings and interviews on time.
- Calling to reschedule all appointments, both on and off campus that students cannot attend.

Alumni Relations

The services offered through the Office of Career Development and Alumni Relations continues after a student graduates from Northwestern College. Alumni are offered lifetime career assistance and may visit and use the career resources of the office anytime during their career.

Counseling Services

The Office of Counseling and Disability Services (OCDS) offers limited personal counseling to all NC students who are able to come on-site to one of the NC campuses. In addition to brochures around campus and numerous community resources, materials are available on a variety of wellness-related topics. Students taking only online classes and unable to come to an NC campus should contact the counselor by phone or email.

Services for Students with Disabilities

Northwestern College is committed to integrating students with disabilities as fully as possible into all aspects of college **life**. **It is the College's goal to help** ensure equal opportunity for self-identified students with documented disabilities. Each student is encouraged to act as his or her own advocate by taking responsibility for securing services and accommodations through the Office of Counseling and Disability Services. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 with its amendments prohibit discrimination against individuals with



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disabilities by mandating provision of reasonable accommodations to make programs and activities accessible to qualified individuals with disabilities. Although the College is able to respond to most requests, there are natural and legal limitations to what services can be **provided**. **It is the College's** goal to assist students in developing their potential in light of what is feasible and reasonable under the law.

All or some of the following services may be available on an individual basis to on-site students depending on the specific documented disability. Some of these accommodations may not be available for students taking only online classes:

- Academic accommodations
- Accessibility information
- Advocacy
- Audiobooks
- Classroom accommodations
- Note takers
- Referral services
- Scribes
- Sign language interpreters
- Test taking accommodations
- Tutors

The documentation requested by and submitted for review will provide the basis for granting the appropriate services/accommodations. Documented special needs may include:

- ADD/ADHD
- Alcohol and substance abuse recovery
- Emotional/psychological disabilities
- Hearing disabilities
- Learning disabilities
- Physical/mobility disabilities
- Specific chronic health conditions
- Visual disabilities

For further information regarding services for students with disabilities, please contact Student Services at the NC campus that you are attending.

Student Services (Affairs)

The mission of Student Services (Affairs) Department is to ease the transition into college life while supporting the mission of academic departments. We uphold the integrity of the academic record in a professional and ethical manner. We assist students to achieve their academic goals through meaningful collaborative services and high quality programs that enhance the student experience.

The Student Services (Affairs) Department is open during daytime and evening hours and serves as a one-stop shop for student information and resources. Students are directed to this department to have questions answered and obtain student forms. Student Services (Affairs) provides training on WebAdvisor, the web interface on the NC Student Hub that allows students to check grades, access account information, make payments and view class schedules, calendars, and unofficial transcripts. A WebAdvisor Access Guide and video are available to students on the NC Student Hub.

Orientation for New Students

New student orientation takes place before classes begin each quarter; all new students are strongly encouraged to attend. Essential information is presented about academic programs, student organizations and activities, and the wide range of campus resources, both academic and non-academic, available to NC students. Most importantly, orientation is intended to help new students connect with the campus community and to prepare for success.

Library/Resource Center

The Edward G. Schumacher Memorial Library offers a wide variety of resources for students, faculty, and staff. The library is a non-profit organization, **supporting the College's programs through books**, videos, periodicals, reference materials, and Internet resources. Enrolled students may borrow circulating books and videos from the library for a period of three weeks. **The library's website**, www.nc.edu/library, is the gateway to a wide variety of library services and research resources, as well as access to the online catalog.

Also available are many specialized research databases with information and references to journal, magazine and newspaper articles, and legal materials, many of them full text. Services include reference assistance, bibliographic instruction for individuals and groups, and interlibrary loan using the Online Computer Library Center (OCLC). Students have access to over 12,000 volumes and 160 print periodical subscriptions. The library is a member of the RAILS (Reaching Across Illinois Library System), OCLC, Network of Illinois Learning Resources in Community Colleges (NILRC).

College Bookstore

eBooks and other digital learning resources have replaced traditional hard-copy books in most classes. Students purchase these materials through the **College's eBook vendor**. A limited number of courses



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still require hard-copy books and other materials which students may purchase through the College's bookstores.

All NC students are required to have a laptop or personal **computer that meets NC's technical** requirements and is suitable for use in their studies. The College has limited ability to provide technical **support for students' laptops**/personal computers. However, as a convenience, the College provides students the option to purchase a laptop through the bookstore which have manufacturer next-day technical support and accidental damage protection. Further information on purchasing the laptop option is available through the Financial Assistance Department.

School supplies, gift items, and Northwestern College spirit wear can be **purchased from the College's** bookstores. Please check each campus for specific hours.



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Academic Commitment

Northwestern College's Responsibility

By accepting a student for admission, Northwestern College **makes a commitment to that student's** academic success.

Student's Responsibility

Students who enroll are expected to make a commitment to their own success by agreeing to become familiar with and observe the policies, procedures, and regulations presented in this catalog and all other authorized publications of the College. **It is the student's responsibility to meet course** prerequisites and graduation requirements. Curricula are described in this catalog and faculty advisors are available to assist students in planning their programs. However, it is the student alone who must assume responsibility for making his/her own decisions. Students also agree to comply with the directions of authorized College personnel.

Academic Year

NC's calendar includes four terms organized on the quarter system. The fall quarter begins in September followed by the winter quarter in January, the spring quarter in late March or early April, and the summer quarter in June. Each quarter is 11 weeks in length. An academic year is comprised of 3 sequential quarters and in most instances coincides with Financial Aid eligibility renewal.

Calendar

The calendar may be found in this catalog or the Student Hub.

Student Classifications

Full-Time/Part-Time. Students who enroll for 12 or more credit hours per quarter are considered full-time. Students who enroll for fewer than 12 credit hours are considered part-time.

Freshman or Sophomore Status. A student who has completed less than 36 credit hours in their program of study is considered a freshman. A student who has successfully completed 36 or more credit hours in their program of study is considered a sophomore.

Credit Hour Overload

Students wishing to carry more than 20 credit hours in any quarter must have a cumulative grade point average (CGPA) of at least 2.5 and obtain written approval from the program director or program coordinator.

Estimated Timeframe for Completion

The estimated timeframe for completion of an associate's degree for full-time students is 9 quarters, and the estimated time for completion of a certificate is 4 quarters or less. While the College makes every effort to ensure students complete their program in the expected or estimated timeframe, students should be aware that their program length will be increased by a variety of factors including but not limited to:

- Less than full-time enrollment
- Withdrawal from or dropping courses
- Failing courses
- Withdrawal from the College for one or more quarters
- Departure from prescribed quarterly schedule for any reason

Students should work closely with advisors, program directors, and the student finance office to avoid lengthening their time to completion.

Externships/Practicums/Clinicals

Many of NC's programs require or provide the opportunity to students to complete an externship, practicum or clinical experience(s). Students enrolled in one of these courses gain practical experience in their field prior to completing their program. Students are responsible for their own transportation, appropriate wardrobe, etc. and do not receive compensation. Students may be required to adjust their work or school schedule to accommodate the hours of the site.

Articulation Agreements

For students that have completed their associate degrees, the Advising Center and Office of Career Development and Alumni Relations have a list of Articulation Agreements. This list provides information on the degrees that articulate to possible bachelor degrees by college with contact information.

Transfer of Credits

To NC from U.S. Colleges. For students enrolling at Northwestern College, credit for courses or degrees completed at another institution is subject to approval by the Registrar. These courses or degrees must be similar in content and duration to those offered in the program for which an applicant has applied. The Registrar makes the final decision of accepted transfer credits from the received transcript. However, only courses listed on official transcripts receive permanent official transfer credit. To grant such credit, transcripts must be mailed directly to Northwestern College by the previous



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institution **by the end of a student's** first quarter. Northwestern College requires that, at a minimum, a student complete the final 33 percent of a program through the College.

Transfer from Regionally Accredited Institutions.

Transfer credits are granted only for courses in which **a grade of "C"** or higher was earned (2.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the College reserves the right to test applicants or request that they successfully pass a proficiency examination administered by a Northwestern College faculty member.

Transfer from Non-Regionally Accredited Institutions

Credit for courses from non-regionally accredited institutions which are substantially equivalent in content to Northwestern College courses and are **applicable to an applicant's** program of study may be granted on a course-by-course basis. The acceptance of courses from non-regionally accredited institutions is contingent upon appropriate faculty credentials and applicable course content of the course to be transferred. Transfer credits are granted only for **courses in which a grade of "C"** or higher was earned (2.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the College reserves the right to test applicants or request that they successfully pass a proficiency examination administered by a Northwestern College faculty member.

Transfer students are informed in writing of any credits accepted as transferable. Preliminary notification is presented, in most cases, prior to enrollment but in no case later than the end of a transfer student's first quarter. Students are responsible for having official transcripts sent to Northwestern College from their former institution(s).

It may be necessary for students to forfeit some previously earned credit in the transfer process since college philosophies, objectives and programs may vary and change from year to year. Therefore, Northwestern College makes no blanket statement or promise of acceptance of credits from any other institution.

Unless permission is received in advance from the Vice President of Academic Success or designee, students may not transfer credits into NC once they begin classes.

To Other Colleges. NC's programs are career-oriented and most students seek employment after graduation. Students who wish to continue their education should confer with the Office of Career Development and Alumni Relations and/or the

Advising Center. Because each college determines which credits it will and will not accept, no guarantee of transfer of credit is made by Northwestern College.

To NC from Foreign Colleges. College credit earned in foreign countries may be considered for transfer after a student has successfully completed 12 credit hours or more at NC with at least a 2.0 GPA. If the transcript is not in English, it is the **student's obligation to have** an official translation and evaluation performed by an education credential evaluator. A member of the National Association of Credential Evaluation Services must perform this evaluation. For approved evaluation agencies, please contact the International Student Advisor at your campus.

Residency Requirements

Degree-seeking students must complete their last 50 quarter credit hours and 50 percent of their major credit requirements in residence at NC. Certificate students must complete 50 percent of their program in residence.

Assessment of Student Learning

Through on-going evaluation of **students' academic** achievement, the College ensures that it continues to meet its mission of providing students with a quality education, empowering them to reach their career potential and individual goals, and providing a vital human resource to the community. Assessment takes place in a variety of ways and settings, including the classroom. Reports which describe assessment activities, results, and conclusions are published by the Assessment Committee and distributed to students, faculty, staff, and the **College's Board of Directors and Advisory Boards.**

Registration Policies

Students will automatically be enrolled in their classes for the upcoming term. Students are able to view their current and future **quarter's schedule on the College's web interface, WebAdvisor.** **It is to the student's advantage to not make adjustments to the** courses that they have been pre-registered for, any adjustments could lead to delay in program completion and might have financial repercussions. Classes are offered on a rotation basis and not every class is offered every quarter. A late fee will be assessed for dropping or adding classes once the quarter begins.

Class Schedule

The College reserves the right to determine which courses will be scheduled; not all courses listed in the catalog are offered each quarter. The College also reserves the right to make changes as necessary in



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programs, regulations, fees, and class schedules at any time.

Change of Schedule

Schedule changes must be approved by the student's academic advisor or program coordinator. There is a small fee for each course added or dropped from the **student's schedule**. Students who register for a class that is canceled or have scheduling errors are given schedule change assistance by the program coordinator, program director, or their academic advisor. Dates and times for schedule changes are posted as far advance as possible.

Adding Classes. Classes may not be added to a schedule after the first week of a term.

Dropping Classes. A withdrawal during the first 75 percent of any quarter will result in the issuance of a W (withdrawn) grade, which does not affect the **student's GPA**. A withdrawal after this date will result in the issuance of a WF grade (withdrawn/failure), which is equivalent to an F grade in calculating the **student's GPA**.

Change of Major

Students wishing to change majors must meet with their academic advisor and program coordinator for approval.

Independent Study

Independent studies are only available to students in their last quarter and only for courses that are not offered on the **current quarter's schedule**. To be eligible for an independent study, the student must need the class to graduate. Not all courses are offered as independent studies. Students must complete an Application for Independent Study form and obtain necessary signatures before submitting it for approval. Independent studies will not be approved for any course the student has previously taken but did not successfully complete.

Academic Policies

Repeating a Class

Students must repeat a required class in which they have received a grade of F and in some cases, a grade of D (see specific departmental requirements). Students may repeat a class in which they have received a grade of D. Students may not repeat a class in which they have received a grade of C unless:

- The student is auditing the class, or
- The student has not attended Northwestern College for two years or more and wishes to repeat the class as a refresher. In this case, the credit hours of the course increases the **student's** attempted hours, and the grade earned in the refresher course is the grade included in the calculation of the cumulative GPA.

Students may repeat college-level courses no more than two times unless they petition the Academic Standards Committee and receive approval to repeat more than the limit. Academic departments may place more stringent requirements upon course repetitions and in that case students must petition the department for approval to repeat the course beyond the number of times allowed by the department.

Lab courses may be repeated one time. Students are required to pass lab courses in two attempts in order to avoid academic suspension.

Forgiveness Policy

Students who earn a D or F in a course have the opportunity to void the effect of the grade in their cumulative GPA by repeating the course and earning a higher grade. The grade received on the last attempt becomes the final grade and will replace all other grades for that course in calculation of the cumulative GPA. All previous attempts will continue to appear on the transcript, but the grades will be "forgiven" and designated on the transcript as "R" for repeated.

Participation

Regular class participation is an important part of the educational process necessary for students to achieve academic success. While the College does not require instructors to take daily attendance, instructors do have the authority to monitor class attendance/participation as academically appropriate. Students with excessive absences may be subject to grade reductions and/or course failure at the discretion of the instructor.

Students with excessive absences, missing assignments, and/or failed/missed evaluations (tests, quizzes, etc.) in an individual course will be referred to the Advising Department by the instructor. A notice will also be sent to the Advising Department when it appears to an instructor that a student may have ceased participating in a class. Upon receipt of such a notice/referral from an instructor, the Advising Department will attempt to contact the student and provide him/her with



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academic counseling, tutoring, or other appropriate services.

Administrative Withdrawal

Day 1 through 14 of the quarter, if a student ceases participating without providing official notification to the College, the date of determination will be the date the College became aware of the student's intent to withdraw through credible communication with the Director of Student Services (or other designated official).

After day 14 of the quarter, a student who has not been in contact with their instructor and/or has not participated in classroom activities for fourteen (14) consecutive calendar days, he/she will be considered to have withdrawn from the course and will be issued a **"W" (withdrawals within the first 75% of the quarter)** or **"WF" (withdrawals after the first 75% of the quarter)**. If a student is withdrawn from all their courses, at the discretion of the Director of Student Services, that student will be considered withdrawn from the school. The date of determination will be the first class day after the 14-days of non-participation. This policy excludes scheduled holidays or breaks.

Students participating in online classes will be considered absent if they do not sign on and either submit an assignment or complete an exercise at least once each week (Monday – Sunday) throughout the quarter. A student taking an online course will be considered withdrawn from the course and will be issued a **grade of "W" or "WF" if the student does not sign on and either submit an assignment or complete an exercise at least once in two (2) weeks (Monday – Sunday)**.

Non-participation is defined as a lack of activity in the course and a failure to communicate with the instructor to explain that period of inactivity. Examples of inactivity may include: lack of in-class participation, an absence of online participation or Moodle activity, and/or a failure to complete and submit assignments, exams, etc. Instructors who do not take attendance may utilize key assessment points (e.g. projects, papers, mid-term exams, and discussions) as benchmarks for participation.

Academic Integrity

Northwestern College is committed to upholding high standards of academic integrity and honesty. All students are expected to respect and adhere to these standards, and any incident of academic misconduct is viewed by the NC community as a serious offense. Any attempt by a student to present work as their own when it is not is regarded as academic

misconduct. This encompasses all written and computer-based work that may include, but is not strictly limited to, homework, classroom assignments, compositions, essays, tests, and quizzes. Copying another student's work or assisting another student in copying or cheating is academically dishonest and considered misconduct. Plagiarism is considered an act of academic misconduct. Material copied from books, encyclopedias, magazines, the internet, or other sources that are not **the student's original work must** be properly documented.

Faculty members have the primary responsibility of addressing instances of academic misconduct that occur in a course which the faculty member is teaching. Refer to the chapter on Student Responsibilities, Policies, and Procedures in this catalog for specific sanctions and petition procedures for cases of academic misconduct.

Transcripts

High School Transcripts. A high school transcript or GED record must be on file for each student. Files which are incomplete will prevent students from enrolling for classes or receiving their grade reports or transcripts.

NC Academic Transcripts. Written authorization is needed from the student in order for the College to release a transcript. Transcripts are not issued to students who are under financial obligation to the College. The College also reserves the right to withhold transcripts from students under certain circumstances.

Academic Transcripts from Previous Colleges. It is the **student's responsibility to have transcripts from colleges previously attended sent to NC for transfer credit evaluation.**

Reentering Students

Students who are reentering Northwestern College after a leave of one or more quarters may seek assistance from a returning student advisor. Students who do not attend two or more consecutive quarters are subject to the rules, regulations, and requirements of the Northwestern College Catalog effective on the first day of the quarter in which they are readmitted. Students who were making satisfactory progress at the time of last enrollment will be readmitted without special procedure. Students who left the College in Academic Warning will be readmitted in Academic Warning status and subject to all of the requirements of that status. Students who were suspended for academic



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deficiencies will be required to appeal their suspension through the Academic Standards Committee who will render a decision. Refer to the Satisfactory Progress Policy in this section.

Second Chance Program

NC students who were enrolled in an AAS degree program one year ago or more and who earned fewer than 50 credit hours with a cumulative grade point average of less than 2.0 have a one-time opportunity to establish a new cumulative grade point average calculated from the time of their first quarter of readmission.

Refresher Courses

Refresher privileges are available at no cost only to NC graduates in good standing who have completed an AAS degree within the past five years. These courses must have been part of **the student's original** program. Computer application courses are not available as refresher courses. Registration for refresher courses takes place on the day before the scheduled class start and only if space is available in the class.

Departmental Requirements

Each academic department has program requirements in addition to institutional requirements. Students should carefully check the Career Programs section of this catalog for more information.

Corequisite/Prerequisite

A corequisite is a course which is to be taken during the same quarter as another designated course. A prerequisite is a course which is to be successfully completed prior to enrolling in the next required course in the sequence.

Dual Degrees

A student may earn two or more degrees from NC. Credits earned for the first degree may apply toward subsequent degrees. However all current institutional and program requirements must be fulfilled.

Advanced Standing

Applicants entering Northwestern College may qualify for advanced standing on the basis of transfer of credit from another institution and/or credit for life experience through proficiency examinations.

Life Experience Credits

The College will evaluate life experience credits through written examination. The student may elect

to take either of the two proficiency examinations offered by the College.

Proficiency Examinations

Northwestern College offers two types of proficiency examinations **to determine a student's prior** knowledge of a subject. Students should contact the Student Services Department for a list of classes for which proficiency examinations may be taken.

- Proficiency tests are written by faculty in the related academic department and content is based on the specific criteria of a given course. The student may not have attempted, be currently enrolled in, or have completed the class for which he or she decides to test.
- The minimum passing score is 70 percent. No more than 50 percent of the credits in a given program may be earned through proficiency examinations. No more than 50 percent of the credits in the major may be earned through proficiency examinations.

Advanced Status Examinations. These tests are given to determine class placement but do not award college credit. There is no charge for this exam. Students may elect to take the Advanced Status Examination for any of the following reasons:

- to verify the class placement when credits have been earned at a foreign college or university
- to provide advanced standing for skills learned in high school
- to provide advanced standing for life experience
- to verify competency in a prerequisite

Credit by Examination (CBE). Students who take and pass the CBE will receive credit for the course. Students are charged 25 percent of the cost of the tuition of the class for the test. If, however, students do not pass the CBE, the fee (minus a 25 percent administrative charge) is applied to the tuition for the class. Students may not earn CBE for a course they are currently taking or for a course they have failed in a previous quarter at NC.

Honors Program

Through its Honors Program, Northwestern College offers an enriched academic experience for intellectually curious, motivated, and ambitious students. Courses in the Honors Program foster leadership skills by emphasizing critical thinking, analytical written and oral communication, and research at a depth and breadth which stimulates, encourages, and recognizes exceptional academic work.



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Students who complete 24 credit hours in honors coursework receive special recognition at graduation.

Eligibility Requirements

Entering freshmen:

- Cumulative high school GPA of 3.2 or higher on a 4.0 scale
- ACT score of 22 or higher or SAT score of 1070 or higher

Current or transfer students:

- Completion of at least 8 credit hours of college-level coursework
- Cumulative college GPA of 3.2 or higher on a 4.0 Scale

General Education

The General Education Department is committed to empowering students to realize their full potential by providing a solid foundation and the skills necessary to succeed in their chosen field of study at Northwestern College. The General Education Department seeks to help students recognize their abilities and continue their personal and intellectual growth.

Goals

Because of its commitment to general education, the College subscribes to the goals listed below. Each student who completes a Northwestern College degree program should be able to:

- communicate effectively through writing and speaking clearly in a variety of contexts and forms
- use critical thinking in a mathematical context by applying formulas, and perform computations
- apply group theory to a variety of small and large group contents
- effectively use critical thinking skills
- show awareness of and respect for individual social and cultural differences
- practice patterns of behavior contributing to personal and professional success

Requirements

Students in associate in applied science degree programs must satisfactorily complete general education requirements, which vary by program.

Communications

Communication is the art of expressing and exchanging ideas in speech and writing. By requiring communications coursework, the College fosters development of writing, speaking, and listening skills

that will help students become effective communicators. Students must earn a grade of C or better in order to successfully complete English or communications courses and progress to the next sequential course.

Mathematics

Focusing on quantitative reasoning, math courses provide a base for developing problem solving techniques.

Social Sciences

Coursework in the social sciences explore individual and group thought and behavior in context of various internal and external factors.

Humanities

These courses help to develop original thinking, analyze human traditions in relation to present society, and reach beyond personal cultural experiences.

Sciences

Coursework in this area provides students with a foundational understanding of science.

Life Skills

Life skills courses provide students with skills and strategies that prepare them for academic and professional success.

Course Placement Assessment

All students enrolling in programs at NC must demonstrate competency in language, reading, mathematics, and for some programs, keyboarding. Scores on the placement assessment determine the sequence of courses each student is required to complete.

Keyboarding

Students in the following majors are required to demonstrate keyboarding proficiency of at least 35 w.p.m. on a three-minute timing up to the sixth error.

- Medical Assisting
- Paralegal

Students who do not meet the proficiency requirements stated above will be required to enroll in basic keyboarding. Refer to the Career Programs section of this catalog for more details.

Students in all other majors are not required to take a keyboarding class but may, at their own discretion,



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enroll for OFTC.090 Basic Keyboarding to improve their keyboarding skills.

Academic Standards

Credit

NC uses the quarter system, dividing the calendar year into four quarters or terms. A quarter hour of credit is equal to a minimum of 10 hours of lecture, 20 hours of laboratory, 30 hours of practicum, or a combination of the above distributed over an academic term. A quarter hour equals 2/3 of a semester hour. Divide quarter hours by 1.5 to convert to its semester hour equivalent. Multiply semester hours by 1.5 to convert to quarter hours.

Grades Issued by Instructors

Grades and their point values, which instructors may assign, are as follows:

Grade	Meaning	Grade Point Value
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
U	Failure as a result of student ceasing participation-Issued at Mid-Term only	
P	Passing	-
I	Incomplete	-

Passing Grade. The grade of P is a noncompetitive grade given in classes that have been designated as Pass/Fail and does not calculate in the GPA.

Incomplete. The incomplete grade of "I" is assigned at the discretion of the instructor for students who have encountered unforeseen circumstances, not experienced by other students in the class, that prevent them from completing the requirements by the end of the term. Students should submit appropriate documentation to their instructor(s) corroborating the reason they feel they deserve an incomplete grade. Students receiving the incomplete grade are responsible for completing the course requirements within 6 days from the end of the quarter. Incomplete grades not cleared within this time frame automatically become failures.

Grades Issued by Administration

Please refer to the Financial Information section for details on withdrawing from courses or the College.

Grade	Meaning	Grade Point Value
W	Withdrawal issued for all withdrawals within the first 75% of the quarter	-
WF	Failing grade issued for withdrawal <u>after</u> the first 75% of the quarter	0
CF	Failing grade indicating a dismissal or suspension for disciplinary/conduct issues	0
N	Audit. No credit earned for course	-

Auditing a Class. Students may audit classes with the permission of the Vice President of Academic Success or designee. The grade of N is issued for audited classes. No credit is granted for the class. Decisions to audit a class are final and cannot be changed after the Schedule Adjustment period.

Grade Point Average (GPA)

Grade points are calculated by multiplying the credit hours of a course by the grade point value of the grade earned. For example, a student receiving a grade of C in a class worth 4 credits has earned 8 grade points. The grade point average is obtained by dividing the total number of grade points earned by the total number of credits for which A, B, C, D, F, WF, or CF grades have been earned. The grade point **average for all of a student's** coursework is referred to as the cumulative grade point average (CGPA).

Grade Reports

Students may view their grades online at the conclusion of the quarter. Grade reports are not mailed or issued in any other manner.

Academic Honors

Academic honors are determined by the staff and faculty members of NC. Non-GPA-bearing courses are not included in honors calculations.

Honors List. Awarded to students enrolled for 12 credit hours or more who earn a quarterly grade point average of 3.5 to 3.74.

High Honors List. Awarded to students enrolled for 12 credit hours or more who earn a quarterly grade point average of 3.75 to 3.99.



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President's List. Awarded to students enrolled for 12 credit hours or more who earn a quarterly grade point average of 4.0.

Part-Time Student Honors List. Awarded to part-time students enrolled for 6 to 11 credit hours who attain a quarterly grade point average of 3.5 or above.

Graduation Honors. Graduation honors are awarded to students whose cumulative GPA for all courses taken at NC meets the following criteria:

- Honors GPA of 3.5 to 3.74
- High Honors GPA of 3.75 to 3.99
- Highest Honors GPA of 4.0

The honors designation in the commencement program reflects the cumulative grade point average at the end of the winter quarter before graduation.

Satisfactory Progress

Academic Standards for All Students

All NC students must maintain satisfactory progress toward completion of their academic program. Students who fail to meet the academic progress standards (below) are subject to both academic penalties and the potential loss of eligibility for federal and Illinois student financial aid.

Qualitative Requirement

- **Cumulative Grade Point Average (CGPA):** Students must maintain a specified minimum cumulative grade point average within their program as listed in the Satisfactory Progress Table. College-level credits (non-remedial) carrying grades A, B, C, D, F, WF, or CF are considered in the CGPA calculation. Grades of P, I or W, transfer credits or credits earned by examination or proof of proficiency do not affect the CGPA. Cumulative grade point averages will be recalculated when an **"incomplete" (I) grade is updated**. If a class is repeated, only the higher grade will be calculated in the GPA.

Quantitative Requirement

- **Completion Rate:** Students must maintain a specified percentage of credit hours completed as listed in the Satisfactory Progress Table. College-level (non-remedial) credits for courses taken at NC or accepted as transfer credit by NC are considered **"attempted credits"** regardless of the grade received. **"Completed credits"** include all **"attempted credits"** for which credit has been earned. This includes courses for which grades of

A, B, C, D, or P have been earned. Completion rates will be recalculated when an **"incomplete" (I) grade is updated**.

Satisfactory Progress Table

AAS Degree Programs		
Hours Attempted	Minimum CGPA	Minimum % of Hours Completed
1-25	1.5	67%
26-50	1.75	67%
51 or more	2.0	67%
Certificate Programs		
Hours Attempted	Minimum CGPA	Minimum % of Hours Completed
1-12	1.5	67%
13 or more	2.0	67%

- **Maximum Time Frame:** Students must complete their academic program within one and one-half times the standard program length as measured in credit hours. All **"attempted credits"** (see definition on previous page) are included in the Maximum Time Frame calculation. The Maximum Time Frame for students with double majors shall be adjusted proportionately to the total credits required for the completion of both programs.

Transfer Credits, Credit by Examination, etc.

Credits accepted for transfer by NC, earned by examination, AP, CLEP, or other similar credits are considered both **"attempted"** and **"completed"**, but do not affect the CGPA calculation.

Standards and Procedures

Satisfactory progress is reviewed at the end of each quarter in which a student attends, regardless of whether financial aid was received for that quarter. **Each student's status is determined during that review, and a status is assigned for the next quarter in which a student enrolls.** Students whose academic performance is consistent with all academic standards are deemed to be in **"good academic standing"**.

Only college-level credits (non-remedial) will be included in calculating minimum CGPA and completion rates for satisfactory progress. Satisfactory Academic Progress is monitored by the Academic Office.



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Warning Status

Students who are in good academic standing during a quarter and subsequently fail to meet the minimum CGPA and/or the minimum percentage of hours completed will be placed in Academic Warning status for the next quarter they attend. Students placed in this status have one quarter to correct or improve the deficiency. Students in Academic Warning status are expected to seek academic advisement and assistance through their Advisor and/or a Tutor.

For student financial aid recipients/applicants, Academic Warning status is equivalent to Financial Aid Warning status. Aid applicants/recipients remain academically eligible to receive financial aid while in Financial Aid Warning status.

Students who correct the deficiency by raising their CGPA and completion rate above minimum standards will be removed from Academic Warning status and returned to good academic standing at the end of the Academic Warning Quarter.

Suspension Status

Students who are in Academic Warning status and do not remove the deficiency by raising their CGPA and completion rate to meet the academic standards will be placed on Academic Suspension and lose eligibility for federal and Illinois financial aid. A suspension is appealable under certain conditions (see Appeal Process below). Suspended students may not enroll in the quarter following the assignment of the suspension status, but are eligible to petition for **"readmission after suspension" after** an absence of one quarter. If readmission status is approved, the **student will return to NC in "Academic Restriction" status**, be placed on an academic plan, and be required to meet with an academic advisor. The academic plan will list specific requirements the student must meet to correct deficiencies and return to good academic standing. The student will remain **in "Academic Restriction" status (and remain ineligible for federal and Illinois student financial aid)** until he/she has returned to good academic standing according to the academic standards. A student in Academic Restriction status who fails to meet the requirements of his/her Academic Plan may be dismissed from NC at the discretion of the Academic Office.

Appeal Process

A student who is placed on suspension status can appeal the suspension based upon mitigating circumstances. Mitigating circumstances are defined **as circumstances beyond the student's direct control** that led to, or substantially contributed to, the

student's academic difficulty. A mitigating circumstance may be personal (i.e. death of a relative, injury or illness of the student, etc.) or academic (i.e. inappropriate aptitude set for program requirements, learning disability, etc.).

Suspended students who wish to appeal must write a letter to the Academic Standards Committee (ASC) which must include:

- The reason(s) the student failed to meet Academic Progress.
- **A description of what has changed in the student's situation that will allow the student to demonstrate academic progress at the next evaluation.**
- A letter of recommendation, preferably from a member of the NC faculty.

The ASC will render a decision on each appeal and notify the student in writing. Appeal decisions made by the ASC are final and are not subject to further appeal.

Appeal Approval/Probation Status/Academic Plan

If the appeal is approved, the student will be placed **in "Academic Probation" status, be placed on an academic plan**, and be required to meet with an academic advisor. The academic plan will list specific requirements the student must meet to correct deficiencies and return to good academic standing. **The student will remain in "Academic Probation" status (and remain eligible for student financial aid)** as long the student continues to meet all terms and conditions of his/her Academic Plan, until he/she has returned to good academic standing according to the academic standards.

For students who have applied for or are receiving student financial aid, Academic Probation status is equivalent to Financial Aid Probation status. Aid applicants/recipients remain academically eligible to receive financial aid while in Financial Aid Probation status.

Students who correct the deficiency by raising their CGPA and completion rate above minimum standards will be removed from Academic Probation status and returned to good academic standing at the end of the Probation Quarter.

Maximum Time Frame Appeal

Students who lose eligibility based on Maximum Time Frame may submit an appeal based upon a mitigating



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circumstance or change of program to have their aid eligibility reinstated. (See Appeal Process)

Regaining Eligibility for Financial Aid Other than Through Appeal

Suspended students who do not submit an appeal or for whom an appeal is denied, may regain eligibility for federal and Illinois student aid by one or more of the following methods:

1. Making up the deficiencies (regaining good academic standing) by completing coursework at **NC as a student in "Academic Restriction" status** (without benefit of student financial aid)
2. Completing coursework at another accredited institution which is accepted for transfer to NC, resulting in compliance with the attempted/completed (quantitative) standard
3. Returning to NC after an absence of not less than five years and being accepted into an associate degree program. Such acceptance will be based upon professional, academic, and/or personal success during the period of absence. Students re-admitted in this manner will have their prior academic record at NC re-evaluated in a manner consistent with transfer students.

Notification

Students will be notified when they are placed on or removed from warning, probation, suspension or restriction status, or have exceeded the Maximum Time Frame.

Graduation

AAS Degree Requirements

Students who have successfully completed a prescribed degree program may be recommended by the faculty for graduation. In order to graduate with an associate in applied science degree, students must:

- Successfully complete a minimum of 90 quarter hours of college-level credit
- Complete at least 50 credit hours of the AAS degree program at NC
- Complete at least 50 percent of the major program coursework at NC
- Successfully complete a prescribed major field of study with a cumulative GPA of 2.0 or better
- attain a cumulative GPA of at least 2.0 based on all coursework attempted at NC
- Clear all financial obligations to the College

Certificate Requirements

In order to complete a certificate, students must:

- Successfully complete the credit hours required for the certificate
- Complete at least 50 percent of the certificate coursework at NC
- Attain a cumulative GPA of 2.0 or above on all coursework
- Clear all financial obligations to the College

Departmental Requirements

There may be departmental requirements in addition to the general requirements stated above. (See the Career Programs section of this catalog.)

Graduation Petition

All candidates for graduation must submit a completed graduation petition to Student Services (Affairs) on or before the date published in the academic calendar of the intended year of graduation. Students who do not meet the deadline will be ineligible for graduation that year and must re-petition the following year.

Commencement Exercises

Formal commencement exercises are held annually in June for students who have completed degree or certificate programs by the spring quarter of that year. Students are eligible to participate if they satisfactorily complete academic requirements for the program in which they are enrolled. To participate in commencement exercises, students are required to meet with the Student Services Department to complete a graduation application, request participation in the ceremony, and complete all required institutional and departmental exit interviews.



Student Responsibilities, Policies, and Procedures

General Information

Accommodation Requests by Students with Disabilities

Students with documented disabilities who wish to make requests for accommodation should contact the Office of Counseling and Disability Services. (See the Services for Students with Disabilities in the Student Life section of this catalog for more details.)

Bulletin Boards

A variety of information is posted regularly by the College on bulletin boards. Students may post signs or notices on bulletin boards with prior approval from campus administration.

WebAdvisor

WebAdvisor is a web interface that allows students to access College information and do a variety of things. New students will be given instruction and assistance to access WebAdvisor for the first time. Through WebAdvisor, students may:

- Check grades
- Check financial aid information
- Make a payment
- Create a course planning worksheet
- View class schedules
- View unofficial transcripts
- View program evaluation
- Change or reset password
- Access student email

Student Email Account

The College's primary channel of communication to students is the students' NC email account. It is imperative that students activate their account and check it on a regular basis.

Campaigning on Campus

Except for NC student club elections, political activity in support of or in connection with any campaign for elective office or any political organization is prohibited.

Children on Campus

Children of enrolled students are not permitted on campus unless it is for a sanctioned event, in which case they must be supervised by an adult at all times.

Dress Code

Although NC students may wear jeans, gym shoes, collarless shirts, and in warm weather, shorts and sandals, it is strongly recommended that they begin

to establish and wear a career wardrobe. While the dress code is lenient, the following choices are unacceptable for attire at NC:

- very short shorts or skirts (should be no shorter than your fingertips when your arms are extended at your sides)
- baggy, torn, dirty, or low-cut jeans or pants
- revealing attire such as midriff tops, halters, strapless tops, or tight clothing
- tank tops that are very tight, short, or excessively revealing
- hats, caps, scarves, and other head coverings, all styles and colors
- clothing with slogans or advertising which, by its controversial or obscene nature, disrupts the educational setting, including those which promote alcohol, drugs, tobacco, gang, or any illegal activity
- lycra
- cutoffs

It is impossible to write rules for every conceivable situation or type of clothing, but the expectation is that each student will use good judgment in selecting attire each day. Students who do not adhere to the dress code guidelines will be considered in violation of the Student Conduct Code and subject to disciplinary action. Requests for exceptions to the dress code must be made in writing and submitted to campus administration for review, and prior approval must be obtained.

Academic departments may have specific requirements for student attire which take precedence over this dress code.

Liability for Personal Property

Northwestern College does not assume any liability nor provide insurance for loss of personal property belonging to students, employees, or visitors. All personal items including automobiles and property left in the parking lots are the responsibility of the student or visitor.

Lost and Found

Contact the campus security desk or the Student Services Department regarding any lost or found items.

Parking

Students are solely responsible for any towing fees that they may incur.

Bridgeview Campus. There is no charge for parking.



Student Responsibilities, Policies, and Procedures

Chicago Campus. Students may obtain a hangtag parking pass from Student Services, which allows them to park in student parking lots. Students are responsible for hanging the tag from their rearview mirror. Students should refer to the campus parking map, which is available from Student Services or any security desk, to determine student parking areas. Parking in non-designated areas, allowing another **person to use the student's pass, or using campus parking while not on campus for official school purposes** may subject the student to towing and/or disciplinary action.

School Closing Information

NC observes legal holidays. Consult the school calendar for the dates of holidays and quarter breaks.

In the event classes are canceled because of snow, severe weather conditions, or some other type of emergency, students will receive a text or voicemail message on their phone and/or email in their NC email account. It is important that students keep their contact information up to date so they will receive these alerts.

Closings will also be announced on radio stations WGN (720 AM) and WBBM (780 AM). Information on school closings may also be obtained by checking www.emergencyclosings.com or calling 847-238-1234.

Solicitation on Campus

Solicitation is not permitted on College property.

Student Lounge

The student lounge contains vending machines and is the only places on campus where eating and drinking are permitted.

Telephone Messages

The office and reception telephones may not be used to receive personal messages for students, and classes will not be interrupted for this purpose except in the case of an emergency.

Health and Safety

Health Services

Northwestern College does not provide medical or dental services. Students should consult their own healthcare professionals and are responsible for all medical or dental expenses incurred. The College encourages and in some programs requires students to maintain health insurance coverage.

Drug and Alcohol Policy

Consistent with its mission as an institution of higher education, NC is committed to educating students, faculty, and staff on the dangers of alcohol and drug abuse, and to maintaining an environment in which such abuse is prohibited. All students should be aware that substance abuse causes serious health risks: altered mood, altered behavior, sleep disorders, distorted senses, addiction, communication of infectious disease, altered breathing and heart rate, unconsciousness leading to coma, and permanent damage to the liver, heart, and central nervous system leading to death.

While on campus or at any College-sponsored event, faculty, staff, and students may not possess, use, deliver, sell, or distribute any illegal controlled substance. Further, faculty, staff, and students may not possess or consume alcoholic beverages on College property or at College-sponsored events, nor be present on College property or at College-sponsored events while under the influence of alcohol or illegal substances.

Those who violate this policy will be subject to College disciplinary action as well as the sanctions imposed by local, state, and federal laws. Students should be aware that substance abuse carries legal consequences which may include imprisonment, fines, and/or loss of property.

Hazing

Hazing by any group or individual is prohibited. Hazing occurs when a student or group knowingly requires the performance of any act which exposes a student to ridicule or which poses a hazard to the safety of the student or other individuals for the purpose of induction or admission into any organization or society associated or connected with the College.

Smoke-Free Environment

Smoking is permitted only in designated outdoor areas. Smoking is not permitted within 15 feet of any entrance to any building. City/municipal ordinances will be enforced at all campuses.

Security

Northwestern College believes that individuals have the right to work, study, and learn in a safe and secure campus setting. The College and its students and employees share the responsibility of maintaining this atmosphere by taking reasonable precautions, being vigilant, and using a common sense approach to personal safety.



Student Responsibilities, Policies, and Procedures

Refer to the Campus Security Report on the NC website or NC Student Hub which includes statistics for campus crime reported over the last three years.

Identification Cards

Identification cards are required for all students and personnel and must be worn on campus at all times. Students are required to present their ID to College personnel upon request and will be refused admittance to College buildings if not wearing their ID. If the ID is lost or destroyed, its replacement will cost \$10.

Access to Campus Facilities

Building access is limited to students and employees wearing an NC ID and authorized visitors. Students who forget their ID must obtain a temporary one. Students are not permitted in buildings or classrooms unless a College employee is present. All visitors must register at the front desk and must be escorted by an employee while on campus. Solicitors are not permitted at any time.

Reporting Crimes and Emergencies

It is each person's responsibility to report any incident of observed or suspected criminal activity by calling 911 and/or informing College personnel.

Security of Campus Facilities

The College's buildings and grounds are monitored by security personnel. These officers are on duty at the College during times when classes are offered and students are on campus. **The College's security staff**, to whom emergency reports are to be made, do not have the authority to arrest individuals. Their responsibility and authority are limited to enforcing College policies, regulations, and rules; providing assistance to the person making a security report; and contacting law enforcement or emergency agencies whenever appropriate.

Computers and Electronics

Computer Use and Electronic Media Policy

Electronic services and media provided by the College to students and employees are College property used to facilitate academic purposes. With the rapidly changing nature of electronic media, this policy cannot cover every possible situation. Instead, it expresses **the College's philosophy and sets forth general principles to be applied to the use of electronic media and services.** The procedures indicated in this policy apply to all electronic media and services which are:

- accessed on or from College premises or while on College business
- accessed using College equipment, hardware or software, or via College-paid access methods
- used in a manner which identifies the individual with the College

Acceptable Uses

Acceptable uses of electronic media by students include class assignments, educational research, and communication between students and College employees.

Unacceptable Uses

Electronic media may not be used for knowingly transmitting, retrieving, or storing any communications of a discriminatory or harassing nature; or which are derogatory to any individual or group; or obscene or X-rated, defamatory or **threatening in nature; or "chain letters;"** violation of copyright including peer to peer file sharing or for any other purpose which is illegal or against College policy or **contrary to the College's interest. It is also unacceptable to alter or tamper with College software and/or equipment.** Installing or removing hardware, software, and/or application patches (e.g., screensavers, drivers, service packs, updated versions) without written approval from the Chief Information Officer is strictly prohibited.

Policy Essentials

Personal Use. Electronic media and services are primarily for College business and educational use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-academic purposes is acceptable. However, students need to demonstrate a sense of responsibility and may not abuse the privilege. Students who have been assigned email addresses by the College may use them for personal purposes but must limit the amount of time online as per library and computer laboratory regulations. Abuse can result in disciplinary action.

Email Address. Email addresses consisting of the first initial and last name of employees and students are used by the College. In case of duplicate names, middle initials will be used or a number will be added to the end. These addresses may not be changed or reassigned to anyone else. Abuse can result in disciplinary action up to, and including, termination or expulsion.

Monitoring. Electronic information created and/or communicated by an employee or student using email, word processing, database applications, utility



Student Responsibilities, Policies, and Procedures

programs, spreadsheets, voice mail, telephones, Internet access, etc., will not generally be monitored by the College. However, the following conditions for monitoring should be noted:

1. Cost analysis/allocation and the management of NC's gateway to the Internet are periodically monitored.
2. Random messages may be viewed to determine whether any outsiders are using the system and to monitor the operation of the network.
3. The College also reserves the right, at its discretion, to review, audit, and disclose any **user's (employee or student) electronic files, messages, and usage** to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other College policies.
4. Any information obtained as a result of such monitoring may be disclosed to law enforcement officials and regulators.
5. **Anyone using the College's electronic media** should, therefore, not assume electronic communications are totally private and confidential and should transmit highly sensitive information in other ways.
6. Passwords remain the property of the College and the College reserves the right to override individual passwords.
7. **The existence of "message delete" functions and passwords do not restrict or eliminate the College's ability to retrieve and review correspondence.**

Confidentiality. All users of College electronic media must **respect the confidentiality of other people's** electronic communications. Users may not attempt to **read or "hack" into other systems or other people's logins, "crack" passwords, breach computer or network security measures, or monitor electronic files or communications of other employees, students, or third parties** except by explicit direction of College administration.

Passwords. Personal passwords should not be given out to anyone. The College may monitor messages randomly to determine whether any outsiders are using the system or whether any violations of College policy have occurred.

Misrepresentation. No email or other electronic communications may be sent which attempt to hide the identity of the sender or represent the sender as someone else from another company.

Interference with Access. Electronic media and services should not be used in a manner that is likely to cause

network congestion or significantly hamper the ability of other people to access and use the system.

Copyright Materials. Anyone obtaining electronic access **to other companies' or individuals' materials must** respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner or may only obtain a single copy for reference use.

Disclaimers. Any message or information sent by any NC user to one or more individuals via an electronic network (e.g., bulletin board, online service, or Internet) are statements identifiable and attributable to the College. While some users include personal **"disclaimers" in electronic messages, it should** be noted that there would still be a connection with the College, and the statement might still be legally imputed to the College. Consequently, all communications sent by any user via the NC network must comply with this and other College policies, and may not disclose any confidential or proprietary College information.

Monitoring of Use Patterns. Network services and World Wide Web sites can and do monitor access and usage and can identify which company – and often which specific individual – is accessing their services. Thus accessing a particular bulletin board or website leaves **College identifiable electronic "tracks" even if the user merely reviews or downloads the material and does not post any messages.**

Solicitation Not Permitted. Email must not be used to solicit for business ventures, political or religious causes, or other matters not connected to the **College's business.**

Privilege Suspension/Sanctions

Those who are found in violation of NC's Computer Use and Electronic Media Policy will have their Internet privileges canceled and may be subject to sanctions, which can range from a warning to criminal prosecution and expulsion or termination. Should suspension occur, review by the administration may be requested after a three-month period of time.

Cellular Phones and Other Electronic Devices

Cellular phones may be used only in the common areas of the College, such as the corridors or the student lounge. Cellular phones must be silenced before entering classrooms, computer laboratories, or the library and must not be visible. Use of electronic devices with photographic capabilities in secured areas such as washrooms or other areas



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where a reasonable expectation of privacy exists, and/or taking photos of any individual against their will, is strictly prohibited. Students may use portable media devices with headphones at moderate volume levels in lounge areas only.

Peer to Peer File Sharing

The unauthorized distribution of copyrighted material, including through peer-to-peer file sharing, may subject a student to criminal and civil penalties. The laws that govern copyright are not specific to any one technology. Students can violate the rights of a copyright holder using many different types of technologies. Both uploading and downloading of files can pose a violation of the copyright law. Students should be cautious when obtaining any copyrighted material. As a rule of thumb, before a student receives anything for free, they should research whether that source provides material licensed by the copyright owner. Northwestern College offers a list of licensed sources at: <http://www.nc.edu/ci>.

Individuals who violate copyright law by illegally uploading and downloading copyrighted files may be subject to civil penalties of between \$750 and \$150,000 per song. These penalties are established by federal law. In the past, pre-litigation settlements offered by copyright owners have ranged from \$3,000 to \$4,000 and up while juries have issued verdicts of hundreds of thousands and even millions of dollars. In addition, a court may, in its discretion, grant the copyright owner reasonable attorney fees. Although criminal prosecution of students for file sharing is rare, federal law lays out criminal penalties for intentional copyright infringement which can include fines and jail time.

In addition to potentially violating the law, unauthorized distribution or receipt of copyrighted **material is a violation of the College's Computer Use and Electronic Media Policy** which provides penalties up to and including expulsion from the College.

Student Communications through Social Media Platforms

This policy establishes the expectations of Northwestern College (NC) when students identify or associate themselves with Northwestern College through social media. For the purpose of this policy, social media platforms are defined as technology tools and online spaces that allow constituencies to participate in conversations, content, and community. This policy applies to the social media platforms cited below and any other online platform now available or emerging including social networking sites and sites with user-generated

content. Examples include but are not limited to the following:

- Blogging/Blogger, LiveJournal, Xanga
- Microblogging - Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Podcasting - Blubrry
- Social networking - Bebo, Facebook, Google+ LinkedIn, MySpace, Orkut
- Social news sharing - Digg, Reddit
- Social bookmarking/social tagging - Delicious, Diigo, Google Reader, StumbleUpon, Pinterest, Instagram
- Video hosting - Vimeo, Vines, YouTube

Student Responsibility

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of social media and are expected to adhere to the NC Student Conduct Code published in the NC Catalog. NC students are expected to be thoughtful about how they present themselves in online networks. Content contributed on all platforms becomes immediately searchable and can be immediately shared. Once posted, the content leaves the contributing **individual's control forever** and may be traced back to the individual after long periods of time. Reflect how you wish to present yourself to NC students, alumni, faculty, staff, and present and future employers. Make sure content associated with you is consistent with your **professional goals**. **A good rule of thumb is: Don't post anything on a social media site that you wouldn't want to appear on the front page of tomorrow's newspaper credited to you.**

- Photographs, videos and any other digital media should demonstrate individual professionalism and be consistent with Northwestern College (NC) student conduct policy.
- Do not disclose or use confidential information or that of any other person or agency.
- Anyone who identifies himself/herself as an NC student and/or uses an NC email address in an online posting must clarify that the views and opinions expressed in the content are personal and not necessarily the views and opinions of Northwestern College.
- Be sensitive to and respectful of others. The NC community is composed of many individuals: students, alumni, faculty, staff, externship and clinical staff, and present and potential employers. These individuals represent a diverse set of customs, values, and points of view which must be considered and respected in posting online content. This includes not only the obvious (no ethnic slurs, personal insults, obscenity,



Student Responsibilities, Policies, and Procedures

inappropriate images etc.) but also means avoiding unsuitable, objectionable, or inflammatory topics (e.g. politics and religion).

- If someone or some group offers to pay a student for participating in an online forum in their NC student role, offers advertising for pay and/or for endorsement, this could constitute conflict of interest. In this situation, students must consult with an NC administrator on campus before agreeing or participating in an endorsement.

Students who fail to conform to this policy will be subject to disciplinary action and all sanctions up to and including dismissal from the College.

Student Conduct Policies

Student Conduct Code

Northwestern College students have the right to free, open, and responsible inquiry and discussion as well as the right to a quality education. The College has an obligation to provide an environment that is conducive to the academic and personal development of its students. To that end, this Student Conduct Code has been developed.

The following behaviors are considered unacceptable and will be dealt with on a case-by-case basis. Students whose misconduct falls into any of these categories risk being dismissed from the College. The Student Conduct Code applies to time spent on campus, at employer sites during externships, clinicals, or practicums, or off campus during College-sponsored activities.

1. Disruption or obstruction of teaching, learning, administrative, or other educational activities, including conduct that is considered to be disorderly or otherwise unacceptable.
2. Slanderous, abusive, or improper language.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, fighting, coercion, or conduct that threatens or endangers the health or safety of any person. Note: Any student making threatening remarks/gestures to harm the physical well-being of any person will be immediately suspended pending the outcome of a disciplinary hearing. All students will be held strictly accountable for such inappropriate actions.
4. Theft or damage to College property, theft or damage to the property of any member of the College community, theft or damage to externship sites or property used for College-sponsored activities.
5. Knowingly furnishing false or misleading information to the College. For example, forgery, alteration of College documents or IDs, or issuing fraudulent checks.
6. Sex and/or gender-based misconduct which includes sexual harassment, sexual assault, violence, dating violence, stalking, sexual exploitation, and gender-based harassment.
7. Behavior or actions which discriminate against another based on race, religion, sexual orientation, ethnicity, national origin, gender, age, disability, or other legally protected class.
8. Violation of the computer lab rules and guidelines.
9. Cyber bullying—using information and communication technologies such as email, cellular phone, text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites to support deliberate, repeated, and hostile behavior by an individual or a group that is intended to harm others.
10. Using cellular phones or other electronic devices in a classroom or in a manner which causes disruption. Inappropriate use of electronic devices with photographic capabilities.
11. Possession, use, distribution, or attempting to use or distribute alcoholic beverages, illegal drugs, or controlled substances.
12. Possession or use of explosives, fireworks, firearms, dangerous chemicals, or other weapons.
13. Failure or refusal to comply with the direction of school officials acting in performance of their duties. For example, failure to produce ID upon request.
14. Disrespect toward faculty, staff, visitors, other students, or anyone at externship sites.
15. Smoking in campus buildings or in unauthorized areas.
16. Eating or drinking in unauthorized areas.
17. Gambling.
18. Using the College name, emblem, or logos in an unauthorized or unseemly manner.
19. Student dress or grooming that is not consistent with the NC dress code.
20. Trespassing or unauthorized entry into restricted areas.
21. Violating the Hazing Policy.
22. Violating the Children on Campus Policy.
23. Retaliation against any member of the College community including anyone who has filed a complaint against the student.
24. Participation in a campus demonstration which disrupts the operation of the College and/or prevents members of the College community from participating in College programs or activities.



Student Responsibilities, Policies, and Procedures

25. Providing false information during the admissions process or providing false information when applying for financial aid.
26. Violating the Academic Integrity Policy.
27. Filing a false complaint.
28. Violating any other College rule or policy including those not specifically listed here.
29. Other actions that violate federal, state, or local laws.

Disciplinary Sanctions

Sanctions up to and including dismissal from the College may be imposed on students who fail to conform to the Student Conduct Code. The College reserves the right to impose its own sanctions whether or not legal action or investigation is also warranted. The following sanctions apply:

1. **Reprimand.** The student is admonished verbally or in writing.
2. **Warning.** The student is warned in writing that the College has taken note of the misconduct and further improper conduct may result in probation, suspension, or expulsion, depending on the incident.
3. **Conduct Probation.** A status for a specific period of time that places the student on notice that further misconduct will result in suspension or expulsion, depending on the incident.
4. **Conduct Suspension.** Involuntary separation from the College or a particular class for a stated period of time or until stated conditions are met. Days on suspension are considered unexcused absences from classes.
5. **Expulsion.** Permanent dismissal from the College.
6. **Assessment for Restitution.** Payment for restoration of property or to resolve financial obligations to the College.

Origin of Complaint

Conduct complaints against a student may be initiated by any member of the College community including another student, or by externship site supervisors. Complaints filed by students should be submitted in writing to the Student Conduct Officer (SCO) on the form called Student Complaint of a Student Conduct Code Violation. Complaints against a student filed by faculty or staff should be submitted in writing to the SCO stating the nature of the conduct that allegedly requires disciplinary action. Complaints should be submitted on the form called Faculty/Staff Complaint of a Student Conduct Code Violation form.

Investigation

Investigations related to student conduct violations will be conducted by the Student Conduct Officer (SCO). The SCO will conduct an interview with the student against whom the complaint has been filed. The student will be told of the allegation and evidence and questioned about the incident. The student has no right to review or receive a copy of the original complaint(s) and/or evidence, witness statements, or other documents. The SCO may also interview witnesses and/or review any evidence that may help in the investigation. The Title IX Coordinator of the College rather than the SCO will investigate, complaints related to discrimination of any kind or sex and/or gender-based misconduct which includes sexual harassment, sexual assault, rape, domestic violence, dating violence, stalking, sexual exploitation, and gender-based harassment. Students who believe they have been the victim of sexual misconduct should file a Sexual Misconduct Incident Report. Reports may be made by submitting the Sexual Misconduct Reporting Form, which is available online through the NC public website, and the NC Student Hub. Reports submitted electronically will go directly to the Title IX Coordinator. Forms may also be obtained on campus from the Student Services department or the Office of Counseling and Disability Services.

Procedure

Based on the information gathered, the SCO may proceed directly with any of the following:

1. **Drop the Complaint.** If the SCO determines the matter is not serious enough to warrant disciplinary action, he/she will drop the complaint and inform the person who filed the complaint of the decision and explanation.
2. **Act as Mediator.** If both the complainant(s) and the student agree, the SCO may act as a conciliator mediator to attempt to resolve the complaint.
3. **Impose Penalties.** If the student's behavior warrants, the SCO may impose the penalties of reprimand, warning, or conduct probation or any penalties of an appropriate, but lesser nature.
 - a) The decision will be mailed to the student within five business days from the date of the informal interview.
 - b) The student may appeal the decision to the JC within ten business days.
 - c) The decision of the JC is final.
4. **Refer the Complaint to the Judicial Committee.** Should the SCO determine that the evidence warrants possible suspension or expulsion, the complaint will be sent to the JC.



Student Responsibilities, Policies, and Procedures

- a) The notice of the JC hearing will be sent to the **student's last known address** by certified mail, return receipt requested, or by express mail, signature required, within five business days of the informal interview or by email if an address is unknown.
 - b) The notice will contain the date (within 10 business days after the informal interview) and the location of the hearing.
 - c) The notice will state the reasons for the proposed discipline with sufficient detail to permit the student to prepare for the hearing, including a summary of the witness statements with the names of the witnesses removed.
 - d) A copy of the disciplinary hearing procedures will be included.
5. **Impose Disciplinary Procedures.** Should the SCO determine that the student's conduct is of an extremely serious nature or imposes an immediate threat to the student, to members of the College community, to College property, or to the operation of the educational process, the student will be immediately suspended from the College without first conducting the investigation. In such cases, the student is to be notified of this decision in writing as soon as possible by certified mail, return receipt requested, or by express mail, signature required. The notice shall:
- a) State the reason(s) for suspension from the College.
 - b) Request that the student attend a scheduled JC hearing (within five business days).
 - c) Contain a statement indicating that failure to respond to the notice within five business days of its date indicates a waiver of the right to the hearing. If the student does not respond to the notice or fails to attend the hearing, a waiver of such hearing will be considered to have occurred, and the JC will make its decision based upon the information available.
- Should the SCO, after the interview, determine that the student poses an immediate threat, the SCO will suspend the student pending the JC review.
- ### Disciplinary Hearing
- Should the complaint be referred to the JC, the accused student and the complainant will both have an opportunity to present their information before the committee, in person or in writing, and to respond to questions from the committee. Minutes of the hearing will be kept.
1. **Committee Composition.** The committee will consist of both faculty and staff, and will be comprised of at least five people, one of whom will chair the committee. No one who has a complaint or is a witness, has a personal interest in the case, or has advised the student in this matter may sit on the committee. The SCO may not sit on the committee.
 2. **Investigation.** The JC will review the SCO's Investigation Report prior to the hearing. The members of the JC will determine if they wish to interview any witnesses prior to and/or during the hearing.
 3. **Investigation Report.** The accused student is not entitled to receive a copy of or generally review the **SCO's Investigation Report** or notes from his/her investigation.
 4. **Witnesses.** Witnesses have a right to refuse to testify at the hearing.
 5. **Hearing Process.**
 - a) The hearing will be in a closed session. The JC is not bound by any legal rules of evidence and will review all information it considers relevant.
 - b) Cellular phones must be turned off, and no photographic or recording equipment will be permitted in the hearing.
 - c) The student may have a person who is not a College employee present to consult with during the hearing, but in no circumstances may this person speak for the student or take an active part in the proceedings. Should this occur, the person will be asked to leave or the hearing will be terminated.
 - d) The student may bring witnesses and/or evidence that was not already presented to the SCO during the investigation.
 - e) The JC or the chair of the JC shall use reasonable judgment in determining whether or not **any of the SCO's witnesses and/or the student's** witnesses are to be heard.
 - f) The hearing will begin with short introductory statements from both parties.
 - g) The SCO will present a summary of the Investigation Report in written or oral form through documents or witnesses. The student and the JC will have an opportunity to question witnesses if they are present. The complainant will have an opportunity to present any additional information that was not already **presented during the SCO's investigation.**
 - h) The student will present information in written or oral form through documents or witnesses. The complainant, the JC, and the SCO will have an opportunity to question any witnesses that the student brings.
 - i) Both parties may make closing statements.
 - j) Within 10 calendar days, the JC must render a decision as to whether the student has violated the conduct code, and if so, the sanction to be imposed.
 - k) A written copy of the decision will be mailed to the student within 14 days of the hearing.



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- l) The findings and decision of the JC will not be revealed to the complainant because FERPA regulations prohibit the release of conduct proceedings to other parties without the written consent of the accused student.
6. **Appeal Process.**
 - a) In the event the student has reason to believe the hearing process did not comport with the aforementioned policy or if the student obtains new information that was not available for consideration by the JC, he/she may obtain an appeal form from the chair of the JC, complete it, and return it to the Chief Academic Officer within seven days of the receipt of the decision.
 - b) The Chief Academic Officer will then review all information and make a decision. The decision of the Chief Academic Officer is final. There is no further appeal authority.
7. **Guidelines.** The above procedures are to be considered general guidelines and not specific requirements. Substantial compliance with these procedures will be considered to meet the requirements of the process.
8. **Costs.** Should any costs be incurred, such as for advisers or printing or copying of materials, they are to be borne by the party that required the services.

Academic Dishonesty

A faculty member who suspects or is convinced of a case of academic dishonesty has the obligation to document the incident on an Academic Misconduct Incident Report form and meet with the student. At that meeting, the instructor will explain the allegations and present his/her reasons for the allegations.

Faculty may levy the following sanctions:

- Extra or repeated assignments
- Re-examination
- Lowered grade or no credit for assignment or exam

The desired outcome of the meeting is for both the instructor and student to agree to a mutually satisfactory remedy. If that is achieved, the report should reflect the outcome and be submitted to the Student Conduct Officer.

If the instructor and student cannot arrive at an agreement, or in cases of repeated offenses, the matter is referred to and taken up by the Academic Standards Committee within 14 business days. The committee will interview both parties and make a

decision based upon the facts presented. The Committee may enact the following sanctions:

- Extra or repeated assignments
- Re-examination
- Lowered grade or no credit for assignment or exam
- An F grade for the course
- Suspension from the College
- Dismissal from the College

Petition Procedures. If the student disputes the finding of the Academic Standards Committee, he or she may petition for a review by the Chief Academic Officer. The petition must be in writing and submitted within seven business days of the decision of the committee. The case will be reviewed by the Chief Academic Officer with the Academic Standards Committee. The student will be notified of the decision. All sanctions are possible. There are no other petition procedures available to the student.

Student Grievance Procedures

Student grievances may involve academic matters, administrative matters, discrimination, or sexual or other harassment. Initial attempts for informal resolution will be encouraged. Formal complaints are those which are submitted in writing by the complainant within 30 days of the incident. Grievance appeals should be submitted in writing at each level of authority within seven days.

As an institution accredited by the Higher Learning Commission, the College is required to document certain student complaints and their disposition. The complaints that are documented are those that are submitted in writing (email, letter, or fax), signed by a student, and submitted to a College employee with the responsibility to handle the complaint (President, Campus Director, Vice President of Student Affairs, Vice President of Academic Success, Vice President of Accreditation and Compliance). Complaints are not grade protests, inquiries, or appeals regarding discipline issues or academic standards decisions.

Grade Appeals

In the event a student disagrees or questions a final grade, the student should first consult with his/her instructor. If the student continues to question the grade after meeting with the instructor, the student would proceed with a grade appeal, which must be made within 90 days from the end of the quarter in which the grade was earned. To appeal a grade, a student must have evidence that one of the following took place:



Student Responsibilities, Policies, and Procedures

1. The instructor did not follow the stated grading policy.
2. The grade was based upon prejudice or bias.
3. There was a computational error.
4. The grade assigned was inconsistent with the standards applied to other students.

The grade appeal review is processed through the levels of (in order) program director, Academic Standards Committee, and Vice President of Academic Success. There is no further appeal authority.

Student Registration Appeal

The College recognizes that a student may have unforeseen and unique circumstances that prevents him/her from completing the quarter. In the event such circumstances occur, to appeal registration for that quarter, students must contact Student Services no later than the end of the first week of the following quarter and provide documentation of the circumstances. Forms are available on the NC Student Hub under Student Services as well as in Student Services departments.

Discrimination, Harassment, Sex or Gender-Based Misconduct

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on gender, which includes sexual harassment and sexual assault. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination.

NC is committed to providing an environment that is free from all forms of conduct that can be considered discriminatory, harassing, coercive, disruptive, or an incident of sexual misconduct. Actions, words, jokes, or comments based on an **individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic** will not be tolerated.

Sex or gender-based misconduct includes sexual harassment, sexual assault, rape, domestic violence, dating violence, stalking, sexual exploitation and gender-based harassment. The following is a partial list of sexual harassment examples:

- unwanted sexual advances
- offering employment or other benefits in exchange for sexual favors
- making or threatening reprisals after a negative response to sexual advances

- visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects, pictures, cartoons, or posters
- verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- verbal sexual advances or propositions
- verbal abuse of a sexual nature, graphic verbal commentaries **about an individual's body**, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- physical conduct that includes touching, assaulting, or impeding or blocking movements
- displays of inappropriate material (e.g., posters, screensavers, emails, calendars)

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of continuation of educational services.
2. Submission or rejection of the conduct is used as a basis for making grading decisions.
3. The conduct has the purpose or effect of interfering with school performance or creating an intimidating, hostile, or offensive school environment.

Other prohibited harassment includes verbal or physical conduct that denigrates or shows hostility toward a student because of his or her race, religion, national origin, gender, age, disability, or sexual orientation that:

1. Has the purpose or effect of creating an abusive or hostile environment.
2. Has the purpose or effect of unreasonably interfering **with a student's school performance**.
3. **Otherwise adversely affects a student's educational opportunities.**

All allegations of discrimination, harassment, and/or sex and gender-based misconduct will be quickly and discreetly investigated **by the College's Title IX Coordinator**. To the extent possible, confidentiality of the complainant, respondent and any witnesses will be protected against unnecessary disclosure. When the investigation is completed, involved individuals will be informed of the outcome of the investigation in accordance with applicable law.

Any employee at the College who becomes aware of possible discrimination, harassment, or sexual misconduct must immediately notify the Director of



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Human Resources (Title IX Coordinator) so it can be investigated in a timely and confidential manner. Anyone engaging in any prohibited or unlawful conduct will be subject to disciplinary action, up to and including expulsion or termination of employment.

Complaint Procedures

To support the College's policy against discrimination, harassment or sexual misconduct of any kind, the College has developed a complaint procedure for students to follow if they believe the policy has been violated.

1. If an individual feels comfortable doing so, talk to the person who is harassing. Tell the person that his/ her conduct is offensive and must stop.
2. If an individual does not feel comfortable talking to the person whose conduct is offensive or if the individual has discussed the matter and the offender refuses to stop, the student should report the incident to a faculty or staff member at NC. Incident complaint forms can be obtained through Student Services, the Office of Counseling and Disability Services, or online through the NC Student Hub or NC's public website.
3. All complaints will be referred to the Director of Human Resources (Title IX Coordinator) for an immediate, thorough, and objective investigation. It is important to understand that once the College is made aware of the complaint, it has a legal obligation to investigate. The investigation will be conducted with as much confidentiality as possible. However, since several individuals may need to be involved in the investigation and resolution process, absolute confidentiality cannot be guaranteed.
4. A decision regarding the complaint will be made as soon as possible. If the investigator decides that harassment occurred, the College will take corrective action. The person responsible for the harassment will be subject to the appropriate disciplinary action, up to and including expulsion or termination. Appropriate action will also be taken to avoid any future harassment or retaliation.
5. Any notifications of resolution will be made in accordance with applicable law.

Students are encouraged to report incidents of discrimination or harassment immediately so that complaints can be quickly and fairly resolved. The College will not take any retaliatory action against a student who makes a complaint and will not knowingly permit retaliation by others.

False Charges

If the College determines that a complaint was made by a student with the knowledge that the facts were false, the investigator may recommend appropriate disciplinary action up to and including expulsion.

Student Records

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's** education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the **student's** education records that the student believes is inaccurate. Students should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally **identifiable information contained in the student's** education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a College employee in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee (such as a



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disciplinary or grievance committee), or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. ***[Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]***

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northwestern College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information

The following information on students at the College is designated as Directory Information, which is public data accessible to the public upon request as permitted pursuant to 34 C.F.R. 99.37:

- name, address, and telephone number
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- dates of attendance
- most recent previous educational institution attended
- grade level or enrollment status (e.g., full-time or part-time)
- degrees, honors, and awards received
- date of graduation
- photographs
- email address

Notice to Students about Directory Information

Students may direct that any or all of the above-listed directory information be withheld from public disclosure by completing a Directory Information Confidentiality form each academic year, and submitting it to the Records Department.





DEGREE PROGRAMS





Degree Programs

Campus Locations and Online

The following chart shows the campus where each degree program is offered **and whether the program's** major courses may be completed online or partially online. Note: most general education courses may be completed online.

Degree Program	Bridgeview Campus	Chicago Campus	Offered Online	Offered Partially Online
Business Administration	✓	✓	✓	
Criminal Justice	✓	✓	✓	
Diagnostic Medical Sonography	✓			
Executive Accounting	✓	✓		✓
Health Information Technology	✓	✓	✓	
Medical Assisting	✓	✓		✓
Nursing	✓			
Paralegal	✓	✓		✓
Radiologic Technology	✓			



Business Administration

Business Administration

Business is people in action—people who train, direct, create, and introduce innovations to measure the performance of business. Business administrators must know all facets of business including management, marketing, finance, accounting, and computer applications.

Program

Associate in Applied Science Degree in Business Administration

Program Availability

This program is offered at the Bridgeview Campus, the Chicago Campus, and entirely online.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Demonstrate knowledge of the common professional components of the business environment
- Understand and analyze ethical behaviors in the business environment
- Recognize and apply clear oral, written, and electronic communication when making professional business decisions
- Interact effectively with teams as both leader and member
- Possess knowledge and skills to solve business problems

Tuition

The tuition rate for the Associate in Applied Science Degree in Business Administration is \$390 per credit hour.

Accreditation

The Business Administration program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th St., Overland Park, KS 66213, (913) 339-9356, www.acbsp.org.

Departmental Requirement

Students must earn a grade of C or higher in all courses with a BUSN or ACCT prefix.

Externship

Students who enroll in an externship course apply their coursework and knowledge in practical on-the-job experiences. Students receive academic credit upon successful completion. There is no

remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.

Curriculum

92 Total Credit Hours

Business Courses:

36 credit hours

BUSN.100	Introduction to Business.....	4
BUSN.106	Business Law I.....	4
BUSN.120	Management.....	4
BUSN.131	Macroeconomics.....	4
BUSN.140	Finance.....	4
BUSN.160	Marketing.....	4
BUSN.227	Organizational Behavior.....	4
BUSN.250	Business and Professional Ethics.....	4

Additional requirement:

4 credit hours

(Choose One Course)

BUSN.221	Human Resource Management.....	4
BUSN.290	Externship.....	4

Accounting Courses:

12 credit hours

ACCT.110	Financial Accounting I.....	4
ACCT.120	Financial Accounting II.....	4
ACCT.130	Financial Accounting III.....	4

Computer Courses:

10 credit hours

CPTR.130	Intermediate Spreadsheet.....	2
CPTR.140	Intermediate Database.....	2
CPTR.150	Intermediate Document Processing.....	2
CPTR.230	Advanced Spreadsheet.....	4

General Education Courses:

34 credit hours

Communications..... 16

ENGL.100 (4), COMM.100 or COMM.104 (online students) (4), ENGL.120 (4), and COMM.200 (4)

Mathematics..... 4

MATH.112 (4)

Life Skills..... 6

CPTR.100 (4), COLL.104 (1), and COLL.290 (1)

Social Sciences - Select one course..... 4

SOCS.200 (4), SOCS.210 (4), SOCS.220 (4)

Humanities - Select one course..... 4

HUMN.200 (4), HUMN.210 (4), HUMN.220 (4)



Criminal Justice

Criminal Justice

The Criminal Justice program prepares students for a variety of positions in the criminal justice system. This program is appropriate for individuals who are interested in a career as a police officer, corrections officer, security guard, or telecommunications officer.

Program

Associate in Applied Science Degree in Criminal Justice

Program Availability

This program is offered at the Bridgeview Campus, the Chicago Campus, and entirely online.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Identify and analyze issues relative to protection of life, liberty, and property
- Evaluate the legal rights of individuals, legal limitations, and use of discretionary authority
- Evaluate the dynamics and cultures of working within the legal system
- Exhibit professional behavior and high ethical standards
- Demonstrate effective oral, written, and non-verbal communication skills as expected in criminal justice professions

Tuition and Fees

The tuition rate for the Associate in Applied Science Degree in Criminal Justice is \$392 per credit hour.

Students enrolled in CRMJ.100 will be assessed a one-time fee of \$40 for the Criminal Justice professional organization membership.

Professional Membership

The Criminal Justice Program at NC is a member of the American Criminal Justice Association, Lambda Alpha Epsilon. The Northwestern College chapter, Zeta Sigma Alpha, has participated in competitions at the national and regional conferences.

Criminal Background

Students should be aware that a prior criminal history may preclude the student's ability to find employment. Students who have been convicted of a criminal offense should research their chosen field of study to determine the impact of their record before enrolling.

Job Restrictions

Specific police departments and sheriff's offices have age and physical restrictions in their hiring requirements. Please research your chosen career path to determine whether those restrictions, or any others, will prevent you from being hired.

Departmental Requirements

- Students must earn a grade of C or higher in all courses with a CRMJ prefix.
- A student may not enroll in any course with a CRMJ prefix more than twice.

Externship

Students may enroll in an elective externship course in which they have the opportunity to apply their coursework and knowledge in practical on-the-job experiences. Students receive academic credit upon successful completion. There is no remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.

Curriculum

90 Total Credit Hours

Criminal Justice Courses: 40 credit hours

CRMJ.100	Introduction to Criminal Justice.....	4
CRMJ.126	Ethics in Criminal Justice.....	4
CRMJ.130	Corrections	4
CRMJ.140	Juvenile Justice Administration.....	4
CRMJ.150	Police Operations	4
CRMJ.220	Crisis and Conflict Intervention	4
CRMJ.230	Criminal Law	4
CRMJ.240	Criminal Procedure	4
CRMJ.250	Criminal Investigations	4
CRMJ.260	Criminology.....	4

Related Courses: 12 credit hours

HUMN.210	Introduction to Logic & Critical Thinking	4
SOCS.200	Introduction to Psychology	4
SOCS.220	Cultural Diversity	4

General Education Courses: 34 credit hours

Communications	16
ENGL.100 (4), COMM.100 or COMM.110 (online students) (4), ENGL.120 (4), and COMM.200 (4)	
Mathematics	4
MATH.112 (4)	
Life Skills	6
CPTR.100 (4), COLL.104 (1), and COLL.290 (1)	
Social Sciences and	4
SOCS.210 (4)	
Humanities	4
HUMN.200 (4)	

Electives: 4 credit hours



Diagnostic Medical Sonography

Diagnostic Medical Sonography

Sonographers are highly skilled professionals qualified by education to provide patient services using diagnostic techniques under the supervision of a licensed physician. Sonographers specialize in the use of high frequency sound waves to image and evaluate patient anatomy to assist physicians in the diagnosis and treatment of illness, diseases, and injuries. Graduates of the program can expect to secure entry-level employment as a diagnostic **medical sonographer in hospitals, clinics, doctor's offices and various out-patient healthcare facilities.**

Program

Associate in Applied Science Degree in Diagnostic Medical Sonography

Program Availability

This program is offered at the Bridgeview Campus. General education courses can be completed online.

Program Goals

The Diagnostic Medical Sonography program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon completion of the program, it is expected that students will be able to:

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
- Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician
- Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
- Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services
- Demonstrate appropriate communication skills with patients and colleagues
- Act in a professional and ethical manner
- Provide patient education related to medical ultrasound and/or other diagnostic vascular techniques, and promote principles of good health

National Certification

Depending on the student's academic background and work experience, students may be eligible to sit for both the national board exam administered by the American Registry of Diagnostic Medical

Sonographers (ARDMS) and the national board exam administered by the American Registry of Radiologic Technologists (ARRT). The American Registry of Diagnostic Medical Sonographers (ARDMS) is an independent organization and prerequisites are subject to change at any time with and without notice. Students are responsible for independently researching and becoming familiar with the ARDMS prerequisite category he/she falls under. ARDMS prerequisites can be found at www.ardms.org. Note: Students should be aware that felony and/or misdemeanor convictions may disqualify them from eligibility to take the exam. Questions should be directed to the ARDMS and the ARRT.

Illinois Health Care Workers Act (IHWA)

The Illinois Health Care Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care. Individuals who have been convicted of certain criminal offenses are not eligible to take their professional credentialing exam.

The IHWA also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Health Care Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Admissions Requirements

1. Acceptance to Northwestern College.
2. Attendance at a program Information Session.
3. Two letters of recommendation from an instructor, academic advisor, employer, or coworker.
4. High school graduate or equivalent.
5. High school and/or college GPA ≥ 2.0 .
6. Two years of high school math and science with GPA ≥ 2.0 . Physics, chemistry, biology, algebra, and geometry courses are recommended.
7. If #6 is not met, evidence of college math and/or science course with GPA ≥ 2.0 is required.
8. If applicable, GED total standard score ≥ 2250 with a minimum score of 450 on each sub-test.
9. Wonderlic (assessment test) (waived with ACT ≥ 20 and for applicants with an associate's degree or higher.)
10. Interview with the DMS program director.



Diagnostic Medical Sonography

Provisional Post Offer Admission Requirements

Evidence by specified date:

- Physical fitness and good health - record of a physical exam, immunizations, drug screening, TB screening, and other labs
- Successful background check
- Liability insurance
- Health insurance
- Current healthcare provider CPR/AED and First Aid card.

Non-Academic Qualifications (Technical Standards)

The Diagnostic Medical Sonography program identifies non-academic qualifications that are essential for students' satisfactory completion of classroom and clinical learning objectives. Students must be able to:

- Transport patients from or onto wheelchairs, stretchers, and examination tables
- Operate and transport medical imaging equipment to perform exams and procedures
- Evaluate medical images for technical quality and accuracy of image data
- Evaluate diagnostic information on display screens/ monitors and adjust controls as required
- Interact effectively with others by actively listening and participating in classroom activities
- Work professionally with others in the clinical setting that involves care, safety, and examination of the patient

Program Requirements

- All courses with a SONO prefix (professional courses) must be taken in sequence. Students may only enroll once in courses with a SONO prefix.
- Students must earn a grade of C or higher in all courses with a SONO prefix. Failure to earn a letter grade of C or higher may result in dismissal from the program.
- Students must earn a letter grade of C or higher in courses with a SCIE prefix. A student earning a letter grade below a C will be required to repeat the course.
- A student may not enroll more than twice in courses with a SCIE prefix.
- Students must maintain a minimum cumulative GPA of 2.0 for continued enrollment in the program.



Diagnostic Medical Sonography

Curriculum

102 Total Credit Hours

Sonography Courses: 59 credit hours

SONO.101	Introduction to Sonography and Clinicals.....	3
SONO.105	Patient Care & Safety in Sonography	4
SONO.110	Sonography Positioning & Procedures I	5
SONO.111	Sonography Positioning & Procedures I Lab .	1
SONO.120	Sonography Positioning & Procedures II	5
SONO.121	Sonography Positioning & Procedures II Lab	1
SONO.123C	Sonography Clinical I.....	3
SONO.130	Sonography Positioning & Procedures III	5
SONO.131	Sonography Positioning & Procedures III Lab	1
SONO.133C	Sonography Clinical II.....	3
SONO.140	Sonography Positioning & Procedures IV.....	5
SONO.141	Sonography Positioning & Procedures IV Lab	1
SONO.210	Sonography Physics & Instrumentation I	4
SONO.213C	Sonography Clinical III	3
SONO.220	Sonography Physics & Instrumentation II	4
SONO.222C	Sonography Clinical IV.....	3
SONO.232C	Sonography Clinical V.....	3
SONO.285	Sonography Physics Registry Review	2
SONO.295	Sonography Specialty Registry Review	3

Related Courses: 29 credit hours

HLTH.140	Medical Terminology.....	3
HLTH.210	Pathophysiology I.....	3
HLTH.220	Pathophysiology II	3
HLTH.240	Medical Law, Ethics, and Human Relations in Health Care	4
SCIE.110	Anatomy & Physiology I	5
SCIE.111	Anatomy & Physiology I Lab	1
SCIE.120	Anatomy & Physiology II	5
SCIE.121	Anatomy & Physiology II Lab	1
SCIE.140	General College Physics	4

General Education Courses: 14 credit hours

Communications..... 4
ENGL.100 (4)

Life Skills 2
COLL.104 (1) and COLL.295 (1)

Mathematics 4
MATH.112 (4)

Social Sciences 4
SOCS.200 (4)

Suggested Quarterly Schedule

102 Total Credit Hours

First Quarter: 13 credit hours

MATH.112	College Mathematics	4
SCIE.110	Anatomy & Physiology I	5
SCIE.111	Anatomy & Physiology I Lab	1
HLTH.140	Medical Terminology.....	3

Second Quarter: 14 credit hours

ENGL.100	Composition.....	4
SCIE.140	General College Physics	4
SCIE.120	Anatomy & Physiology II	5
SCIE.121	Anatomy & Physiology II Lab.....	1

Third Quarter: 12 credit hours

COLL.104	College Success.....	1
SONO.105	Patient Care & Safety in Sonography	4
SONO.101	Introduction to Sonography & Clinicals.....	3
SONO.210	Sonography Physics & Instrumentation I	4

Fourth Quarter: 13 credit hours

SONO.220	Sonography Physics & Instrumentation II	4
SONO.110	Sonography Positioning & Procedures I	5
SONO.111	Sonography Positioning & Procedures I Lab .	1
SONO.123C	Sonography Clinical I.....	3

Fifth Quarter: 11 credit hours

SONO.190	Sonography Physics Registry Review	2
SONO.120	Sonography Positioning & Procedures II	5
SONO.121	Sonography Positioning & Procedures II Lab	1
SONO.133C	Sonography Clinical II	3

Sixth Quarter: 12 credit hours

HLTH.210	Pathophysiology I	3
SONO.130	Sonography Positioning & Procedures III	5
SONO.131	Sonography Positioning & Procedures III Lab	1
SONO.213C	Sonography Clinical III	3

Seventh Quarter: 13 credit hours

COLL.295	Professional Development	1
HLTH.220	Pathophysiology II	3
SONO.140	Sonography Positioning & Procedures IV	5
SONO.141	Sonography Positioning & Procedures IV Lab	1
SONO.222C	Sonography Clinical IV.....	3

Eighth Quarter: 14 credit hours

HLTH.240	Medical Law, Ethics, & Human Relations.....	4
SOCS.200	Introduction to Psychology	4
SONO.291	Sonography Specialty Registry Review	3
SONO.232C	Sonography Clinical V.....	3



Executive Accounting

Executive Accounting

Accounting is an information system for measuring, processing, and communicating financial information that is useful in making economic decisions. An important part of those decisions is the financial basis on which they are made and the consequences they have for the future of the business.

Program

Associate in Applied Science Degree in Executive Accounting

Program Availability

This program is offered at the Bridgeview Campus, the Chicago Campus, and partially online.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Distinguish and reproduce the fundamental concepts of accounting
- Demonstrate computer literacy and familiarity with information resources
- Combine computer and accounting skills to complete accounting tasks
- Differentiate between financial and managerial accounting
- Apply critical thinking to analyze and assess ethical issues within the accounting profession

Tuition

The tuition rate for the Associate in Applied Science Degree in Executive Accounting is \$391 per credit hour.

Accreditation

The Executive Accounting program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th St., Overland Park, KS 66213, (913) 339-9356, www.acbsp.org.

Departmental Requirements

- Students must earn a grade of C or higher in all courses with an ACCT or BUSN prefix.
- Students may not enroll in any course with an ACCT prefix over the 200 level more than twice.

Externship

Students may enroll in an elective externship course in which they have the opportunity to apply their coursework and knowledge in practical on-the-job experiences. Students receive academic credit upon

successful completion. There is no remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.

Curriculum

92 Total Credit Hours

Accounting Courses: 32 credit hours

ACCT.110	Financial Accounting I	4
ACCT.120	Financial Accounting II.....	4
ACCT.130	Financial Accounting III.....	4
ACCT.160	Computerized Accounting	4
ACCT.245	Managerial Accounting I.....	4
ACCT.246	Managerial Accounting II.....	4
ACCT.250	Business and Professional Ethics	4

Select from the following: 4 credit hours

(Choose One Course)

ACCT.230	Income Taxes for Individuals	4
ACCT.290	Accounting Externship	4

Business Courses: 20 credit hours

BUSN.100	Introduction to Business.....	4
BUSN.106	Business Law I.....	4
BUSN.120	Management	4
BUSN.131	Macroeconomics	4
BUSN.140	Finance.....	4

Computer Courses: 6 credit hours

CPTR.130	Intermediate Spreadsheet	2
CPTR.230	Advanced Spreadsheet.....	4

General Education Courses: 34 credit hours

Communications..... 16

ENGL.100 (4), COMM.100 (4), ENGL.120 (4), and COMM.200 (4)

Mathematics 4

MATH.112 (4)

Life Skills 6

CPTR.100 (4), COLL.104 (1), and COLL.290 (1)

Social Sciences - Select one course..... 4

SOCS.200 (4), SOCS.210 (4), SOCS.220 (4)

Humanities - Select one course 4

HUMN.200 (4), HUMN.210 (4), HUMN.220 (4)



Health Information Technology

Health Information Technology

Health information technology is a growing field that combines the areas of healthcare, administration, and information systems to manage and report healthcare data. Health information professionals have career opportunities in acute care hospitals, ambulatory care practices, insurance companies, public health organizations, skilled nursing facilities, home health, and government agencies. Health information technicians collect, summarize, utilize, and report data collected for patient care and reimbursement. Some also choose to specialize in particular areas such as coding, billing, cancer registries, electronic health record, or quality improvement.

Program

Associate in Applied Science Degree in Health Information Technology

Program Availability

This program is offered at the Bridgeview Campus, Chicago Campus, and entirely online.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Demonstrate knowledge in medical terminology, anatomy and physiology, pathophysiology, and pharmacology
- Be adequately prepared as health information technicians in health data management
- Be adequately prepared as health information technicians in health statistics and quality management
- Be adequately prepared as health information technicians in medical law and ethical standards
- Be adequately prepared as health information technicians in health informatics
- Be adequately prepared as health information technicians in organization management

Tuition and Fees

The tuition rate for the Associate in Applied Science Degree in Health Information Technology is \$393 per credit hour.

Students enrolled in HITC.100 will be assessed a one-time fee of \$102 for the Health Information Technology professional organization membership.

Accreditation

The Northwestern College Health Information Technology Associate in Applied Science Degree program at the Chicago Campus is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601.

The Northwestern College Bridgeview Campus Health Information Technology Associate in Applied Science Degree program is in Candidacy Status pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601.

Departmental Requirements

- Students must earn a grade of C or higher in all courses with a HITC, HLTH, or CPTR prefix. It is necessary to repeat HITC, HLTH, and CPTR courses in which a grade below C is earned before taking the next course(s) in the sequence.
- A student may not enroll more than twice in any course with a HLTH or HITC prefix without approval from the School of Health Sciences (SHS) Program Director or the Health Information Technology (HIT) Program Coordinator.
- Prior to enrolling for the Professional Practicum Experience, students at their own expense are required to submit a current physical examination; current immunizations, including hepatitis (or lab results indicating acceptable titers); and up-to-date TB test (unless their personal physician provides a statement indicating immunizations are contraindicated); and proof of liability insurance.
- Students must plan to be available for the minimum professional practice hours during normal weekday business hours. Students who are employed may be required to adjust their work schedule to accommodate their supervised practicum schedules.
- Students are not paid for the hours they spend at the practicum nor are they entitled to a job at the end of the practicum. Upon successful completion, students receive academic credit for these structured, supervised learning experiences.
- Students must provide their own transportation to and from their supervised practicum site.
- Placement in the practicum, selection of the site, and scheduling is at the discretion of the HIT faculty, Program Coordinator, or Program Director.
- A student refusal to complete practicum hours at a site assigned by the College will result in a failing grade for the course.



Health Information Technology

- Students are supervised by site personnel and expected to function as contributing members of the Health Information Management (HIM) staff. Students will observe and experience day-to-day Health Information Management operations, provide documentation and recommendations in workflow, and complete special projects.
- Students play a significant role in identifying and acquiring a suitable site for their professional practicum experience. At least 60 days prior to the quarter in which they will do the practicum, students must provide contact information for three potential sites which they have contacted and which have expressed interest and ability in being a practicum site. The College will follow-up with the sites and attempt to secure affiliation agreements with those that have been deemed suitable. This process can be quite lengthy; therefore, it is imperative that students furnish the required contact information by the deadline or risk a delay in completing their professional practicum course.
- Most affiliation sites are either acute care (hospitals) or non-acute care sites such as ambulatory clinics, larger physician practices, skilled nursing and long-term care facilities, and/or home health or hospice centers. Contemporary trends in placement also include working at Health Information Management service providers, software vendors, insurance companies, pharmaceutical companies, firms, outpatient behavioral health centers, and various state agencies.
- Students in the HIT program must be able to hear well enough to answer a telephone; see well enough to read fine print of documents, microfiche, and computer screens; and have mobility and manual dexterity sufficient to operate a computer and handle charts, paperwork, and office equipment. If students, with reasonable accommodation, are unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.

Curriculum

94 Total Credit Hours

Health Information

Technology Courses:

44 credit hours

HITC.100	Health Data Content and Structure	3
HITC.101	Health Data Content and Structure Lab	1
HITC.110	Healthcare Statistics and Data Literacy	3
HITC.145	Coding and Classification Systems I	3
HITC.146	Coding and Classification Systems I Lab	1
HITC.155	Coding and Classification Systems II	3
HITC.156	Coding and Classification Systems II Lab	1
HITC.205	Health Information Financial and Resource Management.....	3
HITC.210	Information Systems in Healthcare	4
HITC.240	Clinical Quality Assessment and Performance Improvement.....	4
HITC.245	Medical Law and Ethics in HIM	4
HITC.255	Coding and Classification Systems III.....	3
HITC.256	Coding and Classification Systems III Lab....	1
HITC.265	Coding and Classification Systems IV.....	3
HITC.266	Coding and Classification Systems IV Lab	1
HITC.272	RHIT Exam Review.....	2
HITC.295	Professional Practicum Experience	4

Allied Health Courses:

14 credit hours

HLTH.140	Medical Terminology	3
HLTH.151	Anatomy, Physiology, & Pathophysiology I....	4
HLTH.161	Anatomy, Physiology, & Pathophysiology II..	4
HLTH.230	Pathophysiology & Pharmacology	3

Computer Courses:

2 credit hours

CPTR.140	Intermediate Database	2
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General Education Courses:

34 credit hours

Communications	16
ENGL.100 (4), COMM.100 or COMM.110 (online students) (4), ENGL.120 (4), and COMM.200 (4)	
Mathematics	4
MATH.112 (4)	
Life Skills	6
CPTR.100 (4), COLL.104 (1), and COLL.290 (1)	
Social Sciences - Select one course	4
SOCS.200 (4), SOCS.210 (4), SOCS.220 (4)	
Humanities - Select one course	4
HUMN.200 (4), HUMN.210 (4), HUMN.220 (4)	

*The Corequisite of MEDS.235 is waived for Health Information Technology students enrolled in HLTH.235.



Medical Assisting

Medical Assisting

This program trains medical assistants to provide front-office expertise in the area of medical office management, including reception and administrative duties, patient care clinical skills in assisting the physician, and carrying out medication and laboratory testing orders. Rapid growth and changes in the healthcare delivery system and the growing complexity of medical services have resulted in excellent employment opportunities.

Medical assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics and group practices. These multi-skilled personnel can perform administrative and clinical procedures. Physicians value this unique versatility more and more, as managed care compels them to contain costs and manage human resources efficiently. Not surprisingly, the demand for medical assistants is expanding rapidly. Medical assistants work under the supervision of physicians in their offices or other medical settings. In accordance with respective state laws, they perform a broad range of administrative and clinical duties.

Program

Associate in Applied Science Degree in Medical Assisting

Program Availability

This program is offered at the Bridgeview Campus and the Chicago Campus. General education coursework and most of the courses with a HLTH prefix may be completed online.

Program Goals

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
- To provide academic assessment of critical thinking, effective communication, and personal responsibility of students in the medical assisting program.
- To prepare graduates of the medical assisting program to be self-assured, responsible, and competent in the field of medical assisting.
- To provide the community with skilled medical assistants that interacts with patients in a professional and empathic manner.
- To prepare students to become (AAMA) Certified Medical Assistants.
- To encourage lifelong learning opportunities.

Program Outcomes

Upon completion of the program, it is expected that students will be able to:

- Communicate effectively with patients, supervisors, support personnel, and other healthcare team members using suitable verbal, nonverbal, and written skills.
- Apply knowledge of basic sciences and medical theory to the application and appropriate knowledge of administrative and clinical medical assisting procedures.
- Apply critical and creative thinking and analytical skills to make sound administrative and clinical judgments to enhance patient care.
- Deliver patient care in a respectful manner that reflects sensitivity to individual differences.
- Earn their (AAMA) Certified Medical Assistant credential.

Tuition and Fees

The tuition rate for the Associate in Applied Science Degree in Medical Assisting is \$443 per credit hour.

Students enrolled in the Medical Assisting program will have the following one-time fees:

Professional Organization Student Membership Fee (MEDS.120).....	\$39
Medical Assisting Tool Kit.....	\$55

Accreditation

The Medical Assisting Associate in Applied Science degree is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 US Highway 19 N, Suite 158, Clearwater, FL 33763 (727) 210-2350, (www.CAAHEP.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Certified Medical Assistant (CMA – AAMA)

The CMA (AAMA) is a national and voluntary certification which represents a commitment to the profession and added value in a competitive field. To achieve certification, a medical assistant must graduate from an accredited postsecondary medical assisting program and pass the CMA (AAMA) exam. Because the Medical Assisting program at Northwestern College is accredited by CAAHEP, graduates are eligible to sit for the national Certified Medical Assistant (AAMA) exam.

Please note: Individuals with felony and/or misdemeanor convictions are not eligible to take the CMA exam unless they apply for and are granted a



Medical Assisting

waiver by the American Association of Medical Assistants (AAMA).

Illinois Health Care Workers Act (IHWa)

The Illinois Health Care Workers Act (IHWa) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care. Individuals who have been convicted of certain criminal offenses are not eligible to take their professional credentialing exam.

The IHWa also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Health Care Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Health Care Worker Licensure Actions - Sex Crimes

No person may receive a license as a Health Care Worker in Illinois who has been convicted of: 1) a criminal act that requires registration under the Sex Offender Registration Act, 2) a criminal battery against any patient in the course of patient care or treatment, including any offense based on sexual conduct or sexual penetration, or 3) a forcible felony.

Immediately after criminal charges are filed alleging that a licensed Health Care Worker committed any of the above-referenced acts, the State's Attorney shall notify the Department of Professional Regulation and the Health Care Worker shall immediately practice only with a chaperone who is a licensed Health Care Worker during all patient encounters pending the outcome of the criminal proceedings.

A licensed Health Care Worker convicted of any of the above-referenced criminal acts shall have his or her license permanently revoked without a hearing.

Departmental Requirements

- Students must earn a grade of C or higher in all courses with a HLTH, MEDS, or HITC prefix, as well as SOCS.200 Introduction to Psychology. It is necessary to repeat a course in which a grade below C is earned before taking the next course(s) in the sequence or before participating in their externship.
- Students may not enroll more than twice in any course with a HLTH or MEDS prefix or HITC.130 and SOCS.200 without approval from the Medical

Assisting program director or program coordinator.

- Students in this major must demonstrate keyboarding proficiency of 35 wpm on a three minute timing up to the sixth error or enroll in OFTC.091 Basic Keyboarding.
- Students are encouraged to take on the characteristics of an allied health professional while enrolled in the program. To assist students in making the transition, all medical assisting majors are required to wear the uniform approved by the department whenever they are in MEDS courses or at their externship sites. The use of acrylic nails/fake nails is prohibited. Nails should be short, clean and trimmed. Body tattoos & piercings should be covered with clothing at all times. Facial earrings are prohibited. Earrings that lie flat on the ear (no hoops or dangling earrings) are acceptable. White gym shoes or duty shoes are to be worn with uniform, clean and in good condition.
- This program requires students to complete an externship. Students must plan to be available for a minimum of 160 clinical externship hours during their final quarter. It is highly likely that students will need to adjust their school and/or work schedules to accommodate their clinical schedule during the quarter they are completing the externship.
- Students are not paid for the time they spend at their externship site but upon successful completion receive academic credit for these structured, supervised learning experiences. Students are not entitled to a job upon completion of the externship.
- Students must provide their own transportation to and from their externship site.
- Placement in the externship, selection of the site, and scheduling are at the discretion of the medical assisting program coordinator or program director whose decisions are final. a student refusal to complete externship hours at the assigned site will result in a failing grade for the course.
- Prior to enrolling for the medical assisting externship course, students at their own expense are required to submit a current physical examination; current immunizations including hepatitis (or lab results indicating acceptable titers); up-to-date TB test (unless their personal physician provides a statement indicating immunizations are contraindicated); and proof of liability insurance. Students must also present a current American Heart Association Healthcare Provider CPR/AED and Heart Saver First Aid card prior to placement at the externship site.
- Students are required to submit a resume, externship request form, and health forms



Medical Assisting

described above to the Program Coordinator by the sixth week of the quarter prior to the externship.

- If a student becomes pregnant upon enrollment or becomes pregnant while enrolled in the Medical Assisting program, the student must notify the program director/program coordinator immediately. A pregnant student must have permission from her physician by completion of the Medical Permission to Participate form in order to register for MEDS courses which involve exposure to clinical laboratory chemicals, chemical reagents, blood/body fluids, handling contaminated syringes/equipment, being a practice patient including injections with 0.9% Normal Saline, phlebotomy and EKG practice. Intentionally concealing a pregnancy or failure to notify the department as described will be treated as academic dishonesty and dealt with according to the College's Academic Dishonesty policy.
- Typically, medical assisting students must be able to hear well enough to communicate with patients, assess the condition of the patient and auscultate vital signs; see well enough to read fine print on documents, charts, equipment and assess the physical condition of the patient; have mobility, manual strength, and dexterity sufficient to handle and operate medical equipment; and have physical endurance sufficient to stand for long periods of time. If students, with reasonable accommodation, are unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.
- Students must possess psychological stability to perform at the required levels in the clinical portion of the program. (See the program handbook for more detailed information.)
- Students are required to register for the CMA (AAMA) exam while enrolled in MEDS.242 CMA Preparation.

Curriculum

93 Total Credit Hours

Allied Health Courses: 34 credit hours

HLTH.125	Communication Skills for Healthcare Workers	3
HLTH.135	Emergency Preparedness	2
HLTH.140	Medical Terminology	3
HLTH.150	Anatomy & Physiology I	3
HLTH.160	Anatomy & Physiology II	3
HLTH.170	Anatomy & Physiology III	3
HLTH.205	Medical Records & Office Procedures	4
HLTH.210	Pathophysiology I	3
HLTH.220	Pathophysiology II	3
HLTH.235	Pharmacology	3
HLTH.240	Medical Law, Ethics, and Human Relations in Healthcare	4

Medical Science Courses: 16 credit hours

MEDS.120	Clinical Assisting Skills	2
MEDS.170	Specialized and Diagnostic Procedures	2
MEDS.210	Clinical Laboratory Procedures I	2
MEDS.220	Clinical Laboratory Procedures II	2
MEDS.235	Pharmacology Laboratory	2
MEDS.242	CMA Preparation	2
MEDS.251	Medical Assisting Externship	4

Related Courses: 9 credit hours

ACCT.100	Essentials of Accounting	4
HITC.130	Ambulatory Reimbursement I	3
OFTC.100	Keyboarding Skills/Formatting	2

General Education Courses: 34 credit hours

Communications	16
ENGL.100 (4), COMM.100 (4), ENGL.120 (4), and COMM.200 (4)	
Mathematics	4
MATH.112 (4)	
Life Skills	6
CPTR.100 (4), COLL.104 (1), and COLL.290 (1)	
Social Sciences	4
SOCS.200 (4)	
Humanities - Select one course	4
HUMN.200 (4), HUMN.210 (4), HUMN.220 (4)	



Nursing

Nursing

The Northwestern College Violet L. Schumacher School of Nursing strives to prepare a diverse student body to pursue educational and professional goals in an atmosphere of intellectual curiosity. We are committed to enhance student understanding of health and illness in a compassionate, student-centered environment that remains rooted in the community and seeks to produce skilled professionals and lifelong learners.

The faculty believe that nursing is a science-based discipline, with its foundation in the biological and behavioral sciences. The practice of nursing is guided by principles of logic, ethics, and the law, and the science of nursing is distinguished by a deep and abiding understanding of the human condition.

The nursing professional seeks to return the client to a state of physical, emotional, and social equilibrium in the face of actual health problems/disease states and/or seeks to maintain the client in a state of physical, emotional and social equilibrium in the face of potential health problems/disease states. Evidence-based practice is the hallmark of the consummate nursing professional.

Program

Associate of Applied Science in Nursing

Program Availability

This program is offered at the Bridgeview Campus only.

Program Goals

Upon completion of the nursing program, it is expected that students will be able to:

- Plan, implement, and evaluate the effectiveness of a plan of care
- Communicate and collaborate with individuals, families, groups, and other health professionals in promoting health planning and delegating nursing care
- Assume accountability for their own decisions and actions for the procurement and application of new knowledge to professional practice
- Model professional behaviors that adhere to standards of practice and ethical codes of conduct
- Use leadership skills and knowledge to advocate for patients

Tuition and Fees

The tuition rate for the Associate of Applied Science Degree in Nursing is \$480 per credit hour. A quarterly fee will be assessed for the ATI Fee of \$235

Students enrolled in the Nursing program will have the following one-time fees:

Professional Organization Student Membership Fee (NURS.110)	\$40
Nursing Student Bundle.....	\$134
Program Deposit Fee.....	\$100

Science Lab Fees

The following courses have a \$150 fee in addition to tuition charges: SCIE.111, SCIE.121, and SCIE.131.

Admissions Requirements

The Northwestern College School of Nursing has specific admission requirements. Applicants are responsible for ensuring that all of the requirements are met and all supporting documents are submitted. Only complete application files will be reviewed for admission.

1. Application to Northwestern College
2. High school graduate diploma or GED certificate
3. Achieve the minimum scores or higher on the **College's standardized assessment for admission** into the nursing program. Information about the exam is available through the School of Nursing.
4. Official college transcripts with 2.5/4.0 in all college work.
5. Complete an admissions interview conducted by the nursing staff and/or nursing faculty and College administration

Once the College determines that a student has satisfied Admission Requirements 1-5 above, a deposit of \$100 is required in order to secure his/her name on the wait list for the next admission cycle. Prior to being scheduled for NURS courses, each student must complete a Nursing Admissions Packet, which consists of the following:

1. Letter of recommendation on company letterhead from an instructor, academic advisor, employer or community member who can comment on the **applicant's background and/or character**.
2. Submission of a statement of purpose addressing personal and professional goals as related to becoming a professional registered nurse.
3. Current American Heart Association Healthcare Provider level BLS/CPR certification.
4. Major medical insurance coverage.



Nursing

5. Background screen including sanctions under the U.S. Patriot Act done within the past year
6. A 10-panel drug screen done within the past year
7. Immunization within the past year for influenza
8. Titer levels within the past year for rubella, rubeola, mumps, varicella and hepatitis B demonstrating immunity (If results show that you are not immune, booster vaccination is required)
9. The following immunizations must be current: diphtheria, pertussis and tetanus
10. A 2-step TB or quantiferon gold test (from within the past year) with chest x-ray for positive results
11. Liability Insurance as a Registered Student Nurse
12. Physical Exam, including a complete blood count and chemistry panel within the past year.

*Students must provide a hard copy of all lab results with actual lab result numbers.

Full admission to the nursing program is based on review of the above items submitted in a completed admissions file.

Illinois Health Care Workers Act (IHWA)

The Illinois Healthcare Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care. Individuals who have been convicted of certain criminal offenses are not eligible to take their professional credentialing exam.

The IHWA also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Health Care Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Health Care Worker Licensure Actions - Sex Crimes

No person may receive a license as a Health Care Worker in Illinois who has been convicted of: 1) a

criminal act that requires registration under the Sex Offender Registration Act, 2) a criminal battery against any patient in the course of patient care or treatment, including any offense based on sexual conduct or sexual penetration, or 3) a forcible felony.

Immediately after criminal charges are filed alleging that a licensed Health Care Worker committed any of the above-referenced acts, the State's Attorney shall notify the Department of Professional Regulation and the Health Care Worker shall immediately practice only with a chaperone who is a licensed Health Care Worker during all patient encounters pending the outcome of the criminal proceedings.

A licensed Health Care Worker convicted of any of the above-referenced criminal acts shall have his or her license permanently revoked without a hearing.

Transfer Credit

- Nursing courses completed at a college prior to enrolling at NC will not be accepted for transfer credit.
- Transfer credit for non-nursing courses will be granted only upon review of an official college transcript showing a 2.5/4.0 GPA for college courses.
- Anatomy and Physiology and Microbiology courses must have been successfully completed within the past five years in order to be considered for transfer credit.

Progression Requirements

- A student must earn a grade of C or higher in all NURS courses before enrolling in subsequent NURS courses.
- A student must earn a grade of C or higher with a maximum of two attempts for all courses required in the nursing program which includes courses in the major, science courses, and other general education courses.
- Students must have current BLS/CPR certification, major medical insurance coverage, background check, 10 panel drug screen, immunizations, TB test and influenza immunization.



Nursing

Curriculum

107 Total Credit Hours

Nursing Courses: 64 credit hours

NURS.102	Pharmacology I	2
NURS.103	Pharmacology II	2
NURS.110	Fundamental Concepts in Nursing	6
NURS.110C	Fundamental Nursing-Clinical	4
NURS.120	Psychiatric/Mental Health Nursing	4
NURS.120C	Psychiatric/Mental Health Nursing-Clinical.....	2
NURS.130	Maternity/Women's Health Nursing	4
NURS.130C	Maternity/Women's Health Nursing-Clinical	2
NURS.140	Medical Surgical Nursing	6
NURS.140C	Medical Surgical Nursing-Clinical	4
NURS.150	Pediatric Nursing	6
NURS.150C	Pediatric Nursing-Clinical	4
NURS.261	Medical Surgical Nursing II	4
NURS.261C	Medical Surgical Nursing II-Clinical	2
NURS.262	Nursing Care of Diverse Groups	6
NURS.262C	Nursing Care of Diverse Groups-Clinical	4
NURS.277	Leadership Seminar	2

Related Courses: 18 credit hours

SCIE.110	Anatomy & Physiology I	5
SCIE.111	Anatomy & Physiology I Lab	1
SCIE.120	Anatomy & Physiology II	5
SCIE.121	Anatomy & Physiology II Lab	1
SCIE.130	Microbiology.....	5
SCIE.131	Microbiology Lab	1

General Education Courses: 25 credit hours

Communications 8

ENGL.100 (4) COMM.100 (4)

Mathematics 4

MATH.112 (4)

Life Skills 1

COLL.296 (1)

Social Sciences and Humanities 12

HUMN.200 (4) and SOCS.200 (4) SOCS.210 (4)



Paralegal

Paralegal

Under attorney supervision, the paralegal performs a wide range of functions, such as preparing drafts of legal documents, researching issues of law, interviewing clients and witnesses, filing pleadings and motions, reviewing court records, working with document and filing technology, and preparing case files for trial. The Paralegal program prepares students to step right into the legal environment and successfully perform multiple tasks in a professional setting. Paralegals may not provide legal services directly to the public except as permitted by law.

Program

Associate in Applied Science Degree in Paralegal

Program Availability

This program is offered at the Bridgeview Campus, the Chicago Campus, and partially online. With the exception of four paralegal courses that must be completed on campus (Introduction to Legal Research, Civil Litigation and Procedure II, Legal Research and Writing I, and Legal Research and Writing II), courses required for this degree may be completed online.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Understand and exhibit expected ethical behavior of the paralegal profession
- Understand and demonstrate the necessary steps to bring a case to trial by preparing pleadings, discovery requests, and other litigation-related documents
- Display the ability to independently research legal issues and prepare appropriate legal documents
- Perform through an externship, paralegal skills necessary to competently work in a legal environment
- Exhibit computer proficiency and knowledge of computer software used in the legal profession

Tuition and Fees

The tuition rate for the Associate in Applied Science Degree in Paralegal is \$391 per credit hour.

Students enrolled in PLGL 100 will be assessed a one-time fee of \$40 for the Paralegal professional organization membership.

Criminal Background

Students should be aware that a prior criminal history **may preclude the student's ability to find** employment. Students who have been convicted of a criminal offense should research their chosen field of study to determine the impact of their record before enrolling.

Approval

The Paralegal program is approved by the American Bar Association (ABA).

Departmental Requirements

- Students must earn a grade of C or higher in all courses with a PLGL prefix.
- Students in this major must demonstrate keyboarding proficiency of 35 wpm on a three minute timing up to the sixth error or enroll in OFTC.091 Basic Keyboarding.
- A student may not enroll in any course with a PLGL prefix more than twice without the consent of the program director.
- The Paralegal program will accept and extend credit for paralegal specialty courses taken by students at other institutions only for courses that are equivalent to established NC paralegal coursework and curriculum.

Externship

Students who enroll in an externship course apply their coursework and knowledge in practical on-the-job experiences. Students receive academic credit upon successful completion. There is no remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.



Paralegal

Curriculum

94 credit hours

Paralegal Courses: 44 credit hours

PLGL.100	Introduction to Law & the Legal System	4
PLGL.110	Introduction to Legal Research.....	4
PLGL.121	Civil Litigation and Procedure I	4
PLGL.122	Civil Litigation and Procedure II.....	4
PLGL.140	Contracts	4
PLGL.211	Legal Research and Writing I	4
PLGL.212	Legal Research and Writing II	4
PLGL.215	Real Estate Law	4
PLGL.219	Law Office Technology	4
PLGL.225	Torts	4
PLGL.290	Paralegal Externship	4

Related Courses: 16 credit hours

ACCT.100	Essentials of Accounting.....	4
HUMN.200	Ethics.....	4
OFTC.100	Keyboarding Skills/Formatting	2
CPTR.150	Intermediate Document Processing	2
SOCS.200	Introduction to Psychology	4

General Education Courses: 34 credit hours

Communications..... 16
ENGL.100 (4), COMM.100 (4), ENGL.120 (4), and
COMM.200 (4)

Mathematics 4
MATH.112 (4)

Life Skills 6
CPTR.100 (4), COLL.104 (1), and COLL.290 (1)

Social Sciences and Humanities 8
HUMN.210 (4) and SOCS.210 (4)



Radiologic Technology

Radiologic Technology

The radiologic technologist/radiographer specializes in the use of x-ray radiation (energy), and performs a wide variety of radiologic procedures for use in the diagnosis and treatment of illnesses, diseases, and injuries. Radiographers also assist radiologists in the performance of many specialized exams. Radiographers must be deeply compassionate, have strong communications skills, enjoy teamwork, and also meet the challenge of working independently in high pressure clinical situations. A career as a radiologic technologist/radiographer gives graduates many different job opportunities. Graduates may specialize in magnetic resonance imaging, radiation therapy, nuclear medicine, cardiac catheterization, medical sonography, mammography, or computed tomography. Radiographers may also choose careers in radiography education, management, sales, and marketing.

Program

Associate in Applied Science Degree in Radiologic Technology

Program Availability

This program is offered at the Bridgeview Campus only. General education coursework may be completed online.

Accreditation

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) www.jrcert.org.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Be clinically competent entry level radiographers
- Communicate effectively
- Use critical thinking and problem-solving skills
- Evidence professional responsibility, development, and lifelong learning

Tuition and Fees

The tuition rate for the Associate in Applied Science Degree in Radiologic Technology is \$480 per credit hour.

Students enrolled in the Radiography program will have the following one-time fees:

Professional Organization Student Membership Fee (RADS.100)\$35

Program Deposit Fee.....\$100
Electronic Recordkeeping System Fee.....\$150
Rad Tech Tool Kit\$175

Electronic Recordkeeping System Fee

Radiography students are charged a one-time electronic recordkeeping system fee of \$150 for a web-based clinical education tracking system for their clinical course.

Science Lab Fees

The following courses have a \$150 fee in addition to tuition charges: SCIE.111 and SCIE.121.

National Certification

Graduates of this program are eligible to sit for the national certifying exam administered by the American Registry of Radiologic Technologists (ARRT). Students should be aware, however, that individuals with felony and/or misdemeanor convictions may not be eligible to take this exam and should contact ARRT for details.



Radiologic Technology

Illinois Health Care Workers Act (IHWA)

The Illinois Health Care Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care. Individuals who have been convicted of certain criminal offenses are not eligible to take their professional credentialing exam.

The IHWA also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Health Care Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Health Care Worker Licensure Actions - Sex Crimes

No person may receive a license as a Health Care Worker in Illinois who has been convicted of: 1) a criminal act that requires registration under the Sex Offender Registration Act, 2) a criminal battery against any patient in the course of patient care or treatment, including any offense based on sexual conduct or sexual penetration, or 3) a forcible felony.

Immediately after criminal charges are filed alleging that a licensed Health Care Worker committed any of the above-referenced acts, the State's Attorney shall notify the Department of Professional Regulation and the Health Care Worker shall immediately practice only with a chaperone who is a licensed Health Care Worker during all patient encounters pending the outcome of the criminal proceedings.

A licensed Health Care Worker convicted of any of the above-referenced criminal acts shall have his or her license permanently revoked without a hearing.

Admissions Requirements

The Radiography program has specific admission requirements in addition to the **College's regular** admissions requirements and limited enrollment. Applicants are responsible for ensuring that all requirements are met and all supporting documents are submitted on time. Only complete application files will be reviewed for admission. Applicants who satisfy the requirements listed below will be invited to **interview with the program's Admission's Committee.**

1. Acceptance to Northwestern College.
2. Attendance of a program information session.

3. Two letters of recommendation from an instructor, academic advisor, employer, or coworker.
4. High school graduate or equivalent.
5. High school and/or college cumulative GPA (CGPA) of 2.0 or higher.
6. Two years of high school math and science with grades of C or higher. Physics, chemistry, biology, algebra, and geometry courses are recommended.
7. If item #6 is not met, evidence college math **and/or science course (≥ 100 level)** with grade(s) of C or higher.
8. If applicable, GED standard score total of 2250 or higher with a minimum score 450 on each sub-test.
9. ACT composite score of 20 or higher. ACT waived for applicants with CGPA of 2.0 or higher and **Associate's degree or beyond.**
10. Wonderlic (assessment exam) - minimum scores required in Writing, Reading, and Algebra waived with ACT of 20 or higher or **Associate's degree** or beyond.
11. TEAS V (assessment exam) - minimum scores required in Reading, Math, Science and English.

Applicants may receive transfer of credit for a course completed at another college or university provided the course is equivalent to a class taught at NC. You may request a list of courses that are offered at area colleges and recognized by NC as equivalent to its courses.

Applicants who are interviewed and selected for admission are accepted on the condition that the post-offer program admission requirements are successfully completed by the published deadline. The requirements are:

- Physical fitness and good health - record of a physical exam, immunizations, drug screening, TB screening, and other labs
- Successful background check
- Liability insurance
- Health insurance
- CPR certification for the healthcare provider

Qualifications (Technical Standards)

The Radiography program identifies non-academic **qualifications that are essential for students'** satisfactory completion of classroom and clinical learning objectives. Students must be able to:

1. Transport patients from or onto wheelchairs, stretchers, and examination tables.
2. Operate medical imaging equipment and accessory devices.



Radiologic Technology

3. Position/maneuver patients and medical imaging equipment to perform radiographic examinations and procedures.
4. Monitor the physical and emotional state of patients for their care and safety.
5. Evaluate medical images for technical quality and accuracy of patient positioning.
6. Evaluate diagnostic information on display screens/monitors and adjust controls as required.
7. Verbally communicate and demonstrate an auditory sense sufficient to:
8. Give and acknowledge receipt of information in classroom and clinical instruction and in processes that involve the care, safety, and examination of the patient.
9. Transfer information within a timeframe appropriate to the situation.
10. Document/input information on/with appropriate recording mediums, i.e. computer keyboard, request forms, labels, x-ray film envelopes.
11. Lift and transport radiographic equipment and supplies weighing up to 15 pounds.
12. Perform required and essential tasks wearing protective (lead lines) apparel on the neck (thyroid collars), trunk (full aprons), and hands (gloves) with an approximate equivalent weight of 10 to 15 pounds.
13. Demonstrate the manual dexterity to perform venipuncture, monitor pulse, blood pressure, temperature, and prepare syringes and medications for injection.
14. For extended periods of time, demonstrate the physical strength, coordination, and endurance to independently navigate in diagnostic examination rooms.

The Student as a Guest/Visitor of the Clinical Education Center

Students are guests or visitors of the clinical education centers to which they are assigned. Students are not paid for the time they spend at clinical sites nor are they entitled to a job at the conclusion of their hours. Students are responsible for:

1. Following the policies, standards, and practices of their clinical sites and the clinical education guidelines established by the College and program.
2. Obtaining medical care at their own expense for any injuries that may occur at their clinical sites.
3. Their own transportation to and from their clinical education centers.
4. Reporting to their clinical education centers on time and staying in their assigned areas.

The terms of the affiliation agreements include the right of the clinical education center to bar a student from the buildings and grounds of the clinical site given just cause. The College and program do not have the authority to overrule a clinical education center's decision to accept or refuse a student's participation at its location.

In a situation where a student is refused clinical participation at a clinical site (i.e., a student is suspended and wishes to resume his clinical assignments, and no other placement for the student is possible at other affiliates), the student will be withdrawn from the program.

Program Requirements

- All courses with a RADS prefix (professional courses) must be taken in sequence. Students may only enroll once in courses with a RADS prefix.
- Students must earn a grade of C or higher in all courses with a RADS prefix. Failure to earn a letter grade of C or higher in all RADS prefix courses will result in dismissal from the program.
- Students must earn a letter grade of C or higher in courses with a SCIE prefix. A student earning a letter grade below a C will be required to repeat the course to earn an acceptable letter grade of C or higher.
- A student may not enroll more than twice in courses with a SCIE prefix.
- Students must maintain a minimum cumulative GPA of 2.0 for continued enrollment in the program.



Radiologic Technology

Curriculum

108 Total Credit Hours

Radiologic Technology Courses: 75 credit hours

RADS.100	Fundamentals of Radiography	3
RADS.101	Radiographic Exposure I	3
RADS.102	Radiographic Exposure II	3
RADS.104	Patient Care in Radiography.....	3
RADS.105	Radiation Protection	3
RADS.106	Radiographic Exposure III	3
RADS.108	Image Systems I	3
RADS.110	Radiographic Procedures	3
RADS.111	Radiographic Procedures Lab	1
RADS.112C	Clinical I	2
RADS.120	Radiographic Procedures II.....	3
RADS.121	Radiographic Procedures II Lab	1
RADS.122C	Clinical II	2
RADS.130	Radiographic Procedures III.....	3
RADS.131	Radiographic Procedures III Lab.....	1
RADS.132C	Clinical III	2
RADS.140	Radiographic Procedures IV	3
RADS.141	Radiographic Procedures IV Lab	1
RADS.162C	Clinical IV	3
RADS.201	Radiation Physics I	3
RADS.202	Radiation Physics II	3
RADS.203	Radiographic Pathology	3
RADS.205	Radiation Biology	3
RADS.206	Digital Imaging Critique & Technical Evaluation.....	3
RADS.210	Radiographic Procedures V	3
RADS.211	Radiographic Procedures V Lab	1
RADS.212C	Clinical V.....	3
RADS.220	Registry Review	3
RADS.222C	Clinical VI	3
RADS.250	Radiography Patient Care Activities.....	1

Related Courses: 19 hours

HLTH.141	Medical Terminology in Medical Imaging.....	3
HLTH.245	Medical Law and Ethics for Radiographers	4
SCIE.110	Anatomy & Physiology I	5
SCIE.111	Anatomy & Physiology I Lab	1
SCIE.120	Anatomy & Physiology II	5
SCIE.121	Anatomy & Physiology II Lab	1

General Education Courses: 14 credit hours

Communications	4
ENGL.100 (4)	
Life Skills	2
COLL.104 (1) and COLL.295 (1)	
Math	4
MATH.112 (4)	
Social Sciences	4
SOCS.200 (4)	



Radiologic Technology

First Year Quarterly Schedule of Classes

First Quarter: Credit hours: 14

COLL.104	College Success	1
HLTH.141	Medical Terminology in Medical Imaging.....	3
RADS.100	Fundamentals of Radiography	3
RADS.104	Patient Care in Radiography.....	3
RADS.110	Radiographic Procedures I	3
RADS.111	Radiographic Procedures I Lab	1

Second Quarter: Credit hours: 18

RADS.101	Radiographic Exposure I	3
RADS.105	Radiation Protection	3
RADS.112C	Clinical I	2
RADS.120	Radiographic Procedures II	3
RADS.121	Radiographic Procedures II Lab	1
SCIE.110	Anatomy & Physiology I	5
SCIE.111	Anatomy & Physiology I Lab	1

Third Quarter: Credit hours: 18

RADS.102	Radiographic Exposure II	3
RADS.108	Image Systems I	3
RADS.122C	Clinical II	2
RADS.130	Radiographic Procedures III.....	3
RADS.131	Radiographic Procedures III Lab	1
SCIE.120	Anatomy & Physiology II	5
SCIE.121	Anatomy & Physiology II Lab	1

Fourth Quarter: Credit hours: 14

MATH.112	College Mathematics.....	4
RADS.106	Radiographic Exposure III	3
RADS.132C	Clinical III	2
RADS.140	Radiographic Procedures IV.....	3
RADS.141	Radiographic Procedures IV Lab	1
RADS.250	Radiography Patient Care Activities.....	1

Second Year Quarterly Schedule of Classes

Fifth Quarter: Credit hours: 13

RADS.162C	Clinical IV	3
RADS.201	Radiation Physics I	3
RADS.205	Radiation Biology	3
RADS.210	Radiographic Procedures V	3
RADS.211	Radiographic Procedures V Lab	1

Sixth Quarter: Credit hours: 17

ENGL.100	Composition	4
HLTH.245	Medical Law and Ethics for Radiographers	4
RADS.202	Radiation Physics II	3
RADS.203	Radiographic Pathology.....	3
RADS.212C	Clinical V	3

Seventh Quarter: Credit hours: 14

COLL.295	Professional Development for Rad Sciences	1
RADS.206	Digital Imaging Critique & Technical Evaluation	3
RADS.220	Registry Review	3
RADS.222C	Clinical VI	3
SOCS.200	Introduction to Psychology	4



CERTIFICATE PROGRAMS





Certificate Programs

Campus Locations and Online

The following chart shows the campus where each certificate program is offered and whether the major courses in the certificate may be completed online or partially online. Note: most general education courses may be completed online.

Certificate Program	Bridgeview Campus	Chicago Campus	Offered Online	Offered Partially Online
Accounting	✓	✓		
Business Administration	✓	✓	✓	
Coding Specialist	✓	✓		✓
Criminal Justice	✓	✓	✓	
Dental Assisting	✓			
Medical Assisting	✓	✓		✓
Medical Insurance Billing Specialist	✓	✓		
Paralegal	✓	✓		✓

General Information

Northwestern College has a few certificate programs that offer students a two-tiered option for education in their chosen career major. Most certificate programs are derived from degree programs and may be completed within a year or less. Students have the advantage of transferring credits earned in a certificate program to the related degree program at any time.

These certificate programs are intended for the student who has previous college and/or work experience and is seeking to enhance his or her career skills. Students who have no previous college or work experience may find their opportunities for employment enhanced by completing one of the College's degree programs.

Certificate programs do not require students to complete general education coursework and are most appropriate for individuals who wish to acquire career skills in as short a time as possible.

Admissions Requirements

Unless otherwise noted, students in certificate programs are required to meet the same general institutional admissions requirements as degree-seeking students.

Completion Requirements

Students must successfully complete all coursework with a cumulative GPA of 2.0 or above.



Accounting

Accounting

Accountants are vital people in the business world, analyzing, measuring, and documenting the performance of business by applying their knowledge of accounting principles. The certificate program in Accounting at Northwestern College can help you realize your dream of a fulfilling career.

Program Availability

This program is offered at the Bridgeview Campus and Chicago Campus.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Analyze and record financial transactions in accordance with generally accepted accounting principles and procedures
- Prepare accurate accounting and financial reports
- Demonstrate computer literacy and familiarity with information resources
- Understand and apply the basic concepts of managerial accounting to identify and measure information for making decisions
- Analyze and assess ethical issues within the accounting profession

Tuition

The tuition rate for the Accounting Certificate program is \$391 per credit hour.

Curriculum

24 Total Credit Hours

ACCT.110	Accounting I	4
ACCT.120	Accounting II	4
ACCT.130	Accounting II	4
ACCT.160	Computerized Accounting.....	4
ACCT.245	Managerial Accounting I	4
ACCT.250	Business and Professional Ethics	4
BUSN.100	Introduction to Business.....	4
BUSN.140	Finance.....	4
COLL.104	College Success	1
CPTR.100	Intro to Computer Information Systems	4



Business Administration

Business Administration

All businesses need core people with a variety of skills including knowledge in accounting, marketing, finance, economics, human resources, and management. This certificate provides students with a general background and foundation on which to build and which can be applied in any industry.

Program Availability

This program is offered at the Bridgeview Campus, Chicago Campus, and entirely online.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Understand the various forms of business ownership and major business functions
- Demonstrate knowledge of the management functions of planning, organizing, directing, and controlling
- Apply principles of marketing, finance, and human resources management in analyzing business functions
- Accurately analyze and record basic business transactions
- Understand the role of administrators and the importance of effective communication with an organization

Tuition

The tuition rate for the Business Administration Certificate program is \$390 per credit hour.

Curriculum

37 Total Credit Hours

BUSN.100	Introduction to Business.....	4
BUSN.106	Business Law I.....	4
BUSN.120	Management	4
BUSN.131	Macroeconomics	4
BUSN.140	Finance.....	4
BUSN.160	Marketing	4
BUSN.221	Human Resource Management.....	4
ACCT.110	Financial Accounting I.....	4
COLL.104	College Success	1
ENGL.100	Composition	4



Coding Specialist

Coding Specialist

This program is intended for individuals already employed in a medical records-related field who wish to enhance their coding knowledge, as well as those without prior experience who wish to gain skills for entry-level coding positions with healthcare providers. This program emphasizes skills for assigning codes using current classification systems in both acute and ambulatory care settings. Inpatient diagnosis-related group codes that determine payments will also be introduced as well as ambulatory payment classifications in an out-patient setting.

Program Availability

This program is offered at the Bridgeview Campus, the Chicago Campus, and partially online.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Demonstrate knowledge in medical terminology, anatomy and physiology, and pathophysiology
- Specialize in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers
- Review patient records and assign numeric codes for each diagnosis and procedure
- Demonstrates in-depth knowledge of the CPT coding system and familiarity with the ICD-10-CM and HCPCS Level II coding systems
- Demonstrates proficiency in health information documentation, data integrity, and quality

Tuition and Fees

The tuition rate for the Coding Specialist Certificate program is \$393 per credit hour.

Students enrolled in HITC.100 will be assessed a one-time fee of \$102 for the HIT professional organization membership.

Departmental Requirements

Students must earn a grade of C or higher in all coursework with a HLTH or HITC prefix.

Curriculum

37 Total Credit Hours

COLL.104	College Success	1
COLL.291	Professional Development	1
HITC.100	Health Data Content and Structure	3
HITC.101	Health Data Content and Structure Lab	1
HITC.130	Ambulatory Reimbursement I	3
HITC.145	Coding and Classification Systems I	3
HITC.146	Coding and Classification Systems I Lab	1
HITC.155	Coding and Classification Systems II	3
HITC.156	Coding and Classification Systems II Lab	1
HITC.265	Coding and Classification Systems IV	3
HITC.266	Coding and Classification Systems IV Lab	1
HITC.267	Coding Exam Review	2
HITC.280	Advanced Coding & Abstracting	3
HLTH.140	Medical Terminology	3
HLTH.151	Anatomy, Physiology & Pathophysiology I	4
HLTH.161	Anatomy, Physiology & Pathophysiology II	4

Suggested Quarterly Schedule

First Quarter

12 credit hours

COLL.104	College Success	1
HLTH.140	Medical Terminology	3
HLTH.151	Anatomy, Physiology & Pathophysiology I	4
HITC.100	Health Data Content and Structure	3
HITC.101	Health Data Content and Structure Lab	1

Second Quarter

11 credit hours

HLTH.161	Anatomy, Physiology & Pathophysiology II	4
HITC.130	Ambulatory Reimbursement I	3
HITC.145	Coding and Classification Systems I	3
HITC.146	Coding and Classification Systems I Lab	1

Third Quarter

8 credit hours

HITC.155	Coding and Classification Systems II	3
HITC.156	Coding and Classification Systems II Lab	1
HITC.265	Coding and Classification Systems IV	3
HITC.266	Coding and Classification Systems IV Lab	1

Fourth Quarter

6 credit hours

COLL.291	Professional Development	1
HITC.267	Coding Exam Review	2
HITC.280	Advanced Coding & Abstracting	3



Criminal Justice

Criminal Justice

Do you want to make the world a safer place? Would you like to make a difference within your own community? Are you interested in how the criminal justice system works? If you answered yes to these questions then consider getting a certificate in Criminal Justice from Northwestern College (NC), and prepare for a new career in law enforcement.

Program Availability

This program is offered at the Bridgeview Campus, Chicago Campus, and entirely online.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Identify the three components of the criminal justice system and explain their function.
- Identify issues relative to protection of life, liberty, and property
- Understand the dynamics and cultures of working within the legal system
- Exhibit professional behavior and high ethical standards
- Demonstrate effective oral, written, and non-verbal communication skills as expected in criminal justice professions
- Discuss the impact of the 4th, 5th, 6th, and 8th Amendments related to criminal justice

Tuition and Fees

The tuition rate for the Criminal Justice Certificate program is \$392 per credit hour.

Students enrolled CRMJ.100 will be assessed a one-time fee of \$40 for the Criminal Justice professional organization membership.

Criminal Background Disclaimer

Students should be aware that a prior criminal history may preclude certain types of employment. In such cases Northwestern College may be unable to assist you in finding employment. If you have been convicted of a criminal offense, please research your chosen field of study to determine the impact of that conviction before enrolling in classes.

Curriculum

42 Total Credit Hours

CRMJ.100	Introduction to Criminal Justice.....	4
CRMJ.126	Police Ethics	4
CRMJ.130	Corrections	4
CRMJ.140	Juvenile Justice.....	4
CRMJ.150	Police Operations	4
CRMJ.250	Criminal Investigations	4
CRMJ.260	Criminology.....	4
COLL.104	College Success	1
COLL.291	Professional Development	1
COMM.100	Effective Speaking.....	4
ENGL.100	Composition	4
MATH.112	Math	4



Dental Assisting

Dental Assisting

Dental assistants work for private dental practices, dental clinics, or even for federal, state, or local government health agencies. Dental assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team.

Program Availability

This program is offered at the Bridgeview Campus.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Apply infection control and safety guidelines in the dental setting
- Complete patient information on the dental record including medical and dental histories, vital signs and tooth charting annotations
- Assist with or perform an extra/intraoral examination and record findings
- Expose, process and mount dental radiographs using both traditional and digital techniques
- Perform dental laboratory procedures
- Assist in managing medical emergencies
- Model professional behaviors, ethics, and appearance
- Effectively communicate with patients, family members and other members of the healthcare team
- Exhibit professional conduct including reliability, responsibility, honesty and ethical behavior

Tuition and Fees

The tuition rate for the Dental Assisting Certificate program is \$476 per credit hour.

Students will be assessed a one-time fee of \$200 for the Dental Assisting Bundle which includes uniforms and lab fees.

Departmental Requirements

- Students must earn a grade C or higher in all courses with a DNTL prefix. It is necessary to repeat any of the DNTL courses in which a grade C is earned before taking the next course(s) in the sequence.
- A student may not enroll more than twice in any course with a DNTL prefix without the approval from the School of Health Science (SHS) Program Coordinator.

Externship

The Dental Assisting Externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete 120 hours at a dental practice office. Placement in the externship site, selection of the site, and scheduling is at the discretion of the dental assisting faculty or program coordinator whose decisions are final. Refusal to complete externship hours at the assigned site will result in a failing grade for the course.

- Prior to enrolling for the Dental Assisting externship, students at their own expense are required to submit a current immunization for the Hepatitis B vaccination. They are also required to submit a resume and externship request form.
- Students must plan to be available for the externship schedule given by their site supervisor.
- Students who are employed may be required to adjust their work schedule to accommodate their supervised externship schedules.
- Students are not paid for the hours they spend at the externship site nor are they entitled to a job at the end of the externship. Upon successful completion, students receive academic credit for their supervised learning experiences.
- Students must provide their own transportation to and from their supervised site.
- If a student becomes pregnant upon enrollment or becomes pregnant while enrolled in the Dental Assisting program, the student must notify the program coordinator immediately. A pregnant student must have permission from her physician in order to register for DNTL courses which involve exposure to scattered radiation.
- Typically, dental assisting students must be able to hear well enough to communicate with patients and see well enough to read fine print on documents, charts, equipment and have mobility, manual strength and dexterity sufficient to handle and operate dental equipment; and have physical endurance sufficient to stand for long periods of time. If students with reasonable accommodation are unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.
- Students must possess psychological stability to perform at the required levels in the clinical portion of the program.



Curriculum

48 Total Credit Hours

DNTL.100	Orientation to Dental Assisting	2
DNTL.103	Oral Anatomy	4
DNTL.107	Dental Assisting I	4
DNTL.109	Dental Materials I	4
DNTL.110	Dental Records and Office Applications	4
DNTL.112	Chairside Dental Assisting I	4
DNTL.115	Dental Radiography	4
DNTL.120	Oral Radiology	4
DNTL.205	Dental Assisting II	4
DNTL.210	Dental Materials II	4
DNTL.230	Chairside Dental Assisting II	4
DNTL.235	Dental Assisting Externship	4
COLL.104	College Success	1
COLL.291	Professional Development	1



Medical Assisting

Medical Assisting

The Medical Assisting certificate program prepares students with clinical and administrative skills that will enable them to perform effectively as an entry-level member of a multidisciplinary healthcare team within an ambulatory care setting. The Medical Assisting certificate program prepares students to sit for the Registered Medical Assistant (RMA) credentialing exam administered by American Medical Technologists. The RMA certificate is recognized throughout the medical assisting profession. The RMA credential means a professional edge, increased prestige in the workplace, and increased job opportunities.

Program Availability

This program is offered at the Bridgeview Campus, the Chicago Campus, and partially online.

Program Goals

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
- To provide academic assessment of critical thinking, effective communication, and personal responsibility of students in the medical assisting program.
- To prepare graduates of the medical assisting program to be self-assured, responsible, and competent in the field of medical assisting.
- To provide the community with skilled medical assistants that interacts with patients in a professional and empathic manner.
- To prepare students to become (AMT) Registered Medical Assistants.
- To encourage lifelong learning opportunities.

Upon completion of the program, it is expected that students will be able to:

- Communicate effectively with patients, supervisors, support personnel, and other healthcare team members using suitable verbal and nonverbal.
- Apply knowledge of basic sciences and medical theory to the application and appropriate knowledge of administrative and clinical medical assisting procedures.
- Apply critical and creative thinking and analytical skills to make sound administrative and clinical judgments to enhance patient care.

- Deliver patient care in a respectful manner that reflects sensitivity to individual differences.
- Earn their (AMT) Registered Medical Assistant credential.

Tuition and Fees

The tuition rate for the Medical Assisting Certificate program is \$443 per credit hour.

Students will be assessed a one-time fee of \$125 for the Medical Assisting Tool Kit and Uniforms.

Professional Credentialing Exam

As a feature of MEDS.243 Certification Preparation, students register to sit for the professional credentialing Registered Medical Assistant exam administered by the American Medical Technologist.

Illinois Health Care Workers Act (IHWA)

The Illinois Health Care Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care. Individuals who have been convicted of certain criminal offenses are not eligible to take their professional credentialing exam.

The IHWA also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Health Care Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Health Care Worker Licensure Actions - Sex Crimes

No person may receive a license as a Health Care Worker in Illinois who has been convicted of: 1) a criminal act that requires registration under the Sex Offender Registration Act, 2) a criminal battery against any patient in the course of patient care or treatment, including any offense based on sexual conduct or sexual penetration, or 3) a forcible felony.

Immediately after criminal charges are filed alleging that a licensed Health Care Worker committed any of the above-referenced acts, the State's Attorney shall notify the Department of



Medical Assisting

Professional Regulation and the Health Care Worker shall immediately practice only with a chaperone who is a licensed Health Care Worker during all patient encounters pending the outcome of the criminal proceedings.

A licensed Health Care Worker convicted of any of the above-referenced criminal acts shall have his or her license permanently revoked without a hearing.

Departmental Requirements

- Students must earn a grade of C or higher in all courses with a HLTH, MEDS, or HITC prefix. It is necessary to repeat a course in which a grade below C is earned before taking the next course(s) in the sequence or before participating in their externship.
- Students may not enroll more than twice in any course with a HLTH or MEDS prefix or HITC.130 without approval from the Medical Assisting program director or Program Coordinator.
- Students are encouraged to take on the characteristics of an allied health professional while enrolled in the program. To assist students in making the transition, all medical assisting majors are required to wear the uniform approved by the department whenever they are in MEDS courses or at their externship sites. The use of acrylic nails/fake nails is prohibited. Nails should be short, clean and trimmed. Body tattoos & piercings should be covered with clothing at all times. Facial earrings are prohibited. Earrings that lie flat on the ear (no hoops or dangling earrings) are acceptable. White gym shoes or duty shoes are to be worn with uniform, clean and in good condition.
- This program requires students to complete an externship. Students must plan to be available for a minimum of 160 clinical externship hours during their final quarter. It is highly likely that students will need to adjust their school and/or work schedules to accommodate their clinical schedule during the quarter they are completing the externship.
- Students are not paid for the time they spend at their externship site but upon successful completion receive academic credit for these structured, supervised learning experiences. Students are not entitled to a job upon completion of the externship.
- Students must provide their own transportation to and from their externship site.
- Placement in the externship, selection of the site, and scheduling are at the discretion of the medical assisting Program Coordinator or Program Director whose decisions are final. A student refusal to complete externship hours at the assigned site will result in a failing grade for the course.
- Prior to enrolling for the medical assisting externship course, students at their own expense are required to submit a current physical examination; current immunizations including hepatitis (or lab results indicating acceptable titers); up-to-date TB test (unless their personal physician provides a statement indicating immunizations are contraindicated); and proof of liability insurance. Students must also present a current American Heart Association Healthcare Provider CPR/AED and Heart Saver First Aid card prior to placement at the externship site.
- Students are required to submit a resume, externship request form, and health forms described above to the Program Coordinator by the sixth week of the quarter prior to the externship.
- If a student becomes pregnant upon enrollment or becomes pregnant while enrolled in the Medical Assisting program, the student must notify the program director/program Coordinator immediately. A pregnant student must have permission from her physician by completion of the Medical Permission to Participate form in order to register for MEDS courses which involve exposure to clinical laboratory chemicals, chemical reagents, blood/body fluids, handling contaminated syringes/equipment, being a practice patient including injections with 0.9% Normal Saline, phlebotomy and EKG practice. Intentionally concealing a pregnancy or failure to notify the department as described will be treated as academic dishonesty and dealt with according to the College's Academic Dishonesty policy.
- Typically, medical assisting students must be able to hear well enough to communicate with patients, assess the condition of the patient and auscultate vital signs; see well enough to read fine print on documents, charts, equipment and assess the physical condition of the patient; have mobility, manual strength, and dexterity sufficient to handle and operate medical equipment; and have



Medical Assisting

physical endurance sufficient to stand for long periods of time. If students, with reasonable accommodation, are unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.

- Students must possess psychological stability to perform at the required levels in the clinical portion of the program. (See the program handbook for more detailed information.)
- Students are required to register for the RMA (AMT) exam while enrolled in MEDS.243 Certification Preparation.

Curriculum

47 Total Credit Hours

Allied Health Courses

27 credit hours

HLTH.125	Communication Skills for Healthcare Workers	3
HLTH.135	Emergency Preparedness	2
HLTH.140	Medical Terminology	3
HLTH.151	Anatomy, Physiology and Pathophysiology I	4
HLTH.161	Anatomy, Physiology and Pathophysiology II	4
HLTH.205	Medical Records & Office Procedures	4
HLTH.235	Pharmacology	3
HLTH.240	Medical Law, Ethics, & Human Relations in Healthcare	4

Medical Science Courses

16 credit hours

MEDS.120	Clinical Assisting Skills	2
MEDS.170	Specialized & Diagnostic Procedures	2
MEDS.210	Clinical Laboratory Procedures I	2
MEDS.220	Clinical Laboratory Procedures II	2
MEDS.235	Pharmacology Laboratory	2
MEDS.243	Certification Preparation	2
MEDS.251	Medical Assisting Externship	4

Related Courses

3 credit hours

HITC.130	Ambulatory Reimbursement I	3
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Life Skills

1 credit hour

COLL.104	College Success	1
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Medical Insurance Billing Specialist

Medical Insurance Billing Specialist

The Medical Insurance Billing Specialist certificate is intended for individuals already employed in a medical records-related field who wish to enhance their medical insurance billing knowledge, as well as those without prior experience who wish to gain skills for entry-level billing positions with healthcare providers. This program emphasizes skills for completing claim forms, assisting health consumers and healthcare providers with insurance questions, verifying insurance coverage, obtaining pre-authorization and verification, and submitting electronic claims to clearinghouses and third-party payers in ambulatory care settings. Concepts of revenue cycle management and accounts receivable monitoring are also covered.

Students completing this program will be qualified to sit for the American Medical Billing Association CMRS (Certified Medical Reimbursement Specialist) credential or the American Association of Professional Coders CPB (Certified Professional Biller) credential.

Program Availability

This program is offered at the Bridgeview Campus and the Chicago Campus.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Understand the various types of insurance plans
- Apply payer policy, Local Coverage Determinations (LCD), and National Coverage Determinations (NCD) for successful claim submissions
- Demonstrate knowledge of ICD-10-CM, CPT, and HCPCS Level II coding guidelines
- Successfully navigate the varying rules and regulations applying to the healthcare industry, including HIPAA, False Claims Act, Fair Debt Collections Act, and Stark
- Demonstrate expertise in effective claim follow-up, patient follow-up, and denial resolution

Tuition and Fees

The tuition rate for the Medical Insurance Billing Specialist Certificate program is \$393 per credit hour.

Students enrolled in HITC.100 will be assessed a one-time fee of \$102 for the HIT professional organization membership.

Curriculum

45 Total Credit Hours

Health Information Technology

20 Credit Hours

HITC.100 Health Data Content & Structure	3
HITC.101 Health Data Content & Structure Lab	1
HITC.130 Ambulatory Reimbursement I	3
HITC.145 Coding & Classification Systems I	3
HITC.146 Coding & Classification Systems I Lab	1
HITC.230 Ambulatory Reimbursement II	3
HITC.231 Ambulatory Reimbursement II Lab	1
HITC.265 Coding & Classification Systems IV	3
HITC.266 Coding & Classification Systems IV Lab	1
HITC.268 Billing Exam Review	1

Allied Health Courses

11 Credit Hours

HLTH.140 Medical Terminology	3
HLTH.151 Anatomy, Physiology & Pathophysiology I	4
HLTH.161 Anatomy, Physiology & Pathophysiology II	4

Computer Courses

8 Credit Hours

CPTR.100 Introduction to Computer Information Systems	4
CPTR.130 Intermediate Spreadsheet	2
CPTR.140 Intermediate Database	2

Accounting Courses

4 Credit Hours

ACCT.100 Essentials of Accounting	4
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College Skills Courses

2 Credit Hours

COLL.104 College Success	1
COLL.291 Professional Development	1



Paralegal

Paralegal

This certificate program is designed for individuals who are currently employed in the legal field or a related field and wish to gain skills as quickly as possible. Paralegals work under the supervision of an attorney and may not provide legal services directly to the public except as permitted by law.

Program Availability

This program is offered at the Bridgeview Campus, the Chicago Campus, and partially online. With the exception of four paralegal courses that must be completed on campus (Introduction to Legal Research, Civil Litigation and Procedure II, Legal Research and Writing I, and Legal Research and Writing II), courses required for this degree may be completed online.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Understand and exhibit expected ethical behavior of the paralegal profession
- Understand and demonstrate the necessary steps to bring a case to trial by preparing pleadings, discovery requests, and other litigation-related documents
- Display the ability to independently research legal issues and prepare appropriate legal documents
- Perform through an externship, paralegal skills necessary to competently work in a legal environment

Tuition and Fees

The tuition rate for the Paralegal Certificate program is \$391 per credit hour.

Students enrolled PLGL.100 will be assessed a one-time fee of \$40 for the Paralegal professional organization membership.

Approval

The Paralegal Certificate program is approved by the American Bar Association (ABA).

Admissions Requirements

To be admitted the paralegal certificate program, **students must have earned a bachelor's degree or an associate degree which includes general education courses equivalent to those required in Northwestern**

College's associate in applied science degree programs.

Departmental Requirements

Students must earn a grade of C or higher in all coursework with a PLGL prefix.

Externship

Students who enroll in an externship course apply their coursework and knowledge in practical on-the-job experiences. Students receive academic credit upon successful completion. There is no remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.

Curriculum

37 credit hours

COLL.291	Professional Development	1
PLGL.100	Introduction to Law and the Legal System	4
PLGL.110*	Introduction to Legal Research.....	4
PLGL.121	Civil Litigation and Procedure I	4
PLGL.122	Civil Litigation and Procedure II.....	4
PLGL.140	Contracts	4
PLGL.211	Legal Research and Writing I	4
PLGL.212	Legal Research and Writing II	4
PLGL.225	Torts	4
PLGL.290	Paralegal Externship	4

Suggested Quarterly Schedule

First Quarter: 8 credit hours

PLGL.100	Introduction to Law and the Legal System	4
PLGL.110*	Introduction to Legal Research.....	4

Second Quarter: 8 credit hours

PLGL.121	Civil Litigation and Procedure I	4
PLGL.211	Legal Research and Writing I	4

Third Quarter: 8 credit hours

PLGL.122	Civil Litigation and Procedure II.....	4
PLGL.212	Legal Research and Writing II	4

Fourth Quarter: 8 credit hours

PLGL.225	Torts	4
PLGL.290	Paralegal Externship	4

Fifth Quarter: 5 credit hours

PLGL.140	Contracts	4
COLL.290	Professional Development	1

*The prerequisite of PLGL.100 is waived for certificate students enrolled in PLGL.110. It is expected that certificate students will take PLGL.100 and PLGL.110 in the same quarter.



COURSE DESCRIPTIONS





Course Descriptions

Accounting

ACCT.100 **4 credit hours**
Essentials of Accounting

This course is an introduction to general accounting for the non-major who needs to understand basic accounting concepts. Topics include general bookkeeping records and procedures, recording and posting transactions, managing petty cash, collecting and updating demographic customer data, billing and collection procedures, control of accounts receivable, financial records, and bank reconciliations. Credit will not be given for both ACCT.100 and ACCT.110.

ACCT.105 **2 credit hours**
Concepts of Payroll Accounting

An introduction to payroll accounting for the non-major. The basics of payroll accounting are covered including calculating wages and salaries, benefits, unemployment compensation, withholding taxes, and maintenance of employer payroll records.

Prerequisite: ACCT.100 or ACCT.110

ACCT.110 **4 credit hours**
Financial Accounting I

An introductory course consisting of the fundamental principles of accounting as they relate to corporate ownership. Emphasis is given to developing the technical procedure of completing the accounting cycle, special purchase journals, preparing financial statements, financial analysis, and interpretation.

ACCT.120 **4 credit hours**
Financial Accounting II

This course builds upon accounting principles and concepts covered in Financial Accounting I. Topics include merchandising operations, internal controls, receivables, inventory, current liabilities, and fixed and intangible assets.

Prerequisite: ACCT.110

ACCT.130 **4 credit hours**
Financial Accounting III

A completion of the presentation of accounting concepts and an expanded presentation and analysis of accounting information. Topics include nature of corporations, capital stock and dividend transactions, income taxes, bonds payable, investment in bonds, statement of cash flows, and financial statement analysis.

Prerequisite: ACCT.120

ACCT.160 **4 credit hours**
Computerized Accounting

Students will establish, maintain, and learn how to use Quick Books to export data to other software packages on the computer. Emphasis will be placed on multiple and single-user mode, bill payments, check writing, invoicing, deposits, journalizing, inventory reports, new company setup, adjusting, payroll setup and processing, credit card changes,

jobs and time tracking, and customizing company files. The student will obtain practical experience in handling Quick Books Pro accounting techniques that encompass both accounting and computer knowledge. Out-of-class laboratory time is required.

Prerequisites: ACCT.120 and CPTR.100

ACCT.230 **4 credit hours**
Income Taxes for Individuals

The student is introduced to the fundamentals of federal income tax regulations. Emphasis is placed on the preparation of federal returns for individuals and proprietorships.

Prerequisites: ACCT.100 or ACCT.110

ACCT.245 **4 credit hours**
Managerial Accounting I

Students learn how to interpret accounting data to assist in the planning and controlling functions of management. Topics include job order and process cost systems, activity-based costing, cost-volume-profit relationships, and budgeting.

Prerequisite: ACCT.120

ACCT.246 **4 credit hours**
Managerial Accounting II

Topics include budgetary control and responsibility, accounting, performance evaluation, incremental analysis, capital budgeting, pricing, and financial analysis.

Prerequisite: ACCT.245

ACCT.250 **4 credit hours**
(Cross-listed as BUSN.250)
Business and Professional Ethics

An examination of important ethical problems and issues as applied to various business and professional environments. Topics include job discrimination, corporate responsibility, environmental obligations, power, accountability, social responsibility, and professional codes of ethics.

Prerequisites: BUSN.100

ACCT.290 **4 credit hours**
Accounting Externship

This course offers students a supervised learning experience outside of the classroom. Students deal with day-to-day accounting assignments and situations, and perform services of value for a participating employer in order to receive academic credit. There is no remuneration for this externship.

Prerequisites: Sophomore status and consent of the program director

Business Administration

BUSN.100 **4 credit hours**
Introduction to Business

This course covers the various forms of business ownership, major business functions, and roles played by businesses. Other topics include marketing, management, human resources, and finance.



Course Descriptions

BUSN.106

4 credit hours

Business Law I

An introductory survey of the basics of contractual law, torts, and specific forms of contractual relationships. Also includes a review of the nature and kinds of commercial paper and the treatment of negotiated commercial paper including holders of due course. The law surrounding sales contracts and security devices will be covered.

BUSN.120

4 credit hours

Management

This course covers the analysis of the various theories of organization and management from the standpoint of organizational and individual effectiveness. The management functions of planning, organizing, directing, and controlling are thoroughly covered and discussed.

Prerequisite: BUSN.100

BUSN.131

4 credit hours

Macroeconomics

This course covers the fundamental principles of economic concepts, and the way in which they are used to make sound business decisions. Topics include macroeconomic modeling, monetary and fiscal policy, private sector components of aggregate demand, and macroeconomic synthesis and challenges for the future.

Prerequisite: BUSN.100

BUSN.140

4 credit hours

Finance

This course presents a study of various methods of financing public and private organizations. An analysis of common service should be implied, business finance, savings, and consumer finance are included. Financial planning and management of liquid assets are emphasized.

Prerequisites: ACCT.110 and BUSN.100

BUSN.160

4 credit hours

Marketing

Emphasis is given to the basic and constant recognition of the subjective forces that lie beyond choice. Marketing is portrayed as an integral part of the whole business process, presented primarily from the management point of view.

Prerequisite: BUSN.100

BUSN.221

4 credit hours

Human Resource Management

This course examines the functions of the human resource manager including recruitment of personnel, training, evaluation of employees, wage and salary administration, and basics of labor law. Conflict management, discipline programs, and labor relations are also included.

Prerequisite: BUSN.120

BUSN.227

4 credit hours

Organizational Behavior

This course is designed to help students understand the fundamentals of organizational behavior. Topics address all levels of an organization: the individual, the group, and the organization as a whole. It draws heavily from management theories and shows students implications in today's organizations.

Prerequisites: BUSN.120 and ENGL.120

BUSN.250

4 credit hours

(Cross-listed as ACCT.251)

Business and Professional Ethics

An examination of important ethical problems and issues as applied to various business and professional environments. Topics include job discrimination, corporate responsibility, environmental obligations, power, accountability, social responsibility, and professional codes of ethics.

Prerequisites: BUSN.100

BUSN.260

4 credit hours

Principles of Selling

This is a course in practical selling. Topics covered include ethics, social issues, the psychology of selling, communication and persuasion, prospecting, and the legal responsibilities of selling. Students are required to do sales presentations in class.

Prerequisites: BUSN.100 and COMM.100

BUSN.290

4 credit hours

Business Externship

This course offers students a supervised learning experience outside of the classroom. Students deal with day-to-day office situations and perform services of value for a participating employer in order to receive academic credit. There is no remuneration for this externship.

Prerequisites: Sophomore status and consent of the Program Coordinator

College Success and Life Skills

COLL.102

1 credit hour

Success Strategies

Students are introduced to concepts and practices that lead to individual academic and career success. Required for all online students in their first quarter unless they have a bachelor's degree, an associate's degree, or have completed at least 30 semester credit hours or 45 quarter credit hours of transfer college-level coursework with a 2.5 GPA or higher.

COLL.104

1 credit hour

College Success

Students are introduced to concepts and practices leading to individual and academic success. Specific attention is given to academic skills, commitment to one's goals, self-management, and strategies for connecting with resources for



Course Descriptions

student success. Required of all students in their first quarter unless they have a bachelor's degree, associate's degree, or have completed at another college prior to enrolling at NC at least 30 semester credit hours or 45 quarter credit hours of college-level course work with a 2.5 GPA or higher.

COLL.290 **1 credit hour** **Professional Development**

This course assists students in developing successful job search techniques to help them prepare for initial employment as well as career advancement or change. Professional self-image, ethics, human relations, employer expectations, and communication skills are addressed. Students prepare a resume and participate in a mock interview.

Prerequisite: 70 completed hours

COLL.291 **1 credit hour** **Professional Development**

This course assists certificate students in developing successful job search techniques to help them prepare for initial employment as well as career advancement or change. Professional self-image, ethics, human relations, employer expectations, and communication skills are addressed. Students prepare a resume and participate in a mock interview. Required for all certificate-seeking students.

Prerequisite: 15 completed credit hours

COLL.292 **1 credit hour** **Professional Development – Online**

This course assists online students in developing successful job search techniques to help them prepare for initial employment as well as career advancement or change. Professional self-image, ethics, human relations, employer expectations, and communication skills are addressed. Students prepare a resume and participate in a mock interview. Required for all online students.

Prerequisite: 70 completed hours

COLL.295 **1 credit hour** **Professional Development for Rad Sciences**

This course assists radiography students in developing successful job search techniques to help them prepare for initial employment as well as career advancement or change. Continued professional development and lifelong learning through continuing education, career advancement, and involvement in professional organizations is stressed. Students prepare a resume and participate in a mock interview with professionals from the field. Required for all radiography students.

Prerequisite: Final quarter or approval from program director

COLL.296 **1 credit hour** **Professional Development for Nursing**

This is a capstone course in which nursing students develop successful job search techniques for initial employment or career advancement. Professional self-image, ethics, human relations, employer expectations, and communication skills are addressed. To successfully pass this course, students are

required to prepare a professional resume and cover letter, and participate in a mock interview.

Prerequisite: Final quarter

Communications

COMM.100 **4 credit hours** **Effective Speaking**

A participation course designed to expand self-confidence in oral expression. Oral communication principles and techniques are applied with particular attention given to communication used in the professional world. Formal and informal individual presentations and group discussion skills are emphasized.

Prerequisite: ENGL.100

COMM.110 **4 credit hours** **Introduction to Communication**

This course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socio-economic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social, and professional contexts. Specific topics will include perception, self-concept, verbal and nonverbal communication, effective listening and communicating in culturally diverse settings. This course is only available to students completing their degree online.

Prerequisite: ENGL.100

COMM.200 **4 credit hours** **Business Communications**

A capstone course that furthers each student's ability to communicate in business situations. Students enhance their writing styles by reviewing key concepts and by producing a variety of written communications including letters, memos, minutes, and short reports. Peer collaboration and oral presentations are required.

Prerequisites: COMM.100 and ENGL.120

Computer Science

CPTR.100 **4 credit hours** **Introduction to Computer Information Systems**

This course provides students with a fundamental understanding of the computer and its current role in business and society. Topics include components of a computer including hardware, software, and operating systems. Students get actual hands-on experience with commonly used software applications in database management, spreadsheets, and word processing and the Windows operating system. Out-of-class laboratory time is required.



Course Descriptions

CPTR.125

2 credit hours

Presentation Graphics

This course introduces students to the techniques needed for making professional-looking presentations. Students are required to prepare a presentation of their own.

Prerequisite: CPTR.100

CPTR.130

2 credit hours

Intermediate Spreadsheet

This course provides students with experience in using an electronic spreadsheet. Students will use a popular integrated software package in working out various business scenarios and problems. Students learn how to build a worksheet, use functions, create graphs, and generate printed reports. Out-of-class laboratory time is required.

Prerequisite: CPTR.100

CPTR.140

2 credit hours

Intermediate Database

Students use a widely used software package to learn the principles of database construction as it relates to business situations. File creation, editing, sorting, report creation, and updating files are the main topics presented. Out-of-class laboratory time is required.

Prerequisite: CPTR.100

CPTR.150

2 credit hours

Intermediate Document Processing

This course provides students with experience in document production. Students will use a popular integrated software package in working out various business scenarios and problems. Students learn how to create, format, design, edit, merge, and print documents. Practical exercises include production of letters, memoranda, reports, and tables. Out-of-class laboratory time is required.

Prerequisite: CPTR.100

CPTR.230

4 credit hours

Advanced Spreadsheet

A continuation of CPTR.130, students in this course use and apply advanced features of the spreadsheet software to solve business problems. Advanced topics such as macros, goal seek, solver, pivot tables, and scenario manager are discussed. Out-of-class laboratory time is required.

Prerequisite: CPTR.130

CPTR.240

4 credit hours

Advanced Database

This course is a continuation of CPTR.140. Students solve business problems utilizing advanced features of a popular database software package. Topics include creating complex queries, customizing forms with OLE fields, hyperlinks and subforms, customizing reports, creating macros, and creating an application.

Prerequisite: CPTR.140

Criminal Justice

CRMJ.100

4 credit hours

Introduction to Criminal Justice

This course approaches the criminal justice system from a historical, developmental, and philosophical perspective. Included are the independent and interdependent relationships that exist between the components of the system, as well as its connection with and impact on society.

CRMJ.126

4 credit hours

Ethics in Criminal Justice

This course provides a strong theoretical foundation for solving ethical dilemmas in the field of criminal justice. Students will gain a realistic picture not only of what ethical questions arise, but also how sound moral decisions are made in response to them.

Prerequisite: CRMJ.100

CRMJ.130

4 credit hours

Corrections

This course provides students with an overview of the corrections system including historical development, philosophy, and a variety of correctional methods. Pre- and post-institutional techniques, probation, and parole will be covered.

Prerequisite: CRMJ.100

CRMJ.140

4 credit hours

Juvenile Justice Administration

This course reviews the nature and extent of juvenile delinquency in our society, focusing on the progressive development of the juvenile justice system and its interaction with other components of the criminal justice system. The course also includes a study of the Illinois juvenile justice statutes.

Prerequisite: CRMJ.100

CRMJ.150

4 credit hours

Police Operations

An introduction to the aspects of policing as a functional component of the criminal justice system, students will learn law enforcement history, police practices, and related issues and concepts of contemporary law enforcement.

Prerequisite: CRMJ.100

CRMJ.215

4 credit hours

Current Issues in Criminal Justice

The purpose of this course is to engage the student in intensive research and discussion of contemporary and future issues affecting the criminal justice system. Topics include gangs, identity theft, terrorism, technology, and others as determined by the instructor.

Prerequisite: CRMJ.100



Course Descriptions

CRMJ.220

4 credit hours

Crisis and Conflict Intervention

This course presents the social and psychological factors found in crisis situations such as family violence, homicide, chemical and sexual abuse, suicide, physical illness, injuries, and other forms of interpersonal conflicts and violence. Students will develop strategies for professional assessment, intervention, and follow-up in these situations.

Prerequisite: CRMJ.100

CRMJ.230

4 credit hours

Criminal Law

This course focuses on conduct that is defined as criminal by both statutory and common law and the fundamental underlying tension between society's need to control behavior and the personal liberty interest of individuals.

Prerequisite: CRMJ.100

CRMJ.240

4 credit hours

Criminal Procedure

This course covers constitutional and statutory guidelines for arrest, detention, use of force, search and seizure, warrant requirements, lineups and identification procedures, confessions, admissions, and interrogations. Emphasis is on the procedural considerations affecting law enforcement actions as restricted by the constitution, statutes, and case law. Illinois criminal procedure is also covered.

Prerequisite: CRMJ.100

CRMJ.250

4 credit hours

Criminal Investigations

This course covers the fundamentals and procedures of investigations, applications of deductive and inductive reasoning in the investigative process, collection, marking and preservation of evidence, and the techniques and procedures of follow-up investigations.

Prerequisite: CRMJ.100

CRMJ.260

4 credit hours

Criminology

This course covers the nature of crime and delinquency based on historical and conventional theories of causation. Also presented is the interrelationship between punishment, solution, and correction.

Prerequisite: CRMJ.100

CRMJ.295

4 credit hours

Criminal Justice Externship

This course provides the student with the opportunity to observe the criminal justice system in a structured practical setting, and attain knowledge which will be helpful in making educational and career decisions. The student must periodically meet with the Northwestern College supervisor and submit written reports to the supervisor as required. Agencies may require students to submit to a background check and substance abuse test. To be eligible, students must have completed 75% of their Associate in Applied Science in Criminal Justice degree requirements, a 3.25 overall GPA, submission of an application, and completion of a 500 word

essay stating why the student wants to be considered for the externship.

Prerequisite: Consent of the program director or program coordinator

Dental Assisting

DNTL.100

2 credit hours

Orientation to Dental Assisting

In this course, students will learn the skills performed by members of the dental team, industry requirements, and professional organizations that represent each of the dental professions. Specific topics include how to prepare a patient for care, aseptic techniques, recording patient information, legal issue in the dental field and patient vital signs. Students will be trained and certified as Healthcare Providers for CPR with AED as well as basic First Aid.

DNTL.103

4 credit hours

Oral Anatomy

This course covers the anatomy and structure of the head and neck, bones of the head, face, musculature, innervation, and the circulatory system. Instruction will include specific terms relative to general anatomy and physiology of the human body related to dentistry, including systems, planes, cavities, and basic units.

DNTL.107

4 credit hours

Dental Assisting I

In this course, students will learn tooth anatomy, including primary and permanent teeth bones, muscles, glands, blood vessels and nerves as they relate to the functional dentition and the jaw joint. Fetal and pediatric development are covered. The lab includes crown carving and beginning charting.

DNTL.109

4 credit hours

Dental Materials I

This course introduces students to the chemical, physical and mechanical concepts of gypsum, hydrocolloids, dental filling materials and periodontal packs. Emphasis will be placed on developing the skills necessary to carry out laboratory and chairside procedures.

DNTL.110

4 credit hours

Dental Records and Office Applications

This course covers the recording of accurate patient information. Emphasis is placed on official dental office document that records diagnostic information, clinical notes, treatment done, referrals, observations, and all patient-related communications that occur in the dental office, such as instructions for home care and consent to treatment. Appointments, bookkeeping procedures, inventory control, telephone techniques, banking procedures, patient communication, and financial arrangements are covered.



Course Descriptions

DNTL.112

4 credit hours

Chairside Dental Assisting I

Students gain practical experience in chairside procedures of general dentistry. Students learn how to work side-by-side with dentists to ensure procedures are performed smoothly, efficiently and comfortably including equipment use and care, saliva control, and instrument transfer between the dental assistant and the dentist. Other topics covered in this course include, greeting patients, helping patients get comfortable, and asking patient about recent medical and dental health issues. Procedures for tooth restoration and cleaning are covered.

DNTL.115

4 credit hours

Dental Radiography

This is a lecture and laboratory class in which students learn techniques involved in exposing, processing, and mounting dental x-rays using both digital and analog x-rays. Two basic techniques are taught the paralleling and the bisecting angle. This course stresses radiation safety for the operator and patient, anatomy of the bony structures radiographed and history and physics of radiography. All work will be completed on manikins.

Prerequisite: DNTL.107

DNTL.120

4 credit hours

Oral Radiology

This course covers safety precautions, makeup of the dental x-ray unit, and their functions. Students are introduced to the principles of, and the reasons for, radiation protection. The responsibilities of the dental assistant and protective measures for patients, personnel, and the public are studied. Also covered is discussion of the sources of radiation, the units of radiation measurement, and federal and state radiation health, safety regulations and storage requirements of dental x-ray film.

Prerequisite: DNTL.103

DNTL.205

4 credit hours

Dental Assisting II

This course presents a variety of concepts applied to the dental office including first aid, CPR, dental pathology, pharmacology, diet and nutrition, fluoridation, and patient education.

Prerequisite: DNTL.107

DNTL.210

4 credit hours

Dental Materials II

This course is a continuation of Dental Materials I and covers concepts applied to prosthetic dental impression materials, acrylic materials and metals. Emphasis is on manipulative techniques and their use in general dentistry.

Prerequisite: DNTL.109

DNTL.230

4 credit hours

Chairside Dental Assisting II

A continuation of Dental Assisting II, students get in-depth classroom and laboratory experiences in chairside dental assisting procedures. Emphasis is on charting, Endodontics,

Oral and Maxillofacial Surgery, Orthodontics, fixed restorations, Pediatric Dentistry, and Periodontics.

Prerequisite: DNTL.112

DNTL.235

4 credit hours

Dental Assisting Externship

Students apply theories and skills learned in the classroom to clinical surroundings of dental practice offices. Student affiliations can include: oral and maxillofacial surgery, general dentistry, orthodontics, periodontics and pediatric dentistry.

Prerequisite: Final quarter status and consent of the Program Chair

English

ENGL.100

4 credit hours

Composition

This course emphasizes the development and organization of expository prose through the writing of short and long compositions. Critical thinking, public speaking, and research skills are also introduced so that these skills may be applied throughout the curriculum. Students do peer editing of projects in collaborative groups.

Prerequisite: Placement examination

(Online Students Only) Prerequisite: Successful completion of or exemption from ENGL.096

ENGL.120

4 credit hours

Advanced Composition

Skills learned in the first composition course are reinforced and amplified through more complex writing projects. Students continue to develop independence in preparing and organizing written materials through peer editing. Specific attention is given to the process of finding and working with information from a variety of sources in order to write a 10-15 page research paper. Assignments completed outside of class are required to be submitted in typed final form.

Prerequisite: ENGL.100

Health Information Technology

HITC.100

3 credit hours

Health Data Content and Structure

An introduction to the components of the content, use, and structure of healthcare data and data sets, and the relationship of these components to primary and secondary record systems. History of the United States healthcare systems and trends and introduction to the health information management profession are covered. Organization, financing, and delivery of healthcare services are also discussed.

Corequisite: HITC.101



Course Descriptions

HITC.101

1 credit hour

Health Data Content and Structure Lab

This course is the required lab component of HITC.100. Students will be introduced to the practices and procedures associated with the content, use, and structure of healthcare data and data sets. Hands-on training will include chart assembly, admission and discharge procedures, and terminal digit filing and retrieving. Laboratory exercises related to deficiency analysis and release of information will be completed using virtual training management system software.

Corequisite: HITC.100

HITC.110

3 credit hours

Healthcare Statistics and Data Literacy

Effective utilization, collection, arrangement, presentation, and verification of healthcare data are covered. Emphasis is on the fundamental concepts of descriptive statistics and data validity and reliability as it pertains to an acute hospital care setting. This course prepares students to analyze and formulate presentation techniques.

Prerequisites: HITC.100 and a grade of C or higher in MATH.112

HITC.130

3 credit hours

Ambulatory Reimbursement I

Introduction to insurance basics and principles as it pertains to the variety of payers; direct application of third-party and managed-care policies, procedures, and guidelines, including obtaining referrals and pre-certifications; and billing for services, including insurance claim forms and fee schedules.

Prerequisite: HLTH.140

HITC.145

3 credit hours

Coding and Classification Systems I

This course is a study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic codes for ICD-10-CM. Students will abstract health information according to regulatory guidelines for acute hospital or professional coding. Out-of-class laboratory time is required.

Prerequisite: HITC.100 & 101

Prerequisite or Corequisite: HLTH.210 (excludes Coding Specialist and Medical Insurance Billing Specialist majors)

Corequisite: HITC.146

HITC.146

1 credit hour

Coding and Classifications Systems I Lab

This is a hands-on laboratory component required for students enrolled in HITC.145. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use.

Prerequisite: HITC.100 & 101

Prerequisite or Corequisite: HLTH.210 (excludes Coding Specialist and Medical Insurance Billing Specialist majors)

Corequisite: HITC.145

HITC.155

3 credit hours

Coding and Classification Systems II

This is an intermediate course in the study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic codes for ICD-10-CM. Students will evaluate and code health information according to regulatory guidelines for acute and ambulatory coding. Out-of-class laboratory time is required.

Prerequisite: HITC.145

Prerequisite or Corequisite: HLTH.220 (excludes Coding Specialist)

Corequisite: HITC.156

HITC.156

1 credit hour

Coding and Classifications Systems II Lab

This hands-on laboratory is required for students enrolled in HITC.155. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use.

Prerequisite: HITC.146

Prerequisite or Corequisite: HLTH.220 (excludes Coding Specialist)

Corequisite: HITC.155

HITC.205

3 credit hours

Health Information Supervision, Financial and Resource Management

The principles of organization and supervision relevant to operating a health information department are presented. Topics will include leadership, motivation, team building, and human resources specific to the profession of HIM. Budgeting skills and financial management are presented, as well as a thorough understanding of the revenue cycle.

Prerequisite: HITC.100

HITC.210

4 credit hours

Information Systems in Healthcare

This is an introduction to the components of modern Electronic Health Record (EHR) systems. This course uses a combination of modalities: textbook, online recorded lectures from ONC videos, podcasts, and hands-on assignments using web-based labs. Emphasis is placed on data systems, security and privacy, and meaningful use. Out-of-class laboratory time is required.

Prerequisite or Corequisite: CPTR.140

Prerequisites: HITC.100

HITC.230

3 credit hours

Ambulatory Reimbursement II

A continuation of Ambulatory Reimbursement I, students will learn to apply third-party and managed-care policies, procedures and guidelines, billing for services, generating claim forms and denial management.

Prerequisite: HITC.130

Corequisite: HITC.231

HITC.231

1 credit hour

Ambulatory Reimbursement II Lab

This hands-on laboratory is required for students enrolled in HITC.230. Students will use Reimbursement software to



Course Descriptions

develop the skills and knowledge needed to navigate the patient record and complete the billing cycle.

Corequisite: HITC.230

HITC.240 **4 credit hours** **Clinical Quality Assessment and Performance Improvement**

This course defines quality in the context of healthcare provider services, and evaluates performance improvement initiatives by federal mandate, accrediting bodies, and insurance payers. An appreciation of the methods of assessing quality improvement, risk management, and utilization management will be developed, as well as attaining an understanding of the medical staff credentialing process. This course places emphasis on competency skill building through the use of online labs, case studies, and assignments.

Prerequisite: HITC.110

HITC.245 **4 credit hours** **Medical Law and Ethics in HIM**

The legal principles relevant to health information and informatics management are presented. Topics will include legal and ethical rationale, health informatics, and compliance standards specific to the profession of HIM. Impact of current legislative efforts are also examined using case studies in HIM.

Prerequisite: HITC.100 and ENGL.120

HITC.255 **3 credit hours** **Coding and Classification Systems III**

This is a course in the study of the official coding rules, guidelines, and classification systems for assigning valid procedure codes utilizing ICD-10-PCS. Students will abstract health information according to regulatory guidelines for acute hospital coding.

Prerequisite: HITC.155

Corequisite: HITC.256

HITC.256 **1 credit hour** **Coding and Classifications III Lab**

This hands-on laboratory is required for students enrolled in HITC.255. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use. Out of class laboratory time may be required.

Prerequisite: HITC.156

Corequisite: HITC.255

HITC.265 **3 credit hours** **Coding and Classification Systems IV**

This course is a study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic and procedure codes utilizing CPT/HCPCS. Students will abstract health information according to regulatory guidelines for ambulatory and professional services coding. The process of external records review to determine medical necessity is an aspect of this course. Out-of-class laboratory time is required.

Prerequisite: HITC.100, HITC.145 & HITC.146

Corequisite: HITC.266

HITC.266 **1 credit hour** **Coding and Classification Systems IV Lab**

This hands-on laboratory is required for students enrolled in HITC.265. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use. Out of class laboratory time may be required.

Corequisite: HITC.265

HITC.268 **1 credit hour** **Billing Exam Review**

This course is designed to prepare medical insurance billing students to successfully complete the American Medical Billing Association CMRS (Certified Medical Reimbursement Specialist) credential exam or the American Association of Professional Coders CPB (Certified Professional Biller) credential exam. Students will review all examination domains, take mock exams and register for the CPB or CMRS credentialing exam. The overall goal of the course is to introduce different exam questions, test taking techniques and time management strategies to do well on the certification exam. Students will complete application materials, register for a testing date and sit for credentialing exam during the course if testing dates are available.

Prerequisite: Final quarter status or consent of the Program Coordinator

HITC.267 **2 credit hours** **Coding Exam Review**

This course will review content in preparation for the CCS-P professional credentialing exam of the American Health Information Management Association (AHIMA). Students will complete application materials, register for a testing date and sit for credentialing exam during the course if testing dates are available.

Prerequisite: Final quarter status or consent of the Program Coordinator

HITC.272 **2 credit hours** **RHIT Exam Review**

This course is designed to prepare health information technology students to successfully complete the AHIMA national credentialing exam to become credentialed as a Registered Health Information Technologist (RHIT). Students will review all exam domains, take mock exams, and register for the RHIT credentialing exam. Early testing is an option so that students can complete the registry exam while still in school. Northwestern College pays for the cost of the exam.

Prerequisite: Final quarter status or consent of the Program Coordinator

HITC.280 **3 credit hours** **Advanced Coding & Abstracting**

This class is designed to develop advanced skills in Abstracting and navigating the medical chart in order to capture all documentation needed for correct coding. Activities will include review of the documents included in the medical record, study of the medical record to determine diagnoses and procedures to be coded and recognizing deficient documentation which requires physician queries in



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order to code accurately and completely with proof of medical necessity. This will be achieved through the review of medical records ranging from simple to complex and covering all body systems.

Prerequisites: HITC.145/.146, HITC.155/156, HITC.265/266

HITC.290 **4 credit hours** **Professional Practicum Experience - Online**

In this capstone course, online students will have an opportunity to demonstrate HIT skills and competencies in a controlled online environment for 80 hours where they will participate in a combination of projects, utilization of virtual lab applications and skill testing, with a minimum of 40 hours assigned to a healthcare facility. This hybrid course gives students the opportunity to enhance their knowledge of Health Information Management and practice problem solving. This course is completed in the final quarter. Refer to the HIT student handbook.

Prerequisite: Final quarter status or consent of the Program Coordinator

HITC.295 **4 credit hours** **Professional Practicum Experience - On Campus**

In this capstone course, campus based students will be assigned to a healthcare facility for 120 hours of field based experience. Students will have an opportunity to enhance their knowledge of Health Information Management and practice problem solving in a live HIM environment. This course is completed in the final quarter. Refer to the HIT student handbook.

Allied Health

HLTH.125 **3 credit hours** **Communication Skills for Healthcare Workers**

This course focuses on communication, learning theories, and practical application of therapeutic communication with patients and co-workers in a variety of healthcare settings and patient situations, including patients of all age groups. Additionally, students will spend time preparing for their chosen careers by developing effective interviewing and professional communication skills.

HLTH.130 **1 credit hour** **Emergency Procedures**

Students learn CPR and first aid procedures.

Prerequisite: HLTH.150

HLTH.135 **2 credit hours** **Emergency Preparedness**

Students will be trained and certified as Healthcare Providers for CPR with AED as well as basic First Aid. Additionally, students will learn the basic principles of emergency management, understanding hazards and emergencies that could affect the workplace, and how to develop an emergency plan for the medical office/setting.

HLTH.141 **4 credit hours** **Medical Terminology in Medical Imaging**

This course is a technical approach to medical vocabulary studying word elements specific to a Radiographer. Emphasis is placed on spelling, pronunciation, and word analysis, and general Medical Terminology with emphasis in radiographic language and profession-specific terminology.

HLTH.150 **3 credit hours** **Anatomy & Physiology I**

This course provides an introduction to the structure and function of the human body. The cells, tissues, and cardiovascular systems are covered. Emphasis is placed on integrating the functions of the various systems.

(Online Students Only) Prerequisite: Successful completion of or exemption from ENGL.096

HLTH.151 **4 credit hours** **Anatomy, Physiology and Pathophysiology I**

This course provides an introduction to the structure and function of the human body. The cells, tissues, respiratory, digestive, lymphatic, and cardiovascular systems are covered. Emphasis is placed on integrating the functions of the various systems and pathophysiology.

HLTH.160 **3 credit hours** **Anatomy & Physiology II**

A continuation of Anatomy & Physiology I, this course covers the structure and function of the human sensory and nervous systems, integumentary system, endocrine and skeletal and muscular systems. Emphasis is placed on integrating the functions of the various systems.

Prerequisites: HLTH.140 and HLTH.150

HLTH.161 **4 credit hours** **Anatomy, Physiology and Pathophysiology II**

A continuation of Anatomy & Physiology I, this course covers the structure and function of the human sensory, urinary, reproductive systems, nervous systems, integumentary system, endocrine and skeletal and muscular systems. Emphasis is placed on integrating the functions of the various systems and pathophysiology.

Prerequisites: HLTH.151

HLTH.170 **3 credit hours** **Anatomy & Physiology III**

Also a continuation of Anatomy & Physiology I, this course covers the structure and function of the lymphatic, respiratory, digestive, urinary, and reproductive systems. Emphasis is placed on integrating the functions of the various systems.

Prerequisites: HLTH.140 and HLTH.150

HLTH.205 **4 credit hours** **Medical Record and Office Procedures**

Students will gain a working knowledge of the clerical functions of the medical office including telephone techniques, appointment and procedure scheduling, organization, documentation, and storage of medical records, managing electronic health records, and inventory and



Course Descriptions

ordering of supplies and equipment. Additionally, students review health insurance, claims processing, and billing procedures.

HLTH.210 **3 credit hours** **Pathophysiology I**

This course surveys clinical pathophysiological mechanisms and their methods of diagnosis and treatment that cause disruption of normal physiologic processes across the life span. Topics covered include the disease process, infectious diseases, neoplasms, diseases of the urinary system, diseases of the endocrine system, and diseases of the eye and ear.

Prerequisites: HLTH.160 and HLTH.170

HLTH.220 **3 credit hours** **Pathophysiology II**

This course surveys clinical pathophysiological mechanisms and their methods of diagnosis and treatment that cause disruption of normal physiologic processes across the life span. Topics covered include the disease process, mental illness, and diseases of the reproductive system, diseases of the respiratory system, diseases of the cardiovascular system, diseases of the musculoskeletal system, and diseases of the skin.

Prerequisites: HLTH.140, HLTH.150, HLTH.160, and HLTH.170

HLTH.230 **3 credit hours** **Pathophysiology & Pharmacology**

This course surveys clinical pathophysiological mechanisms and their methods of diagnosis and pharmacological treatments that cause disruption of normal physiologic processes across the life span. Topics include the disease process, infectious diseases, neoplasms, diseases of the urinary, endocrine, and reproductive system systems, and diseases of the eye and ear. Additional topics include mental illness, respiratory system, cardiovascular system, musculoskeletal system, and the skin.

Prerequisite: HLTH.151 and HLTH.161

HLTH.235 **3 credit hours** **Pharmacology**

A study of pharmacology as it applies to the treatment of diseases and disorders of the human body. Various drugs, their uses and their effects, especially in the treatment of disease, will be studied. The lab portion will cover the skills necessary to safely administer medications, including techniques for oral, topical, and parenteral administration

Prerequisites: HLTH.140, HLTH.151 and HLTH.161 or HLTH.140, HLTH.150, HLTH.160, and HLTH.170

Corequisite: MEDS.235 only for Medical Assisting students

HLTH.240 **4 credit hours** **Medical Law, Ethics, and Human Relations** **In Healthcare**

This course considers the standards of ethical conduct toward patients, colleagues, and other members of the medical team. Legal responsibility, professional liability, licensing, contracts, and other applications of law in medicine will be

included. Human relations in the medical facility are also covered.

HLTH.245 **4 credit hours** **Medical Law and Ethics for Radiographers**

This course considers the standards of ethical conduct toward patients, colleagues, and other members of the medical team especially in Radiology. Legal responsibility, professional liability, licensing, contracts, and other applications of law in medicine will be included focusing on ethical and legal situations pertinent to the evolving field of diagnostic imaging.

Humanities

HUMN.200 **4 credit hours** **Ethics**

Students analyze the moral and ethical principles of human conduct and character, including the nature of morality, the meaning of ethical terms, and standards for evaluating choices. These theories are applied to moral problems and decisions. A research project is required.

Prerequisite: ENGL.100

HUMN.210 **4 credit hours** **Introduction to Logic and Critical Thinking**

A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional language centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements is applied to concrete problems. A research project is required.

Prerequisite: ENGL.100

HUMN.220 **4 credit hours** **Introduction to Literature**

A reading, writing, and discussion class that explores literature and essays as selected by the instructor and students from a departmentally approved list. Emphasis is placed on the analysis and interpretation of prose and poetry in order to enhance understanding and enjoyment. A research project is required.

Prerequisite: ENGL.100

Legal Technologies

LGLS.100 **4 credit hours** **Introduction to Law & the Legal System**

The goal of this course is to provide a basic understanding of the American legal system from a variety of perspectives. The course focus includes essential history, the working structure of government, procedural issues in the courts, specific concepts of law, the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. This course provides students with a solid foundation for subsequent.



Course Descriptions

LGLS.121

4 credit hours

Civil Litigation and Procedure

Students will examine the roles of lawyers and paralegals in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.

Prerequisite: LGLS.100

LGLS.125

4 credit hours

Criminal Law, Procedure, and Evidence

This course focuses on conduct defined as criminal by both statutory and common law. Students will also learn the procedural considerations affecting law enforcement actions as restricted by the constitution, statutes, and case law. Illinois criminal procedure is also covered.

Prerequisite: LGLS.100

LGLS.130

6 credit hours

Law Office and Courtroom Technologies

An overview of current technologies used to prepare cases for disposition and those used in the courtroom to present a case to judges, juries, and grand juries.

Mathematics

MATH.112

4 credit hours

College Mathematics

Students develop their ability to use mathematical reasoning to solve real-life problems by engaging in the following topics: algebra, set theory and number theory, units of measurement and geometry, probability and statistics, ratios and proportions. The objective of this course is to prepare students for the sort of math necessary for success in their chosen area of study and to provide preparation for successfully completing a course in college algebra.

Prerequisite: Placement examination

(Online Students Only) Prerequisite: Exemption from or successful completion of MATH.096

Medical Science

MEDS.120

2 credit hours

Clinical Assisting Skills

A laboratory class in which students learn and practice minor surgical procedures, alternative medicine, nutritional concerns, and other specialty exams and procedures, patient positioning, vision screening, vital signs, and other skills related to assisting the physician. Scheduled laboratory time is a requirement of this course.

MEDS.170

2 credit hours

Diagnostic and Specialized Procedures

Students will gain proficiency in applying and interpreting a 12-lead EKG machine, perform stress tests, and pulmonary function testing. In addition, students will learn how to assist

the physician in a variety of specialized clinical procedures and situations to include pediatrics, geriatrics, obstetrics, and gynecology, minor surgical procedures, alternative medicine, nutritional concerns, and other specialty exams and procedures.

Prerequisite: MEDS.120

MEDS.210

2 credit hours

Clinical Laboratory Procedures I

As with all classes in this series, lectures deal with the theory behind the procedures learned in the lab. In hematology, students explore blood cell formation and function. Various ways to analyze a CBC are taught as well as slide preparation and staining. Miscellaneous hematology tests are also investigated. Venipuncture skills are stressed in this class and strict attention is given to standardization, quality control, and CDC and OSHA guidelines. Urinalysis is taught by use of the urine dipstick and microscopic analysis.

Prerequisites: MEDS.120

MEDS.220

2 credit hours

Clinical Laboratory Procedures II

Students become familiar with the use of an automated chemistry analyzer. Selected chemistries ordered by physicians are taught and performed. Strict attention to standardization and quality control is stressed. Correlation of abnormal chemistries with disease states is taught. Students also learn to recognize types of organisms in direct smears by using the Gram Stain. Specimen collection and culturing and plating techniques are taught, and normal vs. pathogenic micro-organisms are discussed. Students also learn blood groups, basic blood typing, and pregnancy testing. Venipuncture skills are again stressed.

Prerequisite: MEDS.120

MEDS.235

2 credit hours

Pharmacology Laboratory

This lab is taken concurrently with HLTH.235 and covers the skills necessary to safely administer medications, including techniques for oral, topical, and parenteral administration. Pharmacology mathematics, including conversions between systems and dosage calculations are studied in depth. Safety and precision are stressed. This class is for medical assisting students only.

Prerequisites: MEDS.120, HLTH.140, HLTH.151 and HLTH.161 or MEDS.120, HLTH.140, HLTH.150, HLTH.160, and HLTH.170

Corequisite: HLTH.235

MEDS.240

1 credit hour

CMA Preparation

This course will prepare students to take and successfully pass the CMA, certified medical assistant, exam. Students will review and take mock exams in class and will register to take the CMA exam. Effective study skills are covered.

Prerequisite: Final quarter status or consent of the program director

Corequisite: MEDS.251



Course Descriptions

MEDS.242

2 credit hours

CMA Preparation

This course will prepare students to take and successfully pass the CMA, certified medical assistant, exam. Students will review and take mock exams in class and will register to take the CMA exam. Effective study skills are covered.

Prerequisite: Final quarter status or consent of the program director

Corequisite: MEDS.251

MEDS.243

2 credit hours

Certification Preparation

This prepares students to sit for the American Medical Technologists Association exam for Registered Medical Assistant. Students will review and take mock exams in class and will register to take the RMA exam. Effective study skills are covered. This course assists students in developing successful job search techniques to help them prepare for initial employment as well as career advancement or change. Students prepare a resume and participate in a mock interview.

Prerequisite: Final quarter status or consent of the program director

Corequisite: MEDS.251

MEDS.251

4 credit hours

Medical Assisting Externship

Students complete a minimum of 160 hours in a selected physician's office or healthcare facility supervised and evaluated by qualified medical personnel. The externship contains a balance of administrative and clinical experiences. There is no remuneration for this externship.

Prerequisites: Final quarter status and consent of the program director

Nursing

NURS.102

2 credit hours

Pharmacology I

This course introduces the student to medication administration. Topics include classifications of drugs, action/physiological effect, drug/food interactions, side effects, contraindications, dosage, routes of administration and nursing practice implications. Also included is discussion of and demonstration of safe administration methods for patients of various age groups, including infants and children. Emphasis is placed on interpretation of the medication order, identifying the right drug, calculating the dosage, site selection, proper administration of the drug, and evaluating patient response. This course focuses on the administration of drugs via oral, topical, subcutaneous, intradermal, and intramuscular routes.

Prerequisite: NURS.110/110C, SCIE.110

NURS.103

2 credit hours

Pharmacology II

The course deals with more complicated medication administration and calculations. Emphasis is placed on medications administered via intravenous routes, including intravenous fluid administration and infusion therapies. Topics include calculation of drug dosages based on weight, titration of drugs, determination of safe dosage ranges in children and infants, and calculation of fluid requirements in adults and children. The proper use of and programming of drug administration devices and equipment is discussed and demonstrated. Other topics include administration of blood and blood products and the administration of chemotherapeutic agents.

Prerequisite: NURS.110/110C

NURS.110

6 credit hours

Fundamental Concepts in Nursing

This course covers concepts basic to the practice of nursing. Topics include patient safety, asepsis, infection control, legal/ethical issues in nursing, healthcare delivery systems, developmental theories, the nursing process, client assessment, documentation of care, teaching/learning theory, therapeutic communication and historical, political and social influences on the practice of nursing. The student learns to deliver basic nursing care to an adult client. Students begin to understand and incorporate the nursing process into their nursing care.

Prerequisite: ENGL.100, MATH.112 and SOCS.200

Corequisite: NURS.110C, SCIE.110

NURS.110C

4 credit hours

Fundamental Concepts in Nursing/Clinical

Principles and concepts discussed in NUR 110 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab, and patient care in a healthcare facility.

Prerequisite: ENGL.100, MATH.112 and SOCS.200

Corequisite: NURS.110, SCIE.110

NURS.120

4 credit hours

Psychiatric/Mental Health Nursing

This course focuses on the nursing care of clients with mental and emotional illness and/or problems. Topics include psychopharmacology, advanced therapeutic communication techniques, assessment of mentally ill clients, treatment modalities, and personal safety in the clinical setting. This course includes community mental health topics, as well as inpatient psychiatric care topics. The nursing care of mental and emotional illness/problems in clients of all ages is discussed. Psychotropic drugs and their various side effects are covered in detail. The nursing process is employed in the analysis of client problems and in the plan of care for clients with psychiatric illness and/or mental health problems.

Prerequisites: NURS.110/110C

Corequisite: NURS.120C, NURS.102 and SCIE.120



Course Descriptions

NURS.120C **2 credit hours**
Psychiatric/Mental Health Nursing/Clinical
Principles and concepts discussed in NUR 120 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab and patient care in a healthcare facility and community sites.
Prerequisite: NURS.110/110C
Corequisite: NURS.120, NURS.102 and SCIE.120

NURS.130 **4 credit hours**
Maternity/Women's Health Nursing
This course covers current topics in maternity nursing and women's health. It encompasses health and illness in women of all ages. The care of women during pregnancy and childbearing comprises a major portion of this course, and includes disease states/problems and other deviations from the norm during pregnancy. It includes the antepartal, intrapartal and postpartal periods, as well as the nursing assessment and care of the newborn. Other topics covered in this course are health promotion, disease prevention, and menopause. The nursing care of women with various gynecological disease states/problems is also included. The nursing process is employed in the analysis of client problems and in the plan of care for women in all developmental stages.
Prerequisites: NURS.110/110C, SCIE.120/121
Corequisite: NURS.130C and SCIE.130

NURS.130C **2 credit hours**
Maternity/Women's Health Nursing/Clinical
Principles and concepts discussed in NURS.130 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab and patient care in a healthcare facility.
Prerequisites: NURS. 110/110C, SCIE.120/121
Corequisite: NURS.130 and SCIE.130

NURS.140 **6 credit hours**
Medical Surgical Nursing
This course focuses on the nursing care of the adult clients with medical and/or surgical problems. It covers both acute and chronic illness states in the adult. This course includes aspects of both health promotion and disease prevention. The student utilizes laboratory and diagnostic test results data in analyzing client problems and in the formulation of a plan of care. The nursing process is used in all aspects of client care including assessment, analysis, planning, implementation, and evaluation. The student plans care that meets the psychological, social, educational, and physical needs of the client.
Prerequisite: NURS.110/110C, SCIE.120
Corequisite: NURS.140C

NURS.140C **4 credit hours**
Medical Surgical Nursing /Clinical
Principles and concepts discussed in NURS.140 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab, and patient care in a healthcare facility.
Prerequisites: NURS.110/110C, SCIE.120
Corequisite: NURS.140

NURS.150 **6 credit hours**
Pediatric Nursing
This course focuses on the nursing care of infants, children, and adolescents. The topics covered include health promotion and disease prevention, acute illnesses in children, chronic illnesses in children, pediatric emergencies, growth and development, developmental theories, congenital health problems, and the hospitalized child. Nursing care of the entire family unit is emphasized in this course. Techniques of infant, child, and adolescent assessment are covered in detail. Pediatric medication dosages and administration techniques are reviewed. The nursing process is utilized in the analysis of client/family problems and in the formulation of a plan of care.
Prerequisites: NURS.140/140C
Corequisite: NURS.150C

NURS.150C **4 credit hours**
Pediatric Nursing/Clinical
Principles and concepts discussed in NURS.150 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab, and patient care in a healthcare facility.
Prerequisites: NURS.140/140C
Corequisite: NURS.150

NURS.261 **4 credit hours**
Medical Surgical Nursing II
This course deals with advanced medical surgical and critical care nursing concepts. It provides the student with state-of-the-art knowledge and skill in the management of adult clients with acute and life-threatening health events. Both medical and surgical problems are covered. The student gains experience with and knowledge of sophisticated monitoring techniques and devices. The student utilizes laboratory and diagnostic test results, client history, physical examination and data from a variety of client monitoring devices in analyzing and managing client problems. The student consults with other disciplines and utilizes community resources in developing a plan of care. An in depth use of the nursing process is employed in all aspects of client care.
Prerequisites: NURS.103, NURS.130/130C, NURS.150/150C
Corequisite: NURS.261C

NURS.261C **2 credit hours**
Medical Surgical Nursing II/Clinical
Principles and concepts discussed in NURS.261 are reinforced and practiced in the clinical environment consisting of skills lab, simulation lab, and patient care in a healthcare facility.
Prerequisites: NURS.103, NURS.130/130C, NURS.150/150C
Corequisite: NURS.261

NURS.262 **6 credit hours**
Nursing Care of Diverse Groups
This course deals with family and group concepts in nursing practice. The learning goal of this course is to develop and/or enhance the student's nursing competencies across care settings. Theories that apply to the nursing care of families and at risk groups are examined and incorporated into plans of care. Assessment skills of families and groups are developed.



Course Descriptions

The nursing process is used in the formulation of plans of care for families and groups.

Prerequisites: NURS.261/261C

Corequisite: COLL.296

NURS.262C 4 credit hours

Nursing Care of Diverse Groups/Clinical

Principles and concepts discussed in NURS.262 are reinforced and practiced in the clinical environment consisting of skills lab, simulation lab, and patient care settings.

Prerequisites: NURS.261/261C

Corequisite: COLL.296

NURS.277 2 credit hours

Leadership Seminar

This course is designed to develop the student's supervision and management skills, as applied to the healthcare setting. Topics include effective communication, organizational skills, appropriate delegation of nursing tasks, professional responsibility and accountability, and leadership behaviors. Practical case studies are presented for group discussion and problem solving. The student learns to utilize critical thinking skills in the problem solving process.

Current political, social and professional nursing issues are also presented in this course. Included is a discussion of legal and ethical issues that pose challenges for nursing students and practicing professional nurses. State and federal laws that impact the practice of nursing, regulatory agencies, their jurisdictions, rules and regulations, the Nurse Practice Act of the State of Illinois and licensing issues are among the other topics discussed. Practical ethical dilemmas are presented for group discussion and problem solving.

Prerequisites: NURS.150/150C

Office Technology

OFTC.090 2 credit hours

Basic Keyboarding

This course is for students who wish to improve their keyboarding skills. Correct techniques to develop speed and accuracy are emphasized. This course does not satisfy graduation requirements. Students may not enroll for both OFTC.090 and OFTC.091.

OFTC.091 2 credit hours

Basic Keyboarding

An introduction to keyboarding and basic formatting techniques for students who do not have skills at the level needed for the first keyboarding/document formatting course required in their major. Correct techniques to develop speed and accuracy are emphasized. This course does not satisfy graduation requirements. Students may not enroll for both OFTC.090 and OFTC.091.

OFTC.100 2 credit hours

Keyboarding Skills/Formatting

This course focuses on developing and improving the accuracy and speed of keyboarding skills. Students also learn to format simple business documents including letters, memoranda, reports, and simple tables.

Prerequisite: OFTC.091 or keyboarding proficiency

Paralegal

PLGL.100 4 credit hours

Introduction to Law and the Legal System

The goal of this course is to provide a basic understanding of the American legal system from a variety of perspectives. The course focus includes essential history, the working structure of government, procedural issues in the courts, specific concepts of law, the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. This course provides paralegal students with a solid foundation for advanced paralegal curriculum courses and provides students of other disciplines with a functional appreciation of the impact of the legal system on their major courses of study. In this course, students will prepare a resume.

PLGL.110 4 credit hours

Introduction to Legal Research

This course provides an introduction to the legal research and writing process for paralegals. Combining classroom lectures, library demonstrations, and supervised in-class practice sessions, students will develop an overview of legal source materials and how and when they are incorporated in the legal research process.

PLGL.121 4 credit hours

Civil Litigation and Procedure I

Students will examine the roles of lawyers and paralegals in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.

Prerequisite: PLGL.100

PLGL.122 4 credit hours

Civil Litigation and Procedure II

Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.

Prerequisite: PLGL.121

PLGL.140 4 credit hours

Contracts

This course will provide students with a practical approach to the law of contracts. The class discussions will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.

Prerequisite: PLGL.100



Course Descriptions

PLGL.211 4 credit hours

Legal Research and Writing I

After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They learn how to analyze and synthesize written opinions and complete three significant writing projects.

Prerequisites: PLGL.110

PLGL.212 4 credit hours

Legal Research and Writing II

Students will continue to develop their writing and researching skills. Students will use the results of their research in connection with at least three significant writing projects, including memoranda of law.

Prerequisite: PLGL.211

PLGL.215 4 credit hours

Real Estate Law

This course provides the basic concepts of the law of real property, enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with prorations, and other real estate related documents. The student will develop a working knowledge of title searches and a thorough understanding of closing procedures, as well as a familiarity with mortgage foreclosures, landlord/tenant law, and zoning regulations.

Prerequisite: PLGL.100

PLGL.219 4 credit hours

Law Office Technology

This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time and docket management, and computer based legal research and document movement.

Prerequisites: PLGL.100 and CPTR.100

PLGL.225 4 credit hours

Torts

This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom lectures, discussions, presentations, and supervised library research, students will develop an overview of causes of actions in torts and their relevance to the paralegal.

Prerequisite: PLGL.100

PLGL.290 4 credit hours

Paralegal Externship

This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing her/his experiences during the externship. The student is evaluated by her/his supervisor at the conclusion of the externship. There is no remuneration for this externship.

Prerequisites: Final quarter status and consent of the program director or program coordinator

Radiologic Technology

RADS.100 3 credit hours

Fundamentals of Radiography

This course introduces the beginning radiography student to the following: organization of medical centers/hospitals, diagnostic imaging departments and the radiography program. Policies, protocols, and administrative procedures of the College and program are reviewed. There is a thorough review of the program's student handbook. Basic information regarding health and safety procedures within the clinical area, radiation protection, X-ray production, image formation, patient care guidelines, professional ethics, and medical law are reviewed.

Prerequisite: Admission into the Radiography Program

RADS.101 3 credit hours

Radiographic Exposure I

This course introduces the beginning radiography student to the nature and properties of X-rays. Areas of focus include: radiographic image quality and the influencing factors of recorded detail, distortion, contrast and density, the construction of the X-ray tube and production of X-rays, basic X-ray equipment, primary and secondary radiations, filtration, and an analysis of the radiographic image.

Prerequisite: Admission into the Radiography Program

RADS.102 3 credit hours

Radiographic Exposure II

A continuation of RADS.101, students further develop their knowledge of x-radiation and how it interacts with matter. The control of primary and secondary radiations using grids, filtration, and beam restricting devices is studied. Fixed and variable kilo voltage exposure systems are reviewed. The properties of attenuation and the absorption of radiation and how it is influenced by pathology are also studied. Using information learned in this course, the students continue their analysis of the radiographic image.

Prerequisite: RADS.101 with a grade of C or better

RADS.104 3 credit hours

Patient Care in Radiography

This course focuses on nursing procedures and techniques used by radiographers in the general care of the patient. Areas covered include: factors influencing relationships with



Course Descriptions

patients and professional peers, medical ethics, communication techniques, patient care and assessment, infection control, medications and medication administration, contrast media administration, and responses to emergency medical situations, including contrast media reactions. Human diversity/cultural differences, communication styles, socioeconomic influences, health risks, and life stages are also discussed in this course.

Prerequisite: Admission into the Radiography Program

RADS.105 **3 credit hours** **Radiation Protection**

Students are introduced to the principles of, and the reasons for, radiation protection. The responsibilities of the radiographer and protective measures for patients, personnel, and the public are studied. Also covered is discussion of the sources of radiation, the units of radiation measurement, and federal and state radiation health and safety regulations.

Prerequisites: RADS.100 and RADS.101 with a grade of C or better

RADS.106 **3 credit hours** **Radiographic Exposure III**

As a continuation of RADS.102, students will study and understand the concepts, methods and utilization of digital imaging and PACS in providing optimal imaging for enhanced diagnoses and improved patient care.

Prerequisite: RADS.102 with grade of C or better or consent by instructor

RADS.108 **3 credit hours** **Imaging Systems II**

This course covers the principles of image intensification and automatic exposure control and includes an introduction to body section (linear and computed) tomography and digital radiography, digital fluoroscopy, and tomosynthesis.

Prerequisite: RADS.101 with a grade of C or better

RADS.110 **3 credit hours** **Radiographic Procedures I**

This course introduces the beginning student to the anatomical planes of the body and positioning terminology. Radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation for the following anatomical areas are covered: visceral thorax, abdomen, and upper extremities. Mobile, pediatric, and geriatric radiography are also topics that are covered in this course.

Prerequisite: Admission into the Radiography Program

RADS.111 **1 credit hour** **Radiographic Procedures I Lab**

This course is comprised of discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which correspond to those studied in RADS.110. Radiographic images of the studied anatomy are also analyzed.

Prerequisite: Admission into the Radiography Program

RADS.112C **2 credit hours** **Clinical I**

In this beginning course of clinical instruction, the student is oriented to the clinical education sites/centers. Varied clinical assignments, including portable (mobile) and surgical radiography, introduce the students to the department's work flow and radiographic equipment. The student also learns how to operate various picture archiving and communication systems (PACS). Students learn by observing and progress to minimal assistance, leading to their radiographic performance under the direct supervision of qualified radiographers. Students will participate and perform radiographic examinations of the visceral thorax, abdomen, and upper extremities. Clinical learning is supported by correlated laboratory and classroom instruction.

Prerequisite: Admission into the Radiography Program

RADS.120 **3 credit hours** **Radiographic Procedures II**

In this course, radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation for the following anatomical areas are covered: the lower extremities, the gastrointestinal system, biliary and urinary systems. Contrast media, its classifications, precautions, selection, and adverse patient reactions as it relates to the studied procedures, is discussed.

Prerequisite: RADS.110 with a grade of C or better

RADS.121 **1 credit hour** **Radiographic Procedures II Lab**

This course is comprised of discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which correspond to those studied in RADS.120. Radiographic images of the studied anatomy are also analyzed.

Prerequisite: RADS.111 with a grade of C or better

RADS.122C **2 credit hours** **Clinical II**

This clinical course continues the integration of classroom learning with the clinical curriculum. The clinical assignments reinforce previous knowledge and application of newly introduced classroom and laboratory information. Following classroom and laboratory instruction, the students observe, assist, and perform radiographic examinations on lower extremities and the digestive, biliary, and urinary systems.

Prerequisite: RADS.112C with a grade of C or better

RADS.130 **3 credit hours** **Radiographic Procedures III**

This course covers radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation for the vertebral column and bony thorax. An introduction to venipuncture is also taught in this course.

Prerequisite: RADS.120 with a grade of C or better



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RADS.131 **1 credit hour**
Radiographic Procedures III Lab
This course is comprised of discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which correspond to those studied in RADS.130. Radiographic images of the studied anatomy are also analyzed. Venipuncture is also demonstrated and practiced in this course. The student's simulated performance of venipuncture is evaluated.
Prerequisite: RADS.121 with a grade of C or better

RADS.132C **2 credit hours**
Clinical III
This clinical course continues the integration of classroom learning with the clinical curriculum. Following classroom and laboratory instruction, the students observe, assist, and perform radiographic examinations of the vertebral column and bony thorax. The application of venipuncture may be included. There is continued development of competency and instructional content from previous clinical courses.
Prerequisite: RADS.122C with a grade of C or better

RADS.140 **3 credit hours**
Radiographic Procedures IV
This course includes radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation of the skull.
Prerequisite: RADS.130 with a grade of C or better

RADS.141 **1 credit hour**
Radiographic Procedures IV Lab
This course is comprised of discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which correspond to those studied in RADS.140. Radiographic images of the studied anatomy are also analyzed.
Prerequisite: RADS.131 with a grade of C or better

RADS.142C **3 credit hours**
Clinical IV
This clinical course continues the integration of classroom learning with the clinical curriculum. Following classroom and laboratory instruction, the students observe, assist, and perform radiographic examinations of the vertebral column, bony thorax, and skull. There is continued development of competency and instructional content from previous clinical courses. The application of venipuncture may be included in this course.
Prerequisite: RADS.132C with a grade of C or better

RADS.201 **3 credit hours**
Radiation Physics I
This course introduces the student to basic x-radiation physics. Areas covered in this course include: units of radiation measurement, the physical concepts of energy, the structure of matter, and the basic principles and nature of electricity and magnetism.
Prerequisite: RADS.208 with a grade of C or better

RADS.202 **3 credit hours**
Radiation Physics II
This course is a continuation of Radiation Physics I. In this course, there is in-depth discussion on the following topics: the nature and production of X-rays, X-ray tube construction and factors which govern tube life, X-ray circuitry, the interaction of radiation and matter, and a survey of radiographic equipment evaluation methods and tools.
Prerequisite: RADS.201 with a grade of C or better

RADS.203 **3 credit hours**
Radiographic Pathology
Students will study the classification, origin, symptoms, and radiographic manifestation of diseases. There is an emphasis on body conditions as they relate to radiographic examination of the patient and the selection of appropriate exposure factors. This course requires the development and presentation of a research paper.
Prerequisites: SCIE.110, RADS.210, RADS.211, and RADS.212C with a grade of C or better

RADS.205 **3 credit hours**
Radiation Biology
This course focuses on the effects of radiation on the human body at the cellular, tissue, organ, and systemic levels.
Prerequisites: SCIE.110 and RADS.105 with a grade of C or better

RADS.206 **3 credit hours**
Digital Imaging Critique and Technical Evaluation
In this course, students' knowledge of exposure, positioning principles, anatomy, and pathology will be challenged by evaluating and analyzing various radiographs. With their developed problem solving skills and critical thinking that they have acquired throughout the program, they will be able to formulate hypotheses and test theories on how Image quality and accuracy can be improved with minimal radiation exposure.
Prerequisites: RADS.130, RADS.131, and RADS.122C with a grade of C or better

RADS.207 **2 credit hours**
Digital Imaging Critique and Evaluation
Students formulate hypotheses and test theories regarding how image quality and accuracy can be improved with minimal radiation exposure.
Prerequisites: RADS.130, RADS.131, and RADS.122C with a grade of C or better

RADS.210 **3 credit hours**
Radiographic Procedures V
This course focuses on specific interests and needs of students, with an emphasis on developing critical thinking and problem solving skills. There is discussion of specialized radiographic exams/views and positions. The course content varies and may include guest lecturers.
Prerequisite: RADS.140 with a grade of C or better



Course Descriptions

RADS.211

1 credit hour

Radiographic Procedures V Lab

This course is comprised of discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which correspond to those studied in RADS.210. Radiographic images are analyzed.

Prerequisite: RADS.141 with a grade of C or better

RADS.212C

3 credit hours

Clinical V

This clinical course continues the integration of classroom learning with the clinical curriculum. The clinical assignments reinforce previous knowledge and application of introduced classroom and laboratory information from the previous four clinical courses. The student is introduced to other imaging modalities, i.e., sonography, invasive cardiology, nuclear medicine. Indirect supervision of students is stressed to promote independent problem solving and overall confidence in clinical abilities. The student will focus on developing basic scanning knowledge and skills to achieve limited clinical competencies in CT. The application of venipuncture may be included.

Prerequisite: RADS.142C with a grade of C or better

RADS.220

3 credit hours

Registry Review

This course provides the soon-to-be graduating student with a comprehensive review of curriculum content as preparation for the national certifying examination. Methods of studying and test taking strategies are discussed. Several simulated registry examinations are conducted throughout the course.

Prerequisites: RADS.202, RADS.205, and RADS.212C with a grade of C or better

RADS.222C

3 credit hours

Clinical VI

In this course, students continue elective assignments to other imaging modalities, i.e., sonography, invasive cardiology, nuclear medicine. The clinical assignments reinforce previous knowledge and application of introduced classroom and laboratory information from the previous five clinical courses. Indirect supervision of students is stressed to promote independent problem solving and overall confidence in clinical abilities. The student will focus on developing basic scanning knowledge and skills to achieve limited clinical competencies in CT.

Prerequisite: RADS.212C with a grade of C or better

RADS.250

1 credit hour

Radiography Patient Care Activities

This course will include practice in the following activities: vital signs (blood pressure, pulse, respiration), venipuncture, care of patient equipment (oxygen tank, IV tubing) per requirement of the American Registry of Radiologic Technologists (ARRT).

Sciences

SCIE.110

5 credit hours

Anatomy & Physiology I

This is the first course in a two-course sequence providing an in-depth introduction to the structures and functioning of the human body. Emphasis is placed on mastering knowledge of anatomy and understanding physiological regulatory processes that maintain homeostasis. Course lecture material introduces concepts of chemistry, cell biology, biochemistry and basic tissues, and then proceeds with a discussion of organ systems. Organ systems studied in this course include the integumentary, skeletal, muscular, nervous, and sensory systems. This course includes a laboratory component.

Prerequisite: Completion of or exemption from all foundations courses.

Corequisite: SCIE.111

SCIE.111

1 credit hour

Anatomy & Physiology I Lab

This is a hands-on laboratory component required for student enrolled in SCIE.110 in which students apply their knowledge.

Prerequisite: Completion of or exemption from all foundations courses

Corequisite: SCIE.110

SCIE.120

5 credit hours

Anatomy & Physiology II

This is the second course in a two-course sequence providing an in-depth introduction to the structures and functioning of the human body. Course lectures will continue the study of the structure and function of various organ systems including the endocrine, cardiovascular, immune, digestive, respiratory, renal, and reproductive systems. The topics of fluid, electrolyte, and acid base balance as well as genetics and heredity will be discussed. This course includes a laboratory component.

Prerequisite: SCIE.110

Corequisite: SCIE.101

SCIE.121

1 credit hour

Anatomy & Physiology II Lab

This is a hands-on laboratory component required for student enrolled in SCIE.120 in which students apply their knowledge.

Prerequisite: SCIE.110

Corequisite: SCIE.120

SCIE.130

5 credit hours

Microbiology

This course is an introduction to the principles and applications of microbiology as they relate to the study of health and disease in humans. Emphasis is placed on mastery of the major groups of microorganisms, host-parasite relationships, the epidemiology of infectious diseases, infectious diseases in humans, and the control of microorganisms. Also included is a discussion of the role of microbes in the environment and their impact on the ecosystem.



Course Descriptions

Prerequisite: Completion of or exemption from all foundations courses.

Corequisite: SCIE.131, NURS.130/130C

SCIE.131

1 credit hour

Microbiology Lab

This is a hands-on laboratory component required for student enrolled in SCIE.130. This course is open to Radiologic Technology and Nursing student only.

Prerequisite: Completion of or exemption from all foundations courses.

Corequisite: SCIE.130

SCIE.140

4 credit hours

General College Physics

Concepts and principles of physics are applied to health technologies. This course provides an algebra-based introduction to physics, exemplifying the scientific method and leading toward an understanding of technical applications. Topics include measurement, dimensional analysis, systems of unit, circular and rotational motion, scalars and vectors, laws of motion, force, work, energy, momentum, simple harmonic motion, waves, sound, temperature, heat and heat transfer.

Prerequisite: Placement examination

Social Sciences

SOCS.200

4 credit hours

Introduction to Psychology

An exploration of different methods, principles, and theories of psychology as applied to the study of human behavior, motivation, emotions, personality and adjustment, and psychological disorders. A research project is required.

Prerequisite: ENGL.100

SOCS.210

4 credit hours

Introduction to Sociology

A general introduction to the study of society and concepts involved in understanding human societies. Social institutions, social interaction, social conflict, social stratification, and diversity are among the topics covered. A research project is required.

Prerequisite: ENGL.100

SOCS.220

4 credit hours

Cultural Diversity

The social organization and customs of various cultures and groups will be explored. The richness and diversity of Chicago and surrounding areas are experienced through music, literature, video/film, and field trips to historical and cultural sites and neighborhoods. A research project is required.

Prerequisite: ENGL.100

Sonography

SONO.101

3 credit hours

Introduction to Sonography and Clinicals

This course introduces the beginning sonography student to the field of diagnostic medical sonography. Topics include: the history of ultrasound; the role of the sonographer in the healthcare setting; introduction to protocols; ultrasound system controls and functions; image production and display; basic ultrasound physics; and clinical expectations.

Prerequisite: Admission into the Sonography Program

SONO.105

4 credit hours

Patient Care and Safety in Sonography

This course focuses on nursing procedures and techniques used by Sonographers in the general care of the patient. Areas covered include: factors influencing relationships with patients and professional peers, medical ethics, communication techniques, patient care and assessment, infection control, medications and medication administration, contrast media administration, and responses to emergency medical situations, including contrast media reactions. Human diversity/cultural differences, communication styles, socio-economic influences, health risks, and life stages are also discussed in this course.

Prerequisite: Admission into the Sonography program

SONO.110

5 credit hours

Sonography Positioning and Procedures I

This course introduces the student to the anatomical planes of the body and positioning terminology. Anatomy, the principles of positioning, procedural steps, and image evaluation for abdominal sonography is covered in this course. Pediatric and geriatric radiology are also covered.

Prerequisite: SCIE.140

SONO.111

1 credit hour

Sonography Positioning and Procedures I LAB

This course comprises discussion, demonstration, practice, and evaluation of students' simulated performance of ultrasound (US) examinations, which correspond to those studied in SONO.110. US images of the studied anatomy are also analyzed.

Prerequisite: SCIE.140

SONO.120

5 credit hours

Sonography Positioning and Procedures II

Continued study of anatomy, the principles of positioning, procedural steps, and image evaluation for abdominal sonography is covered in this course in addition to gynecological sonography.

Prerequisite: SONO.110

SONO.121

1 credit hour

Sonography Positioning and Procedures II LAB

This course comprises discussion, demonstration, practice, and evaluation of students' simulated performance of ultrasound examinations, which correspond to those studied



Course Descriptions

in SONO.120. Ultrasound images of the studied anatomy are also analyzed.

Prerequisite: SONO.111

SONO.123C

3 credit hours

Sonography Clinical I

In this initial course of clinical instruction, the student is oriented to the clinical education sites/centers. Students are introduced to the work flow of the department and equipment. The student also learns how to operate various picture archiving and communication systems (PACS). Students progress from observing sonography procedures to assisting technologists to performing procedures under the direct supervision of qualified sonography technologists. Students will participate in and perform examinations of the abdomen. Clinical learning is supported by correlated laboratory and classroom instruction.

Prerequisite: SONO.101

SONO.130

5 credit hours

Sonography Positioning and Procedures III

Anatomy, the principles of positioning, procedural steps, and image evaluation for obstetrical sonography is covered in this course as well as review of abdominal and gynecological sonography.

Prerequisite: SONO.120

SONO.131

1 credit hour

Sonography Positioning and Procedures III LAB

This course comprises discussion, demonstration, practice, and evaluation of students' simulated performance of ultrasound examinations, which correspond to those studied in SONO.130. US images of the studied anatomy are also analyzed.

Prerequisite: SONO.121

SONO.133C

3 credit hours

Sonography Clinical II

This clinical course continues the integration of classroom learning with the clinical curriculum. The clinical assignments reinforce previous knowledge and application of newly introduced classroom and laboratory information. Following classroom and laboratory instruction, the students observe, assist, and perform abdominal, gynecological, and obstetrical examinations.

Prerequisite: SONO.123C

SONO.140

5 credit hours

Sonography Positioning and Procedures IV

Anatomy, the principles of positioning, procedural steps, and image evaluation for superficial parts sonography and additional exams are covered in this course.

Prerequisite: SONO.130

SONO.141

1 credit hour

Sonography Positioning and Procedures IV LAB

This course comprises discussion, demonstration, practice, and evaluation of students' simulated performance of ultrasound examinations, which correspond to those studied

in SONO.130. Ultrasound images of the studied anatomy are also analyzed.

Prerequisite: SONO.131

SONO.210

4 credit hours

Sonography Physics and Instrumentation I

This course introduces the student to basic ultrasound physics and instrumentation. Areas covered in this course include: the physical concepts of energy, the structure of matter, and the basic principles and nature of electricity and sound.

Prerequisite: SCIE.140

SONO.213C

3 credit hours

Sonography Clinical III

This clinical course continues the integration of classroom learning with the clinical curriculum. Following classroom and laboratory instruction, the students observe, assist, and perform ultrasound examinations. There is continued development of competency and instructional content from previous clinical courses.

Prerequisite: SONO.133C

SONO.220

4 credit hours

Sonography Physics and Instrumentation II

This course is a continuation of Sonography Physics and Instrumentation. In this course, there is in-depth discussion on the following topics: the nature and production of electromagnetic energy, ultrasound, the ultrasound probe, construction and factors which affect ultrasound equipment life, ultrasound equipment circuitry, the interaction of ultrasound energy and matter, and a survey of sonography equipment evaluation methods and tools.

Prerequisite: SONO.210

SONO.222C

3 credit hours

Sonography Clinical IV

This clinical course continues the integration of classroom learning with the clinical curriculum. Following classroom and laboratory instruction, the students observe, assist, and perform US examinations. There is continued development of competency and instructional content from previous clinical courses.

Prerequisite: SONO.212C

SONO.232C

3 credit hours

Sonography Clinical V

This clinical course continues the integration of classroom learning with the clinical curriculum. The clinical assignments reinforce previous knowledge and application of classroom and laboratory concepts from the previous four clinical courses. Indirect supervision of students is stressed to promote independent problem solving and overall confidence in clinical abilities.

Prerequisite: SONO.222C

SONO.242C

3 credit hours

Sonography Clinical VI

This clinical course continues the integration of classroom learning with the clinical curriculum. The clinical assignments



Course Descriptions

reinforce previous knowledge and application of classroom and laboratory concepts from the previous four clinical courses. Indirect supervision of students is stressed to promote independent problem solving and overall confidence in clinical abilities.

Prerequisite: SONO.232C

SONO.285

2 credit hours

Sonography Physics Registry Review

This course provides students with a comprehensive review of ultrasound physics and instrumentation curriculum content as preparation for the national certifying examination. Methods of studying and test taking strategies are discussed. Several simulated registry examinations are conducted throughout the course.

Prerequisite: SONO.220

SONO.295

3 credit hours

Sonography Specialty Registry Review

This course provides the soon-to-be graduating student with a comprehensive review of ultrasound specialty content as preparation for the national certifying examination including diagnostic medical sonography applications in the specialties of abdominal/superficial structures and obstetrics/gynecology. Methods of studying and test taking strategies are discussed. Several simulated registry examinations are conducted throughout the course.

Prerequisites: SONO.140 and SONO.141





GLOSSARY OF TERMS





Glossary of Terms

Academic Advising. Collaborative educational process between students and their advisors in which students are provided assistance with developing an educational plan and the skills needed for academic success, and accessing the variety of resources and services available to them at NC.

Academic Advisor. A faculty or staff member assigned to help students select courses and plan programs.

Academic Year. The academic year does not follow the calendar year. It begins in September and ends in August.

Accreditation. Official certification by an external academic organization that a college meets all requirements for academic achievement, curriculum, facilities, and educational integrity.

Advanced Placement. A term used when students demonstrate through transfer credit or examinations sufficient knowledge enabling them to enroll in courses beyond the entry level.

Assessment of Student Learning. Ongoing evaluation of students' academic achievement to ensure that the College continues to meet its mission. Assessment takes place in a variety of ways and settings.

Associate Degree. Awarded after successful completion of the required courses within a program and a minimum of 90 quarter credit hours. Typically completed by a full-time student within two years.

Audited Courses. Registering for and attending class(es) regularly without being held responsible for the work required for credit. No credit hours are earned, and full tuition applies. The grade **N** appears on the record.

Classification. A term used to classify a student at the freshman or sophomore level based on the number of credit hours earned.

Commencement. Ceremony honoring students who have fulfilled requirements for graduation.

Completion Rate. The rate at which a student is completing credit hours in his/her program which is calculated by dividing earned credit hours by attempted credit hours. Minimum completion rate for satisfactory progress is 67%.

Concurrent Enrollment. Enrollment in a course and its corequisite course at the same time.

Continuing Education Unit. Recognition for participation in a non-credit program or workshop.

Corequisite. A course that must be taken at the same time as another course. Corequisites are indicated in the course descriptions.

Counselor. A professionally trained, licensed person who works with individual students and groups to help identify goals and find solutions to personal or school-related problems. The counselor is also a resource to assist in accommodating disability needs in order to enhance the student's potential for academic success.

Course Description. An explanation of the content of a course. Descriptions for every credit-bearing course offered by the College appear in the Course Descriptions section of this catalog.

Course Number. A three-digit number that follows the course prefix.

Course Prefix. A letter code that identifies the discipline in which a course is taught; e.g., BUSN – Business Administration, HITC – Health Information Technology, CRMJ – Criminal Justice.

Course Section Code. An alphanumeric code used in quarterly class schedules that indicates the location at which a course will be offered followed by the section number. Most courses have more than one section, but students may register for only one.

Credit by Examination. Credit granted upon successful completion of a comprehensive test. The grade **P** appears on the transcript.

Credit Hour. A unit of academic credit measured in semester hours or quarter hours. One quarter credit hour usually represents ten hours of lecture class time per quarter.

Credit Load. The total number of credits for which a student registers during a given quarter.

Credit Overload. Registration for more than 20 credit hours in any one quarter. Permission from the chief academic officer is required.

Curriculum. All the courses of study (educational programs) offered by the College. May also refer to a particular course of study and the courses in that area.

Deadlines. Dates by which certain actions must be taken. Deadlines are set to allow students, faculty, and offices to proceed with the business of education in an orderly manner. Refer to the College calendar.

Degree Requirement. A specifically identified course or examination that must be satisfied in order to become a candidate for a degree or certificate.

Departmental Requirements. Academic departments may have specific requirements in addition to or above and beyond the general institutional requirements. These may be found in the Career Programs section of this catalog.



Glossary of Terms

Distance Learning. A method of course delivery that allows students to participate in coursework via the Internet or other media.

Double Major. In some cases a student may wish to major in two fields; for example, business administration and accounting. The student seeking such a degree should consult his or her academic advisor.

Dual Degrees. Students may seek a second degree after completion of a first degree. Many of the credits earned for the first degree may apply to the second degree.

Elective. Courses not required by the core curriculum or the major. These are courses students take to satisfy personal interests or for educational enrichment.

Emphasis. A term designating the particular focus of a program.

Externship. A special activity course for advanced students who wish to gain practical experience while applying concepts they have gained through their coursework. Usually involves coordination between a member of the College faculty and a supervisor in the particular business or medical facility providing the experience.

FAFSA. The standard form used by students and families to apply for financial aid. The acronym stands for Free Application for Federal Student Aid.

Fees. The expenses payable by the students to the College in order to be officially enrolled. Examples of such fees include the enrollment fee, resource center fee, etc.

Financial Aid. Money received from various sources to help students defray college costs. Typically these monies come in the form of grants or loans.

Full-Time Student. A student enrolled for a minimum of 12 credit hours each quarter. A typical full-time course load is 12-16 credit hours per quarter.

Good Standing. Students are considered to be in good standing unless disciplinary or academic sanctions have been placed against them or they have overdue financial obligations to the College.

GPA. This term means grade point average.

- **Quarter GPA.** The average of all grades for courses attempted at NC in a given quarter according to the policies in place when the course was initially attempted.
- **Cumulative GPA.** The combined average of all courses attempted at NC.

Grade Point. The numerical value given to letter grades. An **A** is equivalent to **4** points per quarter hour, a **B** to **3** points, a **C** to **2** points, a **D** to **1** point, and an **F** to **0** points.

Graduation Petition. A required form to be completed by all candidates for graduation. Prospective graduates should refer to the College calendar for specific deadlines.

Grant. Financial assistance based on need awarded to students that does not have to be repaid.

Honors Course. A course which is open exclusively to students with a 3.2 or higher GPA. In an honors course, the subject matter is explored with greater intensity and depth.

Honors List. A listing of students who have achieved a specified quarterly grade point average announced at the end of the quarter.

Incomplete. The grade **I** is granted when a student is temporarily unable to complete course requirements such as the final exam because of unusual circumstances.

Independent Study. A course of study taken independently by a student under the supervision of a faculty member.

Laboratory Course. A course in which class lectures and discussions are supplemented by supervised, practical application.

Loans. Financial assistance to students that must be repaid. Low interest loans are available, and financial need may or may not be a factor.

Major or Program of Study. A concentration of related courses generally consisting of at least 30 quarter hours of credit.

Matriculation. The process of obtaining enrollment at the College.

Official Copy. A document that is either: a photocopy of an original document stamped by the NC Registrar's Office; a photocopy made and attested to by a notary public.

Official Transcript. A transcript which contains the embossed seal and an authorized signature and is sent directly from the issuing school or college.

Online Education. Another term used to describe distance education.

Orientation. Scheduled time for a student to become familiar with the College, its programs, policies, and expectations.

Part-Time Student. A student who takes fewer than 12 credit hours during a quarter.



Glossary of Terms

Placement Test. A test that measures a student's knowledge of a particular subject and is used as a prerequisite for enrollment in some courses.

Portfolio. A collection of work (e.g., paintings, writings, etc.) that may be used to demonstrate competency in an academic area.

Prerequisite. A course requirement that must be met prior to enrollment. Students not meeting specific course prerequisites may be dropped from their class by the College.

Warning Status. Students who fall below the minimum cumulative GPA and/or completion rate are placed on Warning status and given one quarter to correct or improve the deficiency.

Quarter Calendar System. A quarter is a unit of time, 11 weeks long, in the academic calendar. A full academic year consists of four quarters.

Quarter Hour. A unit of academic credit.

Readmission. The process of allowing former students who have not graduated to re-enroll and continue their study at Northwestern College. The process for readmission begins with the returning student advisor.

Registrar. Professional who is responsible for student records, transcripts, and registration procedures.

Registration. Process of selecting and enrolling in classes, including payment of fees.

Registration Hold. May be placed on a student's registration as a result of academic standing, an unfulfilled obligation to the College, or a disciplinary action by the College.

Residency Requirements. The required number of credit hours of coursework that must be completed at NC in both the major and in the program before a degree will be granted.

Satisfactory Progress. Students must maintain satisfactory progress toward their educational objective. Satisfactory

progress is measured by both the cumulative GPA and the completion rate of the program.

Scholarships. Financial assistance awarded to students on the basis of academic achievement or financial need.

Section. An offering of a course at a campus location or online as indicated after the course number. For example ACCT.100.C01 indicates that this is a section of the course ACCT.100, "Essentials of Accounting", offered at the Chicago campus. ACCT.100.ON01 indicates the same course offered as an online section.

Student Employment. Part-time jobs made available to students with financial need through federally funded programs (work-study) and to students without need through individual departments (regular student assistance program).

Suspension Status. A designation which may be assigned for either academic or conduct issues. Students in suspension status may not attend for one or more quarters, depending on the reason for the suspension.

Syllabus or Course Outline. Written description of course content and requirements distributed to students by instructors.

Title IX. A federal law that prohibits discrimination based on gender, which includes sexual harassment and sexual assault. Which are forms of sex discrimination. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination.

Transcript. An official record of all courses that a student has attempted, all college level credit hours earned, and all grades received at the College.

Transfer Student. Students who have previously attended other colleges. All previous college attendance must be reported at the time of application.

Tuition. Amount of money charged for classes.





COLLEGE ADMINISTRATION





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OUR MISSION

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