

# COLLEGE CATALOG



2023-2024

This catalog is applicable for one academic year beginning September 25, 2023. 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](http://www.nc.edu).





## PRESIDENT'S MESSAGE



On behalf of the esteemed Board of Directors, dedicated faculty, and committed staff of Northwestern College, it is with great pleasure that I extend a warm and heartfelt welcome to you.

We are honored that you have chosen Northwestern College (NC) as your educational partner in pursuing further knowledge and skills to thrive in today's competitive job market. By joining us, you have placed your trust in our team of professionals who are dedicated to advancing your academic journey and empowering you for success.

During your time with us, you will witness the true essence of Northwestern College as we work hand-in-hand with you to lay a strong foundation for your personal and professional growth. Our mission is to foster a supportive and student-centered learning community, where exceptional classroom instruction and comprehensive student services are at the forefront of our commitment.

At Northwestern College, our faculty brings a wealth of industry experience to the classrooms and labs, ensuring that you receive practical and relevant insights that go beyond

textbooks. To complement your academic pursuits, we offer a range of invaluable services, such as academic advising, free tutoring, financial aid assistance, career counseling, and lifetime employment support, all geared towards ensuring your academic and professional triumphs.

With an array of programs to choose from, you have the opportunity to pursue your passion and aspirations under the guidance of our esteemed advisors and instructors. At Northwestern College, we take pride in maintaining small class sizes, with an average of 14 students per faculty member, which allows for personalized attention and a nurturing learning environment rarely found in larger institutions.

Once again, we express our utmost excitement to have you as a part of our academic community. Your presence enriches our institution, and we are eager to witness your growth and achievements as you progress on this transformative journey.

Please do not hesitate to reach out to us for any assistance or information you may need. We are here to support you every step of the way.

Once more, welcome to Northwestern College.

Sincerely,

Lawrence W. Schumacher  
President, Northwestern College



# TABLE OF CONTENTS

<b>GENERAL INFORMATION .....</b>	<b>4</b>
CALENDAR 2023 - 2024 .....	5
THE COLLEGE.....	6
ADMISSIONS.....	11
FINANCIAL INFORMATION .....	14
FINANCIAL ASSISTANCE .....	20
STUDENT AFFAIRS .....	22
ACADEMICS.....	24
STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES.....	34
PROGRAM DELIVERY MODE(S) .....	47
<b>ASSOCIATE DEGREE PROGRAMS.....</b>	<b>48</b>
BUSINESS ADMINISTRATION.....	49
HEALTH INFORMATION TECHNOLOGY.....	50
NURSING .....	54
RADIOLOGIC TECHNOLOGY .....	58
<b>BACHELOR'S DEGREE PROGRAMS .....</b>	<b>64</b>
BUSINESS ADMINISTRATION.....	65
HEALTH INFORMATION MANAGEMENT .....	68
<b>CERTIFICATE PROGRAMS .....</b>	<b>72</b>
CODING SPECIALIST .....	73
DENTAL ASSISTING .....	76
MEDICAL ASSISTING.....	78
<b>COURSE DESCRIPTIONS .....</b>	<b>81</b>
COURSE DESCRIPTIONS.....	82
<b>GLOSSARY OF TERMS .....</b>	<b>101</b>
<b>COLLEGE ADMINISTRATION.....</b>	<b>105</b>
<b>INDEX.....</b>	<b>109</b>



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# GENERAL INFORMATION



# CALENDAR 2023 - 2024

## FALL QUARTER 2023

### SEPTEMBER 2023

Fall Quarter Classes Begin .....Sept. 25  
Late Registration – Add/Drop .....Sept. 25-30

### OCTOBER 2023

Mid Quarter Week .....Oct. 30-Nov. 3

### NOVEMBER 2023

Thanksgiving Holiday – College Closed .....Nov. 23-24  
Last Day for “W” Withdrawal Date ..... Nov. 26

### DECEMBER 2023

Final Examinations ..... Dec. 4-8  
College Closed.....Dec. 24, 25, 31 and Jan. 1

## WINTER QUARTER 2024

### JANUARY 2024

Winter Quarter Classes Begin .....Jan. 8  
Late Registration – Add/Drop .....Jan. 8-13  
Martin Luther King, Jr. Day – College Closed ..... Jan. 15

### FEBRUARY 2024

Mid Quarter Week .....Feb. 12-16

### MARCH 2024

Last Day for “W” Withdrawal Grade.....Mar. 10  
Final Examinations .....Mar. 18-22

## SPRING QUARTER 2024

### APRIL 2024

Spring Quarter Classes Begin .....Apr. 1  
Late Registration – Add/Drop .....Apr. 1-6

### MAY 2024

Mid Quarter Week .....May 6-10  
Memorial Day – College Closed ..... May 27

### JUNE 2024

NC Commencement..... Jun. 7 or 8; or Jun. 14 or 15  
Last Day for “W” Withdrawal Grade ..... Jun. 2  
Final Examinations ..... Jun. 10-14  
Juneteenth – College Closed .....Jun. 19

## SUMMER QUARTER 2024

### JUNE 2024

Summer Quarter Classes Begin .....Jun. 24  
Late Registration – Add/Drop .....Jun. 24-29

### JULY 2024

Independence Day – College Closed.....Jul. 4  
Mid Quarter Week .....Jul. 29-Aug. 2

### AUGUST 2024

Last Day for “W” Withdrawal Grade.....Aug. 25

### SEPTEMBER 2024

Labor Day – College Closed ..... Sept. 2  
Final Examinations .....Sept. 2-6

## FALL QUARTER 2024

### SEPTEMBER 2024

Fall Quarter Classes Begin .....Sept. 23  
Late Registration – Add/Drop .....Sept. 23-28

### OCTOBER 2024

Mid Quarter Week .....Oct. 28-Nov. 1

### NOVEMBER 2024

Last Day for “W” Withdrawal Grade..... Nov. 24  
Thanksgiving Holiday – College Closed .....Nov. 28-29

### DECEMBER 2024

Final Examinations ..... Dec. 2-6  
College Closed.....Dec. 24, 25, 31, and Jan. 1



# 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 students in the greater Chicago area with degree and certificate programs that can be completed online and on campus located in Oak Lawn. Northwestern College (NC) provides career-focused education in the fields of allied health and nursing.

### WHAT NC STANDS FOR

#### Our Mission

Northwestern College educates, prepares, and empowers its diverse student body to pursue their professional goals. Our career focused programs that are taught in a student-centered learning community provide employers with passionate qualified graduates.

#### Our Vision

Changing the face of career education through innovation.

#### Our Values

##### **Student Success**

We are committed to student success in all things we do:

- We create a supportive and enriched educational environment yielding graduates that are prepared for career success.
- We focus on empowering every student by providing the best educational experience possible.
- We believe by acknowledging diversity and the open exchange of ideas, we continue to build a platform to support, empower, and encourage the college community.
- We prepare our students for certification exams by offering high quality, relevant classroom

content delivered by industry experienced and credentialed faculty.

##### **Excellence**

We are committed to excellence in all things we do:

- We reflect on our setbacks in an effort to learn and grow.
- We encourage creativity, innovation, and risk-taking.
- We collaboratively make decisions using data.
- We promote continuous improvement to exceed student and stakeholder satisfaction and expectations.
- We utilize established processes that lead to successful talent acquisition.

##### **Integrity**

We are committed to integrity in all things we do:

- We are dedicated to an educational environment that upholds academic integrity and supports ethical behavior.
- We create processes in order to maintain consistency and compliance in all areas.
- We establish professional relationships based on mutual trust, respect, and honesty with students, employees, and the community.

##### **Community**

We are committed to serving our community in all things we do:

- We strive to understand and respond to the needs of our community.
- We offer programs that our student's desire and that meet the needs of the employers we serve.
- We actively contribute to our community by holding events and donating to causes that align with our mission.
- We make efforts to operate efficiently to reduce our impact on the environment.

##### **NC's Institutional Focus**

- Northwestern College is committed to guiding innovation, nurturing a student-centered environment, upholding academic excellence, and supporting student services.
- Northwestern College is committed to a comprehensive assessment of institutional effectiveness, student learning, and graduate





# THE COLLEGE

success.

- Northwestern College is committed to cultivating and fostering a learning community that is socially, ethically, and environmentally responsible.
- Northwestern College is committed to responsible growth while sustaining a financially secure institution.

*"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*

## ACADEMIC FREEDOM

Northwestern College supports the academic freedom of its faculty and students through free exchange of ideas and opinions within the college community. Faculty members are entitled to freedom within their teaching and all other academic responsibilities. Students, faculty, and staff are free to discuss their opinions and express themselves both publicly and privately. With that being said, it is expected that members of the Northwestern College's community abide by the policies set forth in the College Catalog, employee, and faculty handbooks and note that they speak for themselves and not on behalf of the college. In all cases, members should remain supportive of the college mission and policies and should not engage in professional misconduct.

## 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."

In the mid-1930s, 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 1970s, 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





## THE COLLEGE

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 into Bridgeview to, a completely remodeled 88,000 square foot facility where it operated for over 20 years.

The 1990s 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 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.

In 2022, Northwestern College moved to its new Oak Lawn Campus at the corner of 95th and Cicero Avenues. There it continues to completely remodel

several floors of the building (a former bank) to accommodate the expanding health-related programs the College continues to offer.

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, and providing employers with well-prepared graduates.

### WHERE NC IS LOCATED

**Oak Lawn:** The Oak Lawn campus at 9400 South Cicero Avenue, located near the intersection of 95<sup>th</sup> Street and Cicero Avenue, 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.

**Online:** Four career programs: business administration, coding specialist, health information technology, and health information management can be completed entirely online.

### ACCREDITATIONS AND APPROVALS

- Northwestern College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.
- The Health Information Technology Associate in Applied Science Degree and the Bachelor of Science degree in Health Information Management programs are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (www.cahiim.org), 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601, (312) 233-1100.
- The Radiologic Technology Associate in Applied Science Degree is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606, (312) 704-5300, [mail@jrcert.org](mailto:mail@jrcert.org) and [www.jrcert.org](http://www.jrcert.org).
- The Associate in Applied Science Degree in Nursing is approved by the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, Illinois State Board of



# THE COLLEGE

Nursing. This program is currently on probation due to first-time pass rates of the National Council Licensing Examination (NCLEX).

- 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 GI Bill® for Veterans Educational Assistance.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

As of August 1, 2019, and despite any policy to the contrary, Northwestern College will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to Northwestern College:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide a copy of the DD 214.
- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements)

## ABOUT NC'S CAREER-FOCUSED EDUCATION

### UNDERGRADUATE DEGREES AND CERTIFICATES

NC offers the following degrees and certificates:

AAS Degrees	Certificates
Business Administration	Coding Specialist
Health Information Technology	Dental Assisting
Radiologic Technology	Medical Assisting
BS Degrees	
Business Administration	
Health Information Management	

### VIOLET L. SCHUMACHER SCHOOL OF NURSING

AAS Degree
Nursing

Our General Education curriculum: provides a foundation for students in their degree programs.

### PROGRAM MISSION STATEMENTS

**Coding Specialist:** The Coding Specialist (CSP) program seeks to educate entry-level health information professionals by incorporating competencies 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.

**General Education:** The mission of the General Education area is to support the students in expanding their knowledge and skills to become well-rounded employees.

**Health Information Technology:** The Health Information Technology (HIT) program seeks to educate entry-level health information technicians by incorporating competencies 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.



# THE COLLEGE

**Health Information Management:** The HIM program educates students to competently manage patient health information and information systems. Graduates will possess comprehensive knowledge of medical, legal, and ethical standards related to healthcare delivery. The program empowers students to meet AHIMA's core values of quality, integrity, respect, and leadership demonstrated through knowledgeable and competent HIM faculty members. Upon program completion, students will be qualified to sit for the Registered Health Information Technician (RHIT) examination.

**Medical Assisting:** The Medical Assisting program at Northwestern College promotes high standards in the medical assistant profession by providing 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 at Northwestern College is committed to excellence in radiologic technology education and its administration. Consistent with the mission of Northwestern College, the program "educates, prepares, and empowers its diverse student body to pursue their professional goals." The purpose of the program is to graduate competent and caring entry-level radiographers to meet the health care needs of our 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.

## 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 .....	Ad Hoc
Donna McCaleb .....	Member
Linda Weldon .....	Chairman
Angela Zotos .....	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.

All prospective students, who are not pursuing a Nursing Degree, may be required to take an internal diagnostic assessment.

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

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. Students who have convictions outside of traffic violations may not qualify for registration, licensure or other professional credentialing. 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  
9400 South Cicero Avenue  
Oak Lawn, IL 60453

or electronically to: [RecordsDept@nc.edu](mailto:RecordsDept@nc.edu)

Northwestern 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.

## 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 an accommodation to in order to complete the placement and/or qualifying admissions exams should speak to his/her Admissions Advisor. The admissions staff can provide information about how to receive appropriate accommodations through the ADA Coordinator.

## 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. They are subject to all the rules and regulations of the College and are not



## ADMISSIONS

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](http://www.nc.edu) or by visiting:

Northwestern College  
9400 South Cicero Avenue  
Oak Lawn, IL 60453  
(708) 237-5000

Following are the steps for applying to the College:

1. All prospective students are required to attend a career information session with an 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](http://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  
9400 South Cicero Avenue  
Oak Lawn, IL 60453

or electronically to: [RecordsDept@nc.edu](mailto:RecordsDept@nc.edu)

6. Complete any required entrance/placement examination unless the student has earned an associate degree or higher.

### ADMISSIONS DECISION

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

### HS VALIDITY PROCEDURE

In accordance with the eCFR, 34 C.F.R. §668.16(p), Northwestern College has developed and follows procedures to evaluate the validity of a student's high school or GED completion if the institution has reason to believe that the high school diploma or GED is not valid or was not obtained from an entity that provides secondary school education.

Once proof of high school or GED completion is provided to The Office of the Registrar, the validity of the high school is determined by visiting the high school's website or local school district to determine if the high school is categorized as public or private. Further investigation is completed by visiting the state's Department of Education website to confirm. GED validation is determined by visiting the state's Regional Office of Education or state Adult Education website to ensure that the GED was state issued.

If the high school or GED facility is not recognized by that state, the Office of the Registrar makes the determination that this is NOT a high school diploma or GED certificate that Northwestern College is able to accept. The student is then informed by their Admissions Coordinator that they are unable to enroll/attend Northwestern College until they have completed a state recognized high school program or



## ADMISSIONS

have received a state issued GED. Further information can be obtained by contacting The Office of Registrar.





# FINANCIAL INFORMATION

## TUITION AND FEES

### TUITION

Tuition is charged per quarter credit hour. Please refer to the Programs Section of this catalog for tuition rates.

### ADMINISTRATIVE FEES

The following fees are assessed when applicable:

Diploma Replacement Fee .....	\$35
Graduation Fee.....	\$100
Independent Study Fee .....	\$50/credit hour
Collection Placement Fee .....	\$15
Returned Check Fee .....	\$25
Transcripts.....	\$10

### TUITION FOR AUDITED CLASSES

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

### 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 Student Financial Services. In order to help students meet their financial obligations, the College offers installment payment plan options for students who have a balance exceeding \$500. All payments established per the payment plan is due on either the 1<sup>st</sup> or the 15<sup>th</sup> of every month, depending on when the institutional loan was approved and signed. A 5-day grace period is allowed before a hold is placed on a delinquent account.

## 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.

## 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.

## 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.

### 11 WEEK COURSES

- 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

## STATE FUNDS

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 considerations that a student should make before withdrawing from either a course or the College, for such action can impact his/her academic status and financial aid eligibility.

## GENERAL INFORMATION

Students must discuss withdrawing from a course or courses with their Program Leaders, Advisor and/or their Financial Aid Advisor.

Students intending to drop all of their courses in a quarter refer to Withdraw from the College Policy.





## FINANCIAL INFORMATION

When a student withdraws or discontinues academic participation during a payment period, federal law mandates specific procedures for the calculation of Title IV funds. The return of Title IV funds is based on the date of withdrawal. See below for specific information on how the date is determined.

All Title IV refunds are calculated based on the student's last day of academic participation. Any unearned Title IV funds will be returned to the Title IV program. When a student withdraws, the College calculates how much of the Title IV grants and loans the student has earned for the payment period as of the withdrawal date and returns the unearned portion to the appropriate Title IV program.

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 his/her 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, his/her six-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.

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 Advisor and a Financial Aid Advisor to determine strategies to minimize this cost.

### PELL RECALCULATION POLICY

The federal government requires all institutions to set Pell grant recalculation date(s) for every quarter. The policy of the NC Office of Financial Aid is to review/recalculate Pell grant eligibility at Census date of the last class in which the student is enrolled (PELL recalculation date), which is 18 days after the first day of the quarter. A Pell grant may be reduced or increased based on changes in enrollment. Award amounts for the Pell grant will be determined each quarter by the number of credits students are registered for and participate in as of the Pell recalculation date, or the processing date of the students completed FAFSA, whichever is later.

Federal regulations also require NC to recalculate Pell grant eligibility when a student fails to attend any course used to award a Pell grant regardless of the Pell recalculation date or the date of the drop/withdrawal.



## FINANCIAL INFORMATION

### PROCEDURE

NC Office of Financial Aid in conjunction with the Registrar's Office, will review any changes in enrollment status at the Census date to determine if any Pell grant eligibility needs to be increased or decreased. All course participation will be reviewed for Pell grant eligibility determination.

Any Pell grant reduction that stems from a student not commencing attendance in all courses for the payment period, must be returned back to the Department of Education using the return of Title IV funds policy which indicates those funds be returned no later than 30 days from when the institution became aware that the student had not commenced attendance in all courses used to determine the enrollment status used to award Pell grant eligibility.

### POLICY

#### A. WITHDRAWAL FROM A COURSE OR COURSES

A student who intends to withdraw from an individual course or courses from his/her program is expected to notify his/her Advisor of his/her intent to withdraw. The date the notification is received by the Advisor shall be the official date of withdrawal.

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 earning a failing grade and being financially responsible for the costs incurred.

Students who withdraw prior to the 10<sup>th</sup> week of class will receive a "W" grade. Students who have participated in class past the 10<sup>th</sup> week will not be withdrawn and will receive the grade earned in the class.

#### B. WITHDRAWAL FROM THE COLLEGE

**Official Withdrawal.** Students who wish to withdraw officially from the College should first contact their Advisor. To request to withdraw, students can submit a request in writing or communicate in person to their Advisor. 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, or the date the student was dismissed/administratively withdrawn for any reason, whichever is earliest.

Students college ID will be deactivated at the time of withdrawal.

After submitting a request to withdraw to an Advisor, 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 his/her Advisor 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 the Advisor or the last day that the student completed a qualifying academic activity.

Students who withdraw from the College or who are unofficially withdrawn prior to the 10<sup>th</sup> week of class will receive a "W" grade in their course(s). Students who have participated in class past the 10<sup>th</sup> week and who are officially or unofficially withdrawn will receive the grade or grades they have earned in the class(es).

#### 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 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



## FINANCIAL INFORMATION

procedure. SAP standards will be evaluated for all re-entering students. Students failing to meet the SAP standards will be placed on a warning or probation status, if appropriate. If the student is not eligible for a warning or probation status, the student must appeal their loss of eligibility due to SAP. Students who were suspended for academic deficiencies will be required to appeal their suspension through the Appeals 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.

### 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 Student Finance Office.

### RETURN OF TITLE IV FUNDS

When a student withdraws, 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 (the last date the student participated in class). Any unearned Title IV funds must be returned to the appropriate Title IV program. When a student withdraws, the College calculates how much of the Title IV grants and loans the student has earned for the payment period as of the date of withdrawal (the last date the student participated in class).

### 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, a student will have earned 100 percent of the Title IV funds he/she was eligible to receive.

The percentage of Title IV aid earned is determined by dividing the total number of calendar days in the payment period (quarter) 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 to the Title IV Programs. 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 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 unearned portions of Title IV grant funds that exceed 50% of the original award

### 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 for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period for which the return of funds is required in the following order:

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

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

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



## FINANCIAL INFORMATION

### 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 from the date the student withdrew. Lastly, the method of refund disbursement will be in the form of a check or cash payment.

In accordance with the eCFR, 34 C.F.R. §668.22 (g) and (j), Northwestern College will return the amount of Title IV funds for which it is responsible 34 C.F.R. §668.22 (g) as soon as possible, but no later than 45 days after the date of the institution's determination that the student withdrew as defined in 34 C.F.R. §668.22 paragraph (l)(3). The timeframe for returning funds is further described in § 668.173 paragraph (b). If a Title IV credit balance exists on a student's account that has withdrawn, the college will hold the credit balance until the R2T4 calculation is performed. If a credit balance exists after the R2T4 calculation is performed and any unearned aid has been returned, the credit balance will be paid to the student (or parent, if applicable) as soon as possible and no later than 14 days after the calculation of the R2T4.

Northwestern College is an institution that is not required to take attendance; therefore, Northwestern College will determine the withdrawal date for a student who withdraws without providing notification to the institution no later than 30 days after the end of the earlier of the -

- i) Payment period, as appropriate, in accordance with 34 C.F.R. §668.22 paragraph (e)(5);
- ii) Academic year in which the student withdrew; or
- iii) Educational program from which the student withdrew.

### POST-WITHDRAWAL DISBURSEMENT PROCESS

A Post-Withdrawal Disbursement (PWD) is identified as Title IV funds earned by the student that exceeds the amount of federal financial aid that was disbursed. If a PWD is identified, Northwestern College notifies the student with a letter of their loan and grant eligibility within 30 days of the date of the school's determination that the student withdrew. The student (or parent for

PLUS loans) has 30 days to respond authorizing the PWD of loan funds. The student has no more than 45 days after the letter to request the Grant. (Note: the student does not have to accept a PWD of Grants funds. However, the school is required to disburse a PWD of grant funds as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew. This is explained below).

The student must submit a written statement permitting Northwestern College to request Post Withdrawal Disbursement (PWD) of all or a portion of loan funds. Should the student not respond within 30 days from the date of the letter, Northwestern College will cancel the disbursement and reduce the total amount of the loan. Post-withdrawal grants are disbursed to cover direct costs. Any Post Withdrawal Disbursement (PWD) of grant funds disbursed directly to the student will be made as soon as possible but no later than 45 days. If all or a portion of the Post Withdrawal Disbursement (PWD) is credited to the student's account and creates a credit balance, the credit balance will be paid to the student within 14 days of the date of the disbursement of the post-withdrawal. The student will receive notification of the grant disbursement.

### RETURN OF TITLE IV – POST WITHDRAWAL DISBURSEMENT EXAMPLE

Student was enrolled full-time for courses that spanned the full 11 weeks. The original charges for tuition, fees, and books for the term were \$6,000. The student began attendance in each course, but officially withdrew on the 3<sup>rd</sup> day and receive a 100% refund of institutional charges. The funds disbursed (credited) to the student account were: \$0 Pell. However, the student could have received \$2165 from the Pell grant should he have continued to be enrolled.

- There are 75 days in the payment period.
- 3 divided by 75 = .04 or 4.0%.
- Apply the percentage completed (earned), 4.0% to:
  - Title IV (federal) that could have been disbursed: \$2165 times 4% = \$86.60 earned aid
  - Total charges for the term: \$0 (the student was provided a full refund).



## FINANCIAL INFORMATION

The student earned more federal financial aid than was disbursed.



# 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](http://www.fafsa.ed.gov). Use your Federal Student Aid (FSA) ID 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](http://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 (if you are a dependent student, your parent(s) must be Illinois residents) actively pursuing an undergraduate program of study. 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 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. See the Financial Assistance Office for more details.

## 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.





## FINANCIAL ASSISTANCE

### Direct PLUS Loan

In accordance with Federal Regulation 34 C.F.R. 685.301(a)(8) and 34 C.F.R. 685.303 (d) this program allows the parent of dependent undergrad students to borrow the following options if approved for a PLUS Loan:

1. A parent can give a specific amount that they would like to borrow (but not over the cost of attendance) OR
2. A parent can borrow only what is needed to get the students account to a \$0 balance. OR
3. A parent can borrow the maximum amount they are eligible to receive (but not over the cost of attendance)

Information in regards to the Cost of Attendance can be provided to the parent (and student) upon request of the maximum loan amount requested to show how the amount is determined. Additionally, the Financial Aid Department will require that the parent provide a copy of a valid government issued ID that cannot be expired. The parent can either fill out the Parent PLUS – Consent to Obtain Credit Form within the college, or they may visit: <https://studentaid.gov/plus-app/parent/landing> to run their own credit. If a parent makes a decision on a balance and then changes their mind, the college will require a written statement from the parent explaining what they would like to change, which must be signed and dated.

If a parent of a dependent undergrad student applies for a Parent Plus loan and is denied, the dependent student is offered the additional \$4,000 in Unsubsidized Loan for their packaging.

For additional eligibility requirements please refer to [2022-23 Federal Student Aid Handbook, Volume 3, Chapter 5](#).

### Edvisio 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 have more than one loan but cannot go above the outstanding loan maximum. Students may be eligible to borrow up to \$10,000 funding in the Edvisio program, which varies by program. The Financial Aid Advisors are able to assist with any questions regarding

this option. 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. If enrolled in the autopay option with the Edvisio program, your GAP loan may be reduced by 2%. Repayment options and interest rates vary based on specific loan amounts. Payments begin immediately and are required monthly regardless of enrollment status as long as balance is due. Payment amounts and interest rates may not be altered after a loan is signed. Students will be subject to holds when past due. Additional requirements/restrictions apply; late and other fees may apply; see the Student Finance Office for details.

### 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.

### GRADE LEVELS

Students are eligible for Federal Student Aid based on their grade level, which is determined by the number of credit hours completed. Students will be awarded for the grade level of loan eligibility they qualify for when the student begins the loan period. Students that meet the credit hours for a grade level change during their loan period will receive the updated grade level of loan eligibility in their next loan period.

0 – 36 credit hours.....	1st Year / Freshman Level
37- 72 credit hours.....	2nd Year / Sophomore Level
73 – 108 credit hours .....	3rd Year / Junior Level
109 – 144 credit hours.....	4th Year / Senior Level

Students enrolled in certificate programs will qualify for 1<sup>st</sup> year funds. Students enrolled in Associate in Applied Science Degree programs will qualify for 1<sup>st</sup> and 2<sup>nd</sup> year funds pending total credit hours completed. Students enrolled in Bachelor of Science programs will qualify for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year funds pending total credit hours completed.





# STUDENT AFFAIRS

## 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

### STUDENT INTEREST ORGANIZATIONS

**Tooth Be Told.** In this organization, dental assisting students' network with other students and professionals in dentistry to explore real life topics in the dental industry.

**Student Nurse Association.** An organization that is dedicated to fostering the professional development of future registered nurses by provided peer and faculty support, leadership development opportunities and community service options.

### ADVISING AND STUDENT SUPPORT

The Admissions Department at Northwestern College is committed to providing advising services to all students during their first quarter. Once a student progresses to their second quarter, he or she can work with their Faculty Advisor through graduation. Advisors review students' educational plans to assist students to meet their educational and career goals.

### PEER TUTORING

Tutoring is available at no charge through Microsoft Teams in a variety of subjects and courses. An appointment is recommended. For more details, email [Library-BV@nc.edu](mailto:Library-BV@nc.edu) or [tutoring@nc.edu](mailto:tutoring@nc.edu) to check for availability.

### CAREER ASSISTANCE

The Office of Career Development and Alumni Relations is committed to supporting students and alumni in searching and acquiring employment 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 workshops and events offered by the career services staff. 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 professional communities, the more prepared students will be to gain employment. Services provided to students, graduates and alumni include:

- Career search tools and techniques
- Resume and interviewing workshops
- Mock interview sessions
- Fall and Spring Career Fair and other career related events
- Notice of significant company hiring events
- On-campus recruitment sessions
- A career services college web site provides valuable career development tools (written and video), helpful career websites, job opportunities available by program, and other resources.

### CAREER SERVICE EARLY IN A STUDENT'S ACADEMIC CAREER

In their new student orientation, students are introduced to the services offered by the Office of Career Development and Alumni Relations. Students in the Professional Development class launch a career search by producing the required career documents and applying for positions electronically.

### 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
- Making and keeping appointments with career services staff and employer recruiters
- Updating career documents, such as resumes, with life changes such as: career goal changes, employment status, mailing and email addresses, and phone numbers
- Actively searching for jobs, which includes attending networking and industry related events, calling potential employers, applying for jobs, and following up on those applications



## STUDENT AFFAIRS

- 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 continue after a student graduates from Northwestern College. Alumni are offered lifetime career assistance and may visit and use the resources of the office anytime during their career.

Alumni interested in accessing the college's career services website will be provided with the direct link. The career services website (<https://www.ncstcareer.info/>) provides resume and interview skills resources as well as current job opportunities available by program, updated weekly.

### ADA ACCOMMODATIONS

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 Student Affairs. 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 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.

For further information regarding services for students with disabilities, please contact the ADA Coordinator at [ADA@nc.edu](mailto:ADA@nc.edu).

### ORIENTATION FOR NEW STUDENTS

New student orientation takes place before classes begin each quarter; all new students are strongly encouraged to attend. Students learn essential information about the academic programs, the student organizations and activities, and the wide range of campus resources, both academic and non-academic, available to NC students. 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, <https://nc.edu/library/>, is the gateway to a wide variety of library services and research resources and also provides access to the online catalog.

Many specialized research databases with information and references to journal, magazine and newspaper articles, are available. The library provides access to over 8,000 eBooks and audiobooks through the Overdrive platform, which is available to students through the library's membership in the Network of Illinois Learning Resources in Community Colleges (NILRC) consortium. 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 6,200 volumes and 8 print periodical subscriptions. The library is a member of RAILS (Reaching Across Illinois Library System), OCLC, and NILRC.



# ACADEMICS

## ACADEMIC COMMITMENT

### NORTHWESTERN COLLEGE'S RESPONSIBILITY

By accepting a student for admission, Northwestern College makes a commitment to provide resources that will aid each student in being successful.

### STUDENT 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 three sequential quarters and in most instances coincides with financial aid eligibility renewal.

### CALENDAR

The College calendar may be found in this catalog or on the NC Website.

### 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 in a quarter are considered part-time.

### DEFINITION OF CREDIT HOUR

Federal guidelines state that: "Credit hour" means an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established

equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time;
- OR
- Documented student learning outcomes and evidence of student achievement resulting from a program provided through an alternative delivery method that demonstrates equivalency to those offered through traditional classroom delivery;
- OR
- At least an equivalent amount of work as required above for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of each credit hour.

### 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 Dean.

### EXTERNSHIPS/PRACTICUMS/CLINICALS

All of NC's programs require, or provide the opportunity for students to complete an externship, a practicum, or clinical experiences. Students enrolled in 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.

### TRANSFER OF CREDITS

**To NC from U.S. Colleges.** For students enrolling at Northwestern College, credits for courses or degrees completed at another institution are subject to approval by the Registrar and/or the Program Director/Dean. These courses or degrees must be similar in content and duration to those offered in the



## ACADEMICS

program for which an applicant has applied. The Registrar will confer with the Program Director or Dean to determine the final decision of accepted transfer credits from the received transcript. However, only courses listed on official transcripts receive permanent official transfer credit. To ensure that credit can be reviewed properly, transcripts should be sent directly to Northwestern College by the previous institution. All transfer credit must be posted no later than one quarter prior to graduation.

Students who do not attend NC for two or more quarters may, upon their return, forfeit previously earned transfer credits in the event there have been changes in their program's curricula or requirements. Therefore, Northwestern College is unable to promise of acceptance of credits from any other institution.

### **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).

### **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).

**International Credit.** Students who earned college credit outside of the United States must have an official translation and evaluation performed by an education credential evaluator which is a member of the National Association of Credential Evaluation Services. For approved evaluation agencies, please contact the Records Department.

### **RESIDENCY REQUIREMENTS**

Degree-seeking and certificate students must complete at least 33 percent of their program in residence at NC.

### **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 Academic Leadership Committee and distributed as necessary to the appropriate stakeholders.

### **REGISTRATION POLICIES**

Students will be automatically enrolled in classes for the upcoming term. Students may view their current and future quarters schedules on the College's web interface, WebAdvisor. No schedule adjustments can be made without confirming with an Advisor.

### **CLASS SCHEDULE**

The College reserves the right to determine which courses will be scheduled each quarter. Not all courses listed in the catalog are offered each quarter. The College also reserves the right to make changes as necessary in programs, regulations, fees, and class schedules at any time.

### **CHANGE OF SCHEDULE**

**Adding Classes.** Classes may not be added to a schedule after the Official add/drop week.

**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.

### **CHANGE OF PROGRAM**

Students wishing to change programs should consult with their Advisor.



# ACADEMICS

## 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 attempt courses no more than two times. After the second failure a petition to the Appeals Committee is required, and prior to registering for the course for the third time students must receive approval from the Appeals Committee. The Appeals Committee decision is final. Please see Program requirements as well regarding repeating courses.

### REPEATED COURSE GRADES

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 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.

### ACADEMIC PARTICIPATION

Participation is defined as a class-related activity which includes the following:

- Submitting an assignment
- Taking a quiz or an exam
- Posting to a graded online discussion forum

Students with excessive absences, missing assignments, and/or failed/missed evaluations (tests,

quizzes, etc.) in an individual course will be referred to the admissions department by the instructor. A notice will also be sent to the admissions 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 admissions department will attempt to contact the student and provide him/her with 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, he or she will be administratively withdrawn and the date of determination will be the last date of academic participation.

After day 14 of the quarter, a student, who has not been in contact with his/her instructor and/or has not participated in an academic related activity after the 6<sup>th</sup> week of class he/she will be administratively withdrawn.

### 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 his/her own is regarded as a violation of academic integrity. 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 academic dishonesty. Material copied from books, encyclopedias, magazines, the internet, or other sources that are not the student's original work must be properly cited.

Faculty members have the primary responsibility of bringing forward possible academic integrity violations that occur in a course in which the faculty member is teaching to their supervisor (Dean of Academic Affairs, Program Director or Lead Faculty). The supervisor will conduct an investigation and contact the student with the results of the investigation. If the student is found to be in violation of academic integrity:





## ACADEMICS

- First Documented Violation: Zero on the assignment
- Second Documented Violation: F letter grade for the course
- Third Documented Violation: Dismissal from the College
- Depending on the severity of the violation a student can be dismissed after one offense

### TRANSCRIPTS

**NC Academic Transcripts.** Written authorization is needed from the student in order for the College to release a transcript.

**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 may be readmitted without special procedure. Students who left the College in Academic Warning may be readmitted in Academic Warning status and subject to all of the requirements of that status. Students who were suspended from the College for not meeting minimum Satisfactory Academic Policy requirements will be required to appeal their suspension through the Appeals Committee who will render a decision. Refer to the Satisfactory Progress Policy in this section.

### PROGRAM OR ACADEMIC DEPARTMENT REQUIREMENTS

Each academic department or program has 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.

### 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 undergraduate degree program should be able to:

- Demonstrate effective communication by writing and speaking in a variety of contexts and forms.
- Use quantitative and qualitative methods to demonstrate mathematical and scientific concepts.
- Employ informational literacy through technological tools, programs, and data to execute problem solving.
- Explore perspectives of individual, social, and cultural differences.
- Apply patterns of behavior contributing to personal and professional success.

### REQUIREMENTS

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



## ACADEMICS

### 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.

### CO-CURRICULAR

Co-curricular activities at Northwestern College are an extension of the learning experiences that take place in the courses. The number of activities that are offered is limited due to the curricular requirements for all students to complete clinical, externship, and practicum experiences. Nursing and Radiologic Technology students are enrolled in clinical courses throughout their entire program. The main co-curricular activity is Federal Work-Study Program. Federal Work-Study students work in various

departments, such as Financial Aid, Academics, and some serve as peer tutors.

Students are encouraged to join professional organizations in alignment with their chosen career field. Northwestern College also offers opportunities for students to join Northwestern College Organizations (<https://nc.edu/clubs-organizations/>).

Northwestern College will continue to explore ways to integrate co-curricular activities that support its mission.

### CO-CURRICULAR GOALS

- Use strategies that lead to student success.
- Increase awareness of diversity and multiculturalism.
- Increase awareness of social and ethical responsibility as relates to career goals.
- Relate co-curricular activities to students' program of study.

### 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 in-class instruction, 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.





# ACADEMICS

## 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
P	Passing	-
I	Incomplete	-

**Passing Grade.** The grade of P does not calculate in the GPA and is used only in classes designated as Pass/Fail.

**Incomplete.** The incomplete grade of "I" is assigned by 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 quarter. In order to qualify for an incomplete grade, the student must:

- have completed 75 percent of the required coursework for the course and is passing the course with a C grade or higher.
- have requested the incomplete grade via email to his/her instructor(s) by the Monday of the second to last week of the quarter.
- have submitted appropriate documentation corroborating the reason he/she is requesting an incomplete grade.

Students receiving the incomplete grade are responsible for completing the course requirements within two weeks\* from the end of the quarter. If the outstanding assignments are not completed within this time frame, the grade earned at the end of the incomplete period will be the final grade.

\*see NURS.099

## GRADING SCALES

For all courses that do not have the NURS or RADS prefix.

A = 90 – 100%

B = 89 – 80%

C = 79 – 70%

D = 69 – 60%

F = Below 60%

### Nursing Department

A = 92-100%

B = 86-91%

C = 80-85%

D = 70-79%

F = 69.9 and below

Clinical and Lab = P/F

### Radiological Technology Department

A = 94% - 100%

B = 87% - 93%

C = 80% - 86%

D = 73% - 79%

F = 0% - 72%

## ADMINISTRATIVE GRADES

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 prior to week 10	-

## 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 4 credit hour course 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, or F 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).



# ACADEMICS

## 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.

**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:

- Cum Laude: GPA of 3.50 to 3.74
- Magna Cum Laude: GPA of 3.75 to 3.99
- Summa Cum Laude: GPA of 4.00

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

## SATISFACTORY ACADEMIC PROGRESS (SAP)

The Higher Education Act of 1965, as amended, mandates institutions of higher education establish a standard of satisfactory academic progress for students who receive Title IV funds. This standard applies to the student's entire academic history, whether Title IV aid was received or not. In order to remain eligible to receive aid at Northwestern College students must meet the standards specified for acceptable academic

performance and for Satisfactory Academic Progress toward the completion of their program of study.

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. SAP will be evaluated for all returning students. Students failing to meet SAP will be handled according to the guidelines in our SAP policy. This might also include a determination that the student is not eligible for Title IV aid based on their failure to maintain SAP standards. In this case, the student will be notified of any appeal opportunities that are available to them as well as how to regain eligibility for Title IV aid.

## SATISFACTORY ACADEMIC PROGRESS (SAP) COMPONENTS

- **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, or F are considered in the CGPA calculation. Grades of P, I or W, or transfer credits 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.
- **Maximum Time Frame:** Students must complete the academic program within 150% of the current program required number of credits for completion of a degree or certificate program. Both institutional credits and all transfer credits accepted by Northwestern College are included in the calculation for Maximum Time Frame. Students will lose Title IV eligibility when it becomes mathematically impossible for them to complete their academic program within 150% of its length as measured in credit hours.
- **Completion Rate:** Students must maintain a specified percentage of credit hours completed within their program as listed in the Satisfactory Progress Table. Credit hours associated with courses in which a student remained past the add/drop period and earned a grade of a W



## ACADEMICS

(withdrawal) are included in the Completion Rate Percentage calculation). 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.

### SATISFACTORY PROGRESS TABLE

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%

### MONITORING

Northwestern College will measure students' eligibility for financial aid at the end of EVERY quarter (Fall, Winter, Spring, Summer) and will measure for all SAP components. The updated status will be effective for the following quarter.

### FINANCIAL AID WARNING

- A status assigned to a student who fails to make SAP and will be granted automatically without a written appeal from the student (at least one credit will have been completed in the semester).
- A student on Warning may continue to receive financial aid for one payment period.
- A student on Warning who then fails SAP standards the next payment period will be placed on Financial Aid Termination.

### FINANCIAL AID PROBATION

If a student does not meet SAP standards at the end of the Financial Aid Warning period, the student is placed on Financial Aid Termination. If the student successfully appeals Financial Aid Termination, the student will be placed on Financial Aid Probation. A student on Probation must follow all stipulations, outlined in the SAP determination letter, including any academic plan, if applicable, to be considered for Title IV eligibility. Terms of the academic plan are defined in the approval letter.

Once placed on an academic plan:

- The student remains on probation.
- The student must fully comply with the academic plan each term. Compliance is checked at the end of each payment period. Failure to fully comply with all aspects of the plan will result in Termination. If terminated, the student will be notified of the steps that must be taken before there will be any future consideration for aid eligibility.

### FINANCIAL AID TERMINATION

All federal, state, and most institutional aid is canceled immediately upon Financial Aid Termination. Any of the conditions listed below will result in Financial Aid Termination:

- A student's failure to comply with the stipulations of the academic plan
- First-year students (completed less than 30 Northwestern College credits) with a zero-completion rate for a single term

Following a Financial Aid Warning status, students who meet any of these conditions are placed on Financial Aid Termination:

- Northwestern College Cumulative GPA is less than the minimum CGPA requirement listed in the Satisfactory Progress Table above
- Pace of completion is below 67% (students must satisfactorily complete at least 67% of attempted courses)
- For Maximum Time Frame: if a student cannot mathematically complete required coursework



## ACADEMICS

before reaching the 150% maximum credits for his/her degree program.

### FINANCIAL AID NOTICE OF MAXIMUM TIME FRAME

The maximum time frame calculation is based on the student's total number of attempted credits in relation to 150% of the current program of study requirements. This calculation includes all attempted and completed credits at Northwestern College and transfer credits from other institutions.

#### EXCEEDS MAXIMUM TIME FRAME

Northwestern College, in accordance with U.S. Department of Education regulations, has set a maximum time frame in which students are expected to complete their program. As stated above, the maximum time frame calculation is based on the student's total number of attempted credits in relation to 150% of the current program of study requirements. This calculation includes all attempted and completed credits at Northwestern College and transfer credits from other institutions.

When 150% of the attempted credits is reached, the student will be placed in Exceeds Maximum Time Frame status. Affected students who have reached or exceeded the maximum time frame for their program can complete a Maximum Time Frame Appeal to have their status reviewed.

Refer to the following chart for the maximum number of attempted credits including transfer credits from other colleges that will be counted in the determination of maximum attempted credits.

DEGREE	CREDIT REQUIREMENTS	MAXIMUM ATTEMPTED CREDITS
Associate of Applied Science Business Administration	92	138
Associate of Applied Science Health Information Technology	94	141
Associate of Applied Science Nursing	107	160
Associate of Applied Science Radiologic Technology	108	162
Bachelor of Science Business Administration	181	271
Bachelor of Science Health Information Management	158	237
Certificate Coding Specialist	37	55
Certificate Dental Assisting	48	72
Certificate Medical Assisting	48	72

### APPEAL PROCESS

A student who is placed on Financial Aid Termination is suspended from registering for future courses. Students may 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 (e.g., death of a relative, injury or illness of the student) or academic (e.g., learning disability).

Suspended students who wish to appeal must write a letter to the Appeals Committee; the letter must include:

- The reason(s) the student failed to meet academic progress requirements.
- A description of what has changed in the student's situation that will allow the student to demonstrate academic progress at the next evaluation.



## ACADEMICS

The Appeals Committee will render a decision on each appeal and notify the student in writing. Appeal decisions made by the Appeals Committee are final and cannot be reappealed. Students can email their appeal letters to [appealsprocess@nc.edu](mailto:appealsprocess@nc.edu).

### APPEAL APPROVAL/PROBATION STATUS

If an appeal is approved, the student will return in Probation status and will be required to follow an academic plan after meeting with an advisor. For students who have applied for or are receiving student financial aid, Academic Probation status is equivalent to Financial Aid Probation status (see above).

### REGAINING TITLE IV ELIGIBILITY

Students who appeal and are re-admitted following being placed on Financial Aid Termination must meet SAP requirements after completing one quarter to regain eligibility for Title IV financial aid.

### NOTIFICATION

Students will be notified in writing (via their NC email) when they are placed on or removed from warning, probation, suspension, or restriction status, or have exceeded the maximum time frame.

### GRADUATION

#### DEGREE REQUIREMENTS

In order to graduate, students must:

- Successfully complete the credit hours required for a Bachelor of Science degree or for an associate of applied science degree
- Complete at least 33 percent of the degree program at NC
- Complete at least 33 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 33 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

#### PROGRAM/DEPARTMENTAL REQUIREMENTS

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

#### 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 have no outstanding debt owed to the College, 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 ADA Coordinator at [ADA@nc.edu](mailto:ADA@nc.edu).

### BULLETIN BOARDS

A variety of information is posted regularly by the College on bulletin boards.

### 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 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.

### 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 regarding any lost or found items.

### 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](http://www.emergencyclosings.com) or calling 847-238-1234.

### SOLICITATION ON CAMPUS

Solicitation is not permitted on College property.

### STUDENT DRESS CODE/UNIFORM POLICY

In alignment with our Mission, NC is committed to preparing our students for employment. Professionalism is a key to you meeting your career goals. All new students who attend courses on campus will be required to wear the college-issued uniform.

This uniform is as follows:

- Northwestern College branded Scrubs (color is designated by program)
- Appropriate footwear for the uniform includes:
  - Shoes or sneakers that are closed toed (flip flops, crocs, mules, and slides are not appropriate)
- The college-issued uniform needs to remain clean and without rips or tears
- The following items are not allowed to be worn while attending courses on campus:
  - hats, caps, scarves, and other head coverings
  - scarves/head coverings worn for religious or cultural reasons are acceptable
  - clothing with slogans or advertising which, by its controversial or obscene nature, disrupts the educational setting

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





# STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

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 your Program Director or Dean for review, and prior approval. Individual programs may also have additional requirements for student attire, please see specific Program Student Handbooks for additional details.

## UNIFORM DISTRIBUTION

Students who have classes on campus will receive an email for scrub allotments based on their degree program. Re-entry students who have previously received a uniform allotment will not receive another scrub allotment but can still purchase additional uniforms, if necessary, by contacting [Bookstore-BV@nc.edu](mailto:Bookstore-BV@nc.edu).

## STUDENT LOUNGE

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

## 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.

### COVID-19

Due to the COVID-19 (coronavirus) pandemic, we are taking proactive steps to address several concerns. First and foremost, we want to maintain a safe campus environment and adopt practices protecting the health of employees, students, visitors or others. We also want to ensure the continuity of course offerings during this pandemic.

Safety measures taken by Northwestern College:

- Will provide face masks for employees and students.

- Set up sanitizer stations around the campus. This includes hand sanitizer and sanitizer wipes.
- Set up Plexiglas shields in areas that are customer facing.
- Installed foot pulls on doors to reduce hand touch points.
- Arranged seating areas to comply with social distancing standards.
- Posted signage to remind employees and customers about all safety practices.
- Deep cleaning and sanitizing of campus.

We ask all students to cooperate in taking steps to reduce the transmission of communicable diseases on campus. Students are required to do the following while attending classes on campus or at clinical/extern sites:

- Take your temperature daily during this time and remain home if you have a fever. Stay home when you are sick. Notify your instructor if you will not be attending class due to illness prior to the class meeting time.
- As soon as you get to campus, sanitize, or wash your hands. Continue doing so throughout the day.
- Make sure you are wearing a mask over your nose and mouth while you are on campus.
- Clean area you have used as required as instructed in the classroom.
- Practice social distancing, stay at least 6 feet apart.
- Follow posted guidance around campus.
  - This includes refraining from bringing and consuming food and drinks when you are on campus. Please eat prior to coming into the building and do not bring food and drink containers on campus.
- Avoid congregating in common areas, student lounge, and unnecessary visitors to campus.

### IF YOU ARE FEELING SICK:

It is critical that students remain at home and do not attend class or participate in a clinical/extern





# STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

experience while they are experiencing respiratory symptoms such as:

- fever
- cough
- shortness of breath
- sore throat
- runny or stuffy nose
- body aches
- headache
- chills
- fatigue

Currently, the Centers for Disease Control and Prevention recommends that employees with temperatures remain at home until at least 24 hours after they are free of fever (100.4 degrees F or 37.8 degrees C using an oral thermometer) or signs of a fever without the use of fever-reducing medications. Northwestern College will use this guidance for students attending classes on campus or participating in off-site clinical or extern experiences.

Please communicate with your instructor if you are exhibiting any of the above symptoms. Many times, with the best of intentions, students will attend class even though they feel ill. Students are expected to communicate with their instructor in the event they are ill – instructors are expected to respond and coordinate with the students to provide missed work or create alternative work to be completed.

## 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.

It is NC's desire to provide a drug-free, healthful, and safe campus in compliance with applicable laws. To promote this goal, students are required to be in appropriate mental and physical condition when they are on campus, at a clinical or externship site, and at any College-sponsored event.

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, and may not 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 or vaping is permitted only in designated outdoor areas. Smoking or vaping 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



# STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

vigilant, and using a common sense approach to personal safety.

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

## IDENTIFICATION CARDS

Identification cards are required for all students and personnel. Emails are sent to active students to create a digital ID via the ID123 application. Digital ID's must be presented upon request.

## 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 and

are 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



# STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

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 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.



# STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

**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 its 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 where a reasonable expectation of privacy exists, and/or taking photos of any individuals 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 general rule, before a student receives anything for free, he/she 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:

- Facebook
- Twitter
- Instagram
- Snapchat
- Pinterest



# STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

- WordPress
- Blogger
- LinkedIn
- Reddit
- Tumblr
- 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 general rule 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, 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 a NC student role and/or offers advertising for pay and/or for endorsement, it 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 POLICY

### 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.
4. Theft or damage to College property, theft or damage to the property of any member of the





# STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

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, marijuana, 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 or vaping 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.
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.

## CONDUCT COMMITTEE

Inappropriate conduct, as described above, will not be tolerated and may lead to dismissal from the College. 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 [studentcodeofconduct@nc.edu](mailto:studentcodeofconduct@nc.edu). Students who violate the Student Conduct Code may be brought to the Conduct Committee for review and the Committee will recommend disciplinary sanctions. The Conduct Committee includes designated officials across the College's departments who are appointed by the Chief Academic Officer. The Conduct Committee does not supersede the role of other College Officials.

Examples:

- Faculty have the right to remove a student from a class when the faculty member determines the student's actions are interfering with the learning environment.
- The College President and the Chief Executive Officer has full power and authority to enforce rules and regulations to govern student conduct





# STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

and take measures in an emergency to protect the health and safety of students, faculty, and staff.

- All students are subject to federal, state, and local law. Students who are convicted of a criminal offense shall be subject to disciplinary action.

## DISCIPLINARY SANCTIONS

Sanctions are recommended by the Conduct Committee and the enforcement is overseen by the Chief Academic Officer's Office. 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. This sanction shall be documented, and a copy of the documentation will be in the student's official file.
2. **Written Warning.** The student is warned in writing that the College has taken note of the misconduct and further improper conduct may result in dismissal. A copy of the written warning will be in the student's file.
3. **Suspension.** The student is not allowed to participate in any activity related to the college for a specific period of time. A copy of the suspension notice will be in the student's file.
4. **Dismissal.** Permanent separation from the College. Student will not be allowed to return to the College in the future. Both the Chief Executive Officer and the Chief Academic Officer have the authority to dismiss a student from the college based on an investigation, findings, and recommendation of a College official or the Conduct Committee. Students will be notified in writing.
5. **Assessment for Restitution.** Payment for restoration of property or to resolve financial obligations to the College.

## APPEALS

Students have the right to appeal conduct dismissals.

NC is committed to and will maintain an avenue for students to file a formal appeal the following requirements must be met for an appeal to be considered.

1. The appeal must be in writing.
2. Must be sent within 5 business days of receiving the Dismissal Notification Letter.
3. Appeals must be submitted to: [studentcodeofconduct@nc.edu](mailto:studentcodeofconduct@nc.edu).

Within 5 business days, students will receive notification of receipt of the appeal from the Chief Academic Officer's Office.

Within 10 business days the appeal will be reviewed including the supporting evidence. The goal of this review will be to determine if the dismissal was compliant and consistent with the sanctioning process. A response will be provided to the student in writing and will include the conclusion. This decision is final.

## REINSTATEMENT

Students who are approved to be reinstated after a conduct dismissal has been overturned will need to meet the following conditions:

1. Be readmitted through the readmission process.
2. Adhere to program plan based on a re-admission plan.
3. Follow any specified conditions from the Conduct Committee.

## STUDENT COMPLAINT PROCESS

It is the intention of the institution to hear student complaints promptly and act on such complaints fairly. In order to allow for this to happen it is important for students to follow the complaint process. The student complaint process below may only be used for matters which no appeal process exists.

Student grievances may involve academic matters, administrative matters, discrimination, or sexual or other harassment.



# STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

## PROCESS FOR FILING A COMPLAINT

The complaint process is initiated by the student and begins as an informal complaint. Students should file complaints as soon as possible – it is requested that all complaints are filed no later than 90 days after the incident occurs.

### INFORMAL COMPLAINT

#### Step 1:

Northwestern College requires that you (the student) make every attempt possible to resolve a complaint informally. Please do so by:

- Contacting College employees by phone or email to schedule an appointment – please reach out to your Advisor if you need assistance with this step.
- Providing clearly to the College employee specifically what your concern is and how you would like the issue to be resolved.

After following step one, if your complaint has not been resolved to your satisfaction you have the opportunity to file a Formal Complaint.

### FORMAL COMPLAINT

#### Step 2:

If you have exhausted all options through Step 1 and your complaint is still unresolved you can file a Formal Complaint using this process.

- Request a formal complaint form by emailing [studentcomplaints@nc.edu](mailto:studentcomplaints@nc.edu)
- Then, submit your form via email to [studentcomplaints@nc.edu](mailto:studentcomplaints@nc.edu)
- You will receive a response regarding your complaint within five business days
- The next step in the process will be provided to you after the complaint is reviewed by the appropriate College Personnel

After following step two, if your complaint has not been resolved to your satisfaction you have the opportunity to appeal the decision. These appeals will be reviewed by the Appeals Committee which includes the

appropriate members of the Executive Leadership Team.

#### Step 3:

- To appeal the decision of your formal complaint please email the following information to: [studentcomplaints@nc.edu](mailto:studentcomplaints@nc.edu)
- Summary of the steps you have already taken providing as much information as possible.
- Decision that was reached during the formal complaint step
- Reason for appealing the decision
- Possible solution(s) you expect
- Your contact information and how you want to be reached
- You will receive a response regarding your complaint within five business days.
- The next steps will be provided to you after the complaint is reviewed by the appropriate College Personnel.

Decisions made by the Appeals Committee are final and cannot be appealed.

Complaints are not grade protests, inquiries, or appeals regarding discipline issues or academic standards decisions. Additionally, examples of grievances that are not appealable include:

- Federal and State Laws
- Employment and personnel decisions
- Decisions and policies ruled on by the Board of Directors

As an institution accredited by the Higher Learning Commission, the College is required to document certain student complaints and their disposition. All Formal Complaints are documented and tracked.

## 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 45 days from the end of the quarter in



# STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

which the grade was earned. To appeal a grade, a student must have evidence that one of the following took place:

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 and the Appeals Committee. There is no further appeal authority. Students can request a formal Grade Appeal form by emailing [AppealsProcess@nc.edu](mailto:AppealsProcess@nc.edu).

## 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 as 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



# STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

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 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 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 dismissal.

## 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 to the College official responsible for the record,



# STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

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 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 request 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 Office of the Registrar.



## PROGRAM DELIVERY MODE(S)

The following chart indicates the delivery mode for each NC program. All General Education courses are offered online.

Degree Program	Hybrid (Face to Face & Online Courses)	Fully Online
Coding Specialist Certificate		✓
Dental Assisting Certificate	✓	
Medical Assisting Certificate*	✓	✓
Business Administration Associate in Applied Science Degree		✓
Business Administration Bachelor of Science Degree		✓
Health Information Technology Associate in Applied Science Degree		✓
Health Information Management Bachelor of Science Degree		✓
Nursing Associate in Applied Science Degree	✓	
Radiologic Technology Associate in Applied Science Degree*	✓	

\*Program is being offered as hybrid temporarily due to COVID-19 pandemic.





# ASSOCIATE DEGREE PROGRAMS



# BUSINESS ADMINISTRATION

## ASSOCIATE IN APPLIED SCIENCE DEGREE

Business administration encompasses planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. Business is an organization or economic system where goods and services are exchanged for one another or for money. Business leaders train, direct, create, and introduce innovations to measure the performance of business. Business administrators must be well diverse in business ventures inclusive of local, national, and global trends in management, marketing, finance, accounting, human resources, and computer applications.

## PROGRAM

Associate in Applied Science Degree in Business Administration

## PROGRAM AVAILABILITY

This program is offered fully online. None of the courses can be completed on-campus.

## 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.
- Analyze ethical behaviors in the business environment.
- Recognize and apply clear oral, written, and electronic communication when making professional business decisions.
- Recognize effective methods of interaction with teams as both leader and member.
- Demonstrate knowledge and skills to solve business problems.

## TUITION

The tuition rate for the Associate of Applied Science degree in Business Administration is \$300 per credit hour.

## PROGRESSION REQUIREMENT

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

## CURRICULUM

### 92 Total Credit Hours

Business Courses:		40 credit hours
BUSN.100	Introduction to Business.....	4
BUSN.106	Business Law I .....	4
BUSN.120	Management.....	4
BUSN.130	Microeconomics .....	4
BUSN.131	Macroeconomics .....	4
BUSN.140	Finance .....	4
BUSN.160	Marketing.....	4
BUSN.221	Human Resource Management .....	4
BUSN.227	Organizational Behavior.....	4
BUSN.250	Business and Professional Ethics .....	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.105	Intermediate Spreadsheets .....	4
CPTR.110	Introduction to Computer Information Sys .....	4
CPTR.140	Intermediate Database .....	2

General Education Courses:		30 credit hours
Communications .....		12
ENGL.100 (4), ENGL.120 (4), and COMM.200 (4)		
Mathematics .....		4
MATH.112 (4)		
Life Skills .....		6
COLL.104 (1), COLL.110 (1), COLL.120 (1), COLL.130 (1), COLL.140 (1) and COLL.290 (1)		
Social Sciences .....		4
SOCS.200(4)		
Humanities.....		4
HUMN.200(4)		



# HEALTH INFORMATION TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE

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, organize, summarize, analyze 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 systems, quality improvement or release of information.

## PROGRAM

Associate in Applied Science Degree in Health Information Technology

## PROGRAM AVAILABILITY

This program is offered entirely online. Not all courses may be offered on-campus please refer to the quarter schedule for specific details on course offerings.

## 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 blended tuition rate for the Associate of Applied Science in Health Information Technology is \$455 per credit hour.

## ACCREDITATION

The Health Information Technology Associate in Applied Science Degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education ([www.cahiim.org](http://www.cahiim.org)), 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601, (312) 233-1100

## 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 and those with access to confidential medical and financial information. Individuals who have been convicted of certain criminal offenses (i.e., theft, fraud, battery) generally are not eligible to work in a health care setting. The IHWA also prohibits the hiring of any applicant or retaining any employee 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.

## PROGRESSION REQUIREMENTS

- Students must earn a grade of C or higher in all courses. It is necessary to repeat courses in which a grade below C is earned before taking the next course(s) in the sequence.
- Students may attempt HLTH or HITC prefix courses no more than two times. After the second failure, a petition to the Appeals Committee is required, and prior to registering for the course for the third time students must receive approval from the Appeals Committee.

All HIT students are expected to make continual progress toward their certificate and/or degree. As every course is not offered every quarter, it is imperative that courses are completed each session



# HEALTH INFORMATION TECHNOLOGY

successfully. Any course grade resulting in a D or F will delay your program completion.

If a student fails one or more courses in his/her first term, he/she will be placed on Program Warning Status. Students in Program Warning status are expected to seek academic advisement and assistance through their student advisor to complete an Academic Success Plan. Additional failing grades in the subsequent quarter will result in the student being placed on Program Probation Status. Third term course failures would result the student being placed on Suspension Program status.

A student who is placed on Suspension Program status may appeal the suspension based upon mitigating circumstances. See details in the Satisfactory Progress Appeal Process section in the catalog.

## PROGRAM REQUIREMENTS

The Health Information Technology program identifies qualifications that are essential for students' satisfactory completion of academic coursework and the professional practicum experience. The following functions are required in most job settings for HIM professionals. Students must possess the following and be able to:

1. Gross Motor Skills – Move within confined spaces, sit and maintain balance, stand and maintain balance, reach above shoulders, reach below waist
2. Fine Motor Skills – Pick up objects with hands, grasp small objects with hands, write with pen or pencil, keyboard/typing skills, pinch/pick or otherwise work with fingers (assembling paper records), twist turn objects/using hands)
3. Physical Endurance – Stand, sustain repetitive movements (typing, filing, assembling records), maintain physical tolerance (work entire shift)
4. Mobility – Twist, bend, stoop/squat, move quickly (response to emergency), climb (steps/stools), walk
5. Hearing – Hear normal speaking level sounds (person to person), hear faint voices, hear auditory alarms (fire alarms, monitors)
6. Visual – See objects up to 20 inches away (information on computer screen), distinguish color (color codes on charts)

7. Smell – Detect smoke, detect gases or noxious smells
8. Reading – Read and understand written documents (e.g., policies procedures, protocols)

Students in the HIT program must be able to hear well enough to answer a telephone; see well enough to read the 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.

The HIT program is a technology-based program. All students enrolled in the HIT program must own a Windows-based or Mac computer and have reliable internet access.

## PROFESSIONAL PRACTICUM EXPERIENCE REQUIREMENTS

- Prior to enrolling in HITC.295 – Professional Practice Experience, students at their own expense are required to submit a current physical examination; current immunizations and up-to-date TB test, a signed Statement of Confidentiality, a signed Safety Measures document, and other requirements as determined by the site.
- Students are to complete coursework in addition to tasks assigned on site by their site supervisor. This coursework constitutes a significant portion of the course grade along with the site supervisor's evaluation of the student's professionalism, work ethic, skills, and knowledge.
- 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 schedule.
- 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



# HEALTH INFORMATION TECHNOLOGY

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 or program director.
- A student's refusal to complete practicum hours at a site assigned by the College will result in a failing grade for the course.
- 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 the sites that have been deemed suitable by the program director/coordinator. This process can be quite lengthy; therefore, it is imperative that students furnish the required contact information by the deadline or risk 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.

## 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.225	Pathopharmacology.....	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 (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 - .....	4
HUMN.200 (4)	



# HEALTH INFORMATION TECHNOLOGY

## SUGGESTED QUARTERLY SCHEDULE

### First Quarter 12 Credit Hours

ENGL.100	Composition.....	4
HLTH.140	Medical Terminology.....	3
HLTH.151	Anatomy, Physiology & Pathophysiology I.....	4
COLL.104	College Success.....	1

### Second Quarter 11 Credit Hours

HLTH.161	Anatomy, Physiology & Pathophysiology II.....	4
HLTH.225	Pathopharmacology.....	3
HITC.100	Health Data Content and Structure.....	3
HITC.101	Health Data Content and Structure Lab.....	1

### Third Quarter 12 Credit Hours

ENGL.120	Advanced Composition.....	4
MATH.112	College Mathematics.....	4
HITC.145	Coding and Classification Systems I.....	3
HITC.146	Coding and Classification Systems I Lab.....	1

### Fourth Quarter 15 Credit Hours

HITC.110	Healthcare Statistics & Data Literacy.....	3
HITC.155	Coding and Classification Systems II.....	3
HITC.156	Coding and Classification Systems II Lab.....	1
COMM.100	Effective Speaking.....	4
CPTR.100	Intro to Computer Information Systems.....	4

### Fifth Quarter 14 Credit Hours

CPTR.140	Intermediate Database.....	2
HITC.255	Coding and Classification Systems III.....	3
HITC.256	Coding and Classification Systems III Lab.....	1
COMM.200	Business Communications.....	4
HITC.245	Medical Law and Ethics in HIM.....	4

### Sixth Quarter 12 Credit Hours

SOCS.200	Introduction to Psychology.....	4
HITC.210	Information Systems in Healthcare.....	4
HITC.265	Coding and Classification Systems IV.....	3
HITC.266	Coding and Classification System IV Lab.....	1

### Seventh Quarter 12 Credit Hours

HUMN.200	Ethics.....	4
HITC.205	Health Information Financial & Resource.....	3
HITC.240	Clinical Quality Assessment & Performance.....	4
COLL.290	Professional Development.....	1

### Eighth Quarter 6 Credit Hours

HITC.272	RHIT Exam Review.....	2
HITC.295	Professional Practicum Experience.....	4





# NURSING

## ASSOCIATE IN APPLIED SCIENCE DEGREE

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

The faculty believe that nursing is an applied science 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. Nurses apply their knowledge, skills and professional behaviors to the care of individuals, families, and groups.

The nursing professional seeks to return clients to a state of physical, emotional, and social equilibrium in the face of actual health problems/disease states and/or seeks to maintain clients 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 nursing professional.

## PROGRAM

Associate in Applied Science Degree in Nursing

## PROGRAM AVAILABILITY

This program is offered at the Oak Lawn Campus only. Clinical experiences are arranged by agreements with local health facilities and hospitals.

## PROGRAM OUTCOMES

- **Patient-Centered Care:** Provide holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe, and effective care. Synthesize theoretical and clinical knowledge while using the nursing process to make optimal patient care decisions.
- **Professionalism:** Demonstrate professional nursing behaviors aligned with accountability for

the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.

- **Leadership:** Use leadership principles to influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals.
- **Systems-Based Practice:** Demonstrate an awareness of and responsiveness to the larger context of the health care system, and the ability to effectively call on work unit resources to provide care that is of optimal quality and value.
- **Informatics and Technology:** Use advanced technology, analyze as well as synthesize information, and collaborate in order to make critical decisions that optimize patient outcomes.
- **Communication:** Employ effective communication strategies with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes.
- **Teamwork and Collaboration:** Function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision-making, team learning, and development.
- **Safety:** Demonstrate an ability to minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- **Quality Improvement:** Apply data to monitor the outcomes of care processes, and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- **Evidence-Based Practice:** Identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients' preferences, experience, and values to make practice decisions.

## TUITION

The blended tuition rate for the Associate of Applied Science in Nursing is \$580 per credit hour.

## ADMISSIONS REQUIREMENTS

The Northwestern College School of Nursing has specific admission requirements. Applicants are



# NURSING

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. Submit official college transcripts (if applicable).  
Transfer of college credit: A grade of C or above is required for general education courses in the Nursing program. Only general education courses required for the AAS in Nursing will be considered for transfer credit. Sciences must be within 5 years of the application submission date to the program.
4. Achieve the College's minimum scores or higher on the ATI TEAS. A maximum of three attempts is allowed for the ATI TEAS. Adherence to application process and deadline.
5. Adherence to the application process and deadline.

## PRE-NURSING ADMISSION

Applicants who do not meet these specific Admissions Requirements may be enrolled to begin their general education coursework.

Pre-Nursing students who meet the following requirements will be officially admitted to the Violet L. Schumacher School of Nursing:

1. Successfully complete pre-nursing coursework with a C or higher in every course attempted.
2. Meet or exceed the minimum overall ATI TEAS score after no more than three attempts.
3. Be in good standing based on conduct and academic performance.
4. One term prior to entering Fundamentals of Nursing all required credentials and documentation will be submitted and approved for placement.
5. Complete all CastleBranch requirements including the background and drug screen. (See CastleBranch requirements below)

Entry to all NURS courses is based on availability of seats each term.

## CASTLEBRANCH REQUIREMENTS:

1. Current American Heart Association Healthcare Provider level BLS/CPR certification.
2. Major medical insurance coverage.
3. Background screen including sanctions under the U.S. Patriot Act done within the past six months.
4. A clean (negative) 10-panel drug screen done within the past 30 days of admission into the Nursing program (NURS.101 - Fundamental Concepts of Nursing).
5. Immunization within the past year for influenza
6. Titer levels within the past two years for rubella, rubeola, mumps, varicella and hepatitis B demonstrating immunity. (If results show that the student is not immune, a booster vaccination is required followed by repeat titers).
7. The following immunizations also must be current: diphtheria, pertussis, and tetanus within the last 10 years.
8. A 2-step TB or quantiferon gold test (from within the past year and annually thereafter); a current negative chest x-ray, including completing of the TB questionnaire form for positive TB results is required.
9. Liability insurance as a registered student nurse annually.
10. Physical exam signed by a healthcare provider within the last six months.
11. Completion of HIPAA and OSHA requirements via Castle Branch.
12. Proof of complete COVID-19 vaccination.

Acceptance and admission into the nursing program is based on review of the above items submitted at the designated time provided by the Nursing Department. The time is generally the term prior to enrollment in NURS.101 – Fundamental Concepts of Nursing.

## CRIMINAL BACKGROUND CHECK

Background screening including sanctions under the U.S. Patriot Act must be done at least one term prior to enrollment in NURS.101 - Fundamental Concepts of Nursing via CastleBranch, an external credentialing vendor. Students are required to pay the fee charged by CastleBranch Criminal background checks and drug testing are required for the nursing program. Students demonstrating a positive background check or drug test will be denied admission to the nursing program



## NURSING

unless or until a waiver or expungement is granted. Students demonstrating a positive background check or annual drug test while enrolled in the nursing program will be dismissed.

### 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 other institutions will not be accepted for transfer credit.
- Transfer credit for non-nursing courses will be considered upon review of an official college transcript.
- Anatomy and Physiology and Microbiology courses must have been successfully completed within the past five years of admission to the Nursing Program (with a grade of C or higher) in order to be considered for transfer credit.

### PROGRESSION REQUIREMENTS

- A student must earn a grade of C or higher for all courses required in the Nursing Program which includes general education courses.
- A student may repeat only one nursing (NURS) course.
- Two (2) nursing course failures in the nursing program will result in dismissal from the Nursing Program.
- A student may only withdraw from one (1) nursing course throughout the Nursing Program. Earning two (2) W grades in nursing courses will result in dismissal from the Program.
- Students may appeal their dismissal due to W grades by submitting a letter to the Nursing Appeals Committee (see Nursing Handbook for guidance).
- Students have one opportunity to appeal. Multiple appeals are not allowed.
- Clinical seats are not guaranteed and withdrawing from courses may delay progression through the program.
- Two (2) general education course failures required for the nursing program (AAS Nursing) will result in denial/dismissal from the Nursing Program.
- Students must have current BLS/CPR certification, major medical insurance coverage, background check, 10 panel drug screen, immunizations, TB test, influenza immunization, and completed HIPAA/OSHA certifications via Castle Branch.
- Successfully pass a math/dosage calculation exam at 90% or better in each clinical course.
- Successfully meet passing requirements for all sections of a NURS course (lecture/lab/clinical).



# NURSING

## CURRICULUM

### 107 Total Credit Hours

#### Nursing Courses:

64 credit hours

NURS.099	Foundational Academic Skills for Nursing .....	0
NURS.101	Fundamental Concepts in Nursing .....	4
NURS.101CL	Fundamental Concepts Nursing-Clinical .....	2
NURS.104	Nursing Seminar .....	2
NURS.105	Physical Assessment.....	4
NURS.108	Intro to Pharmacology and Dosage Calculation	3
NURS.109	Pharmacology and Nutrition .....	3
NURS.116	Pathophysiology.....	4
NURS.120	Psychiatric/Mental Health Nursing .....	4
NURS.120CL	Psychiatric/Mental Health Nursing-Clinical .....	2
NURS.130	Maternity/Women's Health Nursing .....	4
NURS.130CL	Maternity/Women's Health Nursing-Clinical ...	2
NURS.145	Medical/Surgical Nursing .....	4
NURS.145CL	Medical/Surgical Nursing-Clinical .....	2
NURS.151	Pediatric Nursing .....	4
NURS.151CL	Pediatric Nursing-Clinical .....	2
NURS.255	Medical/Surgical Nursing II .....	4
NURS.255CL	Medical/Surgical Nursing II-Clinical .....	2
NURS.267	Population Focused Nursing Concepts.....	4
NURS.279	Nursing Leadership, Management and Professionalism .....	4
NURS.280	Nursing Concept Integration.....	4

#### Related Courses:

18 credit hours

SCIE.115	Anatomy & Physiology I with Lab .....	6
SCIE.125	Anatomy & Physiology II with Lab .....	6
SCIE.135	Microbiology with Lab .....	6

#### General Education Courses:

25 credit hours

Life Skills .....	1
COLL.290 (1)	
Communications .....	8
ENGL.100 (4) COMM.100 (4)	
Mathematics .....	4
MATH.112 (4)	
Humanities and Social Sciences and .....	12
HUMN.200 (4) and SOCS.200 (4) SOCS.250 (4)	

\*NURS.099 – Foundational Skills for Nursing required if minimum required TEAS score is not met.



# RADIOLOGIC TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE

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

The Program length is 24 months and is offered as a hybrid/distance delivery program. The format of each course is designated in the master schedule.

## ACCREDITATION

The Radiologic Technology program at Northwestern College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606, (312) 704-5300, [mail@jrcert.org](mailto:mail@jrcert.org); [www.jrcert.org](http://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.

## STUDENT LEARNING OUTCOMES

- Apply positioning skills, practice radiation safety, and evaluate radiographic images as clinically competent entry-level radiographers.
- Use of effective oral communication skills and practice effective writing skills, in both the laboratory and classroom setting.
- Select radiographic technical factors and perform non-routine radiographic procedures using critical thinking and problem-solving skills.
- Demonstrate professional behavior and prepare for initial employment and career advancement evidencing the importance of professional growth and development.

## TUITION

The blended tuition rate for the Radiologic Technology Associate in Applied Science degree program is \$550 per credit hour.

## 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.

The ARRT is committed to upholding high standards of ethics among registered technologists and candidates for certification. ARRT applicants must comply with the rules of ethics contained in the ARRT Standards of Ethics. If a radiography program applicant is concerned about whether his or her conviction record will affect his/her eligibility to sit for the examination, there is a way to find out before admission to the program. A pre-application review form can be downloaded from the Ethics Section of the ARRT website ([www.arrt.org](http://www.arrt.org)) or you may call ARRT directly to request the form (651)687-0048 ext. 580.

## CRIMINAL BACKGROUND CHECK AND DRUG TESTING

Background screening including sanctions under the U.S. Patriot Act must be done at least one term prior to RADS.112C –Clinical I. Students are required to pay fees attached to the services for the mandatory criminal background check and annual drug testing required for





# RADIOLOGIC TECHNOLOGY

the radiography program. Students demonstrating a positive background check or drug test will be denied progression through the Radiography Program unless or until a waiver or expungement is granted. Students demonstrating a positive background check or drug test while enrolled in the Radiography Program will be dismissed.

## 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 at a program information session
3. One letter of recommendation from an instructor, academic advisor, employer, or coworker
4. Statement of purpose (200 words)
5. High school graduate or equivalent
6. High school and/or college cumulative GPA (CGPA) of 2.0 or higher
7. TEAS V (assessment exam) - minimum scores required in reading, Math, Science, and English.

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. Payment for costs incurred in completing these requirements is the responsibility of the student:

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

## CONDITIONAL ADMISSION

Applicants who do not meet these specific Admissions Requirements may be enrolled conditionally into the Radiologic Technology program to begin their general education coursework.

Conditionally admitted students who meet the following requirements will be officially admitted to the Radiologic Technology Program.





# RADIOLOGIC TECHNOLOGY

1. Successfully complete a minimum of 1 quarter of required General Education coursework earning a C or higher in each course.
2. Meet or exceed the minimum scores on the ATI TEAS after no more than three attempts.
3. Be in good standing based on conduct and academic performance.
4. Completion of interview with Radiography Admission Committee.
5. One letter of recommendation from an instructor, academic advisor, employer, or coworker and a written Statement of Purpose from the student.

## TRANSFER OF CREDIT

- Radiography courses completed at a college prior to enrolling at NC will not be accepted for transfer of credit.
- Anatomy and physiology courses must have been successfully completed within the past ten years in order to be considered for transfer credit.

## 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.
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:
  - a) Give and acknowledge receipt of information in classroom and clinical instruction and in processes that involve the care, safety, and examination of the patient.
  - b) Transfer information within a timeframe appropriate to the situation.

8. Document/input information on/with appropriate recording mediums, i.e., computer keyboard, request forms, labels, x-ray film envelopes.
9. Lift and transport radiographic equipment and supplies weighing up to 15 pounds.
10. 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.
11. Demonstrate the manual dexterity to perform venipuncture, monitor pulse, blood pressure, temperature, and prepare syringes and medications for injection.
12. For extended periods of time, demonstrate the physical strength, coordination, and endurance to independently navigate in diagnostic examination rooms.

## PROGRESSION 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 (80%) or higher in all courses with a RADS or HLTH prefix. Failure to earn a letter grade of C (80%) or higher in all RADS or HLTH prefix courses will result in dismissal from the program.
- Any student dismissed for academic performance or who voluntarily withdraws from the program and wishes to seek reinstatement must meet with the Radiography Admission Committee and participate in the interview process. Reinstatement to the program is at the discretion of the Radiography Admission Committee.
- Satisfactory completion of the clinical and academic curriculum must be within 150% of the stated program's length.
- 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.
- Students must maintain a minimum cumulative GPA of 2.0 for continued enrollment in the program.



## RADIOLOGIC TECHNOLOGY

- Two (2) general education course failures for the Radiography program will result in dismissal from the Radiography Program.
- Students must maintain and meet the following requirements: BLS/CPR certification, Health Insurance coverage, Liability insurance, Physical Examination, Successful Criminal Background Check and Drug Screen, current Immunizations, TB test, Influenza immunization, and complete all clinical affiliate HIPAA and Safety requirements. Failure to meet these requirements by the end of the quarter prior to the start of clinical will result in dismissal from the Radiography Program. In alignment with all clinical affiliate vaccination mandates, the COVID-19 vaccination is required for continued progression through the Radiography Program.

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.

### THE STUDENT AS A GUEST/VISITOR OF THE CLINICAL EDUCATION CENTER

Students are guests or visitors of the clinical sites 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 between the clinical site and the College include the right of the clinical education center to prohibit 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



# RADIOLOGIC TECHNOLOGY

## CURRICULUM – FULL ADMISSION

### 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.109	Academic Skills for the Radiologic Technology Program .....	1
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.219	Introduction to Registry Review .....	2
RADS.220	Registry Review.....	3
RADS.222C	Clinical VI .....	3

#### Related Courses: 19 hours

HLTH.141	Medical Terminology in Medical Imaging.....	3
HLTH.255	Med Law & Ethics for Imaging Professionals....	3
SCIE.115	Anatomy & Physiology I with Lab .....	6
SCIE.125	Anatomy & Physiology II with Lab .....	6

#### 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)	

\*RADS.109 – Academic Skills for the Radiologic Technology Program are required if minimum required TEAS score is not met.



# RADIOLOGIC TECHNOLOGY

## FIRST YEAR QUARTERLY SCHEDULE OF CLASSES FOR FULL ADMISSION

### 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: 16

RADS.101	Radiographic Exposure I .....	3
RADS.105	Radiation Protection .....	3
RADS.120	Radiographic Procedures II .....	3
RADS.121	Radiographic Procedures II Lab .....	1
SCIE.115	Anatomy and Physiology I with Lab .....	6

### Third Quarter: Credit hours: 15

RADS.102	Radiographic Exposure II .....	3
RADS.112C	Clinical I .....	2
RADS.130	Radiographic Procedures III.....	3
RADS.131	Radiographic Procedures III Lab .....	1
SCIE.125	Anatomy and Physiology II with Lab .....	6

### Fourth Quarter: Credit hours: 13

RADS.106	Radiographic Exposure III .....	3
RADS.122C	Clinical II.....	2
RADS.140	Radiographic Procedures IV.....	3
RADS.141	Radiographic Procedures IV Lab .....	1
ENGL.100	Composition.....	4

## SECOND YEAR QUARTERLY SCHEDULE OF CLASSES FOR FULL ADMISSION

### Fifth Quarter: Credit hours: 16

RADS.108	Image Systems I.....	3
RADS.210	Radiographic Procedures V.....	3
RADS.211	Radiographic Procedures V Lab .....	1
RADS.132C	Clinical III.....	2
HLTH.255	Med Law and Ethics for Imaging Professionals.....	3
MATH.112	College Mathematics .....	4

### Sixth Quarter: Credit hours: 13

RADS.201	Radiation Physics I.....	3
RADS.205	Radiation Biology .....	3
RADS.162C	Clinical IV .....	3
SOCS.200	Introduction to Psychology.....	4

### Seventh Quarter: Credit hours: 11

RADS.202	Radiation Physics II.....	3
RADS.203	Radiographic Pathology .....	3
RADS.219	Introduction to Registry Review .....	2
RADS.212C	Clinical V .....	3

### Eighth Quarter: Credit hours: 10

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

Note: All professional/occupational courses must be taken as sequenced.



# BACHELOR'S DEGREE PROGRAMS



## BUSINESS ADMINISTRATION

The Bachelor of Science in Business Administration prepares students for the challenges of today's organizations as well as the business world of tomorrow. The program provides students with the knowledge, skills, and abilities to compete in the local, national, and global business environments.

The Business Administration program can be further enhanced by enrolling in our Business Administration program with a health care management focus.

### TUITION

The tuition rate for the Bachelor of Science Degree in Business Administration is \$300 per credit hour.

### PROGRAM

Bachelor of Science in Business Administration

### PROGRAM AVAILABILITY

This program is offered fully 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
- Construct and implement strategies to maximize operational effectiveness in a dynamic and rapidly evolving business environment
- Prepare a comprehensive business capstone project

### PROGRAM REQUIREMENTS

Students must earn a C grade or higher in all courses with a BUSN, ACCT, HCM, HIM, HUMR and LSCM prefix. Students who earn a letter grade less than C will be required to repeat the course. All Business core courses must be completed before registering for specialization courses.





# BUSINESS ADMINISTRATION

## CURRICULUM

### 181 Total Credit Hours

#### Business Core Courses 56 credit hours

BUSN.100	Introduction to Business.....	4
BUSN.106	Business Law .....	4
BUSN.120	Management.....	4
BUSN.131	Macroeconomics .....	4
BUSN.140	Finance .....	4
BUSN.160	Marketing .....	4
BUSN.221	Human Resources Management.....	4
BUSN.227	Organizational Behavior .....	4
BUSN.231	Microeconomics .....	4
BUSN.250	Business & Professional Ethics.....	4
BUSN.310	Legal & Ethical Environment of Business.....	4
BUSN.315	Basic Information Systems.....	4
BUSN.340	Operations Management.....	4
BUSN.420	Business Policy .....	4

#### Concentration Courses 44 credit hours

ACCT.330	Cost Accounting .....	4
BUSN.331	Principles of Economics .....	4
BUSN.350	Financial Statement Analysis .....	4
BUSN.360	Consumer Behavior .....	4
BUSN.415	Business Analysis.....	4
BUSN.421	Business Policy II.....	4
BUSN.450	Capstone.....	4
HUMR.330	Strategic Staffing .....	4
HUMR.410	Organizational Leadership.....	4
HUMR.425	Employment Law .....	4
LSCM.310	Logistics / Supply Chain Management.....	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 Spreadsheets .....	2
CPTR.140	Intermediate Database .....	2
CPTR.150	Intermediate Document Processing.....	2
CPTR.230	Advanced Spreadsheet.....	4

#### General Education Courses 59 credit hours

##### Communications

COMM.100	Effective Speaking.....	4
COMM.200	Business Communications.....	4

##### English

ENGL.100	Composition.....	4
ENGL.120	Advanced Composition .....	4
ENGL.300	Technical and Professional Writing.....	4

##### Mathematics

MATH.112	College Mathematics .....	4
MATH.200	College Algebra .....	4
MATH.212	Business Statistics.....	4
MATH.312	Business Data Driven Decision Making .....	4

##### Life Skills

COLL.104	College Success.....	1
COLL.290	Professional Development.....	1

##### Humanities

HUMN.200	Ethics .....	4
HUMN.210	Introduction to Logic & Critical Thinking .....	4

##### Sciences

SCIE.210	Environmental Science .....	5
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##### Social Sciences

SOCS.220	Cultural Diversity .....	4
SOCS.340	Research Methods.....	4

Note: Additional prerequisite courses may be needed based on entrance requirement.



# BUSINESS ADMINISTRATION

## HEALTH CARE MANAGEMENT CONCENTRATION

### 181 Total Credit Hours

#### Business Core Courses 56 credit hours

BUSN.100	Introduction to Business.....	4
BUSN.106	Business Law .....	4
BUSN.120	Management.....	4
BUSN.131	Macroeconomics .....	4
BUSN.140	Finance .....	4
BUSN.160	Marketing .....	4
BUSN.221	Human Resources Management.....	4
BUSN.227	Organizational Behavior .....	4
BUSN.231	Microeconomics .....	4
BUSN.250	Business & Professional Ethics.....	4
BUSN.310	Legal & Ethical Environment of Business.....	4
BUSN.315	Basic Information Systems.....	4
BUSN.340	Operations Management.....	4
BUSN.420	Business Policy .....	4

#### Concentration Courses 44 credit hours

HCM.300	Healthcare Industry .....	4
HCM.310	Legal, Ethical, and Regulatory Affairs in Healthcare.....	4
HCM.320	Fiscal Management in Healthcare .....	4
HCM.330	Healthcare Policy and Politics .....	4
HCM.340	Healthcare Marketing and Strategy.....	4
HCM.400	Leadership in Healthcare Organizations .....	4
HCM.410	Case Studies in Healthcare Administration.....	4
HCM.420	Strategic Management in Healthcare .....	4
HIM.300	Healthcare Communications .....	4
HIM.340	Risk Management and Compliance in Healthcare.....	4
HIM.420	Health Systems Networks and Database Security I .....	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 Spreadsheets .....	2
CPTR.140	Intermediate Database .....	2
CPTR.150	Intermediate Document Processing .....	2
CPTR.230	Advanced Spreadsheet .....	4

#### General Education Courses 59 credit hours

##### Communications

COMM.100	Effective Speaking.....	4
COMM.200	Business Communications.....	4

##### English

ENGL.100	Composition.....	4
ENGL.120	Advanced Composition .....	4
ENGL.300	Technical and Professional Writing.....	4

##### Mathematics

MATH.112	College Mathematics .....	4
MATH.200	College Algebra .....	4
MATH.212	Business Statistics.....	4
MATH.312	Business Data Driven Decision Making .....	4

##### Life Skills

COLL.104	College Success.....	1
COLL.290	Professional Development.....	1

##### Humanities

HUMN.200	Ethics .....	4
HUMN.210	Introduction to Logic & Critical Thinking .....	4

##### Sciences

SCIE.210	Environmental Science .....	5
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##### Social Sciences

SOCS.220	Cultural Diversity .....	4
SOCS.340	Research Methods.....	4



# HEALTH INFORMATION MANAGEMENT

## BACHELOR OF SCIENCE DEGREE

The Bachelor of Science in Health Information Management is an online program designed to be an extension of the curriculum required for the Health Information Technology AAS degree.

Health information management (HIM) professionals have skills and competencies in health data management, information policy, information systems, and administrative and clinical workflow. Our program focuses on the skills and knowledge essential to managing employees and departments responsible for ensuring an accurate and complete medical record with cost-effective methods. The HIM program prepares students for entry-level management positions to competently perform a wide variety of roles from patient and physician interaction to the analysis, security, and integration of health information and its use in healthcare facilities, third-party organizations, and governmental agencies.

## CERTIFICATION

Students completing the HIM baccalaureate degree program will be eligible to sit for the RHIA exam during the timeframe of July 1, 2017 through 2021 under the following conditions:

- Have at least a baccalaureate degree from a regionally accredited institution
- Received the RHIT credential on or before August 31, 2018
- Have complied with Standards for Maintenance of the RHIT credential

## MISSION STATEMENT

The HIM program educates students to competently manage patient health information and information systems. Graduates will possess comprehensive knowledge of medical, legal, and ethical standards related to healthcare delivery. The program empowers students to meet AHIMA's core values of quality, integrity, respect, and leadership demonstrated through knowledgeable and competent HIM faculty members.

## PROGRAM GOALS

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

- Acquire the requisite professional knowledge, skills and competencies fundamental to the health information management profession.
- Gain self-directed learning skills using a variety of resources and technologies.
- Develop critical thinking skills and the ability to solve problems.
- Learn effective communication skills.
- Demonstrate the personal attitudes and attributes critical to professional leadership.

## TUITION

The blended tuition rate for the Bachelor of Science Degree in Health Information Management is \$455 per credit hour.

## 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 and those with access to confidential medical and financial information. Individuals who have been convicted of certain criminal offenses (i.e. theft, fraud, battery) generally are not eligible to work in a health care setting. The IHWA also prohibits the hiring of any applicant or retaining any employee 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.

## PROGRESSION REQUIREMENTS

- Students must earn a grade of C or higher in all courses. It is necessary to repeat courses in which a grade below C is earned before taking the next course(s) in the sequence.
- Students may attempt HLTH or HITC prefix courses no more than two times. After the second failure, a petition to the Appeals Committee is required, and prior to registering for the course



# HEALTH INFORMATION MANAGEMENT

for the third time students must receive approval from the Appeals Committee.

All HIM students are expected to make continual progress toward their certificate and/or degree. As every course is not offered every quarter, it is imperative that courses are completed each session successfully. Any course grade resulting in a D or F will delay your program completion.

If a student fails one or more courses in his/her first term, he/she will be placed on Program Warning Status. Students in Program Warning status are expected to seek academic advisement and assistance through their student advisor to complete an Academic Success Plan. Additional failing grades in the subsequent quarter will result in the student being placed on Program Probation Status. Third term course failures would result the student being placed on Suspension Program status.

A student who is placed on Suspension Program status may appeal the suspension based upon mitigating circumstances. See details in the Satisfactory Progress Appeal Process section in the catalog.

## PROGRAM REQUIREMENTS

The Health Information Management program identifies qualifications that are essential for students' satisfactory completion of academic coursework and the professional practicum experience. The following functions are required in most job settings for HIM professionals. Students must possess the following and be able to:

1. Gross Motor Skills – Move within confined spaces, sit and maintain balance, stand and maintain balance, reach above shoulders, reach below waist
2. Fine Motor Skills – Pick up objects with hands, grasp small objects with hands, write with pen or pencil, keyboard/typing skills, pinch/pick or otherwise work with fingers (assembling paper records), twist turn objects/using hands)
3. Physical Endurance – Stand, sustain repetitive movements (typing, filing, assembling records), maintain physical tolerance (work entire shift)

4. Mobility – Twist, bend, stoop/squat, move quickly (response to emergency), climb (steps/stools), walk
5. Hearing – Hear normal speaking level sounds (person to person), hear faint voices, hear auditory alarms (fire alarms, monitors)
6. Visual – See objects up to 20 inches away (information on computer screen), distinguish color (color codes on charts)
7. Smell – Detect smoke, detect gases or noxious smells
8. Reading – Read and understand written documents (e.g., policies procedures, protocols)

Students in the HIM program must be able to hear well enough to answer a telephone; see well enough to read the 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.

The HIT program is a technology-based program. All students enrolled in the HIT program must own a Windows-based or Mac computer and have reliable internet access.

## PROFESSIONAL PRACTICUM EXPERIENCE REQUIREMENTS

- Prior to enrolling in HIM.435 Senior Capstone, students at their own expense are required to submit a current physical examination; current immunizations and up-to-date TB test, a signed Statement of Confidentiality, a signed Safety Measures document, and other requirements as determined by the site.
- Students are to complete coursework in addition to tasks assigned on site by their site supervisor. This coursework constitutes a significant portion of the course grade along with the site supervisor's evaluation of the student's professionalism, work ethic, skills, and knowledge.
- 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



## HEALTH INFORMATION MANAGEMENT

work schedule to accommodate their supervised practicum schedule.

- 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 HIM faculty or program director.
- A student's refusal to complete practicum hours at a site assigned by the College will result in a failing grade for the course.
- 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 the sites that have been deemed suitable by the program director/coordinator. This process can be quite lengthy; therefore, it is imperative that students furnish the required contact information by the deadline or risk 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, billing companies, and various state agencies.



# HEALTH INFORMATION MANAGEMENT

## CURRICULUM

In order to be admitted to the HIM baccalaureate degree program, students must have completed an associate degree HIT.

### HIM Courses 62 credit hours

#### Junior Level

HIM.300	Healthcare Communications .....	4
HIM.305	Healthcare Human Resources & Leadership Theory .....	4
HIM.310	Reimbursement Systems Survey .....	4
HIM.315	Biomedical Research Support & Ethics .....	4
HIM.320	Healthcare Financial Administration I .....	4
HIM.325	Healthcare Financial Administration II .....	4
HIM.330	Coding Classifications Systems Theory .....	4
HIM.340	Risk Management and Compliance in Healthcare .....	4

#### Senior Level

HIM.400	Information Governance .....	4
HIM.410	Regulatory Reporting .....	4
HIM.415	Database Architecture & Queries .....	4
HIM.420	Health Systems Networks & Database Security I .....	4
HIM.425	Health Systems Networks & Database Security II .....	4
HIM.430	Health Information Networks & Data Mining ..	4
HIM.435	Senior Capstone .....	4
HIM.440	RHIA Exam Review .....	2

### General Education Courses 25 credit hours

#### Junior Level

MATH.200	College Algebra .....	4
SCIE.200	Environmental Sciences .....	4

Select one from the following:

SOCS.200	Introduction to Psychology .....	4
SOCS.210	Introduction to Sociology .....	4
SOCS.220	Cultural Diversity .....	4

#### Senior Level

ENGL.300	Technical and Professional Writing .....	4
SOCS.300	Developmental Psychology .....	4
SOCS.310	Statistics .....	4
SOCS.311	Statistics Lab .....	1

## SUGGESTED QUARTERLY SCHEDULE

### First Quarter 12 Credit Hours

HIM.300	Healthcare Communications .....	4
HIM.305	Healthcare HR & Leadership Theory .....	4
MATH.200	College Algebra .....	4

### Second Quarter 12 Credit Hours

HIM.310	Reimbursement Systems Survey .....	4
HIM.315	Biomedical Research Support & Ethics .....	4
ENGL.300	Technical and Professional Writing .....	4

### Third Quarter 12 Credit Hours

HIM.320	Healthcare Financial Administration I .....	4
HIM.330	Coding Classifications Systems Theory .....	4
SOCS.300	Development Psychology .....	4

### Fourth Quarter 13 Credit Hours

HIM.325	Healthcare Financial Administration II .....	4
HIM.340	Risk Management & Compliance in HC .....	4
SOCS.310	Statistics .....	4
SOCS.311	Statistics Lab .....	1

### Fifth Quarter 12 Credit Hours

HIM.400	Information Governance .....	4
HIM.410	Regulatory Reporting .....	4
SCIE.200	Environmental Sciences .....	4

### Sixth Quarter 8 Credit Hours

HIM.415	Database Architecture & Queries .....	4
HIM.420	Health Systems Networks & Database Security I .....	4

### Seventh Quarter 8 Credit Hours

HIM.425	Health Systems Networks & Database Security II .....	4
HIM.430	Health Information Networks & Data Mining ..	4

### Eighth Quarter 6 Credit Hours

HIM.435	Senior Capstone .....	4
HIM.440	RHIA Exam Review .....	2





# CERTIFICATE PROGRAMS



# CODING SPECIALIST

## CERTIFICATE PROGRAM

**Northwestern College is no longer accepting new enrollments into the Coding Specialist program.**

The Coding Specialist 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. In-patient diagnosis-related group that determine payments will be introduced as well as ambulatory payment classifications in an out-patient setting.

## PROGRAM AVAILABILITY

This program is offered entirely online.

## ADMISSIONS REQUIREMENTS

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

## 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.
- Demonstrate in-depth knowledge of the CPT coding system and familiarity with the ICD-10-CM and HCPCS Level II coding systems.
- Demonstrate proficiency in health information documentation, data integrity, and quality.

## TUITION

The blended tuition rate for the Coding Specialist certificate program is \$455 per credit hour.

## 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 and those with access to confidential medical and financial information. Individuals who have been convicted of certain criminal offenses (i.e. theft, fraud, battery) generally are not eligible to work in a health care setting. The IHWA also prohibits the hiring of any applicant or retaining any employee 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.

## PROGRESSION REQUIREMENTS

- Students must earn a grade of C or higher in all courses. It is necessary to repeat any courses in which a grade below C is earned before taking the next course(s) in the sequence.
- Students may attempt HLTH or HITC prefix courses no more than two times. After the second failure, a petition to the Appeals Committee is required, and prior to registering for the course for the third time, students must receive approval from the Appeals Committee.

All Coding Specialist students must make continual progress toward their certificate and/or degree. As every course is not offered every quarter, it is imperative that courses are completed each session successfully. Any course grade resulting in a D, F, W, or I, will delay your program completion. Any four course failures (D, F, or W) will result in dismissal from the program.

## PROGRAM REQUIREMENTS

The Health Information Management program identifies qualifications that are essential for students' satisfactory completion of academic coursework in the Coding Specialist program. The following functions are required in most job settings for HIM professionals. Students must possess the following and be able to:



## CODING SPECIALIST

1. Gross Motor Skills – Move within confined spaces, sit and maintain balance, stand and maintain balance, reach above shoulders, reach below waist.
2. Fine Motor Skills – Pick up objects with hands, grasp small objects with hands, write with pen or pencil, keyboard/typing skills, pinch/pick or otherwise work with fingers (assembling paper records), twist turn objects/using hands)
3. Physical Endurance – Stand, sustain repetitive movements (typing, filing, assembling records), maintain physical tolerance (work entire shift)
4. Mobility – Twist, bend, stoop/squat, move quickly (response to emergency), climb (steps/stools), walk.
5. Hearing – Hear normal speaking level sounds (person to person), hear faint voices, hear auditory alarms (fire alarms, monitors)
6. Visual – See objects up to 20 inches away (information on computer screen), distinguish color (color codes on charts)
7. Smell – Detect smoke, detect gases or noxious smells.
8. Reading – Read and understand written documents (e.g., policies procedures, protocols)

Students in the Coding Specialist program must be able to hear well enough to answer a telephone; see well enough to read the 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.

The medical coding program is a technology-based program. All students enrolled in the coding specialist program must own a Windows-based or Mac computer and have reliable internet access.

### COMPLETION REQUIREMENTS

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

### CURRICULUM

#### 37 Total Credit Hours

COLL.104	College Success.....	1
COLL.290	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



# CODING SPECIALIST

## 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.290	Professional Development.....	1
HITC.267	Coding Exam Review .....	2
HITC.280	Advanced Coding & Abstracting.....	3



# DENTAL ASSISTING

## CERTIFICATE PROGRAM

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 Oak Lawn Campus.

## ADMISSIONS REQUIREMENTS

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

## 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.

## REGISTERED DENTAL ASSISTING CERTIFICATION (AMT)

Students completing the Dental Assisting certificate program at Northwestern College are eligible to take the Registered Dental Assistant (RDA) certification exam offered by American Medical Technologists (AMT). The RDA(AMT) certification is designed to

signify entry-level competence in basic dental assisting competencies.

## TUITION

The blended tuition rate for the Dental Assisting certificate program is \$500 per credit hour.

## PROGRESSION 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.
- Students may attempt DNTL prefix courses no more than two times. After the second failure a petition to the Appeals Committee is required, and prior to registering for the course for the third time students must receive approval from the Appeals Committee.

## PROGRAM REQUIREMENTS

- If a student becomes pregnant upon enrollment or becomes pregnant while enrolled in the dental assisting program, the student must notify the program director 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.



# DENTAL ASSISTING

## EXTERNSHIP

The Dental Assisting Externship provides 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.
- Depending on the site, students may be required to have a background check.
- 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.

## COMPLETION REQUIREMENTS

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

## 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 Certification Review/Externship .....	4
COLL.104	College Success.....	1
COLL.290	Professional Development.....	1

## SUGGESTED QUARTERLY SCHEDULE

### First Quarter 11 credits

DNTL.100	Orientation to Dental Assisting .....	2
DNTL.103	Oral Anatomy.....	4
DNTL.112	Chairside Dental Assisting I.....	4
COLL.104	College Success.....	1

### Second Quarter 13 credits

DNTL.107	Dental Assisting I.....	4
DNTL.109	Dental Materials I .....	4
DNTL.110	Dental Records and Office Applications .....	4
COLL.290	Professional Development.....	1

### Third Quarter 12 credits

DNTL.115	Dental Radiography .....	4
DNTL.205	Dental Assisting II.....	4
DNTL.230	Chairside Dental Assisting II.....	4

### Fourth Quarter 12 credits

DNTL.120	Oral Radiography .....	4
DNTL.210	Dental Materials II.....	4
DNTL.235	Dental Certification Review/Externship .....	4





# MEDICAL ASSISTING

## CERTIFICATE PROGRAM

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, and become AMT members. The RMA certificate is recognized throughout the medical assisting profession and gives students a professional edge in the workplace.

## PROGRAM AVAILABILITY

This program is offered at the Oak Lawn Campus and fully online.

## ADMISSIONS REQUIREMENTS

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

## PROGRAM GOALS

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 to recognize individual differences.
- Demonstrate an understanding of professional, ethical, and legal standards specific to medical assisting.
- Apply knowledge of basic sciences and medical theory when executing administrative and clinical medical assisting procedures.
- Utilize critical thinking skills to make appropriate administrative and clinical judgements to enhance patient care.
- Demonstrate proficiency in the skills required for the RMA certification exam.

## TUITION

The tuition rate for the Medical Assisting certificate program is \$500 per credit hour.

## PROFESSIONAL CREDENTIALING EXAM

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

AMT – American Medical Technologist  
10700 West Higgins Road, Suite 150  
Rosemont, IL 60018  
847-823-5169  
[mail@americanmedtech.org](mailto:mail@americanmedtech.org)

## 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.



## MEDICAL ASSISTING

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.

### PROGRESSION REQUIREMENTS

- Students must earn a grade of C or higher in all courses with a HLTH or MEDS 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 attempt HLTH or MEDS prefix courses no more than two times. After the second failure a petition to the Appeals Committee is required, and prior to registering for the course for the third time students must receive approval from the Appeals Committee.

### PROGRAM REQUIREMENTS

- 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. Uniforms must include shoes that are liquid resistant. 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.
- If a student becomes pregnant upon enrollment or becomes pregnant while enrolled in the Medical Assisting program, the student must notify the program director 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 giving injections on a practice pad, and being a practice patient for clinical skills (i.e. vital signs, phlebotomy, EKG,

and more). Intentionally concealing a pregnancy or failure to notify the director 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 RMA (AMT) exam while enrolled in MEDS.243 Certification Preparation.

### EXTERNSHIP

- This program requires students to complete an externship. Students must 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.
- All externship sites should not extend past a 100 miles radius of the proximity of the program institution.
- 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

medical assisting program Externship Coordinator whose decisions are final. A student's 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); and up-to-date TB test (unless their personal physician provides a statement indicating immunizations are contraindicated through a chest X-ray); Students must also present a current AHA - 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 Externship Coordinator after the first externship meeting held the quarter prior to externship.

## COMPLETION REQUIREMENTS

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

## CURRICULUM

### 48 Total Credit Hours

#### Allied Health Courses 24 credit hours

HLTH.126	Communication Skills for Healthcare Workers .....	4
HLTH.131	Principles of Billing and Coding .....	4
HLTH.142	Medical Terminology .....	4
HLTH.205	Medical Records & Office Procedures .....	4
HLTH.240	Medical Law, Ethics, & Human Relations in Healthcare.....	4
HLTH.250	Anatomy and Physiology for the Medical Assistant .....	4

#### Medical Science Courses 22 credit hours

MEDS.121	Clinical Assisting Skills .....	4
MEDS.171	Specialized and Diagnostic Procedures .....	4
MEDS.221	Clinical Laboratory .....	4
MEDS.236	Pharmacology .....	4
MEDS.243	Certification Preparation .....	2
MEDS.251	Medical Assisting Externship .....	4

#### Life Skills 2 credit hours

COLL.104	College Success.....	1
COLL.290	Professional Development.....	1

## SUGGESTED QUARTERLY SCHEDULE

#### First Quarter 13 credit hours

COLL.104	College Success.....	1
HLTH.126	Communications Skills for Healthcare Workers .....	4
HLTH.142	Medical Terminology .....	4
HLTH.250	Anatomy and Physiology for the Medical Assistant.....	4

#### Second Quarter 16 credit hours

HLTH.205	Medical Records and Office Procedures .....	4
HLTH.240	Medical Law, Ethics, and Human Relations in Healthcare.....	4
MEDS.121	Clinical Assisting Skills .....	4
MEDS.171	Specialized and Diagnostic Procedures .....	4

#### Third Quarter 12 credit hours

HLTH.131	Principles of Billing and Coding .....	4
MEDS.236	Pharmacology .....	4
MEDS.221	Clinical Laboratory .....	4

#### Fourth Quarter 7 credit hours

COLL.290	Professional Development.....	1
MEDS.243	Certification Preparation .....	2
MEDS.251	Medical Assisting Externship .....	4



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# COURSE DESCRIPTIONS



## COURSE DESCRIPTIONS

### ACCOUNTING

#### 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*

### 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.

#### 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.

*Prerequisite: BUSN.100*

#### 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.130*

#### 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: 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*



## COURSE DESCRIPTIONS

**BUSN.231**

**4 credit hours**

### **Microeconomics**

An analysis of the economic principles underlying the behavior of individual consumers and business firms. The goal is to apply select microeconomic theories to real-world situations. Students will learn how markets work and gain an understanding of the role of economics in business and in public and private decision-making. Topics include: markets and prices, consumer and producer behavior, and risk and cost measurement, the implications of government intervention, technological innovation, the advantages and disadvantages of different market structures, and income distribution and poverty.

**BUSN.250**

**4 credit hours**

### **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.310**

**4 credit hours**

### **Legal and Ethical Environment of Business**

This course covers the historical, economic, political and ethical bases of contracts and sales, including the Uniform Commercial Code, and the impact of regulatory agencies on business enterprises.

**BUSN.315**

**4 credit hours**

### **Basic Information Systems**

Topics in the course include theory, capabilities, applications, benefits, liabilities, and economics of business computer information systems. Students will learn how to use management information systems and computer-based decisions using standard support application packages.

**BUSN.340**

**4 credit hours**

### **Operations Management**

The course covers the management of production emphasizing industrial enterprises, production objectives, design and improvement of process, work methods, and physical facilities, use of measurements and standards, production planning and control, quality control, budgetary and cost control, materials management.

*Prerequisite: BUSN.227*

**BUSN.420**

**4 credit hours**

### **Business Policy**

Students integrate the functional areas of business administration into a realistic approach to solve business problems.

## **COLLEGE SUCCESS AND LIFE SKILLS**

**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 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.110**

**1 credit hour**

### **Business Skills I**

This course is the first in a four-course series focused on providing students with the fundamental skills needed to be successful in the professional world as employees, investors, or business owners. Topics will include leadership, public speaking, management, entrepreneurship, interview skills, resume and portfolio creation, negotiation, investment strategy, operating in a diverse professional world, and more.

**COLL.120**

**1 credit hour**

### **Business Skills II**

This course is the second in a four-course series focused on providing students with the fundamental skills needed to be successful in the professional world as employees, investors, or business owners. Topics will include leadership, public speaking, management, entrepreneurship, interview skills, resume and portfolio creation, negotiation, investment strategy, operating in a diverse professional world, and more.

**COLL.130**

**1 credit hour**

### **Business Skills III**

This course is the third in a four-course series focused on providing students with the fundamental skills needed to be successful in the professional world as employees, investors, or business owners. Topics will include leadership, public speaking, management, entrepreneurship, interview skills, resume and portfolio creation, negotiation, investment strategy, operating in a diverse professional world, and more.

**COLL.140**

**1 credit hour**

### **Business Skills IV**

This course is the fourth in a four-course series focused on providing students with the fundamental skills needed to be successful in the professional world as employees, investors, or business owners. Topics will include leadership, public speaking, management, entrepreneurship, interview skills, resume and portfolio creation, negotiation, investment strategy, operating in a diverse professional world, and more.





## COURSE DESCRIPTIONS

**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.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*

## **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.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.

## **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.

**CPTR.105**

**4 credit hours**

### **Spreadsheets for Business**

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.

**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.

**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.

**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*



## COURSE DESCRIPTIONS

### 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.

*Prerequisite:* DNTL.112

#### 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.

*Prerequisite:* DNTL.112

#### 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.

*Prerequisite:* DNTL.112

#### 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.

*Prerequisites:* DNTL.107 and DNTL.109

#### 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.

*Prerequisites:* DNTL.115, DNTL.205, and DNTL.230

#### 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.

*Prerequisites:* DNTL.107 and DNTL.109

#### 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.

*Prerequisites:* DNTL.115, DNTL.205, and DNTL.230



## COURSE DESCRIPTIONS

**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.

*Prerequisites: DNTL.107 and DNTL.109*

**DNTL.235**

**4 credit hours**

### **Dental Certification Review and 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.

**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 research paper. Assignments completed outside of class are required to be submitted in typed final form.

*Prerequisite: ENGL.100*

**ENGL.300**

**4 credit hours**

### **Technical & Professional Writing**

Students will gain intensive practice in professional/technical writing genres, styles, research techniques and editing for specialized audiences. This course focuses on basic principles of good writing and emphasizes the relationship between scientific and technical writing and elements of clear, effective informative and instructional writing.

## **HEALTH INFORMATION MANAGEMENT**

**HIM.300**

**4 credit hours**

### **Healthcare Communications**

This course will enable the student to develop skills to evaluate internal and external messaging in healthcare, to explore the emerging field of consumer driven health information, and to evaluate the most effective methods to communicate needs and policies for healthcare organizations. Emphasis is placed on professional communications with superiors, peers and subordinates in all areas of healthcare. Topics include: policy creation, HIM job descriptions, information technology proposal requests, e-mail etiquette and presentation skills.

**HIM.305**

**4 credit hours**

### **Healthcare Human Resources & Leadership Theory**

This course provides an understanding of the principles of human resource management in the health care environment. Students will understand how to evaluate staffing levels and productivity as it relates to performance feedback and benchmarking staff performance data incorporating labor analytics. Emphasis is placed on management techniques such as recruitment, interviewing, staff orientation and training programs, career development, job analysis and design, performance evaluation, retention, compensation and benefits, and employment law. Topics covered will also address trends in human resource management in health care.

**HIM.310**

**4 credit hours**

### **Reimbursement Systems Survey**

This course is designed to introduce students to the concepts of modern reimbursement methodologies for health care services in the United States. Students with and without previous experience will gain in-depth knowledge of the various reimbursement methodologies utilized in healthcare today. Topics covered include trends in healthcare reimbursement, coding compliance, Health insurance policy and managed care organizations, various prospective payment systems, and revenue cycle management. Value-based purchasing and pay-for-performance systems will also be introduced.

*Prerequisite: HIM.305*

**HIM.315**

**4 credit hours**

### **Biomedical Research Support & Ethics**

This course introduces the student to the basic principles and concepts of Biomedical Research and the role of the HIM practitioner in Biomedical Research. The student will receive an overview of descriptive and inferential statistical concepts used in research studies and the components of Research Design. Ethical issues in Biomedical Research will also be explored in this course.

*Prerequisite: HIM.300*



## COURSE DESCRIPTIONS

### **HIM.320** 4 credit hours

#### **Healthcare Financial Administration I**

Emphasis is placed on business fundamentals and building a working knowledge of accounting principles needed to effectively manage accounting issues for department managers. These skill sets include: creating a budget, budget planning, accounts receivable process, accounts payable process, and salary band research.

*Prerequisite: HIM.310*

### **HIM.325** 4 credit hours

#### **Healthcare Financial Administration II**

Interpret the principles of healthcare finance, sources of healthcare revenue, expenses, and budgeting. Develop capital, operating and/or project budgets using basic accounting principles. Perform cost-benefit analysis for resource planning and allocation. Evaluate the stages of the procurement process.

*Prerequisite: HIM.320*

### **HIM.330** 4 credit hours

#### **Coding Classification Systems Theory**

This course reviews the most common classification systems currently in use in the U.S. and worldwide. Students will analyze classification systems as they support patient care, healthcare communications, and medical research. Most notably, students will evaluate the role of SNOMED in electronic health record system data transfers and discuss the effect of standardization guidelines as well as legislation on classification systems. Examine current healthcare data sources, mapping terminologies, and standardized vocabularies for the purpose of health information exchange.

*Prerequisite: HIM.315*

### **HIM.340** 4 credit hours

#### **Risk Management and Compliance in Healthcare**

The purpose of this course is to reinforce legal concepts relevant to healthcare organizations and to address the growing need to adequately train health care leaders in the field of health care compliance. This course begins with a review of the legal system in the United States along with basic civil procedures and the rules of evidence as it pertains to health information management. Consent to treatment and the maintenance, content, documentation, and disposition of the legal health record is also evaluated. Emphasis is placed on risk management, corporate compliance, and the HIPAA Privacy and Security Rule provisions.

*Prerequisite: HIM.320*

### **HIM.400** 4 credit hours

#### **Information Governance**

Analyze the concepts of patient data as a corporate asset, explore methods of information exchange with external organizations, and evaluate policies that focus on data standards for access and

sharing of patient data. Students will participate in creating strategies to develop sound information governance practices.

*Prerequisite: HIM.325 and HIM.340*

### **HIM.410** 4 credit hours

#### **Regulatory Reporting**

Develop awareness of current laws and standards regarding health information reporting to federal agencies and organizations. Participate in designing compliance practices, and develop methods of auditing the quality of health information. Focus is on risk management and avoidance of penalties for violations for federal and state guidelines.

*Prerequisite: HIM.340*

### **HIM.415** 4 credit hours

#### **Database Architecture & Queries**

Defining various leading database architecture models, understanding the structure of data integrity and methods of maintaining data validity, and perform data queries against a variety of data sources. Students will conduct lab time to perform hands-on quality assessments and audits to test data integrity.

*Prerequisite: HIM.400*

### **HIM.420** 4 credit hours

#### **Health Systems Networks and Database Security I**

This course focuses on the development of organizational policies and procedures that are required to successfully maintain the security of information systems used in healthcare organizations. Students will take part in the development of information management plans that support an organization's strategic goals. A review of the system design life cycle is covered. Students will also learn the importance of collaborating in the development and implementation of information governance initiatives and facilitating the use of enterprise-wide information assets to support organizational strategies and objectives.

*Prerequisite: HIM.400*

### **HIM.425** 4 credit hours

#### **Health Systems Networks and Database Security II**

This course is a continuation of Health Systems Networks and Database Security I. This course includes an examination of current information technologies including data sources; mapping terminologies and standardized vocabularies for the purpose of health information exchange. Students will gain practical skills in utilizing a variety of health care technology applications. Students will analyze the many issues concerning the success and failure of health systems networks to maintain security of patient data, as well as participating in assessment of systems capabilities, and evaluate the level of security needed for data transfer to external agencies.

*Prerequisite: HIM.420*



## COURSE DESCRIPTIONS

### **HIM.430** 4 credit hours **Health Systems Networks and Data Mining**

This course teaches students to use common spreadsheet and statistical programs to analyze clinical data to identify trends. A focus of the course is to apply knowledge of database querying and data exploration and mining techniques to facilitate information retrieval. Students will ascertain the quality, safety, and cost effectiveness of healthcare services using sample datasets. Students will also present information from large databases for the purpose of meeting strategic and operational objectives of healthcare organizations.

*Prerequisite: HIM.420*

### **HIM.435** 4 credit hours **Senior Capstone**

In this capstone course, online students will have an opportunity to demonstrate HIM 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.

*Prerequisite: Final term of study and consent of Program Chair*

### **HIM.440** 2 credit hours **RHIA Exam Review**

This course is designed to prepare health information management students to successfully complete the AHIMA national credentialing exam to become certified as a Registered Health Information Administrator (RHIA). Students will review all exam domains, take mock exams, and register for the RHIA certification exam. Early testing is an option so that students can complete the certification exam during their last term. Northwestern College covers the cost of the exam.

*Prerequisite: Final term of study and consent of Program Director*

## **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.

*Prerequisites: COLL.104, ENGL.100, and HLTH.140 (Coding Certificate students exempt)*

*Corequisite: HITC.101*

### **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.

*Prerequisites: COLL.104, ENGL.100, and HLTH.140 (Coding Certificate students exempt)*

*Corequisite: HITC.100*

### **HITC.110** 3 credit hours **Healthcare Statistics and Data Literacy**

This course will cover calculating and reporting healthcare statistics associated with various healthcare settings with an emphasis on descriptive statistics utilized in acute care facilities. This course also covers what statistics are, reasons to study them, the difference between inferential and descriptive statistics, basic research principles, and data analytics. The data literacy portion of the course will focus on data acquisition and skill development in data presentation techniques. This course builds competency through skill building using practice exercises and case studies.

*Prerequisites: HITC.100/101, and MATH.112*

### **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.

*Prerequisites: HITC.100/101, HLTH.140, HLTH.151, and HLTH.225*

*Prerequisite or Corequisite: HLTH.161*

*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. Out of class laboratory time is required.

*Prerequisites: HITC.100/101, HLTH.140, HLTH.151, and HLTH.225*

*Prerequisite or Corequisite: HLTH.161*

*Corequisite: HITC.145*





## COURSE DESCRIPTIONS

### **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.145/146

*Corequisite:* HITC.156

### **HITC.156** 1 credit hour **Coding and Classifications Systems II Lab**

This is a hands-on laboratory component required for students enrolled in HITC.155. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use. Out of class laboratory time is required.

*Prerequisite:* HITC.145/146

*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.100/101, HITC.110, and HITC.145/146

### **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.

*Prerequisites:* HITC.110, HITC.145/146, and CPTR.140

### **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. Out of class laboratory time is required.

*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 develop

the skills and knowledge needed to navigate the patient record and complete the billing cycle. Out of class laboratory time is required.

*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.145/146 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. Out of class laboratory time is required.

*Prerequisite:* HITC.155/156

*Corequisite:* HITC.256

### **HITC.256** 1 credit hour **Coding and Classifications III Lab**

This is a hands-on laboratory component 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 is required.

*Prerequisite:* HITC.155/156

*Corequisite:* HITC.255





## COURSE DESCRIPTIONS

### **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 an external records review is to determine medical necessity and is another important aspect of this course. Out of class laboratory time is required.

*Prerequisite:* HITC.145/146

*Prerequisite or Corequisite:* HITC.155/156

*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 is required.

*Corequisite:* HITC.265

### **HITC.267** **2 credit hours** **Coding Exam Review**

This course is designed to prepare medical coding and billing students to successfully challenge the AHIMA national credentialing exam to become credentialed as a Certified Coding Specialist – Physician-based (CCS-P). Students will review all exam domains, complete practice quizzes, take mock exams, and complete an application for the CCS-P credentialing exam. Northwestern College pays for the cost of the exam.

*Prerequisite:* Final quarter status or consent of the Program Director

### **HITC.272** **2 credit hours** **RHIT Exam Review**

This course is designed to prepare health information technology students to successfully challenge the AHIMA national credentialing exam to become credentialed as a Registered Health Information Technician (RHIT). Students will review all exam domains, complete practice quizzes, take mock exams, and complete an application for the RHIT credentialing exam. Northwestern College pays for the cost of the exam.

*Prerequisite:* Final quarter status or consent of the Program Director

### **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 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, and HITC.265/266

### **HITC.295** **4 credit hours** **Professional Practicum Experience**

In this capstone course, students will have an opportunity to demonstrate their HIT skills and competencies in a controlled online environment by participating in a combination of projects, utilization of virtual lab applications and skill testing. Students will also be assigned to a healthcare facility for 80 hours of field-based experience. 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 and consent of the Program Director

## **ALLIED HEALTH**

### **HLTH.126** **4 credit hours** **Communication Skills for Healthcare Workers**

This course focuses on communication, learning theories, and practical application of therapeutic communication in a variety of 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.131** **4 credit hours** **Principles in Billing and Coding**

Translate medical terms into codes used for billing; understand the insurance billing and reimbursement process learn concepts in patient accounts, collections, practice management and banking services and procedures with software applications with SimChart simulation accessibility.

*Prerequisites:* HLTH.142 and HLTH.205

### **HLTH.140** **3 credit hours** **Medical Terminology**

This course is a technical approach to medical vocabulary studying word elements. Emphasis is placed on spelling, pronunciation, and word analysis. Study focuses on anatomical, diagnostic, operative, and symptomatic terms that apply to each body system and medical specialty.

*Prerequisite:* None



## COURSE DESCRIPTIONS

### **HLTH.141** 3 credit hours

#### **Medical Terminology in Medical Imaging**

This course covers a wide range of medical nomenclature which concentrates on word stems, prefixes, suffixes and abbreviations which are common to the paramedical and medical professions. As word building is developed, an extensive medical vocabulary is achieved. An emphasis is placed on specific medical nomenclature, pathology, and abbreviations relevant to each body system and the radiography field.

### **HLTH.142** 4 credit hours

#### **Medical Terminology**

This course is a technical approach to medical vocabulary studying word elements. Emphasis is placed on spelling, pronunciation, and word analysis. Study focuses on anatomical, diagnostic, operative, and symptomatic terms that apply to each body system and medical specialty.

### **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.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.

*Prerequisite: HLTH.151*

### **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 ordering of supplies and equipment. Additionally, students review health insurance, claims processing, and billing procedures. SimChart for the Medical Office assignments enforce workflows medical assistants will encounter in most medical offices. The general steps required to complete assignment tasks that are provided in SimChart simulations

### **HLTH.225** 3 credit hours

#### **Pathopharmacology**

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.

*Prerequisites: HLTH.151 and HLTH.161*

### **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.250** 4 credit hours

#### **Anatomy and Physiology for the Medical Assistant**

This course introduces the structure and function of the human body. The cells, tissues, respiratory, digestive, lymphatic, cardiovascular, and functions of the human sensory, urinary, reproductive, nervous, integumentary, endocrine, skeletal and muscular systems with an emphasis placed on integrating the functions of the various systems

*Corequisite: HLTH.142*

### **HLTH.255** 3 credit hours

#### **Medical Law and Ethics for Imaging Professionals**

This course centers on the discussion of moral, legal and ethical concepts which are pertinent to healthcare today. Medicolegal and moral considerations are studied as they relate to the interpersonal relationships between radiographers, patients, and fellow members of the healthcare team.

## **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.

### **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



## COURSE DESCRIPTIONS

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.

### HUMAN RESOURCES

**HUMR.330** 4 credit hours

#### Strategic Staffing

This course is designed to provide students with critical managerial tools, including general principles of human resources management and negotiations skills, which will improve their interpersonal skills and their knowledge of the current legal environment in which they much effectively operate.

**HUMR.410** 4 credit hours

#### Organizational Leadership

This course focuses on how leaders use influence on direct and coordinate the activities of an organization. Students examine the theories and models of leadership, environmental pressures, organizational objectives, company culture, and individual and group ethical standards, and apply theories through case analysis.

**HUMR.425** 4 credit hours

#### Employment Law

Students will study current legislation and analyze its impact on human resources policies and practices.

### LOGISTICS

**LSCM.310** 4 credit hours

#### Logistics and Supply Chain Management

This course focuses on analysis and design of domestic and international logistic systems. Topics include transportation, warehousing, inventory control, materials handling and packaging, and plan and warehouse locations within and between firms. Emphasis is on concepts and practices that provide a competitive advantage.

### 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, 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.

**MATH.200** 4 credit hours

#### College Algebra

In this course, students will further develop their algebraic skills. The concept of a function as a tool to model the real world will

play a central role. Polynomial, rational, exponential and logarithmic functions will be studied, along with techniques for solving equations and inequalities, complex numbers, operations on functions and inverse functions. A graphical approach will be utilized throughout, with an emphasis on solving application problems.

*Prerequisite: MATH.112*

### MEDICAL SCIENCE

**MEDS.121** 4 credit hours

#### Clinical Assisting Skills

A skills class taught in a laboratory 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.

*Prerequisites: HLTH.142 and HLTH.250*

*Corequisites: HLTH.240*

**MEDS.171** 4 credit hours

#### Specialized & Diagnostic Procedures

In this course, 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: HLTH.142 and HLTH.250*

*Corequisite: MEDS.121*

**MEDS.221** 4 credit hours

#### Clinical Laboratory

Students will learn how to take inventory of the supplies on hand to determine what is needed. Venipuncture skills are introduced 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, also becoming familiar with the use of an automated chemistry analyzer. Selected chemistries ordered by physicians are taught and performed. Correlation of abnormal chemistries and disease are 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 a variety of diagnostic test i.e. pregnancy, mono, strep, influenza testing.

*Prerequisites: MEDS.121 and MEDS.171*



## COURSE DESCRIPTIONS

### MEDS.236

4 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. Administer medications, including techniques for oral, topical, and parenteral administration, pharmacology mathematics, including conversions between systems, and dosage calculations, safety and OSHA is stressed.

*Prerequisites:* MEDS.121 and MEDS.171

*Corequisite:* MEDS.221

### 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 or externship coordinator

## NURSING

### NURS.099

0 credit hours

#### Foundational Academic Skills for Nursing

The purpose of this course is to prepare students for academic success in the nursing education program. Students will learn test taking skills and will review content in reading, mathematics, science, and English language usage. \*If an Incomplete is posted for this course students have until the completion of their Pre-Nursing courses to earn a passing grade in this this course.

*Prerequisite:* Conditional Admission to Nursing program

### NURS.101/NURS.101L

4/0 credit hours

#### Fundamental Concepts in Nursing/Lab

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:* Admission to the Nursing program and completion of Castle Branch requirements; NURS.104, NURS.105, NURS.105L, and NURS.116

*Corequisite:* NURS.101CL

### NURS. 101CL

2 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:* Admission to the Nursing program and completion of Castle Branch requirements; NURS.104, NURS.105, NURS.105L, and NURS.116

*Corequisite:* NURS.101

### NURS.104

2 credits

#### Nursing Seminar

This course is designed to help students learn and improve skills and strategies that are essential to academic success in the nursing program. This course will enable students to understand their learning styles, personal goals, and critical thinking abilities. This course will introduce students to a concept-based curriculum and the technological integration of Assessment Technologies Institute (ATI) resources for academic reinforcement. Through assessments, learning activities, application, and reflection, the material covered in this course should support and assist students in their nursing courses. Students will develop a greater sense of purpose for, and commitment to, being in the nursing program, by connecting aspirations and academic expectations.

*Prerequisite:* ENGL.100, MATH.112, and SCIE.115

*Corequisite:* NURS.099

### NURS.105/NURS.105L

4/0 credit hours

#### Physical Assessment/Lab

This course will enable the students to understand the concepts and theory related to the physical assessment. Of adult patients and older patients as well as obtaining the knowledge regarding usual versus unusual physical findings, and health promotion. This course will have a lab component where physical assessment skills are practiced.

*Prerequisite:* COMM.100, ENGL.100, HUMN.200, MATH.112, NURS.104, SCIE.115, SCIE.125, SCIE.135, and SOCS.200;

*Obtain minimum TEAS requirement*



## COURSE DESCRIPTIONS

### **NURS.108** **3 credit hours** **Introduction to Pharmacology and Dosage Calculation**

This introductory course prepares students with the knowledge, skills and behaviors essential to safe and effective medication administration. Students will learn principles of drug action, drug interaction, drug side effects and risks associated with major drug categories. Strategies to reduce errors in medication administration will be covered. Additionally, the course will emphasize mathematical skills needed to make dosage and drug calculation accurate. The roles of the physician, the nurse and the pharmacist in medication management will be examined.

*Prerequisite:* Admission to the Nursing program and completion of Castle Branch requirements; NURS.104, NURS.105, NURS.105L, and NURS.116

*Corequisite:* NURS.101/101L and NURS.101CL

### **NURS.109** **3 credit hours** **Pharmacology and Nutrition**

Building on NURS 108 Introduction to Pharmacology and Dosage Calculation, this course introduces more complicated medication administration and calculations. Emphasis is placed on medications administered via intravenous routes, including intravenous fluid administration, infusion therapies and parenteral drugs. 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. Students will also be introduced to information about nutrition across the lifespan by examining sources of nutrition, food safety, and nutritional assessment of patients. Modified and therapeutic diets including enteral and parenteral diets will be covered along with common alterations in nutrition caused by disease and illness.

*Prerequisite:* NURS.101, NURS.101CL, and NURS.108

*Corequisite:* NURS.145 and NURS.145CL

### **NURS.116** **4 credit hours** **Pathophysiology**

This course focuses on the pathophysiology of common disease conditions affecting human beings across the lifespan. Content builds on basic anatomy and physiology, microbiology, and content obtained from earlier courses. The pathophysiologic basis of common health alterations and associated clinical manifestations are explored.

*Prerequisite:* COMM.100, ENGL.100, HUMN.200, MATH.112, NURS.104, SCIE.115, SCIE.125, SCIE.135, and SOCS.200;

*Obtain minimum TEAS requirement*

### **NURS.120/NURS.120L** **4/0 credit hours** **Psychiatric/Mental Health Nursing-Clinical**

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.151 and NURS.151CL

*Corequisite:* NURS.120CL

### **NURS.120CL** **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.151 and NURS.151CL

*Corequisite:* NURS.120

### **NURS.130/NURS.130L** **4/0 credit hours** **Maternity/Women's Health Nursing/Lab**

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.255 and NURS.255CL

*Corequisite:* NURS.130CL

### **NURS.130CL** **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.255 and NURS.255CL

*Corequisite:* NURS.130

### **NURS.145/NURS.145L** **4/0 credit hours** **Medical/Surgical Nursing I/Lab**

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





## COURSE DESCRIPTIONS

assessment, analysis, planning, implementation, and evaluation. The student plans care that meets the psychological, social, educational, and physical needs of the client.

*Prerequisite:* NURS. 101, NURS. 101CL, and NURS. 108

*Corequisite:* NURS. 109, NURS. 145, and NURS. 145CL

### **NURS.145CL 2 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. 101, NURS. 101CL, and NURS. 108

*Corequisite:* NURS. 109 and NURS. 145

### **NURS.151/NURS.151L 4/0 credit hours**

#### **Pediatric Nursing/Lab**

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. 130 and NURS. 130CL

*Corequisite:* NURS. 151CL

### **NURS.151CL 2 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. 130 and NURS. 130CL

*Corequisite:* NURS. 151

### **NURS.255/NURS.255L 4/0 credit hours**

#### **Medical/Surgical Nursing II/Lab**

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. 109, NURS. 145, and NURS. 145CL

*Corequisite:* NURS. 255CL

### **NURS.255CL 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. 109, NURS. 145, and NURS. 145CL

*Corequisite:* NURS. 255

### **NURS.267 4 credit hours**

#### **Population Focused Nursing Concepts**

This course introduces concepts of community health utilizing the population focused nursing process. Included are levels of disease prevention, principles of epidemiology, community assessment, environmental health, disaster preparedness, and professional nursing roles and interprofessional collaboration in various community settings. Emphasis is on health promotion, risk reduction, and disease management across the lifespan in selected community settings.

*Prerequisite:* NURS. 151 and NURS. 151CL

*Corequisite:* NURS. 120 and NURS. 120CL

### **NURS.278 3 credit hours**

#### **Nursing Professional Development and Leadership**

Complexity, chaos, high rates of change, serious safety and quality issues, and workforce shortages in health care are some of the reasons why clinical leadership is important. It is crucial to prepare nurses for key roles in the health care delivery system, both for present jobs and for potential future opportunities. The challenge for clinical leadership is how to structure the knowledge, skills, and abilities required so that nurses provide leadership and continue to expand their knowledge and skills.

*Prerequisite:* NURS. 151 and NURS. 151CL

### **NURS.279 4 credit hours**

#### **Nursing Leadership, Management, and Professionalism**

This course is designed to develop the students' supervision and management skills, as applied to the health care setting. Topics include, staffing, strategic planning, ethical issues, organizational skills, delegation, professional responsibility and accountability, leadership styles and behaviors. The student will learn to utilize critical thinking skills in problem solving as a nursing leader. Discuss current political, social, and professional nursing issues are also presented in the course. Included is a discussion of legal and ethical issues that pose challenges for nursing student 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.

*Prerequisite:* Final quarter status





## COURSE DESCRIPTIONS

### **NURS.280**

**4 credit hours**

#### **Nursing Concept Integration**

This course provides a comprehensive review of the knowledge, skills and behaviors required for entry-level nursing practice. The students will also learn best practice for test-taking, study skills and strategies to reduce test anxiety. Students will complete the ATI Capstone Modules and tests will be administered to assess proficiency with nursing concepts. During the term, students will also complete a 3 day live review session with an ATI nurse educator followed by completion of the ATI comprehensive predictor. Based on the student's score on the predictor they will either remediate or prepare to take the licensure exam (NCLEX). The predictor will be used as the final exam in the course.

*Prerequisite: Final quarter status*

## **RADIOLOGIC TECHNOLOGY**

### **RADS.100**

**3 credit hours**

#### **Fundamentals of Radiography**

This course introduces the beginning radiography student to the organization of medical centers/hospitals, diagnostic imaging departments, and the radiography program. 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. This course also includes an introduction to advanced imaging modalities including cardiovascular interventional, mammography, nuclear medicine, radiation therapy, bone densitometry, computed tomography, medical sonography, and magnetic resonance imaging.

*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 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 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 I**

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.109**

**1 credit hour**

#### **Academic Skills for the Radiologic Technology Program**

The purpose of this course is to prepare students for academic success in the radiography education program. Students will learn test taking skills and will review content in reading, mathematics, science, and English language usage.

*Prerequisite: Conditional Admission to Radiologic Technology Program*



## COURSE DESCRIPTIONS

### **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 visceral thorax and abdomen are covered. 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**

In this beginning course of laboratory instruction students are orientated to Programmatic and Institutional policies, protocols, and administrative procedures. This course includes a detailed review of the following: program student handbook, required clinical vaccinations, immunizations, CPR, health and liability insurance, computer based training modules, safety videos, and electronic record keeping system for clinical practicum. This course also includes discussion demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which corresponds 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**

This course covers radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation for anatomical areas of upper extremities, (finger, hand, wrist, forearm, elbow, humerus) and shoulder girdle.

*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 lower extremities, (toe, foot, ankle, lower leg, knee and femur), hip and pelvis, esophagus and stomach. Contrast media, its classifications, precautions, selection, and adverse patient reactions as it relates to the studied procedures are also discussed.

*Prerequisite: RADS.120 with a grade of C or better*

### **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.

*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. 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 small intestine, large intestine, urinary system, and vertebral column.

*Prerequisite: RADS.130 with a grade of C or better*



## COURSE DESCRIPTIONS

### **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.162C** 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.

*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.108 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 of a research presentation.

*Prerequisites: RADS.210 and RADS.211 with a grade of C or better; SCIE.115*

### **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: RADS.105 with a grade of C or better and SCIE.115*

### **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.210 and RADS.211 with a grade of C or better*

### **RADS.210** 3 credit hours

#### **Radiographic Procedures V**

This course includes radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation of the bony thorax, skull, paranasal sinuses, and facial bones. This course focuses on developing critical thinking and problem-solving skills (trauma radiography). There is discussion of specialized radiographic procedures including: arthrography/myelography, special procedures, arteriography, venography, and cardiac catheterization/interventional radiology.

*Prerequisite: RADS.140 with a grade of C or better*

### **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. Indirect supervision of students is stressed to promote independent problem-solving and overall confidence in clinical abilities.

*Prerequisite: RADS.162C with a grade of C or better*

### **RADS.219** 2 credit hours

#### **Introduction to Registry Review**

This course is the first of two courses to provide students with an introductory review of curriculum content and Radiography Examination Content Specifications, as outlined by the national certifying organization. Simulated registry examinations are conducted throughout the course.

*Prerequisite: RADS.201, RADS.205, RADS.210, RADS.211, and RADS.162C with a grade of C or better*



## COURSE DESCRIPTIONS

### **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, RADS.212C, and RADS.219 with a grade of C or better

### **RADS.222C**

**3 credit hours**

#### **Clinical VI**

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 five clinical courses. Indirect supervision of students is stressed to promote independent problem-solving and overall confidence in clinical abilities. The student may be introduced to other imaging modalities (e.g. sonography, invasive cardiology, computerized tomography). The application of venipuncture may be included.

*Prerequisite:* RADS.212C with a grade of C or better

## **SCIENCES**

### **SCIE.115**

**6 credit hours**

#### **Anatomy and Physiology I with Lab**

This course provides 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 the laboratory component.

### **SCIE.125**

**6 credits**

#### **Anatomy and Physiology II with Lab**

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 the laboratory component.

*Prerequisite:* SCIE.115

### **SCIE.135**

**6 credits**

#### **Microbiology with Lab**

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. This course includes the laboratory component.

## **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.

### **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.

### **SOCS.250**

**4 credit hours**

#### **Abnormal Psychology**

This course gives an overview of symptomology and treatment of common DSM-5 diagnoses. Topics will include psychopathology, stigmatization, etiology, psychotherapy, and DSM-5 disorders.

### **SOCS.340**

**4 credit hours**

#### **Research Methods**

This course provides an introduction to scientific and experimental methodology. Topics covered include the scientific method, research design, the ethics of conducting research with human subjects, APA style, sampling methods, and data analysis.

*Prerequisite:* SOCS.310



# 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.

**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.

**Bachelor's Degree:** Awarded after successful completion of required courses within a program and a minimum of 180 quarter credit hours. Typically completed by a full-time student within four years.

**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., HITEC – Health Information Technology.

**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 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.

**Distance Learning.** A method of course delivery that allows students to participate in coursework via the Internet or other media.





## GLOSSARY OF TERMS

**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.

**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.

**Grant.** Financial assistance based on need awarded to students that does not have to be repaid.

**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.

**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.



## GLOSSARY OF TERMS

**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.

**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.



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# COLLEGE ADMINISTRATION



## ADMINISTRATION

**CYNTHIA BERRYMAN, 2017**

Chief Financial Officer  
B.A., University of Illinois  
M.B.A., DePaul University

**GRISELDA CALDERON, 2010**

Assistant Director of Admissions  
A.A.S., Northwestern College  
B.S., Roosevelt University

**SARAH E. DULAY, 2006**

Director of Library Services  
B.A., Loyola University  
M.L.I.S., Rosary College

**CHRISTINA GARCIA, 2018**

Dean of Academic Affairs  
B.A., Benedictine University  
M.S., Benedictine University

**SARA GETTINGER, 2020**

Director of Financial Aid  
B.A., DePaul University

**RYAN LEWIS, 2015**

Executive Director of Enrollment and Student Services  
B.S., Purdue University

**TINA MARFOE, 1991**

Registrar/Director of Student Support  
A.A.S., Northwestern Business College

**MAURICIO ROSAS, 2023**

Senior Director of Financial Aid Compliance  
B.A., St. Thomas University

**ROBERT RUIZ, 2012**

Network Engineer  
B.S., Technological Institute of Morelia

**MARTA RYBAK, 2017**

Assistant Registrar  
B.A., Roosevelt University

**GAIL SCHUMACHER, 1994**

Executive Vice President  
B.S., Northern Illinois University

**LAUREN W. SCHUMACHER, 2005**

Executive Director of Project Management  
B.A., North Park University  
M.S., Keiser University

**LAWRENCE SCHUMACHER, 1973**

President  
B.A., DePaul University

**LIDIA STANINA, 2012**

Human Resources Manager  
B.A., DePaul University

**WALTER THOMPSON, 2022**

Assistant Director of Financial Aid  
B.A., National Louis University  
M.A., Calumet College of St. Joseph

**TONYA TROKA, 2018**

Chief Academic Officer  
B.A., Northern Illinois University  
M.A., Northern Illinois University  
Ed.D., Northern Illinois University



# FACULTY AND ACADEMIC ADMINISTRATION

## BUSINESS

### SEAN CARUTHERS, 2003

Adjunct Instructor  
A.A.S., Air Force Community College  
B.A., Chicago State University  
M.B.A., Keller Graduate School of Management  
M.I.S.M., Keller Graduate School of Management

## GENERAL EDUCATION

### AMER AWWAD, 2010

Adjunct Instructor  
B.S., York University  
M.B.E., University of Pennsylvania

### NAARAH BRYANT, 2023

Adjunct Instructor  
B.A., Claflin University  
M.Ed., Wheelock College  
M.Ed., Grand Canyon University  
M.A., Grand Canyon University  
Ph.D., Capella University

### BRIAN FOREMAN, 2022

Adjunct Instructor  
B.S., Finlandia University  
M.A., Walden University

### FATECA GRANT, 2022

Adjunct Instructor  
B.S., Mississippi University  
M.S., Mississippi College  
Ed.D., William Carey University

### GERALDINE KUPIEC, 2020

Adjunct Instructor  
B.S., DePaul University  
M.S., DePaul University

### CATHLEEN PHILBIN, 1998

Adjunct Instructor  
B.A., University of Illinois at Urbana-Champaign  
J.D., Loyola University of Chicago School of Law

### POLINA ROBINSON, 2020

Adjunct Instructor  
B.S., National University of Health Sciences  
M.S., New York Chiropractic College  
N.D., National University of Health Sciences

### PETER TIJERINA, 2023

Lead Faculty  
B.A., University of Houston  
M.A., Southern New Hampshire University

## NURSING

### NIKI BRAY, 2022

Adjunct Instructor  
B.S. University of Memphis  
M.S. University of Memphis  
Ed.D. University of Memphis

### PAULETTE JACKSON, 2022

Adjunct Instructor  
B.S.N. Chicago State University  
M.S.N. Walden University

### ERICA KATZ, 2022

Lab Coordinator  
A.A.S., College of Staten Island  
B.S.N., College of Staten Island  
M.S.N., Wagner College

### KIMBERLY LIPPMANN, 2021

Adjunct Faculty  
M.S.N., Elmhurst University  
B.S.N., Loyola University

### JESSICA MCKINLEY, 2018

Lead Faculty  
A.A.S., Moraine Valley Community College  
B.S., Tennessee State University  
B.S.N., Governors State University  
M.S.N., Governors State University

### WANDA MONTEERRUBIO, 2019

Adjunct Instructor  
B.S.N. Chamberlain University  
M.S.N. Walden University

### ELENI-MARIE O'CONNOR, 2021

Associate Professor  
B.S.N., Western Governors University  
M.S.N., Western Governors University

### ANDREA PARAMO, 2023

Instructor  
M.S.N., Western Governors University  
A.S.N., Joliet Junior College

### LAUREN SPRAGGINS, 2018

Dean of Nursing  
B.A., Chicago State University  
B.S.N., Chicago State University  
M.S.N., University of St. Francis  
DNP, University of St. Francis

### PEGGY TABOAS, 2019

Assistant Professor  
B.S.N. Rush University  
M.S.N. Northern Illinois University

### WENDY VILLIES, 2022

Adjunct Instructor  
B.S.N. St. Xavier University  
M.S.N. Olivet Nazarene University

### KIMBERLY WILLIAMS, 2021

Adjunct Instructor  
B.S.N., Governors State University  
M.S.N., Governors State University

## HEALTH SCIENCES

### KEISHA BISHOP, 2016

Program Director  
B.S., University of Phoenix  
M.B.A., Saint Xavier University  
M.S., University of Illinois at Chicago

### GARY M. GRUENEWALD, 2008

Program Director  
Certificate, School of Radiologic Technology  
B.S., University of St. Francis  
M.S., University of St. Francis

### TINA HOLDER, 2021

Adjunct Instructor  
B.S., Illinois State University  
M.S., St. Francis University  
Ph.D., Capella University

### CHANDRA HURT, 2022

Adjunct Instructor  
A.A.S., University of Phoenix  
B.S., Everest College Phoenix  
M.S., Grand Canyon University



## FACULTY AND ACADEMIC ADMINISTRATION

### **RAGAA NAN, 2016**

Adjunct Instructor  
M.D., Assiut University

### **JENNIFER NASH, 2023**

Instructor  
A.A.S., Robert Morris University

### **GLADYS NIEVES, 2017**

Adjunct Instructor  
B.S., Everest University  
M.A., Grand Canyon University

### **ITI SHARMA, 2023**

Adjunct Instructor  
B.S., Rajasthan University of Health  
Sciences

### **STEPHANIE SHEARIN, 2023**

Adjunct Instructor  
A.A.S., Kaplan University

### **PATRICIA SULLIVAN, 2012**

Adjunct Instructor  
B.S., University of Phoenix

### **PRIYANKA TIWARI, 2018**

Adjunct Instructor  
B.S., Maharashtra University of Health  
Sciences  
M.P.H., A.T., Still University

### **KARIN WEILER, 2014**

Associate Professor  
B.A. DePaul University  
M.S. College of St. Scholastica

### **AUTUMN WOLDMAN, 2023**

Instructor / Clinical Coordinator  
A.A.S., Northwestern College  
B.S., National Lewis University

### **CAROL WOOTEN, 2016**

Dean of Certificate Programs  
Certificate, Dental Assistant Academy  
Certificate, Greenville Vocational  
B.S., Grand Canyon University  
M.S., Grand Canyon University

### **RIGOBERTO ZAVALA, 2020**

Assistant Professor  
B.S., Northeastern University





# INDEX



# INDEX

## A

About Northwestern College.....	6
Academic	
Assistance .....	21
Commitment .....	23
Concerns .....	42
Honors .....	29
Integrity.....	25
Policies.....	25
Standards.....	27
Year .....	23
Academic Standards for All Students	29
Access to Campus Facilities.....	36
Accreditations and Approvals .....	8
Activities/Organizations.....	21
Adding Classes .....	24
Administration and Staff .....	105
Administrative Withdrawal .....	25
Admissions .....	11
Decision.....	12
Guidelines.....	11
Procedures .....	12
Requirements .....	11
Appeal Approval/Probation Status/Academic Plan .....	32
Appeal Process .....	31
Assessment of Student Learning .....	24
Associate Degree Programs	
Business Administration.....	48
Health Information Technology .....	49
Nursing .....	53, 57
Radiologic Technology .....	57
At-Large Students .....	11

## B

Bachelor's Degree Programs	
Business Administration.....	64
Health Information Management .....	67
Board of Directors .....	10
Bulletin Boards .....	33
Business Administration	
Associate Degree Programs .....	48
BUSINESS ADMINISTRATION.....	48

Business Office .....	14
-----------------------	----

## C

Calculation Information .....	17
Calendar .....	23
Campaigning on Campus .....	33
Career Assistance.....	21
Certificate Programs	
Coding Specialist.....	72
Dental Assisting .....	75
Medical Assisting.....	77
Certificate Requirements .....	32
Change of Major .....	24
Change of Schedule .....	24
Children on Campus .....	33
Class Schedule .....	24
Clinicals .....	23
Commencement Exercises.....	32
Computers and Electronics .....	36
Corequisites.....	26
Course Descriptions	
Allied Health.....	90
Business Administration .....	82
College Success and Life Skills .....	83
Communications.....	84
Computer Science.....	84
Dental Assisting .....	85
English .....	86
Health Information Technology.....	86, 88
Mathematics.....	92
Medical Science .....	92
Radiologic Technology.....	96
Sciences.....	99
Social Sciences .....	99
COVID-19 .....	34
Credit Hour Overload .....	23
Credits.....	27
Criminal History Policy.....	11

## D

Deferments.....	16
Definition of Credit Hour.....	23
Departmental Requirements .....	26, 32

Direct Loans .....	19
Direct PLUS Loan .....	20
Directory Information.....	45
Disciplinary	
Sanctions.....	41
Dropping Classes .....	24
Drug and Alcohol Policy .....	35
Dual Degrees .....	26

## E

Employment.....	19
Equal Educational Opportunity.....	6
Externships .....	23

## F

Federal Pell Grant .....	19
Federal Work Study.....	19
Fees .....	14, 16
FERPA.....	44
Financial .....	14
Assistance .....	19
Information.....	14
Responsibility .....	14
FSEOG grants .....	19

## G

General Education .....	26
Goals .....	26
Requirements .....	26
Glossary of Terms .....	100, 101
Grade Point Average.....	28
Grade Reports.....	29
Grades.....	28
Graduation.....	32
Requirements .....	32
Grants .....	19

## H

Harassment Complaint.....	44
Hazing.....	35
HEALTH AND SAFETY .....	34
Health Services .....	34

# INDEX

History .....	7
HS VALIDITY PROCEDURE .....	12

## I

Identification Cards .....	36
----------------------------	----

## L

Liability for Personal Property .....	33
Library/Resource Center .....	22
Loans .....	19
Locations .....	8
Lost and Found .....	33

## M

MAP grants .....	19
Methods of Payment .....	14
Mission .....	6

## N

NC's Institutional Focus .....	6
New Student Orientation .....	22
Nursing .....	53
Nursing program .....	53, 57

## O

Oak Lawn campus .....	8
Online campus .....	8
Other Fees .....	14

## P

Participation .....	25
---------------------	----

Peer to Peer File Sharing .....	38
Practicums .....	23
Prerequisites .....	26
Program Delivery Mode .....	46
Program Mission Statements .....	9

## R

Radiologic Technology .....	57
Reentering Students .....	26
Refund Disbursement .....	17
Refund Sequence .....	17
Registration Procedures and Policies .....	24
Repeating a Class .....	25
Reporting Crimes and Emergencies .....	36
Residency Requirements .....	24
Responsibility	
NC .....	23
Student .....	23
Return of Title IV Funds .....	17

## S

Satisfactory Academic Progress (SAP) .....	29
School Closing .....	33
Security .....	35
of Campus Facilities .....	36
Smoke-Free Environment .....	35
Solicitation on Campus .....	33
Student	
Classifications .....	23
Conduct Code .....	39
Email Account .....	33
Lounge .....	34
Organizations .....	21
Records .....	44

Responsibilities, Policies, and Procedures .....	33
--	----

Student Affairs .....	21
Student Complaint Process .....	41
Student Dress Code/Uniform Policy .....	33
Student Policy .....	15
Student Withdrawal .....	14
Students with Disabilities .....	33

## T

Title IV Excess Funds .....	14
To NC from Foreign Colleges .....	24
To NC from U.S. Colleges .....	23
Transcripts .....	26
Transfer from Non-Regionally Accredited Institutions .....	24
Transfer from Regionally Accredited Institutions .....	24
Transfer of Credits .....	23
Transfer Students .....	11
Tuition .....	14
Tuition and Fees .....	14
Tuition Disclaimer .....	14
Tuition Payments .....	14

## V

Values .....	6
Veterans Benefits .....	20

## W

Wireless Phones and Other Electronic Devices .....	38
--	----