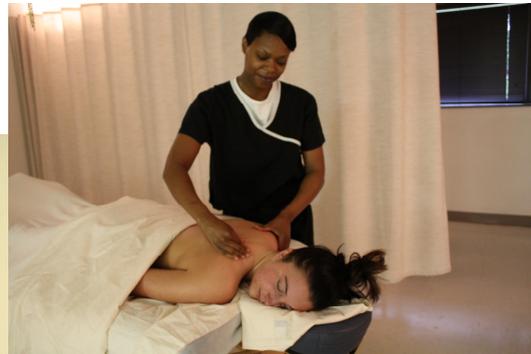




**MIDWEST INSTITUTE**  
**CATALOG 2017**



**Fenton Campus (Main)**  
**964 S. Highway Drive**  
**Fenton, MO. 63026**  
**314-965-8363**

**Earth City Campus (Non Main)**  
**4260 Shoreline Drive**  
**Earth City, MO. 63045**  
**314-344-4440**

[www.midwestinstitute.com](http://www.midwestinstitute.com)

**Since 1965**

# INTRODUCTION



**Midwest Institute**



\*Pictures from  
Earth City Campus



**All photos on front and back cover are at Earth City Campus**

Midwest Institute opened in Kirkwood, Missouri in 1965. In 1985, to meet the demand for qualified medical assistants, the Institute began satellite classes in St. Charles, Missouri. The satellite campus of Midwest Institute, now located in Earth City, Missouri, continues to meet today's employment demands by providing expanded program offerings in the medical, dental, and veterinary fields. Midwest Institute now strives to meet the demands of employers in the heating & cooling industry with the addition of an HVAC Technician and AOS HVAC/R Specialist programs to the Earth City and Fenton campuses program offerings. The Main campus is now located in Fenton, MO..

## **MISSION STATEMENT**

*Midwest Institute is dedicated to training select women and men for professional service to the community. The school's goal is to provide a strong educational program for persons with a sincere interest in the achieving career goals. The curriculums are industry relevant and emphasize the technical skills required to be successful in their chosen field. Midwest Institute's programs encourage and develop the maturity and confidence necessary to serve the public well, and an appreciation of the high ethical standards and expectations of their chosen profession. Midwest Institute delivers the fundamentals to promote maturity, confidence, and the professionalism necessary to be successful in a competitive market.*

## **INSTITUTIONAL OBJECTIVE**

For more than 51 successful years in the St. Louis area, Midwest Institute has been committed to educating and assisting in job placement for its students entering their chosen career path.

The Institute was founded by Elizabeth Shreffler. The school is a Sub Chapter S corporation, Christine Shreffler is president and secretary of this corporation. Both Campuses are under the same ownership.

**This catalog presents information for both the Earth City and Fenton Campus, All Program information, policies and rules and regulations apply to both campuses unless specifically stated.**

***This Catalog is current as of the print date. Midwest Institute reserves the right to update the contents of this catalog as requirements by the US Dept. of Education, Missouri Department of Higher Education, ABHES or any other affiliated agency may require. All disclosures are included in the current catalog.***

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**VISIT US AT OUR WEBSITE!!**

**[www.midwestinstitute.com](http://www.midwestinstitute.com)**

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April 2017

## **CURRICULUM AND INTERNSHIP**

Graduates of Midwest Institute are prepared professionally and technically for their chosen work environment.

The curriculum is based on lectures, demonstration, lab work, and a supervised internship or clinical.

Full-time certificate students meet in the classroom for 28 weeks during the day and evening students meet for 44 weeks. Full time degree students meet for 60 weeks during the day and evening students meet for 92 weeks. HVAC students meet for 32 weeks day/40 weeks evening, AOS HVAC/R Specialist students meet for 64 weeks day/80 weeks evening, Surgical Tech students meet for 67 weeks day. Students learn medical terminology, anatomy, medical office, business and computer skills clinical assisting skills, first aid and emergency care. Using laboratory equipment, they become familiar with the routine procedures frequently conducted in the doctor's offices, by HVAC technicians, or any environment they will work in, as well as with terminology and equipment maintenance.

When classroom training has been completed for the allied health programs, each student is assigned an internship in a physician, dental, pharmacy or veterinary office/clinic. The internship allows the student to go into an office setting, work with a doctor and put into practice the lessons learned in the classroom. Internships are 160 hours for certificate programs that require internship and should be completed in four weeks, Vet Tech internship is 260 hours and should be completed in 7 weeks, Surg Tech internship is 520 hours and should be completed in 13 weeks. Extensions may be granted to students who are not able to intern on a full-time basis. Approval must be granted and arranged by the program coordinator. Massage Therapy program students will attend a 160 hour Massage Clinic on campus. HVAC and HVAC/R Specialist students do not have an internship.

The skill and self-confidence that this training offers is a must for an assistant. The internship/clinic allows students to gain practical experience before accepting a permanent position, and it is often the deciding factor in finding employment with the physician, dentist, veterinarian, spa or hospital.

## **ADMISSIONS**

Applicants must be at least 17 years of age and have a high school diploma or GED.

Persons interested in applying to Midwest Institute may phone, email or write for an interview appointment. Following the interview, the applicant must complete a written application for review and evaluation by a school official. Admission is based to a great extent on the applicant's interest in the paramedical and HVAC fields, responsible attitude and maturity. If for any reason an applicant is not accepted, all fees paid to the school will be refunded.

Admission to any one program does not automatically qualify students for admission into any other program. Students must meet all requirements for each program. Acceptance into any program is not guaranteed. Surgical Technology students and Veterinary Technician students must pass an entrance exam prior to enrollment.

**\*All students will be given a copy of program syllabus at the time of school orientation.**

### **Re -Admission Policy**

Any student who has previously attended Midwest Institute but did not graduate and re-applies in less than a year will be evaluated by the Campus Director, Director of Education and Program Director, who will determine if the circumstances and time frame will allow the student to return. Any student who returns to the same program after 180 days will be considered a new start and will be subject to charges in addition to the balance from the previous start. Returning students are subject to all admissions requirements in effect at the time of re-entry. Any student returning after one year may be required to retake previously completed courses. All returning students are assessed on an individual basis. Students who are terminated must submit a written plan outlining how they will correct the issues that led to the termination.

**Online and Online/Hybrid programs:** The Readiness Assessment must be completed and the student must meet the appropriate indicator levels prior to enrollment. This is an assessment to gauge the competency and skill level for the online learning environment. This assessment indicates the degree to which an individual student possesses attributes, skills and knowledge that contribute to success in learning.

## **NON-DISCRIMINATION POLICY**

Midwest Institute is an equal opportunity educational institution. No persons will be denied admission, graduation, or any other rights or privileges on the basis of sex, race, age, creed, religion, national origin or handicap.

## FACULTY, STAFF AND FACILITIES

**Fenton Campus:** Midwest Institute maintains classrooms, examination rooms laboratory classrooms, a farm and administrative offices. Laboratory equipment includes computers, microscopes, centrifuges, electrocardiograph machines, a colorimeter, IV, equipment for hematology and urinalysis and a complete medical and dental exam rooms and a complete Veterinary clinic. Staff instructors are registered nurses, veterinarians, and registered medical/dental/veterinary personnel who are experts in their subject matter areas. This campus are handicap accessible.

**Earth City Campus:** Midwest Institute maintains classrooms, examination rooms, massage therapy rooms, laboratory classrooms, and administrative offices. Laboratory equipment includes computers, massage tables /chairs, microscopes, centrifuges, electrocardiograph machines, a colorimeter, IV, pharmacy flowhood, equipment for hematology and urinalysis and a complete medical and dental exam room, surgical lab and complete HVAC shop This campus are handicap accessible.

(A document detailing faculty credentials and an inventory of current equipment is available from the administration.)

### ACCREDITATION

Midwest Institute is Institutionally accredited by the Accrediting Bureau of Health Education Schools which is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. code and subsequent legislation. ABHES, 7777 Leesburg Pike, Suite 314 N. ,Falls Church, Virginia 22046, phone 703-917-9503.

### APPROVAL TO OPERATE

Both campus' are approved to operate by the Missouri Department of Higher Education.

### AFFILIATIONS

Midwest Institute is approved by Vocational Rehabilitation for the State of Missouri, Workforce Investment Act, the Social Security Administration, the U.S. Department of Justice, Immigration and Naturalization Service and Veterans Administration (VA).

### TUITION AND FINANCIAL ASSISTANCE

Tuition payments may be made without interest while the student is attending classes. A registration fee of \$75.00 is required upon acceptance to a program.

Scrubs and approved tennis shoes are required and must be furnished by the student in all programs, Veterinary students may wear veterinary scrubs. HVAC students must wear khaki shirt and pants, belt and work boots. The estimated cost of uniforms and shoes for the students is \$150.00.

Professional liability insurance, necessary during internship, is provided by the school. A health insurance policy is required for all veterinary assisting students.

Financial Assistance is available for students from a number of sources, including government assistance programs. Title IV: Federal Student Grants (PELL grant) and Student Direct Loans are available to students who qualify. Additional information on current funding sources is available from the Financial Aid Office. Any further information needed regarding Financial Assistance contact the Asst. to the Director of Financial Aid.

**Disbursements:** Pell 1st disbursement requested upon class start– Direct Loan 1st disbursement requested 30 days after start date. Second disbursements for Pell and Direct Loan are earned once half the payment period and half the work are completed (generally: 16 weeks for day students and 20 and 24 weeks for evening)

#### National Student Loan Data System (NSLDS)

Please note that students and parents of students who apply for and receive Title IV loans will be submitted to NSLDS which is accessible by authorized agencies, lenders and institutions.

### ABILITY-TO-BENEFIT (ATB )

The Ability to Benefit exam (ATB) is no longer offered at Midwest Institute as of 7/1/12. You must have a high school diploma, GED or must have been enrolled in a post secondary program prior to 7/1/12 as an ATB student to meet the criteria to enroll. Proof of the ATB Exam with a passing grade must be provided prior to enrollment.

# MEDICAL ASSISTING PROGRAM

## Certificate



Earth City Campus

### OBJECTIVES:

1. Prepare students to support and assist the physician in the medical office with clinical applications
2. Train students in the five major areas:
  - a. Anatomy & Physiology
  - b. Medical Terminology
  - c. Assisting Procedures
  - d. Laboratory Techniques
  - e. Front Office Administrative Procedures
3. Provide students with practical experience (hands on) in concert with their classroom training.
4. Provide training and counseling in professionalism, appearance and decorum necessary to secure employment in the paramedical field.
5. Provide an internship program where students can develop and refine skills learned in the classroom.
6. Produce a graduate of quality prepared to engage in clinical tasks.

This program will normally be completed in 32 weeks (48 weeks for evening and online/hybrid students). Upon successful completion of this program, students will receive a certificate.

Total Semester Credits: 33.0  
Contact Hours 720

**\*day and evening hours available at both the Fenton and Earth City campus\*.**

**This program offers two methods of delivery: residential and an online/hybrid format (72% online 28% residential).**

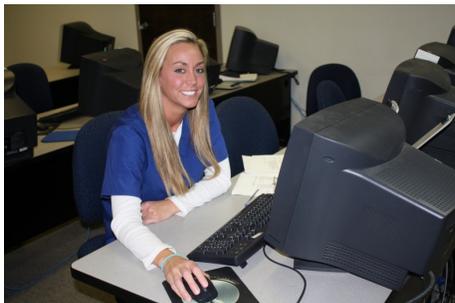
### Required Courses:

MA:126 Anatomy & Physiology/Terminology  
MA:158 Employment Preparation  
MA:159 Medical Assisting Procedures  
MA:115 Laboratory Procedures

MA:104 Medical Administrative Procedures  
PSYCH:101 Psychology  
MATH:101 Math for Medicine  
Internship

# HEALTHCARE INFORMATION SPECIALIST PROGRAM

## Certificate



Earth City Campus



### OBJECTIVES:

1. Prepare students as efficient and versatile office administrative assistants within the medical office.
2. Train students in the five major areas:
  - a. Anatomy & Physiology
  - b. Medical Procedural Terminology
  - c. Bookkeeping & Insurance Coding & Billing
  - d. Legal and ethical issues in medical claims
  - e. Front office procedures
  - f. Medical office computer program
3. Provide students with practical experience (hands on) in concert with their classroom training.
4. Provide training and counseling in professionalism, appearance and decorum necessary to secure employment in the paramedical field.
5. Provide a Medical Office Virtual Lab course for students to develop and refine skills learned in the classroom.
6. Produce a graduate capable of performing all program skills as a marketable individual.

This program will normally be completed in 48 weeks and is fully online. Upon successful completion of this program, students will receive a certificate.

Total Semester Credits: 34.5  
Contact Hours 720

**\*available at the Earth City Campus**

### Required courses:

MOCB:126 Anatomy & Physiology/Terminology  
MOCB:117 Medical Insurance Coding & Billing  
MOCB:101 Keyboarding  
MOCB:131 Front Office Skills

COM:101 Healthcare Communications  
Medical Office Virtual Lab

# SURGICAL TECHNOLOGY PROGRAM

## AAS Degree



### OBJECTIVES:

1. Provide students with a solid foundation of knowledge and skills that will enable them to seek an entry-level position on a healthcare team. .
2. Train students in four major areas:
  - a. Anatomy & Physiology
  - b. aseptic techniques
  - c. general and specialty surgical procedures and techniques
  - d. medical terminology
  - e. Office Procedures
3. Provide students with practical operating room experience (hands on) in concert with their classroom training.
4. Provide training and counseling in professionalism, appearance and decorum necessary to secure employment in the paramedical field.
5. Provide an externship where students can develop and refine skills learned in the classroom.

This program will normally be completed in 85 weeks. Upon successful completion of this program, students will be issued an Associate of Applied Science Degree.

Total Semester Credits: 77

Contact Hours: 1740

*\*offered at the Earth City Campus. \*All prospective students must pass an entrance exam prior to enrollment. Students must complete 120 surgical cases and all other required paperwork. Students must complete 500 extern hours. Extern hours are DAY ONLY! No evening externship available. Complete all required didactic portion of the program. Students must have a minimum of a 2.0 GPA in order to complete the program. Midwest Institute is institutionally accredited. This program is approved for Programmatic Accreditation through ABHES. This process allows graduates to sit for the certification exam. **Method of delivery for this program is residential.***

**All students must acquire documentation for required vaccinations and a background check prior to externship.**

---

### Required courses:

ST169	Career Preparation	ST168	Medical Terminology
ST170	Infection Control	ST171	Law & Ethics / OR Facility
ST172	Special Senses	ST183	Reproductive Surgery
ST174	Anesthesia / Pharmacology	ST175	Instrumentation / Supplies
ST186	Orthopedic Surgery	ST177	Specialty Surgery
ST178	Positioning / Prepping/Head and Neck Surgery Procedures	ST179	Life & Death in the OR
ST180	Cardiovascular System / Surgery	GE220	Computer Applications
GE203	General Psychology	GE104	Critical Thinking /Problem Solving
GE210	Dimensions of Human Relations	GE205	Engaging in Communication
		ST296	Externship

# PHARMACY TECHNICIAN PROGRAM

## Certificate



Earth City Campus



### OBJECTIVES:

1. Train students to assist the pharmacist in the pharmacy setting.
2. Train students in five major areas:
  - a. Anatomy & Physiology
  - b. Medical Terminology
  - c. Pharmaceutical Calculations
  - d. Pharmacology I & II
  - e. Pharmacology Practice Lab
3. Provide students with practical experience (hands on) in concert with their classroom training.
4. Provide necessary training and counseling in professionalism, appearance and decorum necessary to secure employment in the pharmaceutical field.
5. Provide an internship program where students can develop and refine skills learned in the classroom.

This program will normally be completed in 48 weeks this is an Online/Hybrid program. Upon successful completion of this program, students will receive a certificate.

Total Semester Credits: 38.0  
Contact Hours: 979.5

- This program is offered at the Earth City campus for day and evening hours. \*\*Students must have a GED or high school diploma to enroll in this program. \*\*Students must apply for a Pharmacy license with the State Board of Pharmacy. Which requires a background check. There are two methods of delivery for this program : residential and online/hybrid.

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### Required courses:

PHT:115 Medical Law & Ethic

COM:103 Communication Skills

PHT:129 Pharmacology

PHT:158 Pharmaceutical Calculations

Clinical Internship

PHT:149 Medical Terminology

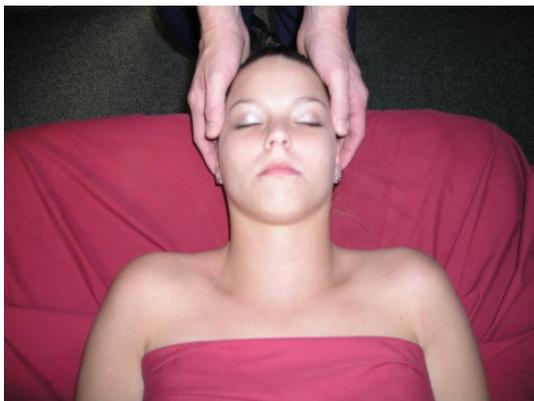
PHT:126 Anatomy & Physiology

PHT:131 Pharmacology Practice Lab

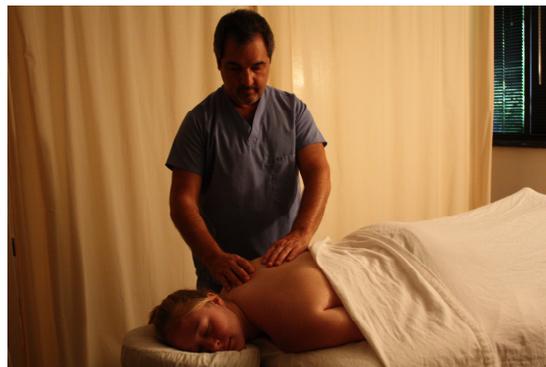
PHT:117 Career Development

# MASSAGE THERAPY PROGRAM

## Certificate



Earth City  
Campus



### OBJECTIVES:

1. To train students to be professional and structured in the field of Therapeutic Massage.
2. To train students in five major areas:
  - a. Anatomy & Physiology
  - b. Principles of Therapeutic Massage
  - c. Hydrotherapy
  - d. Allied Therapeutic Modalities
  - e. Clinical Pathology
3. Provide students with practical experience (hands on) in concert with their classroom training.
4. Provide necessary training and counseling in professionalism, appearance, and decorum necessary to secure employment in the therapeutic massage field.
5. Provide an internship program where students can develop and refine skills learned in the classroom.

This program will normally be completed in 32 weeks for day time, 48 weeks for evening (if a student does not attend clinic full time the program time frame will lengthen) Clinic hours are only offered during the day. Upon successful completion of this program, students will receive a certificate.

Total Semester Credits: 33.5  
Contact Hours 720

\*This program is offered at the Earth City campus for day time and evening hours.

\*\*All students must pass the National Exam to work in the field.

\*\*A student massage license is required for this program which requires a background check

\*\*Preparation for Missouri state licensure is provided within this program. Method of delivery for this program is residential.

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### Required courses:

MT:020 Orientation

MT:149 Medical Terminology

MT:155 Clinical Pathology

MT:141 Allied Therapeutic Modalities/Advanced Assessment

MT:117 Principles of Therapeutic Massage

MT:158 Business Practices and Career Development

MT:126 Anatomy & Physiology/Kinesiology

Student Massage Clinic

MT:115 Business Law & Ethics,

MT:105 HIV, Safety, CPR & First Aid

COM:101 Healthcare Communications

# DENTAL ASSISTING PROGRAM

## Certificate



Earth City Campus



### OBJECTIVES:

1. Train students to assist the dentist in the dental office.
2. Train students in six major areas:
  - a. Anatomy & Physiology
  - b. Dental/Medical Terminology
  - c. Chair side Assisting/Operative Procedures
  - d. Radiology Techniques
  - e. Laboratory Techniques
  - f. Dental Office Procedures
3. Provide students with practical experience (hands on) in concert with their classroom training.
4. Provide training and counseling in professionalism, appearance and decorum necessary to secure employment in the dental field.
5. Provide an internship program where students can develop and refine skills learned in the classroom.

This program will normally be completed in 32 weeks/48 weeks for part time. Upon successful completion of this program, students will be issued a certificate.

Total Semester Credits: 29.0

Contact Hours 911

***\*This program is offered at the Earth City and Fenton campus for day time and evening hours.***

Method of delivery for this program is residential.

### Required courses:

DA:101 Anatomy & Physiology

DA:139 Dental Office Procedures

DA:126 Dental Radiology Procedures

DA:145 Pharmacology

Internship

DA:120 Dental/Medical Terminology

DA:143 Chair side Assisting /Operative Procedures

DA:131 Dental Laboratory Procedures

DA:128 Infection Control in Dentistry

# HVAC Technician

## (Heating, Ventilation and Air Conditioning)

# Program

## Certificate



Earth City Campus



### Objectives

1. Train students on competencies and skills of heating, cooling and refrigeration in the following :
  - a. General Trade Orientation
  - b. Fabrication of System Components
  - c. System Installation and Connection
  - d. Equipment Installation
  - e. System Maintenance
  - f. Equipment Repair
  - g. Machine Shop Practice
  - h. Electrical & Refrigeration Safety
  
2. Equip students with the knowledge and tools to: perform a job search, interview effectively and create a resume

The program will normally be completed in 32 weeks for the day time and 40 weeks for evening students.  
Upon successful completion of this program students will receive a certificate.

Credit Hours: 37

Contact hours: 720

\*Available in day time & evening hours at the Earth City campus

\*\*Students will be prepared for and complete the Environmental Protection Agency(EPA 608 & 609) certification exam upon completion of the program. It is required by federal law to pass this exam when working with charging, recovering or handling refrigerant. Employers may require this exam for employment but it is not required to work in the field. Method of delivery for this program is residential.

### Required courses:

MRE-101 Refrigeration & Electrical Theory for the HVAC Mechanic  
 MBR -110 Basic Refrigeration for the HVAC Technician  
 MBE-120 Basic Electrical for the HVAC Technician  
 MWC:122 Heating Systems  
 MATH:101 Basic Math for the HVAC Technician

# Associate of Occupational Science HVAC/R Specialist Program



Earth City Campus

## Objectives

1. Train students on competencies and skills of HVAC/R in the following :
  - a. proper safety of equipment and surroundings
  - b. Retrofits for refrigerants, compressors and parts
  - c. Knowledge of NFPA codes
  - d. knowledge to repair commercial/industrial HVAC/R systems
  - e. Knowledge of proper controls
  - f. prepare heating and cooling load calculations
  - g. measure and fabricate fittings and ductwork
  - h. proper use of sheet metal tools
  - i. Reading blueprints
2. Equip students with the knowledge and tools to: perform a job search, interview effectively and create a resume

The program will normally be completed in 64 weeks for the day time and 80 weeks for evening students.

Upon successful completion of this program students will receive an Associate of Occupational Science Degree.

Credit Hours: 75.5

Contact hours: 1440

**\*Available in day time & evening hours at the Earth City campus**

**\*\*Students will be prepared for and complete the Environmental Protection Agency(EPA 608 & 609) certification exam upon completion of the program. It is required by federal law to pass this exam when working with charging, recovering or handling refrigerant. Most employers require this exam for employment. Method of delivery for this program is residential.**

### Required courses:

MRE-101 Refrigeration & Electrical Theory for the HVAC Mechanic

MBR -110 Basic Refrigeration for the HVAC Technician

MBE-120 Basic Electrical for the HVAC Technician

MWC:122 Heating Systems

MATH:101 Math for the HVAC Technician

MBR:220 Commercial Refrigeration

MWC: 222 Commercial/Industrial Heating and Air Conditioning

HSM:230 Sheet Metal for HVAC/R

BUS:200 Business and Employment Preparation for the HVAC/R Specialist

COMP:101 Computers for the HVAC/R Specialist

COMM:101 Communications for the HVAC/R Specialist

# ASSOCIATE OF OCCUPATIONAL SCIENCE VETERINARY TECHNICIAN PROGRAM



Stock photo

## OBJECTIVES:

1. Train students to assist the veterinarian in the veterinary office.
2. Train students in seven major areas:
  - a. Anatomy & Physiology
  - b. Pathology
  - c. Assisting Skills
  - d. Laboratory Techniques
  - e. Office Procedures
  - f. Surgery
  - g. Public Health
3. Provide students with practical experience (hands on) in concert with their classroom training.
4. Provide training and counseling in professionalism, appearance and decorum necessary to secure employment in the paramedical field.
5. Provide an internship program and clinical rotations where students can develop and refine skills learned in the classroom.

This program will normally be completed in 64 weeks (96 weeks for evening students). Upon successful completion of this program, students will be issued an Associate Degree.

Total Semester Credits: 73.5

Contact Hours: 1440

**\* day time hours are available at Fenton Campus.**

**Method of delivery for this program is residential.** American Veterinary Medical Association (AVMA)-Committee on Veterinary Technician Education and Activities (CVTEA) Accreditation Status: An application for accreditation has been accepted by the AVMA. The application for accreditation does not guarantee accreditation and applying for accreditation does not grant any temporary status of accreditation.

## Required courses:

VA:145 Medicine & Surgery	VT:226 Advanced Anatomy & Physiology
VA:149 Terminology	VT:245 Advanced Medicine and Surgery
VA:129 Basic Science	VT:235 Lab Lecture II
VA:115 Laboratory Practical I	VT:215 Lab Practical II
VA:126 Intro to Anatomy & Physiology	VT:250 Communication Ethics within Veterinary Medicine
VA:104 Medical Business	VT:260 Public Health and Parasitology
VA:135 Laboratory Lecture I	VT:255 Psych 101
VA:103 Veterinary Office Computing	VT:265 Applied Veterinary Pharmacology
VA:158 Employment Preparation	VT:270 Veterinary Technician Capstone
VA:101 Medical Math	Veterinary Technician Clinical Rotation
Veterinary Assisting Internship	

## COURSE DESCRIPTIONS

### AOS in HVAC/R Specialist

#### **MRE-101 Refrigeration & Electrical Theory for the HVAC Mechanic**

This course is a preliminary course designed to provide the student information in basic refrigeration and electrical theory, tools of the trade proper usage and safety, electrical and refrigeration safety procedures, Working with copper flaring-soldering/brazing- bending, meters and instruments used by technicians, OHMS law as it applies to HVAC technicians, refrigerants and basic electrical circuits.

Credit: 9.0 Contact hours: 180

#### **MBR-110 Basic Refrigeration for the**

**HVAC Technician** this course deals with the refrigeration system. Time is spent in the lab working on systems. Students will cover Superheat, sub cooling, metering devices, refrigerant recovery, vacuum pumps, charging techniques, mechanical components of the refrigeration cycle, basic systems servicing.

Credit: 9.0 Contact hours: 180

#### **MBE-120 Basic Electrical for the HVAC**

**Technician** this course develops hands on experience working with electrical components as used in the industry. Students will cover proper safety procedures, usage of meters and instruments, proper electrical installation, electrical systems to 440 volt, simple electrical circuits reading diagrams practice, determine types of power systems supplied, developing your own circuits.

Credit: 9.0 Contact hours: 180

**MWC-122 Heating Systems** this course will deal with heating system servicing- to be covered ignition systems hot surface, spark ect, flame detection, thermocouple, flame rod, gas and electric furnaces determining air flow, combustion testing, component troubleshooting and replacement, solid state boards, gas pressures natural and lp, gas valves and overall system efficiency improvements. Students will also cover job search and interviewing skills; as well as complete a resume in this course.

Credit: 7.0 Contact hours: 135

#### **MATH:101 Basic Math for the HVAC**

**Technician** This course reviews basic math skills and introduces concepts to apply math to load calculations, dimensions, temperature reading and measurement.

Credit: 3.0 Contact hours: 45

**HSM:230 Sheet Metal:** This course deals with Sheet Metal fabrication, load calculations & Blueprint reading as used in the HVAC/R industry. Considerable time is spent in lab learning how to fabricate ductwork and various sheet metal fittings used in HVAC/R. The student will gain knowledge of sheet metal safety, Mathematics, equipment, types of metals and system design.

Credit: 9.0 Contact hours: 180

**Prerequisites:** MRE:101, MBR:110, MBE:120, MWC:122  
MATH:101

**MBR:220 Commercial Refrigeration;** This course will deal with low to medium temperature commercial refrigeration to commercial gas & electric Cooking equipment. Rack Systems, Walk-in coolers/ freezers reach-in and opened air coolers, frost wall freezers, ice maker refrigeration equipment,

Credits: 8.5 Contact hours: 180

**Prerequisites:** MRE:101, MBR:110, MBE:120, MWC:122  
MATH:101

#### **MWC:222 Commercial/ Industrial Heating & Air Conditioning:**

This course will deal with Medium thru large Air-conditioning, Refrigeration and Boilers. New Refrigerants used in Commercial and Industrial applications, R404a, R134a and other refrigerants used in these Refrigeration systems e.g. Chillers, restaurant equipment, walk-in coolers, etc.

Credit: 9.0 Contact hours: 180

**Prerequisites:** MRE:101, MBR:110, MBE:120, MWC:122  
MATH:101

#### **BUS:200 Business and Employment Preparation for the**

**HVAC/R Specialist:** This course will introduce key concepts of the HVAC/R business and how to successfully attain employment.

Credit: 6.0 Contact hours: 90

**Prerequisites:** MRE:101, MBR:110, MBE:120, MWC:122  
MATH:101

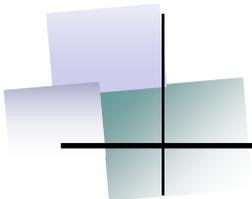
#### **COMP:101 Basic Computer for the HVAC/R Specialist:**

This deals with computer skills as needed for many HVAC/R careers, and being trained in basic use of a PC using programs now standard in the HVAC/R field.

Credit: 3.0 Contact hours: 45

**COMM:101 Communication for the HVAC/R Specialist:** This deals with Customer Relations pertaining to the HVAC/R working field. Student will learn how to relate professionally with Customers and their jobsite scope of work. Not just Public Relations, but Professional Relations for the HVAC/R industry.

Credit: 3.0 Contact hours: 45




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## COURSE DESCRIPTIONS

### Medical Assisting Certificate

**MA: 126 Anatomy and Physiology/Terminology:** This course is an in-depth study of all of the systems of the human body with regards to structure and function. Medical and scientific words will be studied in regards to anatomy, physiology, medical procedures, and diagnosis. Healthy function and disease processes are studied with a focus on procedures and treatments standard to medical assisting protocol.

Credit: 7.5                      Contact hours: 115

**MA:159 Medical Assisting Procedures:**

This course is the study of and practical application of common medical assisting procedures including, but not limited to injections, vital signs, CPR and first aid, sterilization of instruments, and preparation of a patient for physical exam. Medication administration is also a major focus, culminating in the Math for Meds exam.

Credit: 8.0                      Contact hours: 176

**MA:104 Medical Administrative Procedures:**

This course enables the student to perform the administrative duties of a medical office. These include basic bookkeeping, filing, phone etiquette, preparation of insurance forms, and patient relations.

Credit: 2.5                      Contact hours: 45

**MATH:101 Math for Medicine** This course is designed to review the necessary mathematical skills to calculate doses. These skills include decimals, percentages and the metric system. These skills are used in to calculate doses in administration of medications.

Credit: 3.0                      Contact hours: 45

**PSYCH:101 Psychology:** This course prepares the student for managing patients in the medical office and presents an overview of social behavior. This includes nonverbal behavior, impressions, aggressions and mood altering medications.

Credit: 3.0                      Contact hours: 45

**MA:115 Laboratory Procedures:** This course prepares the student to perform routine laboratory tasks, including hematology, urinalysis and electrocardiography. Care and maintenance of the laboratory equipment and OSHA rules and regulations are also included.

Credit: 4.5                      Contact hours: 115

**MA:158 Employment Preparation:** This course prepares the student for job interviewing. Resumes, cover letters, professional attire and behavior are covered. A mock interview is required.

Credit: 1.0                      Contact hours: 19

**Internship:** This course provides the student the opportunity to utilize skills obtained in the classroom and gain experience in a supervised atmosphere within the medical office or laboratory.

Credit: 3.5                      Contact hours: 160

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## COURSE DESCRIPTIONS Cont.

### Dental Assisting Certificate

**DA:101 Anatomy & Physiology** This course will cover the anatomy of the head, neck and teeth in a clear and engaging style. There will be a comprehensive understanding of the function of the organ systems and identify diseases related to dentistry. Emphasis is placed on the growth and development of the oral cavity.

Credit: 2.5                      Contact hours: 65.75

**DA:120 Dental/Medical Terminology** This course will give an understanding of dental terminology with an emphasis on structure and application terms commonly used in a dental office or laboratory.

Credit: 2.0                      Contact hours: 45

**DA:139 Dental Office Procedures** This course is a study of the mechanisms of dental office management. Students will concentrate on dental charting, front office techniques and ethics.

Credit: 4.5                      Contact hours: 133.75

**DA:143 Chairside Assisting/Operative Procedures** This course will prepare the student to function in dental treatment areas. Emphasis will be put on instrumentation, materials preparation and use, specialty dentistry and surgery.

Credit: 5.0                      Contact hours: 162.50

**DA:126 Dental Radiology Procedures** This course will introduce the student to the responsibilities of the dentist and assistant relating to dental and radiography safety. The course includes procedures in processing, mounting and evaluating radiographs, treatment room preparations and radiation exposure and control.

Credit: 2.0                      Contact hours: 70

**DA:131 Dental Laboratory Procedures**

This course presents the student with the basic foundations for constructing laboratory devices. Emphasis is on chairside restorative materials and laboratory materials and techniques.

Credit: 6.0                      Contact hours: 195

**DA:145 Pharmacology** This course surveys the management of pain through anesthetics and sedation. It reviews drugs that relate to dentistry with an emphasis on pharmaceutical classifications and properties.

Credit: 1.5                      Contact hours: 34.25

**DA:128 Infection Control In Dentistry** The study of infection control in the dentists office with emphasis on sterilization, microbial transmission, asepsis protocol and cross contamination.

Credit: 2.0                      Contact hours: 45

**Internship:** This course provides the student the opportunity to utilize skills obtained in the classroom and gain experience in a supervised atmosphere within the dental office or laboratory.

Credit: 3.5                      Contact hours: 200

## Healthcare Information Specialist Certificate

**MOCB:126 Anatomy & Physiology/Terminology:** Presents the fundamentals of the body's structure and function in health and illness in order to more effectively triage and prioritize clients in a medical office setting. Medical Terminology is presented as the structure and application of anatomical and physiological words and concepts used in a medical office, laboratory, and hospital.  
Credit: 13.0 Contact hours: 200

**MOCB:131 Front Office Skills:** This course prepares the student for the proper phone etiquette, filing, scheduling, mail processing, marketing, and professionalism that are required in the medical office setting. Legal/ethical guidelines are included as well as career development/resume writing.  
Credit: 5.0 Contact hours: 105

**MOCB:117 Medical Insurance Coding & Billing:** Introduces the student to the coding procedures and policies necessary to prepare medical insurance claims.  
Credit: 6.5 Contact hours: 140

**COM:101 Healthcare Communications:** This course is designed to instruct students in basic verbal and written communication for the health care professional. An understanding of proper punctuation, grammar, sentence structure and interpretation of the written word will be conveyed. Verbal and nonverbal communication is also key in this course.  
Credit: 3.0 Contact hours: 45

**MOCB: 101 Keyboarding:** This course will develop the student's typing and dictation skills in the context of proper medical language.  
Credit: 2.0 Contact hours: 70

**Medical Office Virtual Lab** Program-specific time frame to allow students the opportunity to utilize skills obtained in the classroom in a virtual practice environment and gain experience in a virtual medical office setting. Students will practice skills pertaining to the front and back office and gain experience coding for many different clinical specialties. Students will practice and complete interactive tasks in a simulated environment. The coding internship portion of this course will help prepare them to a higher level for the on-the-job experience. The outcome of the internship is intended to be a student portfolio that is a demonstration of the depth of the internship experience.  
Credit: 5.0 Contact hours: 160

## HVAC Technician (Heating Ventilation & Air Conditioning)

**MATH:101 Basic Math for the HVAC Technician** This course reviews basic math skills and introduces concepts to apply math to load calculations, dimensions, temperature reading and measurement.  
Credit: 3.0 Contact hours: 45

**MBR-110 Basic Refrigeration for the HVAC Technician** this course deals with the refrigeration system. Time is spent in the lab working on systems. Students will cover Superheat, sub cooling, metering devices, refrigerant recovery, vacuum pumps, charging techniques, mechanical components of the refrigeration cycle, basic systems servicing. Credit: 9.0 Contact hours: 180

### MRE-101 Refrigeration & Electrical Theory for the HVAC Mechanic

This course is a preliminary course designed to provide the student information in basic refrigeration and electrical theory, tools of the trade proper usage and safety, electrical and refrigeration safety procedures, Working with copper flaring-soldering/brazing- bending, meters and instruments used by technicians, OHMS law as it applies to HVAC technicians, refrigerants and basic electrical circuits.  
Credit: 9.0 Contact hours: 180

### MBE-120 Basic Electrical for the HVAC

**Technician** this course develops hands on experience working with electrical components as used in the industry. Students will cover proper safety procedures, usage of meters and instruments, proper electrical installation, electrical systems to 440 volt, simple electrical circuits reading diagrams practice, determine types of power systems supplied, developing your own circuits.  
Credit: 9.0 Contact hours: 180

**MWC-122 Heating Systems** this course will deal with heating system servicing- to be covered ignition systems hot surface, spark ect, flame detection, thermocouple, flame rod, gas and electric furnaces determining air flow, combustion testing, component troubleshooting and replacement, solid state boards, gas pressures natural and lp, gas valves and overall system efficiency improvements. Students will also cover job search and interviewing skills; as well as complete a resume in this course.  
Credit: 7.0 Contact hours: 135

## Surgical Technology AAS Degree

### GE205 - Engaging in Communication

This course surveys the broad and exciting field of communication by focusing on conceptual understanding of the breadth and importance of communication in many spheres of life. Communication is an intricate mosaic that is made up of many parts; the parts are distinct, interrelated, and working together to create the whole of communication. This course will increase student's awareness of the importance of basic communication skills and processes, and shows students how those common elements surface in specific settings where people communicate.  
Clock Hours: 70 Lecture / 0 Lab Out-of-Class Work: 140  
Semester Credit : 4.5

### GE104 - Critical Thinking and Problem Solving

Students are introduced to critical-thinking; a set of skills and strategies for making reasonable decisions. This course addresses theoretical and practical approaches to understanding human interaction and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. In a collaborative environment, students will be introduced to the concepts of truth; verification, and knowledge; inductive / deductive reasoning; and common errors in informal reasoning.  
Clock Hours: 70 Lecture / 0 Lab Out-of-Class Work: 140

### GE220 - Computer Applications

Students are introduced to basic computer applications such as Microsoft office and navigating the internet. This course also includes using computer applications to support their job search .  
Clock Hours: 50 Lecture / 25 Lab Out-of-Class Work: 100  
Semester Credit Hours: 3.5

## Surgical Technology AAS Degree cont.

### GE203 - General Psychology

The scientific study of behavior with emphasis on terminology and principles that are fundamental to psychological thinking are surveyed in this course. Topics include: the scientific method, sensation, perception, consciousness, intelligence, learning, memory, personality, motivation, and emotion.

Clock Hours: 70 Lecture / 0 Lab Out-of-Class Work: 140

Semester Credit Hours: 4.5

### GE210 - Dimensions of Human Relations

This course introduces the broad nature of human relations. The purpose of this course is to provide an understanding of human relations, human behavior, and motivation related to directing, influencing and changing behavior at work. Topics include: the fundamentals of motivation; social, technical and administrative systems; behavioral effectiveness; communication and managing conflict; and the role and importance of cultural diversity.

Clock Hours: 70 Lecture / 0 Lab Out-of-Class Work: 140

Semester Credit Hours: 4.5

### ST 099- CONCEPTS COURSE

This course is done during orientation, the student will have an introduction to medical terminology as it relates to the medical field. The topics to be covered include basic word structure, prefixes, suffixes and terms pertaining to the body as a whole. Students will also be introduced to entry level skills utilized in a mock Operating Room lab setting, utilizing job task sheets 1 thru 8.

Prerequisite: None

Lecture Hours: 2 Lab Hours: 2 Semester Credit : 0

### ST 168- MEDICAL TERMINOLOGY

This course will provide students with an overview of the medical terminology. Basic knowledge of medical terminology, including word structure, spelling, and pronunciation will be covered. Also students will learn prefixes, suffixes and terms pertaining to the body in whole. *Prerequisite: None*

Contact Hours: 30 Lecture / 30 Lab / Out-of-class Work: 60

Hours Semester Credit: 3

### ST 169- CAREER PREPERATION

This course is designed to help students become effective and successful learners in a college environment. Students learn to identify and apply effective learning strategies and to manage their student life along with other responsibilities. They are exposed to the use of computer technology for locating relevant information and generating coursework documents. *Prerequisite: None*

Clock Hours: 30 Lecture / 30 Lab/ Out-of-Class: 60 Hours

Semester Credit: 3

### ST 178- Positioning/Prepping/Head and Neck Surgery Procedures

During this course, students will be taught the proper techniques to; transport, transfer and surgical positions. In addition, post-operative routine, surgical prep, draping and urinary catheterization will be taught. Otorhinolaryngological Surgery will be taught as well. Students will practice aseptic technique and specific surgical procedures in the operating room lab to their level of training.

*Prerequisite:* ST168, ST170, ST171, ST175

Clock Hours: 50 Lecture / 20 Lab Out-of-Class Work: 100 hours (25 hours weekly) Semester Credit : 3.5

### ST 170- INFECTION CONTROL

The student will learn the organization of the body, along with wound management, microbiology and aseptic technique. They will have an introduction to microbiology, cells, tissues and membranes. In addition, the student will work in the surgical lab learning and practicing basic aseptic technique and scrubbing, gowning and gloving.

*Prerequisite:* ST168

Clock Hours: 50 Lecture / 20 Lab Out-of-Class Work: 100 hours

Semester Credit: 3.5

### ST 171-LAW AND ETHICS/O.R. FACILITY

During this course the student will be taught sterilization, and disinfection. Along with; communication, teamwork, and roles of staff. Disaster planning will also studied, along with the legal, ethical and historical aspects of surgery. The student will learn about the operating room environment and environmental hazards. The student will work in the operating room lab learning set-ups of specific surgeries.

*Prerequisite:* ST168, ST170

Clock Hours: 50 Lecture / 20 Lab Out-of-Class Work: 100 hours

Semester Credit: 3.5

### ST 172-SPECIAL SENSES

Special senses (vision, hearing, etc.) the nervous, lymphatic, endocrine systems, plastic and reconstructive surgery are studied during this course. The student will work in the operating room lab learning set-ups for specific surgical cases related to the body systems being studied.

*Prerequisite:* ST168, ST170, ST171, ST175, ST178, ST183,

Clock Hours: 50 Lecture / 20 Lab Out-of-Class Work: 100 hours (25 hours weekly) Semester Credit : 3.5

### ST 174-ANESTHESIA/PHARMACOLOGY

Anesthesia, pharmacology (study of drugs), physics, minimally invasive endoscopic surgery, robotic surgery, electricity will be studied during this course. The students will be taught basic functions of a computer, perform basic word processing, and relate the use of computers in the OR setting. The student will practice setting up for specific surgical procedures.

*Prerequisite:* ST168, ST170, ST171, ST175, ST178, ST183 ST172

Clock Hours: 50 Lecture / 20 Lab Out-of-Class Work: 100 hours

Semester Credit Hours: 3.5

### ST 175-INSTRUMENTATION/SUPPLIES

While in this course, the student will study the introduction to basic and general instrumentation, operating room supplies, specimen handling and general surgery procedures. The student will practice entry level skills in the operating room lab setting.

*Prerequisite:* ST168, ST170, ST171

Clock Hours: 50 Lecture / 20 Lab Out-of-Class Work: 100 hours

Semester Credit : 3.5

### ST 177-SPECIALITY SURGERY

OB/GYN, Gastrointestinal, Digestive system, Neurological, Oral and Maxillofacial and Ophthalmic surgeries are studied as well as surgical procedures practiced in the surgical lab. The student is taught teamwork with other students as required in the operating room.

*Prerequisite:* ST168, ST170, ST171, ST175, ST178, ST183 ST172, ST174

Clock Hours: 50 Lecture / 20 Lab Out-of-Class Work: 100 hours (25 hours weekly) Semester Credit : 3.5

## Surgical Technology cont.

### ST 179-LIFE & DEATH IN THE OR

Respiratory and integumentary (skin) systems and thoracic surgery are taught. Death and dying in the operating room will be discussed as well as the care of the patient. During this course, the student will practice specific procedures in the operating room lab.

*Prerequisite:* ST168, ST170, ST171, ST175, ST178, ST183 ST172, ST174, ST177, ST180, ST186

Clock Hours: 50 Lecture / 20 Lab Out-of-Class Work: 100 hours  
Semester Credit : 3.5

### ST 180-CARDIOVASCULAR SYSTEM/SURGERY

The student will study the function of the blood and the anatomy and physiology of the circulatory and lymphatic systems. Diagnostic and assessment procedures will also be taught in this course. Cardiopulmonary resuscitation (CPR) certification is obtained in accordance with the guidelines provided by the American Heart Association. In addition, the student will practice specific procedures in the operating room lab.

*Prerequisite:* ST168, ST170, ST171, ST175, ST178, ST183 ST172, ST174, ST177

Clock Hours: 50 Lecture / 20 Lab Out-of-Class Work: 100 hours  
Semester Credit : 3.5

### ST 183-REPRODUCTIVE SURGERY

During this course, the student will study the anatomy and physiology of the urinary and reproductive systems, as well as Genitourinary surgery and Obstetrical and Gynecological. The student will practice setting up for surgical procedures specific to the body systems being taught.

*Prerequisite:* ST168, ST170, ST171, ST175, ST178

Clock Hours: 50 Lecture / 20 Lab Out-of-Class Work: 100 hours  
Semester Credit : 3.5

### ST 186-ORTHOPEDIC SURGERY

During this course, the student is taught the anatomy and physiology of the skeletal system, muscular system, orthopedic injury, diseases and surgical instruments. Emphasis will be placed on orthopedic surgery. The student will practice specific surgical procedures in the operating room lab.

*Prerequisite:* ST168, ST170, ST171, ST175, ST178, ST183 ST172, ST174, ST177, ST180

Clock Hours: 50 Lecture / 20 Lab Out-of-Class Work: 100 hours  
Semester Credit : 3.5

### ST 296-EXTERNSHIP

Students will learn the strategies and skills in preparation for seeking employment in the field of study. This course will also allow the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the students gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. (This externship is unpaid.)

**PREREQUISITE: ALL PROGRAM COURSES** Clock Hours: 500 Extern Semester Credit : 11

## Pharmacy Technician Certificate

**PHT: 117 Career Development** prepares the student for working and establishing a position in the community or hospital pharmacy. This includes goal setting, resume writing, cover letter writing, and interviewing techniques.

Credit: 1.0 Contact hours: 28.5

**PHT: 115 Medical Law and Ethics** is an introduction to medicine and the law. This includes law of contract, medical professional liability, legal disclosures, and ethics for the Pharmacy Technician. There is also emphasis on the organizational aspects of the pharmacy which includes the Board of Pharmacy, Food Drug Administration (FDA), and the Drug Enforcement Agency (DEA).

Credit: 1.0 Contact hours: 25.5

**PHT: 149 Medical Terminology** presents an overview of the Healthcare professional shorthand that is reflected in the abbreviations used in prescription directions. Emphasis will be placed on dosage forms, delivery systems, time of administration and sites of administration. Students learn look-alike, sound-alike medications and the top 200 most commonly prescribed drugs.

Credit: 2.0 Contact hours: 45

**COM: 103 Communication Skills** gives an overview of personal communication. This includes attitude, body language, communication techniques, communication with your co-workers/supervisor, cultural influences and patient communication. There is an emphasis on written and oral communication skills which includes grammar and spelling.

Credit: 1.0 Contact hours: 22.5

**PHT: 158 Pharmaceutical Calculations** presents the importance of appropriate dispensing of pharmaceuticals. Study begins with basic math skills and will then include the study of the Metric System, weights and volumes of liquid, calculations of dosage, conversions, percentage preparations and dilutions and concentrations.

Credit: 7.0 Contact hours: 160.5

**PHT: 126Anatomy & Physiology** is the study of all body systems. Emphasis will be on maintaining homeostasis within the body. Study will also include cell characteristics, become familiar with diseases and conditions of each system and how certain drugs can be used to affect these cells without harming normal cells. Students will be prepared to describe the modes of action for the major classes of drugs and be able to list detailed information for the most commonly prescribed drugs.

Credit: 6.0 Contact hours: 135

**PHT: 129 Pharmacology** is the comprehensive study of the major drug classes and their effects. This includes introduction to pharmaceutical terminology, study of adverse effects of drugs, drug interaction and drug contraindications. Study will also include generic and trade names, examining the autonomic, antimicrobial, analgesics, antipsychotic, antidepressants, and antihypertensive. Introduction to pharmacodynamics and pharmacokinetics will also be studied.

Credit: 15.0 Contact hours: 342.50

**PHT: 131Pharmacology Practice Lab** prepares students to perform routine pharmacy tasks. This includes functions related to drug purchases, inventory control, printing labels and packaging, record keeping and maintenance of files, counting and weighing medications, filling syringes, aseptic technique and universal precautions. Care and maintenance of pharmacy equipment is also included.

Credit: 1.5 Contact hours: 60

**Internship** will polish skills obtained in the classroom and provide experience in the practical atmosphere of the pharmacy.

Credit: 3.5 Contact hours: 160

## COURSE DESCRIPTIONS Cont.

### Massage Therapy Certificate

**MT:020 Orientation** This course is an introduction and review of the history of massage and the foundations of therapeutic applications of touch.

Credit: 0                      Contact hours: 4

**MT:115 Business Law and Ethics** This course is the study of the state and federal regulatory requirements governing the practice of massage. It includes the ethical considerations and standards of practice integral to the profession of massage therapy.

Credit: .5                      Contact hours: 11

**MT:126 Anatomy and Physiology/Kinesiology** This course provides for a basic understanding of the human body in relation to the application of massage therapy. An overview of all body systems is provided with special emphasis placed on how massage applications affect the structure and function of these same body systems.

Credit: 8.0                      Contact hours: 126

**MT:149 Medical Terminology** This course provides an understanding of basic word roots, prefixes and suffixes commonly used to describe the structure, function, and disease processes of the human body, as well as medical terms useful to a massage therapist.

Credit: .5                      Contact hours: 8

**MT:155 Clinical Pathology** This course is the study of common diseases and injuries encountered by the massage therapist. A focus is placed on recognizing physical conditions and the consequences of therapeutic application of massage.

Credit: 2.5                      Contact hours: 47

**MT:105 HIV, Safety, CPR, & First Aid** This course covers HIV transmission and prevention, OSHA compliance and requirements for massage therapy business, basic first aid for commonly encountered acute injuries and illness and CPR certification.

Credit: .5                      Contact hours: 10.5

**MT:117 Principles of Therapeutic Massage** This is the basic course for learning how, when, why, and to whom a massage is given. Basic Swedish massage technique, indications and contraindications for massage, hygiene, sanitation, proper body mechanics, and interaction with others in a therapeutic way are stressed. Practice in massage technique is an integral part of this course.

Credit: 6.0                      Contact hours: 158

**MT:141 Allied Therapeutic Modalities/Advanced Assessment** This course provides an overview of therapeutic modalities used in conjunction with traditional Swedish massage. This course also covers assessment of the body as a whole-physically and subjectively. Interpretation of physical signs and subjective symptoms will be studied. Focus will be placed on subjective symptoms, objective signs, analysis of data, and treatment protocols. Massage therapy notations and charting will be introduced. Major focus is on how the musculoskeletal system works: structure and function. Clinical assessment and specialized massage applications for a variety of diverse populations will be studied. These populations include but are not limited to: the elderly, prenatal, the physically and/or mentally challenged, athletes, infants, the chronically ill, and those who are terminally ill.

Credit: 4.5                      Contact hours: 108.5

**MT:158 Business Practices and Career Development** This course prepares the massage therapy student for a career in massage therapy- how to set up a business, goal setting, resume writing, interview techniques, marketing a business, and accounting responsibilities. Culminating the course is an individual business plan.

Credit: 2.5                      Contact hours: 42

**COM:101 Healthcare Communications:** This course is designed to instruct students in basic verbal and written communication for the health care professional. An understanding of proper punctuation, grammar, sentence structure and interpretation of the written word will be conveyed. Verbal and nonverbal communication is also key in this course.

Credit: 3.0                      Contact hours: 45

**Student Massage Clinic:** This course is designed to provide the student with opportunities to utilize skills obtained in the classroom in a clinic setting. Day to day activities, client relationships, and the refining of skills is involved. Review for NCBTMB exam is also an integral part of this laboratory time.

Credit: 5.0                      Contact hours: 160

**VA:145 Medicine and Surgery** is the study of the fundamental techniques of surgical assisting in the veterinarian's office. This includes wrapping instruments, sterile fields, scrubbing and preparing the animal for surgery.  
Credit: 3.0                      Contact hours: 50

**VA:126 Introduction to Anatomy and Physiology** is an introduction to the anatomy and physiology of the dog, cat, bird, horse and ruminants. This study is necessary to work effectively with the veterinarian in a clinical setting.  
Credit: 6.5                      Contact hours: 100

**VA:149 Terminology** enables the students to understand and use medical terms by combining prefixes, suffixes and root words. Words commonly used in veterinary medicine will be

**VA:129 Basic Science** includes the study of basic cell structure and function, radiology, pharmacology and parasitology. This course includes introduction to chemistry which includes states of matter, atoms, elements compounds, chemical bonds and reactions, salts and solutions and biochemical compounds.  
Credit: 3.0                      Contact hours: 45

**VA:104 Medical Business** is a brief overview in methods of filing, scheduling, billing, appointments and client relations. Business procedures contribute to the value of an assistant in the veterinarian's office.  
Credit: 2.0                      Contact hours: 35

**VA:135 Laboratory Lecture I** prepares the student for the use of various diagnostic procedures. This includes the study of hematology, urinalysis and parasitology as diagnostic procedures.  
Credit: 4.0                      Contact hours: 60

**VA:115 Laboratory Practical I** is the use of hematology, urinalysis and parasitology as diagnostic procedures.  
Credit: 5.0                      Contact hours: 160

**VA:103 Veterinary Office Computing** is an introductory course to the veterinary office programs. Basic word processing is presented.  
Credit: 1.5                      Contact hours: 25

**VA:158 Employment Preparation** prepares the student for a job interview in a veterinarian's office.  
Credit: 1.0                      Contact hours: 20

**Vet Assisting Internship** will polish skills obtained in the classroom and provide experience in the practical atmosphere of the veterinary office.  
Credit: 3.5                      Contact hours: 160

**VA:170 Medical Math** This course covers basic math skills as they apply to Veterinary Technician skills.  
Credit: 3.0                      Contact Hours: 45

**VT:265 Applied Veterinary Pharmacology** This course provides lessons in pharmacology as it applies to Veterinary Medicine. Commonly used drugs in the field and their applications will be covered.  
**Prerequisites:** VA:145, VA:126, VA:129, VA:149, VA:104, VA:135, VA:115, VA:103, VA:158, VA:170, Vet Asst. Internship

**VT:270 Veterinary Technician Capstone** : The capstone course is a method of cumulative evaluation in which the student is given an opportunity to demonstrate integrated knowledge and growth in the content of the overall program alongside internship. Students will demonstrate their knowledge through case studies while applying their experiences during their internship. The course assesses a student's retention in the subject matter and the overall learning experience  
VA:145, VA:126, VA:129, VA:149, VA:104, VA:135, VA:115, VA:103, VA:158, VA:170, VT:170, VT:265, VT235, VT:226 VT:245, VT:235, VT:215, VT:250, VT:255, VT: 260  
Credit: 5.0                      Contact Hours: 80

**VT:226 Advanced Anatomy and Physiology** This course is a continuation of VA127 with a more in-depth look at the anatomy and physiology of the dog, cat, bird, horse, and ruminants. This study is necessary to work effectively with the veterinarian in a clinical setting.  
**Prerequisites:** VA:145, VA:126, VA:129, VA:149, VA:104, VA:135, VA:115, VA:103, VA:158, VA:170, Vet Asst. Internship  
Credit: 10.5                      Contact Hours: 160

**VT:245 Advanced Medicine and Surgery** This course is a continuation of VA145 Introduction to Medicine and Surgery. This course teaches more advanced skills and techniques including advanced surgical assisting, drug calculations, post-operative care, and toxicology.  
**Prerequisites:** VA:145, VA:126, VA:129, VA:149, VA:104, VA:135, VA:115, VA:103, VA:158, VA:170, Vet Asst. Internship  
Credit: 4.0                      Contact Hours: 60

**VT:235 Laboratory Lecture II** This course prepares the student for use of various diagnostic procedures. This includes the study of hematology, urinalysis, parasitology, dermatology, and culture.  
**Prerequisites:** VA:145, VA:126, VA:129, VA:149, VA:104, VA:135, VA:115, VA:103, VA:158, VA:170, Vet Asst. Internship  
Credit: 4.0                      Contact Hours: 60

**VT:215 Laboratory Practical II** This course offers hands-on learning and review of procedures and techniques taught in VT: 235. Including hematology, urinalysis, parasitology, dermatology, and culture.  
**Prerequisites:** VA:145, VA:126, VA:129, VA:149, VA:104, VA:135, VA:115, VA:103, VA:158, VA:170, Vet Asst. Internship  
Credit: 3.0                      Contact Hours: 100

**VT:250 Communications and Ethics within Veterinary Medicine** This course teaches students how to effectively communicate with team members and clients in a clinical setting. Students will also discuss various ethical dilemmas in veterinary medicine.  
**Prerequisites:** VA:145, VA:126, VA:129, VA:149, VA:104, VA:135, VA:115, VA:103, VA:158, VA:170, Vet Asst. Internship  
Credit: 3.0                      Contact Hours: 45

**VT:255 Psych 101** In this course students will be introduced to basic Psychology and its applications. Students will also discuss various ethical dilemmas in veterinary medicine.  
**Prerequisites:** VA:145, VA:126, VA:129, VA:149, VA:104, VA:135, VA:115, VA:103, VA:158, VA:170, Vet Asst. Internship  
Credit: 3.0                      Contact Hours: 45

**VT:260 Public Health and Parasitology** This course will enable students to further identify parasites in companion, equine, and food animals. Additionally, this course will cover important public health concerns and zoonotic diseases.  
**Prerequisites:** VA:145, VA:126, VA:129, VA:149, VA:104, VA:135, VA:115, VA:103, VA:158, VA:170, Vet Asst. Internship  
Credit: 3.0                      Contact Hours: 45

**Veterinary Technician Clinical Rotations** This course will polish skills obtained in the classroom and provide experience in the practical atmosphere of the veterinary office. These rotations will be specific to the curriculum so the students will experience use of skills and equipment in a clinical environment  
**Prerequisites:** VA:145, VA:126, VA:129, VA:149, VA:104, VA:135, VA:115, VA:103, VA:158, VA:170, VT:170, VT:265, VT235, VT:226 VT:245, VT:235, VT:215, VT:250, VT:255, VT: 260  
Credit: 5.0                      Contact Hours: 240

**Midwest Institute**  
**SATISFACTORY ACADEMIC PROGRESS POLICY**

Standards of Satisfactory Academic Policy have changed in accordance with new federal regulations. These new SAP standards will supersede all previous policies.

What is Satisfactory Academic progress?

Federal regulations require that all students who receive financial aid must maintain satisfactory academic progress and work towards an eligible degree or certificate.

There are three components to the Satisfactory Academic Progress Policy:

Qualitative Evaluation (Minimum GPA)

Quantitative Evaluation (150% Maximum time frame limit) Pace or Progression through certificate or degree,

Students must comply with all components to maintain eligibility for financial aid.

**Qualitative Evaluation**

Minimum standards for programs equal to one academic year (certificate) and two academic years (Associates Degree)

Midwest Institute is a non-term credit hour school. If a student is not maintaining a 2.0 average at the end of the first payment period (the satisfactory academic progress evaluation point) they will be put on academic warning and financial aid warning. If a student is not maintaining a 2.0 overall average at the end of the second payment period that student must appeal their failure to meet Satisfactory Academic Progress in order to continue to receive Title IV financial aid and move into the next payment period. If the school accepts the appeal, the student will be able to continue on academic probation and financial aid probation and will be able to receive Title IV aid. The student will have one payment period to regain Satisfactory Academic Progress.

**Payment Period Breakdown by Program**

Programs with 1 Academic year	Credit Hours	Payment Period 1	Payment Period 2
Healthcare Information Specialist	34.5	1-17 credits min. 16 weeks Day 24 weeks evening	18-34.5 credits min. 16 weeks Day 24 weeks evening
Medical Assisting	33	1-17 credits min. 16 weeks Day 24 weeks evening	18-33 credits min. 16 weeks Day 24 weeks evening
HVAC Technician	37	1-18 credits min. 16 weeks Day 20 weeks evening	19-37 credits min. 16 weeks Day 20 weeks evening
Pharmacy Technician	24	1-12 credits min. 16 weeks Day 24 weeks evening	13-24 credits min. 16 weeks Day 24 weeks evening
Dental Assisting	24	1-12 credits min. 16 weeks Day 24 weeks evening	13-24 credits min. 16 weeks Day 24 weeks evening
Massage Therapy	33.5	1-17 credits Min. 16 weeks day 24 weeks evening	18-33.5 credits Min 16 weeks day 24 weeks evening

Programs with 2 Academic Years	Credit Hours	Academic Year 1 Payment Periods	Academic Year 2 Payment Periods
AOS HVAC/R Specialist	75.5	1-38 credits 32/40 weeks total 16 weeks Day 20 weeks evening <b>1st</b> 1-18 <b>2nd</b> 19-38	39-75.5 credits 32/40 weeks total 16 weeks Day 20 weeks evening <b>1st</b> 39-57 <b>2nd</b> 58-75.5
AOS Veterinary Technician	73.5	1-35 credits 32 weeks total 16 weeks day <b>1st</b> 1-17 <b>2nd</b> 18-35	36-70.5 credits 32 weeks total 16 weeks day <b>1st</b> 36-53 <b>2nd</b> 54-73.5

**Surgical Technology Payment Period Breakdown**

<b>Credit Hours</b>	<b>Academic Year 1</b> Payment Periods	<b>Academic Year 2</b> Payment Periods	<b>Academic Year 3</b> Payment Periods
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77	1-24 credits 32 total weeks min. 16 weeks per period <b>1st</b> 1-12 <b>2nd</b> 13-24	25-48 credits 32 total weeks min. 16 weeks per period <b>1st</b> 25-37 <b>2nd</b> 38-57	49-77 credits 21 weeks 1 period
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**SAP cont.****Grading**

Grades for all courses attempted or completed are recorded on students' permanent transcripts using the following grading system:

<b>Grade</b>	<b>G.P.A.</b>	<b>Standing</b>	<b>Percentage</b>
A	4.0	Excellent	90-100%
B	3.0	Good	80-89%
C	2.0	Average	70-79%
F	below 1.9	Failing	69 or lower
I		Incomplete	
W		Withdrawn	
T		Terminated	

**Quantitative Evaluation (150% maximum time frame limit)****Credit Hour programs**

Midwest Institute's credit hour programs are non-term based programs measured in credit hours. Student Pace: The maximum time frame to complete a program is 150% the number of credits required to graduate. Midwest Institute calculates the percentage of the program completed the same for all certificate and degree seeking students. Students must attend at least 67% of the program. (Example) If a student is scheduled to complete a given number of credit hours in 32 weeks, then the maximum time frame for completion of those credits is 48 weeks. Program pace: Student pace is evaluated at the end of each payment period. A student scheduled 32 weeks should have completed 16 weeks at the end of the first payment period. If it is determined that it is mathematically impossible for the student to complete in the maximum time frame the student will be withdrawn. The school will look at extenuating circumstances to ensure the student will graduate within the maximum time frame.

**Attendance**

It is important for a student to move through his/her program at a pace that will ensure that the student will complete the program within the limits of Satisfactory Academic Progress and within the maximum time frame. **Credit hour programs:** Students must complete 67% of the entire program to graduate. If a student exceeds 33% absences during the program they will be withdrawn. Midwest Institute calculates the percent of the program completed the same for all certificate and degree seeking students.

**Attendance**

It is important for a student to move through his/her program at a pace that will ensure that the student will complete the program within the limits of Satisfactory Academic Progress and within the maximum time frame. A student both one half of the total weeks and one half of the total hours to move into the next payment period. **Incompletes** All work and examinations must be completed within one week from the end of the program. Any course that is not complete on the last day of the module will show an Incomplete (I) on the Module progress report and any course work that is not complete on the last day of the program will show an (I) on the student transcript. Failure to complete all course work within one week from the end of the program results in the incomplete academics reverting to a "0" (zero). Students should contact their instructor to make up all incomplete work.

**Withdrawal/Termination**

All students who withdraw or are terminated before the end of a program will receive a W or T respectively for all courses on their transcripts that are incomplete.

**Repeated Courses**

Students must repeat any failed courses. Students may repeat a failed Module one time if they are able to schedule that module within maximum timeframe of the published length of the program. If a student is able to repeat a failed module his/her schedule will change for the remainder of the program. It may not be possible to schedule that module in time to complete all course work within the time constraints required by SAP. A failed grade will be replaced with a passing grade upon successful completion of a repeated course.

Students are allowed to repeat an internship one time as long as this course can be completed within the maximum time frame of the published program length. If a student is asked to leave an internship for misconduct or attendance they may not repeat the course and the student will fail the program. If a student is dismissed from an internship they may appeal to the appeals committee to be reassigned and complete the program. (see *appeals*)

**Non-credit Remedial Courses**

Non-credit remedial courses are not counted toward the pace of a program and are not calculated in maximum time frame of 150%. Non-credit remedial courses may be at the expense of the student.

**Transfer Credits**

Credits do not transfer towards certificate programs. Midwest Institute will consider credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Students that are currently enrolled in a certificate program at Midwest Institute may transfer approved credits to a degree program. Students who transfer in from another school must have transcripts sent directly to Midwest Institute from their previous college. After those transcripts are evaluated the student may be accepted into a degree program and approved credits may be transferred. Transfer in students must complete a minimum of 33 semester credits with Midwest Institute in order to receive an associate degree. AOS HVAC/R Specialist requires a minimum of 37 semester credits. A maximum of credit hours that may be transferred into a program is 37 credit hours.

**Appeal Process**

Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit a letter to the Director of Education within 7 days of his/her termination. The appeal must state any mitigating circumstances that may have prevented the student from maintaining SAP and must be accompanied by appropriate supporting documents. The student must also describe how conditions have changed so that he/she can begin making satisfactory academic progress. The appeals committee will review the students appeal and make a determination within 48 hours Monday-Friday. Once a determination is made the committee will notify the student in writing within 48 hours on whether the appeal has been accepted or denied. If an appeal is denied the student will no longer be eligible for financial aid. The school may, at its' discretion, allow a student to remain in the program while paying privately for tuition. If a student fails to meet S.A.P. at the end of an Academic Probation period the student will be terminated. All determinations by the committee are final.

**Regaining Financial Aid Eligibility**

If the appeals committee allows a student to continue, that student is on probation and is eligible for Title IV Financial Aid. When on probation, a student has one payment period to meet Satisfactory Academic Progress. If at the end of that payment period the student fails to meet S.A.P., the student will be terminated.

**Definition of Academic Year**

Midwest Institute's programs are non term based programs measured in credit hours. Certificate programs are one academic year. Two academic years are required to attain the credits necessary for the Associates Degree.

**Academic Year is defined in credit hours and length of weeks**

Program	Credit Hours	Standard Time Frame in weeks	Maximum Time Frame in weeks
Healthcare Information Specialist	34.5	32/48	48/72
HVAC Technician	37	32/40	48/60
Surgical Technology	77	32	48
Pharmacy Technician	24	32/48	48/72
Dental Assisting	24	32/48	48/72
AOS HVAC/R Specialist	75.5	64/80	96/120
Massage Therapy	33.5	32/48	48/72
Medical Assisting	33	32/48	48/72
AOS Veterinary Technician	73.5	64/96	96/144

## **HOUSING**

The school staff will assist out-of-town students in locating suitable living accommodations, churches, etc....

## **CANCELLATION AND REFUND**

Students who enroll but wish to cancel voluntarily may do so within three working days of having signed a contract (excluding holidays and weekends) and made initial payment. Cancellation must be requested by letter, postmarked within a three-day period or in person at the school. All money paid will be refunded within 30 days when requested within this three-day period.

If a student's application is not accepted by the school, all money paid by the student will be refunded. Students who cancel enrollment anytime after the three-day cancellation period, before classes begin, will forfeit the \$75.00 registration fee. Midwest Institute maintains a fair and equitable refund policy. **Institutional Refund Policy:** Students who withdraw after the first class session up to 10% of the days will be charged 10% of the total tuition. Students withdraw after 10%, but within the first 25% of the days, will be charged 25% of the total tuition. Students who withdraw after 25% and before 50% of the days will be charged 50% of the total tuition. No refund will be made to a student who has completed 50% or more of the program. **Return to Title IV :** If a student leaves Midwest Institute prior to completing 60% of a payment period, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return to Title IV funds formula:

Percentage of payment period completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. Funds are returned to the appropriate federal program based on the percentage of unearned aid.

A student may then be personally responsible for any money owed to the school based on the school refund policy.

The school may terminate a student because of insufficient academic progress, nonpayment of tuition, failure to comply with rules or five days of unexcused absences. The same refund criteria used for voluntary termination will be followed.

\*Students may also be terminated for demonstrating unsatisfactory attitude or behavior; this may involve, for example, conduct or dress inappropriate to the educational program.

If circumstances arise that make it necessary for a student to withdraw he/she must notify the school administration, in person, or by mail within 3 days of his/her last day in attendance.

## **TRANSFER OF CREDITS**

Credits do not transfer towards certificate programs. Midwest Institute will consider credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Students that are currently enrolled in a certificate program at Midwest Institute may transfer approved credits to a degree program. Students who transfer in from another school must have transcripts sent directly to Midwest Institute from their previous college. After those transcripts are evaluated the student may be accepted into a degree program and approved credits may be transferred. Transfer in students must complete a minimum of 33 semester credits with Midwest Institute in order to receive an associate degree. AOS HVAC/R Specialist requires a minimum of 37 semester credits. A maximum of credit hours that may be transferred into a program is 37 credit hours.

### **Background Checks and Drug Testing**

Many internship facilities that accept our students and potential employers require a criminal and/or personal background check to be placed in their facility. Additionally, facilities and employers may require candidates to submit to a drug test. This may cause a facility to not accept a student based the criteria and outcome of the background check and/or drug test. Students with criminal records that include felonies or misdemeanors, including those that are drug related, might not be accepted by an internship facility or employer. Internship and employment decisions are outside the control of Midwest Institute. The Massage Therapy, Pharmacy Technician and Surgical Technology program requires a criminal background check to attain licensure. If a student is denied licensure they will have to be terminated from the program.

## DEFINITION OF CREDIT

One semester credit is awarded for a minimum of 15 hours of lecture, 30 hours of laboratory, and 45 hours of externship.

## ADVANCED PLACEMENT AND EXPERIENTIAL CREDIT

Midwest Institute does not offer advanced placement and does not accept experiential credit for any programs offered.

## GRADING

A class record is kept by the instructor and retained by the school. This is available to the students upon request. Progress reports are provided to students at the end of each module. Official transcripts will be sent only to institutions and employers. Unofficial copies may be obtained by the student. Students must maintain a 2.0 GPA, "C" average (or above) at all times in order to maintain Satisfactory Academic Progress. Failure to maintain Satisfactory Academic Progress will impact eligibility for financial aid and could ultimately lead to termination from the program. Students must repeat any failed courses and/or material. The Director of Education will monitor satisfactory academic progress.

## STUDENT SERVICES

Midwest Institute supports all students from enrollment to graduation in any way that will encourage success in their career. Students are encouraged to come to administration with any need they cannot fulfill and we will try to provide a direction. Our student services *include one on one academic support, graduate placement assistance, locating housing and student activities*. All of the support provided is at no cost to the student.

## PLACEMENT ASSISTANCE

Midwest Institute has over forty eight years of educational experience and enjoys great success in placing its graduates in their chosen careers. Graduates will be assisted in securing interviews with prospective employers, assisted with preparing resumes and provided references for out-of-town employment. They are counseled in dress, appearance and decorum before being scheduled for an interview. Assistance is not only available for students at graduation, but any time after graduation. ***Midwest Institute cannot guarantee placement.***

## VIRTUAL LIBRARY

A virtual library is available to all Midwest Institute students, and can be accessed 24 hours a day anywhere there is an internet connection. The virtual library is one of the supplementary instructional materials provided. It covers multiple course aspects and is available as a valuable tool to enhance lecture and lab experience. Its holdings include current periodicals, journals, educational videos and unlimited access to current resources.

The Virtual Library can be access at <https://www.library.cengage.com>. Students will be provided a username and password upon enrollment. A librarian is on campus and available for students who need assistance.



## Reasonable Accommodations Policy: Individuals with Disabilities

Midwest Institute does not discriminate against individuals on the basis of mental or physical disability. Full commitment is given to providing reasonable accommodations. This may include appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the program, benefit or service provided by Midwest Institute. To request an auxiliary aid or service please contact the Director of Education at your chosen location. Individuals requesting an auxiliary aid or service, must complete an Accommodations Request Form 30 days before the start of the program or as soon as practicable. Accommodations must be reasonable and supported by appropriate documentation. For complete procedures contact the Director of Education at your chosen campus.

## GRADUATION



Pictures from Maryland Heights Centre

The Midwest Institute certificate and pin are awarded to students who successfully complete the program. An AOS degree is awarded upon completion of the Associate of Occupational Science Degree. These are widely recognized evidence of excellence and achievement.

Students and their families are invited to attend graduation ceremonies for their class. Due to venue capacity a limited number of tickets per graduate will be available.

### Transcript Request Process and Fee

An official transcript can be obtained by submitting a request in writing. This request must contain the student's full name, birth date, date of graduation and the business or school that is requesting the transcript. A \$5.00 fee is also required. Allow up to five business days for processing. The school will not release the official transcript to student's who are not current with outstanding balances.

# Online and Online/Hybrid Program Options Description and Policies

## What is a Hybrid Program?

Midwest Institute's online and online/hybrid programs have the same content and academic requirement as the residential (on ground) program. Students in the hybrid format will complete their program both in a campus or clinical setting and online via the internet. Students should expect to spend as much time, sometimes more depending on the subject matter, reading, writing, and studying for online portion of courses as they would in on ground courses. Typically, a hybrid course requires at least one meeting time per week on ground at a campus or clinical setting for lab. The online work is completed within the an assigned timeframe, but does not normally require a student to be at their computer at a specific time of the day. Students are required to come to a campus or clinic because hands on practical experience is required. All on ground lab times are arranged. Students login to their online portion of the hybrid course to continue weekly discussions and submit assignments at the best time of day or night for the student, giving these types of courses a flexibility not available to a regular classroom course. In the course syllabus the percentage of online delivery and on ground delivery is stated.

Students in a fully online program will complete 100% of their program via the internet.

The online courses are designed for the student who has a computer and access to the internet. Any expenses associated with purchasing a computer or establishing Internet access are the responsibility of the students and are not included in standard tuition and fees. Please contact the Academics Department for a list of technology requirements as they pertain to your program of study to ensure an optimal learning experience.

### **Students who take online classes must also:**

- \*Complete and online student readiness assessment prior to enrollment
- \*Receive approval from their designated Program Director
- \*Complete an online student orientation
- \*Agree to and sign all Student Responsibility forms
- \*Agree to and sign Student Technology forms

Online classes allow student access to asynchronous course content and additional instructional resources presented in a variety of formats. The Learning Management System also provides an opportunity for the student to engage with course content, and interact with their instructor and other students as they move through the courses online. All theory-based courses will be presented online, and the lab-based portion of the program will be offered in a residential setting at a ground campus, or in a clinical setting, thus creating a hybrid approach to the curriculum. Each online course is comprised of a set of learning activities which include the following:

### **Presentations**

Multi-media presentations introduce new concepts and are accessed by student over the web.

### **Discussion Forums**

Topic-based discussions are conducted asynchronously by the instructor. Discussion forums provide students with the opportunity to post their own thoughts and research, as well as respond to other students and their instructor. The instructor may focus on the topic discussion, highlight critical insights observed by the students, challenge critical thinking, and propose alternative perspectives.

### **Assignments**

Each assignment allows the student the means to demonstrate their knowledge of subject matter and to engage with the instructor.

## Student Technology Specifications

Each student enrolled in an online course is expected to have access to an Internet connection, computer hardware, and operating software.

### **Online Delivery Method**

**Technology resource requirements** will include: hardware, software, and **Internet access**. To enroll in programs which include distance education classes, students must have access to a computer with the following minimum requirements.

Students will use the Evolve Learning Management System (LMS) to complete their distance education courses and must have the following to support this system:

**Hardware:** A computer running a Microsoft Windows Operating System (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X with the operating system's minimum requirements for processor, memory, and hard drive. **At least 10.0 GB of free hard-drive space (additional space may be needed for multimedia files).** 1024 x 768 monitor with a 16-bit or greater video card (24-bit preferred). DVD-ROM drive or CD-ROM. Soundcard with speakers and microphone (for selected courses).

**Software:** A Microsoft Windows® Operating System (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X. Microsoft Office 2003 or a more recent version. A current antivirus and anti-spyware application that is updated regularly. Internet Explorer 7.0 or a more recent version, or Firefox 3.013 or a more recent version. Adobe® Reader® 8.0 or a more recent version (free download). Adobe® Flash Player 9.0 or a more recent version (free download). Sun Java 2 SDK (Java 1.5) or a more recent version for PC (free download). Classic Java (MRJ 2.2.5) or a more recent version for Mac (free download).

Internet/Email: An Internet service provider (ISP). A dedicated, reliable 128 Kbps or faster Internet connection. A student email address and account will be issued to all students for use within their courses.

**Please note:** For those who may access courses from a place of employment, corporations often restrict access to certain types of content allowed through the organization's firewall or network security. This may affect your ability to access your online courses from work and is beyond Midwest Institute's ability to predict or control.

### **Online Course Participation**

All theory-based courses will be presented online, and the lab-based portion of the program will be offered in a residential setting at a ground campus, or in a clinical setting, thus creating a hybrid approach to the curriculum.

### **Attendance Policy for Online Delivery**

Students participating in online courses must actively participate in online classroom activities a minimum of four (4) out of seven (7) days each week during the course. Failure to meet this requirement may result in a lower grade, and/or being withdrawn from the online course. The withdrawal policy for online courses is the same as withdrawal policies for ground classes.

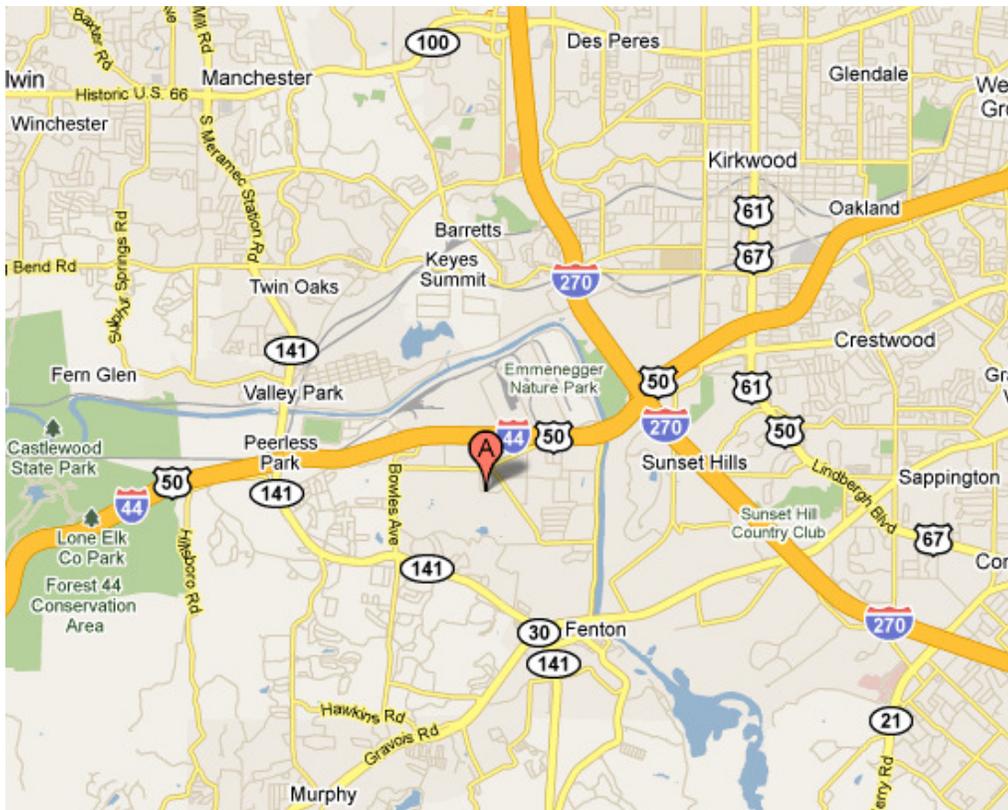
### **Academic Honesty Policy for Online Courses**

All students participating in an online course will be held accountable for and expected to comply with Midwest Institute's Online Academic Honesty Policy. Students are expected to demonstrate academic integrity by completing their own work, assignments, and assessments. Effective planning and progress must be accomplished for students to be successful in their degree program of study. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to the campus Director of Education for appropriate sanctions or disciplinary actions. All students are expected to adhere to the standards as set forth in the Student Code of Conduct.

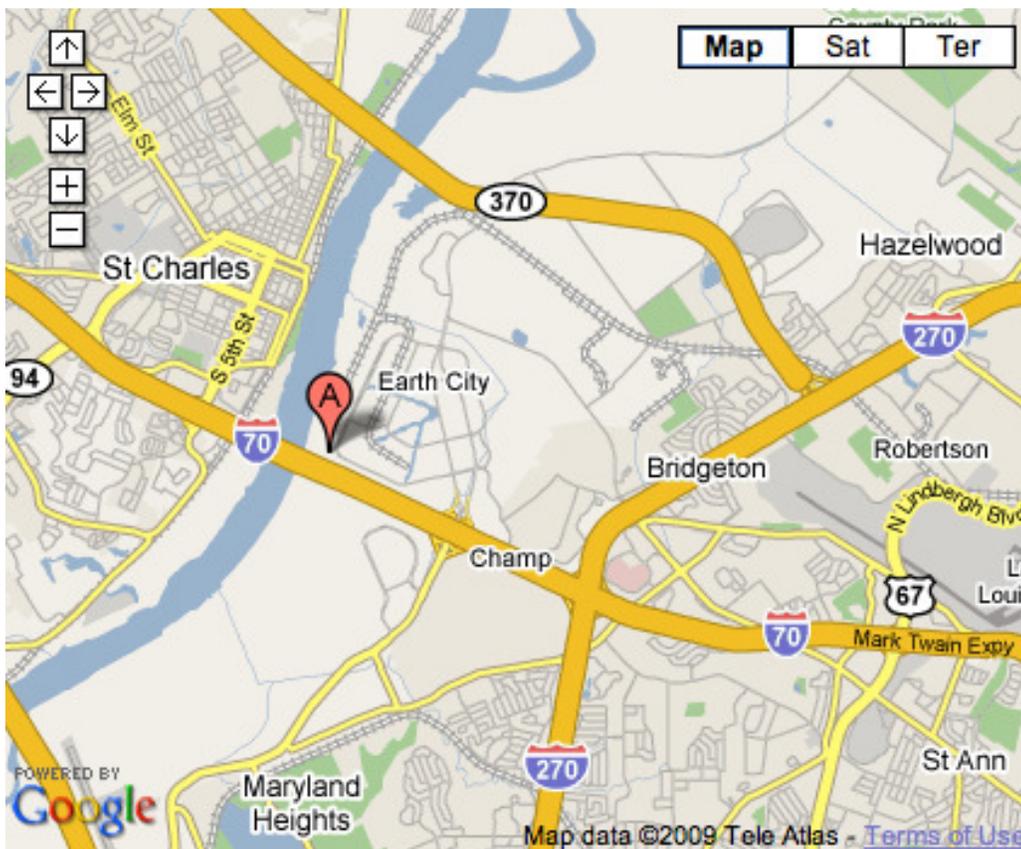
Midwest Institute's administration, faculty, and students believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the academic community, including faculty, students and administration, are expected to assist in maintaining the integrity of Midwest Institute, which includes reporting incidents which violate the Student Code of Conduct.

For all online course work, learning events are to be the student's own work. Any information taken directly from another source must either be paraphrased, or include quotations and a reference to where the original information was obtained. Violations of this policy will be evaluated on a case by case basis by the instructor and administration.

# WHERE TO FIND US!



**Fenton Campus**  
**964 S. Highway Drive**  
**Fenton, MO. 63026**



**Earth City Campus**  
**4260 Shoreline**  
**Drive**  
**Earth City, MO.**  
**63045**

## Catalog Addendum

See the catalog addendum for current information for tuition and fees, listing of staff and faculty and start dates.

## Campus Security Information and Disclosures for Prospective Students and Employees

### **CAMPUS SECURITY**

The school prepares a report to comply with the Jean Clery Disclosure of Campus Security Policy and Crime Statistics Act . This report is prepared in cooperation with local law enforcement.

This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned by Midwest Institute; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

Each year this report is made available to all students and staff. All prospective students and employees may obtain a copy of this report from the administration office.

### **IMPROVEMENTS TO ACADEMIC PROGRAMS**

Midwest Institute reviews its academic programs on a regular basis to ensure currency with growing employment requirements. As necessary, Midwest Institute may change, amend or modify program offerings and schedules. If you have any questions regarding this process you may contact the Director of Education.

### **COPYRIGHT INFRINGEMENT**

Students should be aware that the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to civil and criminal liabilities. Penalties may include monetary damages, fines and imprisonment. Midwest Institute prohibits use of its computers and computer networks for the unauthorized downloading and uploading of copyright-protected material, or for maintaining or storing unauthorized copyright-protected material. Disciplinary action, up to and including expulsion from the school, will be taken against students who engage in unauthorized distribution of copyrighted materials using Midwest Institute's information technology system.

### **STUDENT DEMOGRAPHIC INFORMATION**

Information about the study body of Midwest Institute is available on the College Navigator website [www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator). The College Navigator is maintained by the U.S. Department of Education National Center for Educational Statistics. To view information about Midwest Institute, enter the school name into the search box. Some of the information you will find is the following:

-Enrollment by gender and race and ethnicity distribution of students

-Financial Aid data regarding the various aid sources for students including federal grants(Pell)

-Retention and Graduation Rate of certificate or degree seeking, first time, full time, undergraduate students.

### **STUDENT RIGHT- TO- KNOW ACT**

This requires institutions eligible for Title IV funding to disclose graduation rates of all students and prospective students. These rates can be found on the college website, [www.midwestinstitute.com](http://www.midwestinstitute.com), under each program. These rates will also be furnished upon request from any student or prospective student.

## **Voter Registration Form**

Students may go to the Midwest Institute website and use the following link to print and fill out a voter registration form. You may also get a copy from Administration.

<http://www.sos.mo.gov/elections/goVoteMissouri/print.aspx>

**All Disclosures and Gainful Employment information for each program is on the Midwest Institute website.**

## MIDWEST INSTITUTE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

The right to inspect and review the student's education records within 45 days after the day Midwest Institute receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Midwest Institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Midwest Institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 responsibilities for Midwest Institute.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Midwest Institute 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

### See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### **ADDITIONAL POLICIES**

**Vaccinations** may be required for certain programs if employer requires, even though Midwest does not require it. If required the student will be responsible for the fee.

#### **DRESS CODE**

All healthcare students are required to wear a scrub top and bottom of the same color and clean approved tennis shoes with only white socks. Uniforms may be of any style, but they must be scrubs. **HVAC students must wear khaki pants, belt and shirt and workboots: must look polished, shirt tucked in (no tennis shoes and no jewelry)**. Not jeans, sweatpants, tight knits, three-quarter length pants, loose tee shirts, slip-over sweaters or **head gear (wraps, hats etc..** Healthcare Students have the option of wearing a white lab jacket. (No print jackets or tops are allowed.) During class time, all jackets (with the exception of lab jackets), coats, hoodies, and sweatshirts must be removed. A solid color turtleneck or solid color long sleeve shirt may be worn under your scrub or khaki top. No other types of T-shirts may be worn under your scrubs and no shirt should hang below the scrub top. Jewelry must be kept to a minimum. No more than one ring per hand, no bracelets, no more than one simple necklace, **no facial jewelry or tongue piercings**, and only post earrings may be worn (no hoop or dangle type earrings). No "Grillz" on teeth. You may wear a watch. **No wigs or hair pieces in massage. The dress code is clear, Midwest Institute reserves the right to correct a student wearing any garment or accessory that is not approved or acceptable. The student will be sent home to correct the violation if it continues. Proper hygiene is required at all times. Body, hair and clothes must be clean and reflect professionalism. \*\*Surgical Technology students must adhere to dress code outlined in their student handbook**

#### **MIDWEST GEAR DAY DRESS CODE**

All students have the option of participating in Midwest Gear day every Thursday(AM classes) Thursday(PM classes). The proper dress for this day must include "Midwest Gear" clothing items (sweatshirts, t-shirts). You must wear either nice jeans or slacks (they will be at the instructor's discretion). Shorts, tight knits, three-quarter length pants, and sweatpants are NOT to be worn. Any accessory items (caps, jackets, fanny packs, etc.) may not be worn in the classroom. Only tennis shoes, no sandals, flip flops etc...If a student declines to participate in the casual day, they must be in regular uniform (see the above description). THERE WILL BE NO EXCEPTIONS!

#### **GRADING SYSTEM**

Curriculum is based on lectures, demonstration, lab work, independent study and a supervised internship/clinic. Students must maintain a C average, 70% cumulative (or above) and have a passing grade in all courses. A class record is kept by the instructor and retained by the school. This is available to the student upon request.

Students are given progress reports at the end of each module.

#### **GRADING SCALE**

Medical/Dental/Healthcare Information Specialist /Assoc Degree/Veterinary Tech/Massage/Pharmacy Tech/HVAC/Surg Tech

A = 90-100      C=70-79 F = 59 under

B = 80-89      D= 60-69

### WITHDRAWAL

If circumstances arise that make it necessary for a student to withdraw from the program, he/she must notify the administration, in person, or by mail within 3 days of his/her last day in attendance.

### TESTS

A student is allowed to miss one test during his/her course. One test may be made up. Arrangements to make up this test should be made with the instructor by the end of the class day on which the student returns to school. If a student missed more than one test, that test must be made up and the student will receive a zero (0). Extenuating circumstances may arise, such as a severe illness. The student will then be asked for documentation and make-up will be at the discretion of the director.

No student can graduate until they earn a 70% on all practicals. In order to graduate the following programs must pass certain portions of their program:

- The massage therapy students must pass the kinesiology written exam and practical with a 70%.
- Massage students must also pass the National Certification exam to work in the field.
- Massage students must also demonstrate substantial progress and competency, as approved within the course of instruction, with a grade of C or better in: Basic Hygiene, Universal precautions, Contraindications and Basic Massage Theory & Basic Massage hands on practice.
- Medical Assistant students must pass the Medications exam and practical with 70%.
- Pharmacy students must pass calculations course with 70% .
- The HVAC students must pass the Universal EPA test

### DISCIPLINARY POLICIES

-When enrolling at Midwest Institute, a student assumes responsibilities to fellow students, to the school and to him or herself. **Students are responsible for observing all school rules, regulations, and policies. All instructors have the authority to enforce all school rules and regulations.**

-Midwest Institute reserves the right to expel any student whose conduct is unsatisfactory and detrimental to the best interest of other students and of the school.

-Any student carrying a weapon on the campus grounds will be expelled from school.

-Any student using or possessing alcoholic beverages and/or drugs on campus will be expelled from school.

-Any student involved in any form of behavior that causes a disruption on campus grounds will be put on probation, suspended or expelled from school, depending on the severity of the problem. This includes displaying a negative attitude anywhere on campus grounds or being disrespectful to the instructor or administration. Aggressive or violent behavior will result in expulsion from the program.

-Students are not allowed to use the business phones except for an emergency and only with permission from a school official and in the presence of a school official. If you have to be reached in an emergency be sure to provide the school phone number. **Cell phones are not allowed to be used in the school for in-coming calls or out-going calls during class hours. Absolutely NO TEXTING. Phones will be confiscated if this rule is not followed.**

-The use of profanity by a student on campus grounds will not be tolerated and will result in suspension from classes for a period of time depending on the severity of the problem.

-Smoking is not permitted anywhere in the school building.

-Food, candy (including gum), or drinks are not permitted in classrooms at any time. You may have a closed container of water. All other food and drink must be in the break room.

**No recording devices are allowed unless signed consent of party being recorded is received. No recording devices allowed during tests or practicals at any time. No exceptions.**

### INTERNSHIP POLICIES

Internships will be provided for each student who has satisfactorily completed his/her academics. No student will be allowed to begin an internship before all required make-up days have been completed. Veterinary Assisting students who are pregnant at the time of internship must postpone their internship until after the baby is born. Arrangements can be made to sever the internship at any time up to six months after delivery to complete the program. Approximately one week prior to the completion of academics each qualified student will receive the name, address, phone number, directions and brief description of his/her internship. These internships are arranged in advance and will not be changed unless requested by the interning facility. Should there be a mitigating circumstance that warrants a student presenting a request for a change in their internships, the request must be presented to the school in writing prior to their internship start date. This request must receive prior approval from the school administration.

Some students have special interests. It would be advisable to discuss special requests with the Placement Coordinator approximately 4-6 weeks before internships begin. Though input from the student is welcome, internships will be arranged by the administration and the final decision will be made in the student's best interest by the administration.

If a student is terminated from their internship by either the interning facility or the school, the student will be considered to have failed his/her internship. It is required that a student pass his/her internship in order to graduate. If a student terminates his/her own internship without permission from the administration he/she will be considered to have failed his/her internship. There will be no exceptions.

The Massage Therapy program will attend a 160 hr supervised clinic on campus, 9am to 3pm— Monday through Friday. This is a practical and classroom environment. HVAC does not have internship.

### ATTENDANCE

Daily attendance is necessary for all students. Students are expected to be on time, prepared, and to participate in class every day. A student must complete a minimum of 67% of the program to be eligible for graduation. While it is recognized that certain reasons beyond the control of the student may make it impossible for him/her to attend class, students must complete 67% of the entire program to graduate. This includes weather related school closings. It is important for a student to move through his/her program at a pace that will ensure that the student will complete the program within the limits of Satisfactory Academic Progress and within the maximum time frame.

### **Credit Hour Program**

Midwest Institute calculates the percent of the program completed the same for all certificate and degree seeking students. Students must attend at least 67% of the scheduled hours in a program.

Students must call the school before class starts if he/she will be absent.

An absence is defined as a student who is not present for a regularly scheduled class **If the instructor has to cancel class, the class will be made up at a time that is agreed upon by the class and the instructor.**

A student may be terminated when the student accumulates unexcused absences for 5 consecutive days without contacting the school or exceeds 33% absences in the program.

If a student needs to leave school early, permission from administration is required.

### CLASS SCHEDULES

Medical Assisting (A.M. - EC) 8:30 a.m. - 1:30 p.m. (M-TH)  
 Medical Assisting (P.M. EC) 6 p.m. – 10:15 p.m. (M,T,TH)  
 Medical Assisting Hybrid labs (P.M. EC) 5 p.m. – 10:15 p.m. (TH)  
 Dental Assisting (AM-EC) 8:30 a.m. - 1:30 p.m. (M-TH)  
 Dental Assisting (PM-EC) 6 p.m. to 10:15p.m. (M, T, Th)  
 Veterinary Technician (A.M.\_Fenton) 8:30 a.m. - 1:30 p.m. (M-Th)  
 Medical Assisting (A.M.-Fenton) 8:30 a.m. - 1:30 p.m. (M-Th)  
 Dental Assisting (A.M.-Fenton) 8:30 a.m. - 1:30 p.m. (M-Th)  
 Massage Therapy (AM-EC) 8:30 a.m - 1:30 p.m. (M-F)  
 Massage Therapy (PM-EC) 6p.m. - 10:15p.m. (M,T,Th)  
 Pharmacy Technician online labs (PM-EC) 6p.m. - 10:15p.m. (scheduled)  
 HVAC Technician /HVAC/R(AM-EC) 8:30am - 1PM (M-F)  
 HVAC Technician/HVAC/R (PM-EC/Fenton) 5:30pm - 10pm (M-Th)  
 Surgical Technology (AM-EC 8:30am - 12:45 pm) (M-Th)

**SCHOOL HOLIDAYS**

New Year's Day    Columbus Day    Martin Luther King Jr. Day  
 Memorial Day    Independence Day    Labor Day  
 Thanksgiving & Friday    Christmas Eve    Christmas Day

**Office Hours**

The administrative office hours are generally 9am-5pm Monday thru Friday. Appointments can be made for anything needed outside of these hours.

**WEATHER RELATED SCHOOL CLOSINGS**

The school may be closed because of snow or ice. Students will be informed on KSDK-TV Channel 5, Fox 2 and KPLR 11 "Snow Watch". School may be delayed (snow schedule) with classes beginning one hour later than normally scheduled. Night students should check in the afternoon for closing status on the above channels or call.

**STUDENT BREAKS**

Students are allowed a 10 minute break per hour. All students must break in the designated break area.

**CAMPUS SECURITY**

As required by the Jeanne Clery Disclosure Act, Midwest Institute publishes an annual security report that contains information regarding policies and programs relating to campus security and crimes and emergencies. This report also includes the prevention of crimes, sexual offenses, violence against women and drug and alcohol use. In this report you will find statistics for the last three reporting periods concerning the occurrence of crimes on campus and public property. This report is updated and available on October 1st. The annual security report is provided to all current students and employees. A hard copy of the security report can be received from the administrative office during normal business hours upon request.

**Reporting Procedures**

Should you need to report criminal actions or other emergencies occurring on campus, please report this directly to Holly Gamble, Director of Earth City campus, Adam Epstein Director of Education at Fenton campus. If Holly Gamble or Adam Epstein is not available, please report to someone in administration. If they are not available then report to the instructor in charge. These officials will notify the local law enforcement agency or emergency medical technicians depending on the seriousness of the incident. For a detailed procedures go to our website to access the Annual Campus Security report: [www.midwestinstitute.com/sites/default/files/MidwestInstituteASRUpdated.pdf](http://www.midwestinstitute.com/sites/default/files/MidwestInstituteASRUpdated.pdf)

The purpose and authority of Midwest Institute staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred to as investigated by the Fenton/St. Louis County police department.

To ensure accurate and prompt reporting of all crimes, Midwest Institute will take full written statements from involved parties and witnesses on all emergency or criminal incidents. The written statements are included as part of the written report, and such statement may be used by Midwest Institute staff and Local/State law enforcement authorities for the purpose of apprehension and/or crime prevention.

**CRIME STATISTICS**

Midwest Institute is committed to constructing and maintaining a community in which students, faculty, and staff can work and study in an environment free of criminal actions. Midwest Institute exercises the Crime Awareness and Prevention Program, within the Annual Security Report, which communicates measures to prevent crime with all new students prior to enrollment and with new employees at the beginning of their employment. The information which is covered in this program is reiterated via annual drills with Midwest Institute's assigned St. Louis County Police Department Representative, through demonstrations of safety drills and presentations over general safety and emergency preparedness.

The Annual Campus Security report is available on our website under The Admissions tab then Documents and Resources -

[/www.midwestinstitute.com/sites/default/files/MidwestInstituteASRUpdated.pdf](http://www.midwestinstitute.com/sites/default/files/MidwestInstituteASRUpdated.pdf)

### **DRUG PREVENTION PROGRAM**

The U.S. Department of Education requires that we inform students of the following information regarding drug prevention and Midwest Institute's policies regarding drug or alcohol use:

1. The possession, use or distribution of illegal drugs or alcohol in or near Midwest Institute is not permitted and will constitute cause for immediate dismissal from school. Attendance at Midwest Institute while under the influence of narcotics, addictive medications or alcohol will also constitute grounds for immediate dismissal.
2. Drug addictions and alcohol abuse are known to cause various health risks to an individual.
3. Chemical dependency counseling students in need of drug or alcohol counseling, treatment, or rehabilitation of re-entry programs are referred to any of the following agencies for possible help: St. Anthony's Medical Center Hyland Training Institute (314-525-7296), Mercy Hospital Edgewood Center (314-569-6500), Missouri Vocational Rehabilitation offices, and other facilities throughout the St. Louis area.

More information on the school's drug and alcohol abuse prevention program can be obtained from the Director of Education.

### **SEXUAL HARRASSMENT POLICY**

Students are to follow the procedures detailed below if a sex offense occurs:

1. Notify the Director of Midwest Institute, and the proper law enforcement authorities (Fenton/Bridgeton Police Department). It is important that the victim reserve evidence for the proof of a criminal offense.
2. The institution does not have any on-campus counseling centers but will assist you in locating a center that victims of sexual offenses may contact for assistance.

All sexual offenses are reported to the local authorities. If the accused is a student and is convicted, the institution will require counseling and based upon the crime, suspend or terminate the student from the institution.

### **STUDENT CONCERNS**

**If a student has questions or concerns regarding their training they should first go to their instructor. If the problem is not resolved then they should submit in writing the nature of the concern and the Director of Education will review and set an appointment with that individual as soon as possible.**

### **GRIEVANCE POLICY**

Students who feel they have not received satisfactory solution to an issue are to submit their concerns formally in writing to the Director of Education who will review the grievance assessing the facts and evidence provided and seek resolution. The student will be notified of the solution within 15 days. Students who are not satisfied with the decision of the Director of Education may write an appeal to The Grievance Board who will review the facts and evidence provided along with the previous solution offered and schedule a meeting with the student. Students will be counseled on an individual basis. Students will be notified of the Board's resolution within 15 days from the meeting. If these concerns are still not resolved the student may then contact the Missouri Department of Higher Education in Jefferson City: 205 Jefferson Street, P.O. Box 1469, Jefferson City, MO. 65102 573-751-2361 or the Accrediting Bureau of Health Education Schools (ABHES) in Washington D.C..

All student grievances will be handled in the order stated. It is the goal of Midwest Institute to find resolution for all parties.

### **INSTITUTIONAL CHANGES**

Midwest Institute reserves the right to make modifications in the course content, in the structure of curriculum, in the schedule, school policies and in any other requirement at any time within the student's period of study. Midwest Institute also reserves the right to make any changes in administration, faculty, tuition and fees, and any school activity. **This addition of the Catalog will supersede all previous editions.**

Instructors will have classroom rules and expectations that are not published in the handbook. All expectations must be met.

Pursuant to the Enrollment Agreement, in the event a legal proceeding is instituted with respect to any disputes arising between the School and any Student, the school and the student have each waived the right to trial by jury of any cause of action, claim, counterclaim or cross-complaint in any action, proceeding or other hearing brought by either the student or the school for any matter whatsoever arising out of, or in any way connected with, this Agreement, the relationship of the school and student, the student's enrollment, or any claim of injury or damage, or the enforcement of any remedy under any law, statute, or regulation, emergency or otherwise, now or hereafter in effect. Furthermore, pursuant to the Enrollment Agreement Student agrees and promises to pay all of the school's attorneys' fees, court costs, collection costs and expenses incurred to enforce the provisions of this Agreement, regardless of whether or not suit is filed.

**CELEBRATING SUCCESS ONE  
GRADUATE AT A TIME!**



**OFFERING QUALITY EDUCATION  
TODAY,  
A CAREER FOR TOMORROW**



**CHAT WITH US LIVE @  
[WWW.MIDWESTINSTITUTE.COM](http://WWW.MIDWESTINSTITUTE.COM)**