



Winter-Spring  
2017-2018  
Course Catalog

And Student Handbook



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EASTERN VIRGINIA CAREER COLLEGE  
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## PART I – GENERAL INFORMATION

### **Letter from the President**

Welcome to Eastern Virginia Career College!

We are committed to providing the men and women of our community with a focused, student-centered, education to “Start Learning and Start Earning”. This is not just a slogan, but also a commitment from EVCC to enable you, our student, to attain the knowledge and skills necessary to become a professional and compete in today’s job market. These are careers that can take you anywhere across this wonderful country of ours, and professions that will last you a lifetime.

Eastern Virginia Career College is the alternative to the traditional two and four-year colleges and universities. We are successful educators who help develop professional skills in students for the Nurse Education and Allied Health professions, as well as the Wellness and Spa Industry in a time frame from 2 to 18 months, depending on your program.

At EVCC you will be part of a 15-year history that is growing and expanding. We are the premiere career college serving Fredericksburg, King George, Orange, Spotsylvania and Stafford counties.

Come join the many successful graduates who have gained their education and their new careers here at Eastern Virginia Career College.

We are your answer: The education you need to succeed!

I look forward to meeting you on campus!

Sincerely,

Christine Carroll  
President

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**HISTORY OF EASTERN VIRGINIA CAREER COLLEGE**

Eastern Virginia Career College is a private college located in Fredericksburg, Virginia. It was originally acquired as an unaccredited Health and Beauty Academy in 2000, and developed into Career Training Solutions, a post secondary institution nationally accredited by the Council on Occupational Education (COE) in 2002. The school's first Associate degree program, Registered Nurse Education, was introduced in 2008. In August, 2015, the State Council of Higher Education for Virginia approved Career Training Solutions as a "degree granting" institution once a second Associate of Applied Science degree program, Occupational Therapy Assistant, was added to its educational offerings. This new status inspired the name change to Eastern Virginia Career College.

Today, Eastern Virginia Career College is the region's first career college dedicated to adult career education. Located in a contemporary office park, EVCC provides students with a clean, safe, and well-maintained environment that includes up-to-date labs with equipment that meets or exceeds industry standards, digital technology, and high speed internet access to facilitate modern learning and career training. EVCC has also established its distance education presence through increasing online participation at the course level. The development of programs designed expressly for distance delivery is well underway.

EVCC focuses exclusively on instruction in career education and offers Associate of Applied Science degrees for Nursing and Occupational Therapy Assistant, as well as diploma programs in Practical Nurse education, Medical Assistant education, Massage Therapy, Esthetics, and Master Esthetics. Certificate programs include Nurse Aide, Nail Technician, and Wax Technician. In addition, students in degree programs are now able to complete their prerequisite college courses at EVCC.

The college's strategic plan includes focused, student-centered education and providing service/learning experiences in our community. For 18 years, Career Training Solutions, now EVCC, has achieved its fundamental mission to educate and train students to be professionals in career fields that employers regionally and nationally are demanding for their workforce.

**MAIN CAMPUS**

10304 Spotsylvania Avenue, Suite 400, Fredericksburg, Virginia 22408  
(540) 373-2200 Fax: (540) 373-4465

Web: [www.evcc.edu](http://www.evcc.edu)

Email: [info@evcc.edu](mailto:info@evcc.edu)

Important notice: EVCC reserves the right to revise class schedules, programs of study, course curricula, class hours, faculty and administrative staff, tuition and fees, and any other material listed in this catalog when such revisions are necessary. Catalog addenda will be published and distributed to all students electronically, in paper form, or both, when significant changes are made. The most current catalog will always be available for downloading from our web site. Please contact the Admissions Office with any questions.

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## **INSTITUTIONAL PHILOSOPHY**

Eastern Virginia Career College understands that advancements in education and training are made each day. It is our goal to prepare our students for the changes in industry by providing quality education and training that is focused on hands-on experiences using the most current technology available.

## **OUR MISSION**

The mission of Eastern Virginia Career College is to provide exceptional learning opportunities through student-focused instruction in the classroom, online, and through labs, clinics, and work-based experience. This collaborative educational process prepares caring, reflective, and skilled professionals who act with ethical regard and informed awareness as they enter their chosen career field.

## **OUR VISION**

We envision a uniquely different 21st-century career college experience in which our graduates become lifelong learners and advocates for all people within their communities.

## **OUR OBJECTIVES**

Specific objectives for each program offered at EVCC are stated in the Program Curricula section of the catalog. All programs are designed to provide very specific training within a well-defined workforce job classification. Instructors at EVCC are professionals who are well-trained and concerned with providing a quality education. The overall objectives of EVCC are:

- **To prepare students to become outstanding in their careers;**
- **To offer complete academic curricula, incorporating all of the basics necessary for success in each graduate's chosen career;**
- **To graduate professional men and women who will make a significant contribution to their communities.**

## **OUR POLICY ON DISCRIMINATION**

Eastern Virginia Career College does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. The Title IX Coordinator may be contacted regarding complaints of discrimination or harassment based on sex. The Title IX Coordinator may be contacted at: [TitleIXCoordinator@evcc.edu](mailto:TitleIXCoordinator@evcc.edu).

### **Regarding students with disabilities:**

Eastern Virginia Career College is committed to providing equal educational access for individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, and the Americans with Disabilities Act Amendments (ADAA) of 2008. An individual with a disability who is qualified for admission will have the same access to programs, services, and activities as all other students. EVCC will make reasonable accommodations unless doing so would fundamentally alter the nature of the service, program, or activity or if it poses an undue administrative or financial burden.

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**APPROVALS, MEMBERSHIPS, AND PROFESSIONAL AFFILIATIONS**

**Accredited by the Commission of the Council on Occupational Education (COE)**

7840 Roswell Road, Building 300, Suite 325, Atlanta. GA 30350  
[www.council.org](http://www.council.org)

**Authorized by the Virginia Department of Health Professions, Virginia Board of Nursing to conduct nurse education programs.**

9960 Mayland Drive, Suite 300, Henrico, VA 23233  
[www.dhp.state.va.gov/nursing](http://www.dhp.state.va.gov/nursing)

**Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), accrediting body for occupational therapy education.**

American Occupational Therapy Association, 4720 Montgomery Lane, Suite 200, Bethesda, MD 208174  
<http://www.aota.org/Education-Careers/Accreditation.aspx>

**Participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA) for providing Distance Education.**

3005 Center Green Drive, Suite 130, Boulder, CO 80301  
[www.nc-sara.org](http://www.nc-sara.org)

**Certificate to Operate issued by the State Council of Higher Education for Virginia (SCHEV).**

101 N. 14<sup>th</sup> Street, 10<sup>th</sup> Floor, James Monroe Building, Richmond, VA 23219  
[www.schev.edu](http://www.schev.edu)

**Licensed by the Virginia Department of Professional and Occupational Regulation (DPOR), Board for Barbers and Cosmetology.**

9960 Mayland Drive, Suite 400, Richmond, VA 23233  
[www.dpor.virginia.gov/dporweb](http://www.dpor.virginia.gov/dporweb)

**Authorized by the U.S. Department of Education (USDOE) to participate in Title IV programs.**

400 Maryland Avenue, SW, Washington, DC 20202  
[www.ed.gov](http://www.ed.gov)

**Eligible institution for NCMIS – Marine Corps Tuition Assistance Program (4036A).**

Building 3088, Roan Street, Quantico, VA 22134  
[www.quantico.usmc-mccs.org](http://www.quantico.usmc-mccs.org)

**Eligible institution for the training of eligible veterans by the Virginia State Approving Agency, Virginia Department of Veterans Services.**

101 North 14<sup>th</sup> Street, 17<sup>th</sup> Floor, James Monroe Building, Richmond, VA 23219  
[www.dvs.virginia.gov](http://www.dvs.virginia.gov)

**Eligible institution for Vocational Rehabilitation training by the Virginia Department for Aging and Rehabilitative Services.**

8004 Franklin Farms Drive, Henrico, VA 23229-5019  
[www.vadrs.org](http://www.vadrs.org)

**American Massage Therapy Association (AMTA)**

500 Davis Street, Suite 900, Evanston, IL 60201  
[www.amtamassage.org](http://www.amtamassage.org)

**Exam Site for the National Healthcareer Association**

11161 Overbrook Road, Leawood, KS, 66211  
[www.nhanow.com](http://www.nhanow.com)



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**Official College Level Examination Program (CLEP®) Test Center**

250 Vesey Street, New York, NY 10281  
[clep.collegeboard.org](http://clep.collegeboard.org)

**Member of the Fredericksburg, VA, Chamber of Commerce**

2300 Fall Hill Avenue, Suite 240, Fredericksburg, VA 22401  
[www.fredericksburgchamber.org](http://www.fredericksburgchamber.org)

**Approved Training Provider, Bay Consortium Workforce Development Board**

P.O. Box 1117, Warsaw, VA 22572  
[www.baywib.org](http://www.baywib.org)

**The Eastern Virginia Career College Associate of Applied Science Degree Nursing and Practical Nurse Education programs hold pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.**

**Hours of Operation**

EVCC's campus is open Mon.-Fri. 7:30 a.m. to 10 p.m. Some day classes may be scheduled on Saturday. Saturday students should confirm specific hours and dates with the course instructor.

**Notice to all Students**

EVCC reserves the right to revise class schedules, programs of study, course curricula, class hours, faculty and administrative staff, tuition and fees, and any other material listed in this catalog when such revisions are deemed necessary. Catalog addenda will be published and distributed to all interested students when significant changes occur.

*For information regarding EVCC's Annual Security Report and the Drug-Free Campus Policy, please visit the EVCC website at <http://www.evcc.edu> .*

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**PART II – STUDENT CATALOG AND HANDBOOK**

**ADMISSIONS POLICIES, REQUIREMENTS, AND PROCEDURES**

**GENERAL ADMISSIONS PROCEDURES AND REQUIREMENTS**

All degree and non-degree seeking applicants are required to complete the application form, pay a non-refundable application fee, and must provide all appropriate documents as specified below. An interview with an authorized college official will be scheduled. An applicant under the age of 18 must bring a parent or guardian to the personal interview. Spouses are also encouraged to visit EVCC with prospective students, tour the facility, and discuss career opportunities with staff personnel.

To qualify for acceptance, each applicant must meet the following requirements:

1. Complete and submit an application for admission.
2. Submit a high school diploma or GED certificate.
3. Submit official transcripts from all secondary and post-secondary schools attended.
4. Successfully complete an entrance examination as required for the applicant's chosen academic program.
5. Pay a non-refundable application fee.
6. Complete and submit paperwork for Criminal Background Check (CBC). Cost of \$50.00 for the CBC is the responsibility of the applicant. The Admissions Office will provide applicants with the required form.
7. Complete and sign an enrollment agreement (which must be co-signed by a parent or guardian if the applicant is under 18 years of age).
8. Complete and submit all pertinent forms and supporting documentation to determine eligibility if financial assistance is desired.
9. Set up a payment plan with the business office.
10. Complete authorization for background check (this requirement is program-specific).
11. Registration dates for all programs will be published in the catalog and on the website. EVCC reserves the right to change registration dates as necessary without advance notice.

**Admissions Requirements for Students with International Transcripts**

1. **For degree and non-degree programs:** Applicants who earned their high school diploma or equivalent outside of the United States must have their foreign transcripts translated (as necessary), reviewed, and certified by a credential evaluation and certification service (which must be a member of the National Association of Credential Evaluation Services, or NACES) prior to submission to EVCC. The cost of using such a service is paid by the applicant.
2. Applicants who earned a baccalaureate degree outside of the United States are not required to submit a secondary school transcript. However, such applicants must have their foreign transcripts translated (as necessary), reviewed, and certified by a credential evaluation and certification service (which must be a member of the National Association of Credential Evaluation Services, or NACES) prior to submission to EVCC. The cost of using such a service is paid by the applicant.
3. Applicants who earned a baccalaureate degree outside of the United States, who wish to have General Education credits evaluated for possible transfer into a degree program, must have their foreign transcripts translated (as necessary), reviewed, and certified by a credential evaluation and certification service (which must be a member of the National Association of Credential Evaluation Services, or NACES) prior to submission to EVCC. The cost of using such a service is paid by the applicant.

**Additional Admissions Requirements for Practical Nurse Education Program.**

EVCC will not accept nursing education credits from another institution.

1. Applicants must complete placement tests with resulting scores that demonstrate readiness for college-level reading, writing, and math courses.
2. Applicants must submit an original essay regarding nurse education (minimum 500 words). The essay topic should be:

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*Why are you interested in an accelerated nurse education program, and how do you think this type of program will fit into your life? How will you adapt your life to be successful in this program?*

3. Applicants must interview with the Nurse Education Admissions Board.
4. Applicants must undergo a drug screen test with a test result of negative. The cost of \$55.00 for drug screen testing is the responsibility of the applicant.
5. Applicants must undergo a criminal background check. The cost of \$50 for a criminal background check is the responsibility of the applicant.

The Admissions Office will provide applicants with the required drug screen and criminal background check forms.

**Special notice regarding criminal background checks for Nurse Education program applicants:**

The Virginia Board of Nursing (VBON), along with other state boards, may refuse licensure for certain causes including the conviction of any felony or any misdemeanor involving moral turpitude (lying, cheating, stealing, etc.), convictions that indicate a possible impairment or pattern of impairment (DUI, drug possession, etc.), and/or convictions not disclosed on previous applications. According to Virginia Code § 54.1 - 3005.1, The VBON shall require each applicant for licensure as a practical nurse or registered nurse to submit fingerprints and provide personal descriptive information to be forwarded along with his/her fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information. The VBON reviews the results to determine whether there are:

- Any convictions;
- Convictions that meet the criteria under Virginia Code § 54.1-3007 for referral to the Board for action;
- Whether any results are disclosed on previous applications.

Please note that *the VBON may deny graduates the ability to be licensed based on the findings of the FBI*. Challenges to the accuracy of FBI findings may be made in writing directly to the VBON.

**Progression in the Nurse Education Programs**

- Nurse Education programs at EVCC are accelerated programs, therefore the curricula are designed so that each course builds on the course taught before it. All courses in each of the Nurse Education programs must be completed in the sequence offered for each cohort. It is expected that Nurse Education students will complete each program within the time frame as published in the *Course Catalog and Student Handbook*.
- The time frames in which each of the Nurse Education programs are expected to be completed are detailed below:

<b>Program</b>	<b>Time to Complete</b>
AAS RN Program	46 weeks
Advanced Standing LPN to RN	31 weeks
Practical Nurse Education, Day	45 weeks

**Dismissal**

- Students with final course grades below 80%, or "C," will be considered to have failed the course. Failing a course will require that a student withdraw (drop), or be dismissed from the program for academic failure. Students who wish to complete a program after being dropped from a program for academic failure must seek readmission to the program according to the requirements for readmission to Nurse Education programs.
- Students who violate the EVCC Honor Code or other policies will be disciplined up to and including dismissal from EVCC, at the discretion of the Dean of Nurse Education Programs. Students who dispute such discipline or dismissal may submit a formal grievance, which will result in a hearing of the Academic Review Committee.

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**Requirements for Readmission to Nurse Education Programs**

1. Nurse Education students seeking readmission to a Nurse Education program after leaving for personal or academic reasons may re-apply for admission to the program, if the student has been absent from the program no longer than a year.
2. Students seeking readmission must obtain written approval from the Dean of Nurse Education Programs.
3. Students who seek readmission after failing or withdrawing from a course in a Nurse Education program must retake and successfully pass the course, or its equivalent, again before being allowed to progress in the program. *Please note that in cases of significant program curriculum change, students seeking readmission may be required to begin the program again without additional credit for repeated courses.*
4. Students seeking readmission within six months of leaving the program must undergo a new background check and drug screen at the student's expense.
5. Students seeking to re-enroll within six months of leaving the program may be permitted to join another program cohort at the point at which the student left the program, or its equivalent. The Dean of Nurse Education Programs will determine which courses, if any, must be retaken. This determination will be made based on the student's previous satisfactory academic performance and the current curriculum offered.
6. Students seeking readmission after an absence of no longer than one year must re-apply through the Admissions Office and meet all current requirements for admission into the program. Such students may be permitted to join another program cohort at the point at which the student left the program, or its equivalent. The Dean of Nurse Education Programs will determine which courses, if any, must be retaken by the student. This determination will be made based on the student's previous satisfactory academic performance.
7. Students seeking readmission after a period of one year or more will be required to begin the program again, at the discretion of the Dean of Nurse Education Programs, if meeting all other admissions requirements.
8. Depending on how far the student had progressed through the program before leaving and the amount of time since the student had been actively enrolled in the program, the Dean of Nurse Education Programs may require a student to retake all or part of Fundamentals of Nursing, Transitional Nursing, or Nursing Skills (as appropriate to the program) prior to being allowed to enroll in a clinical course. The Dean of Nurse Education Programs may waive this requirement if the student can demonstrate clinical competence in a skills assessment.
9. Students may only be re-admitted into the program twice. Students who have left the program three times will not be re-admitted.

**Graduation Requirements for Nurse Education Programs**

Students who have successfully completed all courses within a Nurse Education program in accordance with all academic, curricular, admissions/readmissions, and Virginia Board of Nursing requirements will be considered graduates of that program. Students must also clear all financial responsibilities and obligations with the college.

**Additional Admissions Requirements for the Advanced Standing LPN to RN Program**

1. Applicants must meet the same General Education prerequisite requirements as applicants to the Associate of Applied Science Degree Nursing Program.
2. Applicants must have earned a grade of "C" or better in each General Education prerequisite course.
3. Applicants with previous post-secondary General Education credits who wish to have those credits considered for transfer into an EVCC degree program must have taken those courses at an institution accredited by a national or regional agency recognized by the U.S. Department of Education, and must have been taught by faculty members with a minimum of a baccalaureate degree with 18 post graduate credits in the discipline being taught.
4. Applicants with previous post-secondary General Education credits who wish to have those credits considered for transfer into an EVCC degree program must submit official course descriptions from the originating institution for those courses. Each course will be evaluated for transfer through review of the course descriptions. The Registrar will make the

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assessment and award transfer credits at the Registrar's discretion. In most cases, comparable credits awarded by the Virginia Community College System (VCCS) will be honored. The acceptance of transfer credits cannot be guaranteed and each request is assessed on a case by case basis.

5. Applicants are required to take the HESI Admission Assessment Exam and must earn a minimum score of 75% in each category. Applicants with a cumulative score above 77% will receive priority consideration in the application process.
6. Applicants must have a cumulative GPA of 2.5 in previous Practical Nurse studies.
7. LPNs that did not complete their Practical Nurse studies at EVCC may be required to validate comparable PN program requirements through submission of the course descriptions from their PN studies along with the official transcripts from all previous post-secondary education. EVCC Nurse Education faculty may validate previous PN education using nationally normed tests and clinical competency requirements.
8. LPNs that did not complete their Practical Nurse studies at EVCC must submit two letters of recommendation from practicing RNs or former instructors.
9. Applicants must provide proof of an active, unencumbered LPN license.
10. Applicants must submit current certification of cardiopulmonary resuscitation for health care professionals.
11. Applicants must interview with the Nurse Education Admissions Board.
12. Upon successful completion of the skills assessment portion of NSG 145, Transitional Nursing, Advanced Standing LPN to RN students will be awarded 130 clinical hours toward the total clinical hours required for the Associated Applied Science Degree Nursing.
13. Applicants must attend a Nurse Education orientation.
14. Applicants must undergo a drug screen test with a test result of negative. The cost of \$55.00 for drug screen testing is the responsibility of the applicant.
15. Applicants must undergo a criminal background check. The cost of \$50 for a criminal background check is the responsibility of the applicant.

The Admissions Office will provide applicants with the required drug screen and criminal background check forms.

**Associate of Applied Science Degree Nursing Admissions Procedures and Requirements**

General Education Prerequisites:

<b>Degree Requirements</b>		<b>Credits</b>
Student Development	(Must be taken at EVCC)	1
Anatomy & Physiology I & II	(Each must include a minimum of 1 credit of lab)	8
English	College Composition	6
Humanities	HUM, PHIL, or REL	3
Behavioral Science	Psychology or Sociology	3
Mathematics	College Level	3

**Additional Admissions Requirements for Registered Nurse Education Programs, Including Advanced Standing LPN to RN and Associate of Applied Science Degree Nursing**

1. EVCC will not accept nursing education credits from another institution.
2. Applicants must have completed one unit of high school biology with lab, one unit of high school chemistry, and one unit of high school algebra, or college-level equivalent of these courses, and have earned a "C" or better in each of these courses.
3. Applicants are required to take the HESI Admission Assessment Exam and must earn a minimum score of 75% in each category. Applicants with a cumulative score above 77% will receive priority consideration in the application process.

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4. Applicants must have earned a grade of "C" or better in each General Education prerequisite course.
5. Applicants with previous post-secondary General Education credits who wish to have those credits considered for transfer into an EVCC degree program must submit official course descriptions from the originating institution for those courses. Each course will be evaluated for transfer through review of the course descriptions. The Registrar will make the assessment and award transfer credits at the Registrar's discretion. In most cases, comparable credits awarded by the Virginia Community College System (VCCS) will be honored. The acceptance of transfer credits cannot be guaranteed and each request is assessed on a case by case basis.
6. Applicants must submit an original essay regarding nurse education (minimum 500 words). The essay topic should be:  
*Why are you interested in an accelerated nurse education program, and how do you think this type of program will fit into your life? How will you adapt your life to be successful in this program?*
7. Applicants must interview with the Nurse Education Admissions Board.
8. Applicants must submit current certification of cardiopulmonary resuscitation for health care professionals.
9. Applicants must undergo a drug screen test with a test result of negative. The cost of \$55.00 for drug screen testing is the responsibility of the applicant.
10. Applicants must undergo a criminal background check. The cost of \$50 for a criminal background check is the responsibility of the applicant.

The Admissions Office will provide applicants with the required drug screen and criminal background check forms.

**Special notice regarding criminal background checks for Nurse Education program applicants:**

The Virginia Board of Nursing (VBON), along with other state boards, may refuse licensure for certain causes including the conviction of any felony or any misdemeanor involving moral turpitude (lying, cheating, stealing, etc.), convictions that indicate a possible impairment or pattern of impairment (DUI, drug possession, etc.), and/or convictions not disclosed on previous applications. According to Virginia Code § 54.1 - 3005.1, The VBON shall require each applicant for licensure as a practical nurse or registered nurse to submit fingerprints and provide personal descriptive information to be forwarded along with his/her fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information. The VBON reviews the results to determine whether there are:

- Any convictions;
- Convictions that meet the criteria under Virginia Code § 54.1-3007 for referral to the Board for action;
- Whether any results are disclosed on previous applications.

Please note that *the VBON may deny graduates the ability to be licensed based on the findings of the FBI*. Challenges to the accuracy of FBI findings may be made in writing directly to the VBON.



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**Occupational Therapy Assistant Admissions Procedures and Requirements**

General Education Prerequisites:

<b>Degree Requirements</b>		<b>Credits</b>
Anatomy & Physiology I & II	(Each must include a minimum of 1 credit of lab)	8
English	College Composition	3
Humanities	HUM, PHIL, or REL	3
Behavioral Science	Psychology or Sociology	3
Mathematics	College Level	3

**Additional Admissions Requirements for the AAS Occupational Therapy Assistant Program**

1. A standardized preadmission entrance examination is required. Scores in the upper 50th percentile of the national average will receive priority consideration in the application process.
2. Applicants must complete and submit paperwork for a drug screen test, with a test result of negative. Cost of \$55.00 for drug screen testing is the responsibility of the applicant. Admissions Office will provide applicants with the required form.
3. Applicants must either enroll in the General Education prerequisite requirements courses offered at EVCC or have met the General Education prerequisite requirements of the Associate of Applied Science Degree Occupational Therapy Assistant.
4. Applicants must have earned a grade of "C" or better in each General Education prerequisite course.
5. Applicants with previous post-secondary General Education credits who wish to have those credits considered for transfer into an EVCC degree program must have taken those courses at an institution accredited by a national or regional agency recognized by the U.S. Department of Education.
6. Applicants with previous post-secondary General Education credits who wish to have those credits considered for transfer into an EVCC degree program must submit official course descriptions from the originating institution for those courses. Each course will be evaluated for transfer through review of the course descriptions. The Registrar will make the assessment and award transfer credits at his or her discretion. In most cases, comparable credits awarded by the Virginia Community College System (VCCS) will be honored. The acceptance of transfer credits cannot be guaranteed and each request is assessed on a case by case basis.
7. Credits from accredited institutions of post-secondary education will be evaluated for transfer through review of the course descriptions. A comparison of course requirements and objectives from the originating institution to comparable courses at EVCC will be made. Credits earned with a grade below "C" will not be accepted. The Registrar will make the assessment and award transfer credits at the Registrar's discretion. In most cases, comparable credits awarded by the Virginia Community College System (VCCS) with a final grade of "C" or better will be honored. The acceptance of transfer credits cannot be guaranteed and each request is assessed on a case by case basis. Transfer students must complete at least 70% of their coursework at EVCC.
8. Applicants must interview with the OTA admissions panel.
9. Applicants must complete a minimum of 16 hours of observation with an Occupational Therapist (OTR) or an Occupational Therapy Assistant (COTA) in a practice setting. Additional hours are recommended. Observation hours must be thoroughly documented using an EVCC-approved form.
10. Applicants must submit a 150-500 word essay on "Why I am interested in Occupational Therapy, and why I have chosen to pursue my training at EVCC."
11. Applicants/students who have completed General Education requirements must pass the Test of Essential Academic Skills (TEAS V) for Allied Health.

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**Special notice regarding criminal background checks for Occupational Therapy Assistant program applicants:** A felony conviction may affect a graduate's ability to sit for the National Board for Certification on Occupational Therapy (NBCOT) certification examination or attain state licensure. For further information visit the NBCOT Character Review page at <http://www.nbcot.org/character-review-process> or contact the NBCOT at: National Board for Certification in Occupational Therapy, Inc., 12 South Summit Ave., Suite 100, Gaithersburg, MD 20877

**Massage Therapy Program Applicants:**

Applicants must undergo a criminal background check. The cost of \$50 for a criminal background check is the responsibility of the applicant. The Admissions Office will provide applicants with the criminal background check forms.

In addition to the General Admissions Procedures and Requirements, Massage Therapy applicants must be aware of this **special notice regarding criminal background checks for Massage Therapy program applicants:**

The Virginia Board of Nursing (VBON), the Virginia state professional licensing body for massage therapists, along with other state boards, may refuse licensure for certain causes including the conviction of any felony or any misdemeanor involving moral turpitude (lying, cheating, stealing, etc.), convictions that indicate a possible impairment or pattern of impairment (DUI, drug possession, etc.), and/or convictions not disclosed on previous applications. According to Virginia Code § 54.1 - 3005.1, the VBON shall require each applicant for licensure as a massage therapist to submit fingerprints and provide personal descriptive information to be forwarded along with his/her fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information. The VBON reviews the results to determine whether there are:

- Any convictions;
- Convictions that meet the criteria under Virginia Code § 54.1-3007 for referral to the Board for action;
- Whether any results are disclosed on previous applications.

Please note that *the VBON may deny graduates the ability to be licensed based on the findings of the FBI*. Challenges to the accuracy of FBI findings may be made in writing directly to the VBON.

**Acceptance Notification for All Students**

After all general admissions requirements and any program-specific requirements have been met, the appropriate administrator will review the complete application and acceptance will be determined. Applicants will then be notified by their admissions representative if they have been accepted. Applicants who have been accepted will receive a letter of congratulations and an orientation notice in the mail.

**TECHNICAL REQUIREMENTS, COMPUTER SYSTEM, AND BROWSER**

Students must provide their own laptops, netbooks, or tablets with Internet access and browser for in-class test-taking, quizzes, and other in-class coursework.

The Learning Management System used at EVCC is Moodle. Moodle is web-based; therefore, students require Internet access and an Internet browser that is compatible with Moodle (see Software Recommendations, below).



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**Laptop requirements**

- PCs: Windows 7 operating system or higher
- Macs: OS X or higher

**All computers/tablets/netbooks/tablets:**

- Should be less than 5 years old;
- Have color monitor/display;
- Have a sound card with speakers or headphones;
- Have printer access and connectivity;
- Have 1 GB of free disk space;
- Have broadband Internet connection (DSL or cable recommended);
- Have a web browser, such as Chrome, Internet Explorer, Mozilla Firefox, or Safari;
- Cookies must be enabled;
- JavaScript must be enabled;
- Pop-up blocker should be turned off;
- Latest version of browser should be installed.

**Software Recommendations**

- Web browser:
  - Chrome [www.google.com](http://www.google.com)
  - Mozilla Firefox [www.mozilla.org](http://www.mozilla.org)
  - Safari <https://support.apple.com/>
  - Internet Explorer [www.microsoft.com](http://www.microsoft.com)
- Adobe Acrobat Reader <https://get.adobe.com/reader/>
- Adobe Flash <https://get.adobe.com/flashplayer/>
- Microsoft Word Viewer <https://www.microsoft.com/en-us/download/details.aspx?id=4>
- Microsoft PowerPoint Viewer <https://www.microsoft.com/en-us/download/details.aspx?id=13>
- Word processing software, such as
  - OpenOffice (free) <https://www.openoffice.org/download/>
  - Google Docs (free) <https://www.google.com/docs/about/>
  - Microsoft OneDrive (free) <https://account.microsoft.com/account/onedrive>
  - Microsoft Office Home and Student (paid download) <https://products.office.com/en-us/home-and-student>

**Browser, Software, and Hardware Troubleshooting**

Due to the wide range of possible issues related to software, browsers, or hardware, EVCC is unable to advise students regarding troubleshooting. Students are encouraged to visit the respective browser or software websites, or contact the hardware manufacturer, for informed and up-to-date solutions and support.

**ACADEMIC POLICIES**

**Appearance and Dress Code**

It is expected that a student's attire, hairstyle, and personal grooming will reflect a professional manner, self-respect, respect for classmates, and respect for the EVCC community. Most programs require a uniform; students will be informed of the specific requirements regarding uniforms before the start of class.

Unprofessional attire is not permitted including, but not limited to, short-shorts, bare feet, strapless or halter-tops, or lack of a shirt.

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**Attendance, Absences and Tardiness**

In an effort to develop an appropriate work ethic, EVCC students are expected to attend all class sessions. Limited absences for the following reasons may be excused, provided the student provides written, verifiable documentation of the need for the absence. Students are responsible for learning what was taught on the day(s) of their absence(s) and for completing any coursework to be turned in or assigned on the day of the absence. An excused absence does not excuse the student from the responsibility of having to make up any clinical hours or coursework missed. Students will be expected to meet the objectives and standards of performance for all courses, regardless of any absences.

- Illness;
- Serious emergencies;
- Military obligation;
- Inclement weather;
- Religious holiday;
- Court-imposed legal obligation;
- Approved accommodations for previously documented disability;
- Necessary absences due to pregnancy or childbirth;
- Bereavement for member of immediate family (including grandparent or step-family member) or immediate in-law;
- Other verifiable, documentable absences approved by the program dean on a case by case basis.

Applicable faculty members and the dean of the program *must* be notified in writing in advance of all known upcoming absences. It is the responsibility of the student to ensure that all missed coursework is made up to the satisfaction of the instructor. Coursework for known upcoming absences must be completed prior to the planned absence whenever possible, and approved for submission by the faculty member. Absences may result in a lowered achievement rating and an undesirable record. *All absences from scheduled courses are recorded on a daily basis.*

Absences in excess of ten (10) percent of a course may be deemed excessive and may result in the following actions:

1. Verbal and/or written warning
2. Retention advising
3. Student performance probation, suspension or termination
4. Lower final course grade
5. Having to make up time/work
6. Financial Aid Warning, and/or Probation

Late arrival: All students are expected to arrive to class on time. Tardiness to class is calculated in aggregate over the course of a semester. Tardiness that totals 10% or more of a specific course or module may result in any or all of the actions specified above. Faculty members may refer students to the program dean for advising regarding attendance at any time. Students should be aware that that some licensing boards and agencies will not allow students who are missing clinical time to sit for certification exams.

**Leave of Absence**

A Leave of Absence (LOA) may be requested in writing from the college only after 30 days from the student's program start date. The reason for a student's leave request is to be included in the student's application for an LOA. EVCC may grant multiple LOAs within a 12-month period as long as the total number of days for all LOAs does not exceed 180 days within a 12-month period. If a student does not return when scheduled, he or she may be terminated and their last day of actual attendance will be used for refund purposes.

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If students receiving Title IV direct loans fail to return from an approved LOA on the date indicated then according to the U.S. Department of Education regulations the Grace Period for repayment of their Direct Loans will begin on the day after their Last Date of Attendance (LDA) before going on the leave. This could result in the repayment of the student's loan becoming due much sooner than it would be if they return to school and graduate from the program.

**Withdrawal**

Students who are scheduled for an academic course may withdraw from that course during the first week of class and receive a grade of "W".

After the first week of class, no academic course may be dropped without penalty. A grade of "F" will be assigned to those who stop attending class after the first week. All final course grades of "F" will be used in calculating the final grade point average. Withdrawal may affect current and/or future financial aid eligibility.

Withdrawal grades will be posted to the student's official transcript and will be used for calculation of the final grade point average as credits attempted.

**Requirements for Readmission to Program after Withdrawal or Suspension**

Students seeking readmission to a program from which he or she has withdrawn or has been suspended (dropped) for personal or academic reasons may re-apply for admission to the program, if the student has been absent from the program no longer than a year.

1. Students seeking readmission must obtain written approval from the College/Academic Dean.
2. Students enrolled in traditional, non-modular programs who seek readmission after failing or withdrawing from a course must retake and successfully pass the course, or its equivalent, again before being allowed to progress in the program. Students enrolled in modular programs who seek readmission after failing or withdrawing from a course must retake and successfully pass the course, or its equivalent, before being allowed to graduate. *Please note that in cases of significant program curriculum change, students seeking readmission may be required to begin the program again without additional credit for repeated courses.*
3. Students seeking readmission within six months of leaving the program must undergo a new background check and drug screen at the student's expense.
4. Students seeking to re-enroll within six months of leaving the program may be permitted to join another program cohort at the point at which the student left the program. The Dean of the program will determine which courses, if any, must be retaken. This determination will be made based on the student's previous satisfactory academic performance and the current curriculum offered.
5. Students seeking readmission after an absence of no longer than one year must re-apply through the Admissions Office and meet all current requirements for admission into the program. Such students may be permitted to join another program cohort at the point at which the student left the program. The dean or director of that program will determine which courses, if any, must be retaken by the student. This determination will be made based on the student's previous satisfactory academic performance.
6. Students seeking readmission after a period of one year or more will be required to begin the program again, at the discretion of the dean of that program, if meeting all other admissions requirements.
7. Students may only be re-admitted into the program twice. Students who have left the program three times will not be re-admitted.

**Make-Up Policy**

Class assignments are due on the date designated by the instructor. If the student contacts the instructor directly, the instructor at his or her option may receive overdue daily assignments. In addition, if a student has an excused absence on exam day, he or she may make up an alternate test version once. The make-up test must be given within three class days of the original test.

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**Incomplete Policy**

If, due to unusual circumstances, a student has not completed the required course work by the end of the grading period, a grade of "I" (Incomplete) may be issued with approval from the program dean. The course work must be completed within a two week period or the Incomplete (I) will become a failing grade (F).

**Exemption Credit**

Any student interested in exempting a class may do so upon requesting permission from the program dean, paying an exemption fee of \$50, and successfully completing an exemption test with a score of 85 or above. Credits will be awarded but no grade will be given and the course will not be computed into the grade point average (GPA). Students cannot exempt individual courses from the Waxing, Nail, Medication Aide, or Nurse Aide programs.

**Transfer of Credits**

Any student entering EVCC may transfer credits from other accredited schools to EVCC upon receipt of an official transcript from the other institution and approval of those courses from the program dean. An evaluation of a prior transcript of grades from another institution will be made on an individual basis. Although EVCC reserves the right not to accept undergraduate credits that are more than five years old, a comparison of the course descriptions and number of credits with satisfactory grades of at least a "C" and an honorable dismissal or withdrawal from the institution from which transfer is made are required before approval can be granted. These guidelines do not apply to credits associated with a completed undergraduate degree.

Applicants with previous post-secondary General Education credits who wish to have those credits considered for transfer into an EVCC degree program must submit official course descriptions from the originating institution for those courses. Each course will be evaluated for transfer through review of the course descriptions. The Registrar will make the assessment and award transfer credits at the Registrar's discretion. In most cases, comparable credits awarded by the Virginia Community College System (VCCS) or any of the Virginia public colleges and universities will be honored.

The acceptance of transfer credits cannot be guaranteed and each request is assessed on a case by case basis. Approved transfer credits will be shown as "TC" on the student transcript. In all cases, transfer of credits may meet a maximum of 30 percent of graduation requirements. These guidelines do not apply to credits associated with a completed undergraduate degree.

Associate of Applied Science Degree programs are considered terminal occupational/technical programs and credits earned in these programs are generally not applicable to other degrees.

For all other programs, it is at the sole discretion of the receiving institution to accept the credits granted at EVCC. EVCC makes no claims that credits earned will transfer to any other institution.

**Credit by Standard Exam**

CLEP<sup>®</sup> exams are standardized tests developed by The College Board. EVCC accepts CLEP<sup>®</sup> results for credit granting purposes for the Associate of Applied Science Degree Programs. CLEP<sup>®</sup> exams are given at Eastern Virginia Career College on the first and third Fridays of every month. Students wishing to participate must register *at least two weeks* prior to the testing date.

A CLEP<sup>®</sup> exam may *not* be taken for any course that has previously been taken for which a poor or failing grade was received. A maximum of *two* prerequisite courses may be fulfilled by exam.

Please see the CLEP<sup>®</sup> page of the EVCC website ([evcc.edu](http://evcc.edu)), or contact the Admissions Office for more information.

**Transfer of Students within Programs**

EVCC allows students to transfer to other programs. The grades received in the first program of study will remain part of the complete student transcript. Students need to consult with their program

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deans who will advise them on the necessary procedures to transfer to another program. A student may be enrolled in only one program of study at a time.

**Clock Hour/Credit Hour Conversion Formula**

EVCC measures its semester programs in clock hours/credit hours. The college uses the following clock hour/credit hour definitions and conversion formulas.

A clock hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction.

A credit hour is one semester credit that is awarded for each fifteen (15) clock hours of lecture, thirty (30) clock hours of laboratory, and forty-five (45) clock hours of externship/clinical.

**Grading System**

Letter grades used at EVCC for all academic courses are based on the following scale:

		<b>General Programs</b>		<b>LPN Program</b>	<b>RN Program</b>
A	(Excellent)	90 -100%	4.0	90 - 100%	90 - 100%
B	(Good)	80 - 89%	3.0	78 - 90%	80 - 89%
C	(Average)	70 - 79%	2.0	---	---
F	(Failing)	Below 70%	0.0	Below 78%	Below 80%
I	(Incomplete)		0.0		
TC	(Transfer Credit)		0.0		
EX	(Exemption)		0.0		
W	(Withdrawal)		0.0		

A student who receives a grade below "C" is required to repeat that course. It is expected that students will aspire to a minimum grade of "B" in all courses. Specific programs may have different requirements.

**Grade Point Average**

A student's cumulative grade point average is computed by dividing the total number of points earned by the total number of credit hours attempted. **Grades of "I", "TC", "EX" are not included in any calculation of GPA. Grades of "W" are included in the calculation of GPA as credits attempted.**

**Graduation Requirements**

Students must take a minimum of seventy (70) percent of their course work at EVCC to qualify for graduation. To meet graduation requirements, students must be making satisfactory progress and be in compliance with academic standards by maintaining a cumulative GPA of 2.0 or greater; pass each subject; meet program attendance requirements; earn required hours; achieve all applicable skill proficiencies; be in compliance with financial terms of enrollment; and have no outstanding obligations including both account balance and library materials.

**NOTE: A student who completes a program but exceeds 1.5 times the number of clock hours required to complete that program is not eligible to receive a degree, diploma, or certificate, but he/she may receive a letter of completion.**

**Graduation Ceremony**

EVCC conducts one formal graduation ceremony each year. Graduates who have met all graduation requirements **must** complete an application for graduation and attend a graduation meeting to participate in the ceremony. Students graduating with a GPA of 3.5 or higher graduate with honors. There is a fee for the purchase of the cap and gown.

**Short-Term Course Offerings**

EVCC provides some short-term program offerings based on the clock hour system. A certificate of completion is awarded upon successful completion of these programs.

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**STUDENT HEALTH, SAFETY, AND SECURITY**

Health, safety, and security at EVCC are undertaken in accordance with relevant institutional and governmental regulations and policies in order to promote a safe, secure, and healthful learning and work environment.

**Student Responsibility, Health and Safety:** It is the student's responsibility to adhere to institutional policies and procedures relating to student conduct and campus health, safety, and security. Students are responsible for the personal safety and the safety of others in their classroom, laboratory, or common areas and for immediately reporting any health or safety concerns to an instructor or staff member.

All health and safety incidents will be recorded in an Occurrence Report, which allows EVCC to document the incident, evaluate the response, and determine if further action is required.

**Emergencies:** *Emergencies may be reported at any time to the Spotsylvania County Sheriff's Office by calling 911.*

**Emergency notification:** In cases of emergencies that pose an immediate threat to the health and safety of the campus community, students will be notified via the telephone intercom system, by email, and in person if possible and necessary.

**Evacuation:** Evacuation routes are posted in every classroom, laboratory, office, and common area. Evacuate the building following the route shown on the evacuation maps posted in each room. **DO NOT USE THE ELEVATORS.** Once evacuated, assemble on the far side of the west parking lot (nearest to Golden Corral restaurant). Faculty are responsible for the evacuation of their students, and should conduct a head-count at the assembly point.

**Fire:** *In case of fire*, immediately inform an instructor or staff member and activate the fire alarm when possible. When you hear the fire alarm, evacuate the building following the route shown on the evacuation maps posted in each room. **DO NOT USE THE ELEVATORS.** Call 911. Fire extinguishers are stationed in each hallway. Faculty and staff should secure the building if possible. Fire drills are held twice a year. Follow evacuation procedures.

**Medical and Health Emergencies:** Report medical or health emergencies to a faculty or staff member. Make the ill or injured person comfortable. Seek a qualified healthcare professional on the campus, if possible. This person will assess the situation and take appropriate measures. If no qualified healthcare professional is available, **call 911.**

If an accident or illness occurs that requires a student, employee, or guest to be sent to a doctor or hospital, the immediate family will be notified. If unable to notify the family, emergency vehicles will be summoned at the student's, employee's, or guest's expense.

**Safety Resources:** Safety resources such as sharps disposal, eye wash equipment, and Emergency Kits are located in laboratory classrooms as appropriate. First aid kits are located in every laboratory and at the front desk in the fourth floor lobby.

**Earthquake:** Take cover under a sturdy desk, table, or in a doorway. If that is not possible, stand as close to a wall in a hallway as possible. Stay away from windows. Remember to wait for **TWO MINUTES** after tremors stop then evacuate as per evacuation instructions. Remember, **DUCK, COVER, HOLD, and DON'T PANIC.**

**Tornado:** *Immediately* move away from windows and glass and move into the hallway. Crouch down facing the wall, with your hands locked over your head. Wait until high winds die down then



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evacuate the building as per evacuation instructions. Remember, STAY AWAY FROM GLASS, PROTECT YOUR HEAD, and DON'T PANIC.

**Biohazard (Blood):** If blood has been spilled onto the floor or other surfaces, immediately alert a faculty or staff member. Do not attempt to clean up the blood and do not allow another student to do so. For skin or open wound exposure to another person's blood, wash area thoroughly with soap and water. For blood splashed into eyes, nose, or mouth, rinse repeatedly with tap water. Instructors should refer to the Exposure Control Plan.

**Environmental Hazard:** Hazardous materials or substances can be in the form of chemical spills, gas leaks, or other materials. If you see or smell a substance that you believe may be hazardous, stay away from the substance and alert an instructor or staff member immediately. Direct others away from the immediate area. Do not touch or attempt to clean up an unidentified substance. If evacuation is necessary, a faculty or staff member will activate the fire alarm. Evacuate the building as per evacuation instructions.

**Campus Security**

Eastern Virginia Career College (EVCC) prioritizes the safety and security of its campus community, and publishes this Campus Safety and Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (485 [f] HEA), also known as the Clery Act, and the Violence Against Women Reauthorization Act of 2013 [VAWA] (Public Law 113-114). EVCC's annual Safety and Security report can be found at <http://www.evcc.edu/annual-security-reports/>

**Student Responsibility in Criminal Matters:** A significant part of every campus security program is prevention, including cooperative and precautionary steps by students themselves.

Students are encouraged to report all criminal acts or suspicious activities promptly. You have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file an Occurrence Report of the incident with a Campus Security Authority as soon as possible.

A report of criminal activity should contain sufficient information to provide reasonable grounds for EVCC to investigate or refer the matter to local authorities for investigation and prosecution. EVCC will investigate reports of criminal activity and will refer for prosecution or investigation by local police authorities, reports of the crimes of murder, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson, among other crimes, as required by law.

EVCC is required to complete an annual security report of crimes and attempted crimes which is made available to students, prospective students, EVCC staff members, and members of the public. Names of victims or witnesses are not disclosed in the security report.

**EVCC Campus Security Authorities:**

Heather Burnham, Title IX Coordinator  
Dana Cornett, Director of Operations  
Jan Kress, Director of Occupational Therapy Assistant Program  
Cynthia Rothell, Director of Placement  
Brian Terrill, Academic Dean

**Timely Warning:** In the event that a crime or alleged crime occurs, either on or off campus, that, in the judgment of EVCC Administration, constitutes a serious criminal event or an ongoing or continuing threat, a campus-wide "Timely Warning" will be issued by the Academic Dean, the Operations Director, or designee. The warning will be provided via bulletins posted throughout campus.

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## **CAMPUS SAFETY AND SECURITY MEASURES**

EVCC has undertaken several measures to help keep the campus community safe. Access to the 4th floor campus suite can only be gained via the building elevators and the emergency stairs. The suite doors are kept unlocked between 7:30 a.m. and 6:00 p.m. During normal business hours, all campus visitors must sign in at the front desk. During this time, access to other parts of the campus will only be permitted when the visitor is accompanied by a campus official or is previously known to members of the staff.

Prior to and after normal business hours EVCC implements a secure Access Control System, which controls access to the entire campus suite from a centralized electronic automatic lock management system. After hours, access to the suite is granted through the use of electronic cards and/or fobs programmed with various schedules for locking and unlocking the doors as appropriate. The system is tied to the fire alarm system in accordance with county code.

Other security measures include:

- A video surveillance system consisting of 20 cameras positioned throughout the suite to monitor and record what is going on in the suite at all times.
- Photo ID badges are required to be worn at all times while on campus in order to recognize anyone who may not belong in the suite. This includes both staff and students.
- Portable two-way radios which are distributed to certain key staff members, all of whom are scheduled to be present at various times, in order to provide full coverage during business hours. This radio system allows continual contact, if necessary, for a rapid response in the event an emergency situation occurs on campus.
- The faculty work spaces and employee lounge are only accessible through doors fitted with access code locks.

EVCC does not provide campus housing facilities or trained security personnel, nor does EVCC formally recognize any student organizations that meet at non-campus locations.

### Emergency Notifications, Evacuations and Timely Warnings

Health, safety, and security at EVCC is undertaken in accordance with relevant institutional and governmental regulations and policies in order to promote a safe, secure, and healthful learning and work environment.

Every member of the campus community has the responsibility to observe and adhere to institutional policies and procedures relating to student conduct and campus wide health, safety, and security. Students as well as staff members are responsible for the personal safety and the safety of others in the classroom, laboratory, or common areas and for immediately reporting any health or related safety concerns to an instructor, staff member, or CSA as appropriate.

All health and related safety incidents will be recorded in an Occurrence Report, which allows EVCC to document the incident, evaluate the response, and determine if further action is required.

**Emergencies:** Emergencies may be reported at any time to the Spotsylvania County Sheriff's Office by calling 911.

**Emergency Notification, Response, and Evacuation:** In cases of emergency that pose an immediate threat to the health and safety of the campus community, students and staff will be notified via the intercom system, by email, and in person if possible and necessary. Two-way radio contact will be maintained by and between designated staff members and/or CSAs in emergency situations (information regarding CSAs can be found on page 5).



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**Confirmation of a significant emergency or dangerous situation** occurring on campus that poses an immediate threat to the campus community will be verified, to the extent possible, through visual confirmation or receipt of communication from an authority outside of campus. Once a threat has been verified and/or confirmation of an emergency has been made, the campus will be notified of the nature of the threat or emergency and advised to take appropriate steps to evacuate or take shelter as appropriate.

**In situations where law enforcement officials judge or perceive an increased risk of danger** to individuals on campus should an emergency notification be made to the entire campus, EVCC officials will withhold such notification until law enforcement officials advise an emergency notification be issued.

**Evacuation:** Evacuation routes are posted in every classroom, laboratory, office, and common area. Evacuate the building following the route shown on the evacuation maps posted in each room. **DO NOT USE THE ELEVATORS.** Once evacuated, assemble on the far side of the west parking lot (nearest to Golden Corral restaurant). Faculty members are responsible for the evacuation of their students, and should conduct a head-count at the assembly point.

**Fire:** In case of fire, immediately inform an instructor or staff member and activate the fire alarm when possible. When you hear the fire alarm, evacuate the building following the route shown on the evacuation maps posted in each room. **DO NOT USE THE ELEVATORS.** Call 911. Fire extinguishers are stationed in each hallway. Faculty and staff should secure the building if possible. ***Fire drills are held twice a year. Follow evacuation procedures.***

**Medical and Health Emergencies:** Report medical or health emergencies to a faculty or staff member. Make the ill or injured person comfortable. Seek a qualified healthcare professional on the campus, if possible. This person will assess the situation and take appropriate measures. If no qualified healthcare professional is available, call 911.

If an accident or illness occurs that requires a student, employee, or guest to be sent to a doctor or hospital, the immediate family will be notified. If unable to notify the family, emergency vehicles will be summoned at the student's, employee's, or guest's expense.

**Safety Resources:** Safety resources such as sharps disposal, eye wash equipment, and Emergency Kits are located in laboratory classrooms as appropriate. First aid kits are located in every laboratory and at the front desk in the fourth floor lobby.

**Earthquake:** Take cover under a sturdy desk, table, or in a doorway. If that is not possible, stand as close to a wall in a hallway as possible. Stay away from windows. Remember to wait for **TWO MINUTES** after tremors stop then evacuate as per evacuation instructions. Remember, **DUCK, COVER, HOLD, and DON'T PANIC.**

**Tornado:** Immediately move away from windows and glass and move into the stairwells or hallways. Crouch down facing the wall, with your hands locked over your head. Wait until high winds die down then evacuate the building as per evacuation instructions. Remember, **STAY AWAY FROM GLASS, PROTECT YOUR HEAD, and DON'T PANIC.**

**Biohazard (Blood):** If blood has been spilled onto the floor or other surfaces, immediately alert a faculty or staff member. Do not attempt to clean up the blood and do not allow another student to do so. For skin or open wound exposure to another person's blood, wash area thoroughly with soap and water. For blood splashed into eyes, nose, or mouth, rinse repeatedly with tap water. Instructors should refer to the Exposure Control Plan.

**Environmental Hazard:** Hazardous materials or substances can be in the form of chemical spills, gas leaks, or other materials. If you see or smell a substance that you believe may be hazardous, stay away from the substance and alert an instructor or staff member immediately. Direct others

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away from the immediate area. Do not touch or attempt to clean up an unidentified substance. If evacuation is necessary, a faculty or staff member will initiate the notification system or activate the fire alarm, depending on the gravity of the incident. Evacuate the building as per evacuation instructions.

**Behavioral Disturbance or Assault:** A behavioral disturbance can be verbal or physical (assault). When a behavioral disturbance or suspicious behavior is observed, alert the nearest CSA, instructor, or staff member who will alert EVCC Administration who will assess the nature of the incident, determine the level of threat, and initiate appropriate notification measures if necessary. If no staff member can be found and you believe the threat to be dangerous, call 911.

**Internal Threat:** If you observe someone threatening with a weapon or other dangerous device, or hear a possible gunshot, inform EVCC Administration immediately. EVCC Administration will confirm the threat and alert the local authorities. EVCC will, without delay and taking into account the safety of the campus community, issue an emergency alert unless such an alert would, in the judgment of responsible authorities, compromise the efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency.

An evacuation may be ordered, depending on the nature of the emergency. If you cannot get out, move to a room where you can hide. Lock the door if possible. Make sure lights are turned off and stay clear of doors and windows. Silence, but do not turn off, all cell phones. Remain inside the room until you receive instructions from EVCC staff or first responders.

When the police arrive, follow all instructions and keep your hands visible. When evacuating the building, take all necessary items including keys. The building may be sealed as a crime scene and no one will be allowed in for several hours.

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When the police arrive, follow all instructions and keep your hands visible. When evacuating the building, take all necessary items including keys. The building may be sealed as a crime scene and no one will be allowed in for several hours.

**Weapons:** No weapons or ammunition shall be worn, displayed, used or possessed on campus, in the parking lots, or in common areas of the building, except by authorized members of law enforcement. Any member of the EVCC community who violates this policy shall be subject to appropriate disciplinary action up to and including suspension or dismissal. Any person not a member of the EVCC community who enters the campus and violates this policy shall be subject to all appropriate procedures and penalties including, but not limited to, the application of the criminal trespass provisions of the law of the Commonwealth of Virginia.

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**Procedures For Reporting Criminal Actions, Sexual Misconduct, or Other Emergencies Occurring on Campus**

Any member or guest of the EVCC campus community may report a crime, incident of sexual misconduct/assault, or other emergency to any Campus Security Authority (CSA). A CSA is scheduled to be on campus from 8:00 a.m. to 7:00 p.m., Monday through Friday. CSAs are trained to assess the nature and threat of an incident being reported, and will take a statement or report unless the individual reporting the incident chooses not to make a statement or report.

CSAs are required to make a record of, report, and assess any ongoing threat to an individual or the campus as a whole regarding any crimes or incidents of sexual misconduct reported to them. These reports are submitted to the Title IX Coordinator within 24 hours or the start of the next business day, whichever comes first.

In order to ensure the safety of victims or witnesses of domestic violence, dating violence, sexual assault, or stalking, and their families, EVCC will provide victims or witnesses of sexual or domestic violence the option of confidentiality and privacy, upon request from the victim or witness, when reporting an incident. Victims or witnesses who choose to file an anonymous report should be aware that EVCC cannot initiate disciplinary proceedings against an alleged perpetrator without the identity of the reporter. Criminal complaints may be filed with law enforcement officials by a reporting party at any time.

- Identifying information will not be included when EVCC completes mandatory reporting of crimes and statistics of incidents of sexual misconduct to governmental agencies. Confidentially protected information includes:
  - First and last name;
  - Home or other physical address;
  - Contact information (including postal, email, or Internet protocol address);
  - Telephone or fax number;
  - Social security number, driver's license number, passport number, or student identification number;
  - Any other information including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

EVCC may, in certain circumstances, disclose some or all identifying information of a victim or witness if doing so allows for necessary accommodations for the victim or witness. The Title IX Coordinator will make this determination should the need arise. EVCC is obligated to provide written notice to victims of alleged sexual offenses regarding options for a student's reasonable request for changes to academic accommodation following an alleged sex offense.

EVCC may, in certain circumstances, disclose some or all identifying information of a victim or witness when requested by law enforcement officials. Under such circumstances, EVCC will provide necessary accommodations or protective measures for the victim or other necessary parties to the extent possible. The Academic Dean and/or Title IX Coordinator will make this determination should the need arise. At that time the victim or witnesses whose identifying information is provided will be notified in writing of when the identifying information is provided, and why it was provided.

Victims or witnesses who choose to file a report with local law enforcement agencies will be brought to the agency's facility by an official of the agency. There, the victim or witness will be asked to make a formal statement. An official of the law enforcement agency will provide the victim or witness with information as to what the agency will do to follow up in regard to the victim or witness, or in regard to the incident itself.

Victims and/or witnesses to Clery Act crimes that voluntarily report such crimes to law enforcement officials may apply to the Virginia Courts to maintain the confidentiality of their address and phone

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number during court proceedings, to the extent permitted by law. EVCC cannot guarantee that the reporting of such crimes to law enforcement officials will be kept confidential. However, when working with law enforcement officers, EVCC will maintain discretion in identifying victims or witnesses to the extent permitted by law.

EVCC is obligated to provide written notice to victims of alleged sexual offenses regarding options for a student's reasonable request for changes to academic accommodation following an alleged sex offense. EVCC does not provide confidential pastoral or professional counseling.

All reports of criminal acts or incidents of sexual misconduct are securely maintained in the office of the Title IX Coordinator. It is the policy of EVCC that all records of emergencies, reports of criminal acts, reports of sexual misconduct, or reports of alcohol or drug violations be reported to law enforcement officials as required by law.

Area Emergency Healthcare and Counseling Resources

***Mary Washington Hospital Emergency Room***

*1001 Sam Perry Blvd.*

*Fredericksburg, VA 22410*

*Nurse Line: (540) 741-1000*

*Mary Washington Hospital has specially trained staff for victims of sexual assault.*

***Spotsylvania Regional Medical Center 24 Hour Emergency/Compassionate Care***

*4600 Spotsylvania Pkwy*

*Fredericksburg, VA 22408*

*(540) 498-22408*

***Primary and Urgent Care (PUC)***

*10009 Southpoint Pkwy*

*Fredericksburg, VA 22407*

*(540) 898-6600*

*Hours: Mon-Fri. 8 a.m. – 9 p.m.*

*Sat. 8 a.m. – 6 p.m.*

*Sun. 9 a.m. – 6 p.m.*

Confidential sexual assault counseling services are available through the Rappahannock Council Against Sexual Assault (RCASA). Survivors and witnesses are encouraged to seek counseling for any incidents of sexual misconduct. RCASA provides services 24 hours a day. RCASA Hotline: (504) 371-1666

***Spotsylvania County Sheriff's Office: 911 - or - (540) 582-7115***

*9199 Dean Ridings Lane*

*Spotsylvania, VA 22553*

EVCC does not provide confidential pastoral or professional counseling, or other such support services.

**Sex Offender Registry:** EVCC is required to advise the campus community where information regarding the Virginia State Police Sex Offender Registry may be found online. This site provides information on sex offenders registered in the state of Virginia by geographical area, including the area in which EVCC is located. The Virginia State Police Sex Offender Registry online database can be found at <http://sex-offender.vsp.virginia.gov/sor/>

For detailed information regarding EVCC's Campus Safety and Security policies and statistics, visit <http://www.evcc.edu/EVCC-Security-Report> online.

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### **DRUG-FREE CAMPUS POLICIES**

As a recipient of federal aid, EVCC must certify under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 that it will take certain steps to provide a drug-free campus and workplace. In accordance with the Acts, EVCC will annually distribute to all students and employees information on applicable legal sanctions and health risks associated with the unlawful possession or distribution of alcohol or illegal drugs, and a description of drug and alcohol treatment programs locally available. For details regarding EVCC's Drug-Free Campus Policies, visit [www.evcc.edu/drug-freecampuspolicies](http://www.evcc.edu/drug-freecampuspolicies)

### **ADMINISTRATIVE DISCIPLINARY PROCEDURES**

Administrative disciplinary hearing procedures cover conduct violations of alleged criminal acts, incidents of sexual misconduct/assault, substance abuse policies, weapons policies, and other conduct related rules and regulations as defined in the EVCC Course Catalog and Student Handbook and/or any applicable program student handbook. These procedures are not a substitute for any criminal complaints filed or hearings resulting from criminal proceedings.

**Investigation of Incident:** Within ten (10) business days after an alleged violation is reported to a CSA, the CSA shall complete a fact finding investigation into the alleged violation. Upon conclusion of the investigation, the reporting CSA shall refer the incident to the Academic Dean for an Administrative Conference or Disciplinary Hearing, as appropriate.

In cases where the alleged violator is a current student and there is evidence to support, or clear reason to believe, the alleged violator poses a potential threat to the campus community or to the public, the alleged violator may be suspended immediately from campus and classes by the CSA until a disciplinary hearing in the matter is convened within ten (10) business days from the date of suspension. In such proceedings, the alleged violator may present a defense against the complaint.

**Administrative Conference or Disciplinary Hearing:** Based on review of the alleged violations, the reporting CSA shall determine whether the case shall be resolved by an Administrative Conference or by means of an Administrative Disciplinary Hearing. Alleged violations resulting in suspension of the alleged student violator must result in a hearing as prescribed above.

#### Administrative Hearing

The reporting CSA shall meet with the student involved in the alleged violation along with the student's dean. If the reporting CSA is also the student's dean, the reporting CSA will meet with the alleged student violator and the Academic Dean. The student shall be provided with written notification of the allegations against him or her and will be informed of the basis for the allegations at that time. Based on the information produced in this meeting, the reporting CSA will make a determination to dismiss the complaint as groundless or take administrative disciplinary action in one or more of the following forms:

- Counseling of the student regarding behavior/incident;
- Place the student on disciplinary probation;
- Require the student to formulate an improvement plan;
- Be suspended from the academic program, the length of suspension to be determined by an Administrative Disciplinary Hearing;
- Be dismissed from the academic program (this action automatically triggers an Administrative Disciplinary Hearing)

The student may request an Administrative Disciplinary Hearing regarding the complaint at any point in the process.

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Administrative Disciplinary Hearing

Once a determination has been made by the reporting CSA to refer the complaint for an Administrative Disciplinary Hearing or, upon request of the student filing the complaint, a notice shall be sent to the accused student specifying date, time and place of the scheduled hearing. The notification shall also include the charges against the student, and the date, time and location that any available evidence may be inspected by the accused student. A copy of the hearing procedures shall also be enclosed for review by the accused student. In cases where the alleged violation was violently perpetrated upon another student or staff member, the student or staff member harmed shall receive simultaneous notification of the hearing and a copy of the hearing procedures.

Administrative Disciplinary Council

An Administrative Disciplinary Council, which will oversee the hearing and deliver a judgment on the complaint, shall be comprised of the following members:

- An academic program dean (other than the reporting CSA and the accused student's program dean),;
- Two faculty members selected from a pool of volunteers;
- A member of the administrative staff selected from a pool of volunteers, and;
- The Title IX coordinator who will be present to ensure the proper process is followed.

Disciplinary proceedings will be conducted with transparency to the accuser and the accused. No one shall sit on the council who is personally involved in the situation or who cannot act in an unbiased manner. The student accused of the violation(s) shall have the right to request the list of the council members and challenge any member for bias or other reasonable causes. The Academic Dean shall determine whether cause for disqualification of a council member exists. In the event of a disqualification, the council shall appoint a new member from the appropriate pool of volunteers.

Disciplinary proceedings regarding sexual misconduct will be conducted by officials who receive training at least annually. Training for officials may be role-specific, depending on what role an official may play in the course of the proceeding. Broadly speaking, training will include, but need not be limited to, the following topics:

- Relevant evidence and how it should be used during a proceeding;
- Proper techniques for questioning witnesses;
- Basic procedural rules for conducting a proceeding;
- Avoiding actual and perceived conflicts of interest;

Such training may be delivered in person or by electronic means, such as a webinar or video.

The Administrative Disciplinary Council's task is to weigh the evidence presented at the hearing and to deliver a disciplinary recommendation to the convening program dean to be carried out within five (5) business days, to allow for student appeal.

Provisions for the extension of the timeframes for disciplinary proceedings may be made by the Administrative Disciplinary Council for good cause, with written notice to the accuser and the accused regarding the reason for the delay.

Notifications Regarding Sexual Misconduct Proceedings

EVCC will provide, in writing, simultaneous notification to both the accuser and the accused of:

- Results of an Administrative Disciplinary Council proceeding that arise from an allegation of dating violence, domestic violence, sexual assault, or stalking.
- Such results may include an initial, interim, or final decision by the Administrative Disciplinary Council.
- Such results will include any sanctions imposed by EVCC, and must include the rationale for the result and the sanctions, unless to do so would be in conflict with FERPA regulations.



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- An explanation must be included that describes how the evidence was weighed and the information was presented, and how the evidence and information support the result and the sanctions.
- The explanation must explain how EVCC's standard of evidence was applied.
- Procedures for the accused and the victim to appeal the result of an institutional disciplinary proceeding must be included.
- Notification regarding any change resulting from an appeal, including when such results became final.
- This is the only way that any results will be initially communicated.

The Hearing Process

**Selection of Chairperson:** Prior to the hearing beginning, the Administrative Disciplinary Council shall elect a Chairperson who shall preside over the hearing.

**Absence of the Accused:** The hearing shall proceed in the absence of the student.

**Overview of the Process:** The Title IX Coordinator will read out a brief overview of the process so that everyone present may have an understanding of the process. The Title IX Coordinator shall act to ensure the process is adhered to throughout the proceedings.

**Reading of the charges:** The elected Chairperson shall read out the alleged violations against the student prior to testimony or presentation of evidence.

**The plea:** The accused student, if present, shall enter their plea of admitting the charges or denying them. If the student is not present the plea of denial shall be entered to protect the rights of the accused and guarantee a full and comprehensive hearing. If the accused student enters an admission of all charges and does not wish to present evidence of mitigating circumstances, the Council will excuse the accused student from the proceeding and retire to deliberate a decision.

**Evidence:** Formal rules of evidentiary process do not apply. All applicable and relevant information may be admitted as evidence for either side. This may include, but need not be limited to, witness testimony, police or security reports, other documents, physical evidence, and security camera footage. All presented information shall be entered for the record and the Administrative Disciplinary Council shall have the opportunity to examine the evidence and determine its weight and veracity in the matter.

**Advisors to Accuser and Accused:** EVCC will provide the accuser and the accused, whether either party is a student or an employee, the opportunity to be accompanied to hearings and proceedings by an advisor of their choice. This policy applies equally to the accused and the accuser. An advisor may be any individual who provides the accuser or the accused with support, guidance, or advice. The accuser or the accused must provide the Administrative Disciplinary Council with written notice of a request to include an advisor at the proceedings. Such notice will include identification of the requested advisor. EVCC is prohibited from limiting the choice of an advisor, or an advisor's presence, for either the accused or the accuser in any meeting or institutional disciplinary proceeding.

EVCC may limit the role of any such advisor as it deems necessary. Such limits may include, but are not limited to, speaking, questioning witnesses, or addressing EVCC officials involved in the proceedings. Advisors who become disruptive or who do not abide by restrictions placed on their participation may be removed from the proceeding. , EVCC will provide notification to all parties of any such limitations regarding an advisor's participation prior to scheduling a proceeding.

**Witnesses and Observers:** The accused student is allowed to have one silent observer present during the proceedings. A present accuser is entitled to have a silent observer present during their testimony. Witnesses shall only be present inside the hearing while giving testimony.

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As these hearings are an internal process there shall be no legal counsel allowed to represent participants at any time during the process.

The hearing shall be recorded with the college maintaining the only copy of the recording. Any witnesses not willing to be recorded shall be excluded from providing testimony as the recording will become part of the permanent record of the process and serve as evidence in any appeal.

**The Deliberation:** the Administrative Disciplinary Council shall deliberate in a private closed session and shall arrive at a decision based solely on the evidence and testimony given in the matter. The council shall deliver their decision to the reporting CSA, Title IX Coordinator, and the accused student's program dean. The decision shall include a recommended disciplinary action.

**Notification of Decision**

Within three (3) days of the decision being reached by the Administrative Disciplinary Council, the accused student's program dean will issue a written notification of the decision to the accused including the disciplinary action recommended. Within the same time frame, the Title IX Coordinator will issue a notification to the accuser of the Administrative Disciplinary Council's determination and disciplinary action. Both the accuser and the accused have five (5) business days from the date of notification to submit a written appeal to the Academic Dean.

**Appeal to the Academic Dean**

An appeal of the Administrative Disciplinary Council's decision to the Academic Dean may only occur if it addresses the due process of the hearing or if new information is discovered that was not available at the time of the hearing. The Academic Dean shall evaluate the appeal within five (5) business days and, upon reaching a decision, shall notify the appealing student, the Title IX Coordinator, the reporting CSA, and the accused student's program dean.

**The Decision and Recommendation for Appeals**

Upon an appeal of the Administrative Disciplinary Council's decision, the Academic Dean has the discretion to refer the matter back to the Administrative Disciplinary Council for review of new evidence, to order a new hearing if due process was violated, bring new charges against the accused student based upon new evidence, or dismiss the complaint based on new evidence.

- Grounds for appeal on the basis of due process: If an accused student believes that the conduct of the Administrative Disciplinary Council violated the impartial nature of the hearing, the hearing was not conducted fairly and according to proper processes per accused student's claims, or the accused student was in some way barred from an adequate opportunity to prepare and present a response to the allegations, the accused student may file an appeal.
- Grounds for appeal on the basis of new information: The accused student or other member of the campus community may appeal the decision of the Administrative Disciplinary Council if new information that was not reasonably available or previously known to the accused, which would likely alter the outcome of a disciplinary hearing, becomes available. Such information will not be considered as new information if it could have been previously discovered through reasonable avenues available to the accused student.

**Sexual Harassment Conduct Complaints Filed Against an EVCC Staff Member**

Sexual harassment of a member of the EVCC community toward another member of the campus community is a violation of EVCC policy and constitutes unfair treatment. Staff members found to be responsible or who are aware of such treatment by a member of the EVCC staff and do not disclose it to EVCC administration may be subject to disciplinary action, up to and including dismissal from employment with EVCC and/or criminal charges.

Student complaints of unfair treatment by a staff member will be managed according to the Student Grievance policies and procedures, which may be found in the Course Catalog and Student



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Handbook. If the alleged harasser is also the student's academic dean, the grievance must be filed directly with the Academic Dean, who will provide the Title IX Coordinator with a report. In such situations, with the exception of the initial filing of the grievance, formal grievance policies and procedures will be followed.

## **STUDENT SERVICE INFORMATION**

### **Counseling Services**

Members of the staff and faculty take individual interest in each student and are very willing to be of assistance. Students are urged to consult their instructor for additional help with assignments if needed. Students who are in need of individual counseling are encouraged to talk with the program dean who may refer them to the appropriate community resources. If you or someone you know is considering harming themselves, please call:

**National Suicide Prevention Lifeline: 1-800-273-TALK (8255)**

### **Faculty Accessibility**

Faculty are always available to students. Program deans keep office hours daily and maintain an open door policy to all program students. Most classes are held Monday through Thursday. Qualified instructors are present during class, laboratory, and clinical hours in addition to maintaining their own office hours. In addition, faculty and program deans are available on Fridays for advising, tutoring, or counseling. Study groups are also encouraged.

### **Class Schedule**

EVCC operates on the semester system, with a semester averaging 15 weeks. Students attend classes throughout the year. Individual program beginning and end dates can vary, depending on the nature of the coursework. Please inquire about the specific dates for each program.

Day and evening classes are scheduled Monday through Saturday between 8:00 a.m. and 10:00 p.m.

### **Facilities – Main Campus**

The campus is located in a modern office building and has ample, well-lighted parking at no charge to the students. The campus is fully climate controlled. All equipment is modern, attractive, and specifically designed for the comfort and progress of the student. Class sizes average between ten (10) and twenty (20) students.

In an effort to provide a healthy learning environment for all students, EVCC maintains a non-smoking policy throughout its facilities.

EVCC does not provide housing or transportation for students.

### **Career Placement**

Career counseling is available to all students at EVCC. The Career Placement Director maintains an "Open Door" policy for the purposes of advising and assisting students in career planning, resume and cover letter writing, interviewing skills, and professional development. A current and up to date job board is prominently displayed in the student lounge, for students to review at all times.

The Career Placement Director also assists graduates in finding job openings in the region. Every effort is made to help each graduate secure a position suitable to that graduate's interests and abilities in his or her chosen field, however **EVCC cannot promise or guarantee employment to anyone.**

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EVCC maintains a list of employers who have previously hired our graduates, and we will continue to seek individuals and businesses that may be potential employers. In order to be eligible for career placement assistance, a graduate must meet all stated graduation requirements and complete all placement assistance forms.

**Standards of Conduct**

Conduct which is disruptive to classes or academic processes, including wrongly taking credit for work or possessing unauthorized materials during tests or examinations; discourteous or disrespectful behavior toward staff, faculty or fellow students; willfully damaging EVCC property or equipment; possession of weapons; and other behavior detrimental to the facility, staff, faculty, or student body is cause for immediate termination. Students may not re-enroll at any time after termination for unacceptable conduct.

**Honor Code**

The Honor Code at EVCC is based on individual integrity. This system assumes that every student accepts his or her role in the academic community with self-respect and duty. Each student attending EVCC is requested to sign the honor code pledge. It follows, therefore, that all work submitted by a student is his or her own work. Suspected violations of the honor code should be reported to the appropriate program dean.

**Eastern Virginia Career College**  
**Honor Code**



**Eastern Virginia Career College operates its classes on the honor code system. It presupposes each student is honorable and pursues his/her education with integrity. EVCC has no tolerance for the following student actions or behaviors:**

**Cheating**

- Copying anyone else's writing, test, exam, project, paper, or electronic submission;
- Submitting work previously submitted in another course;
- Interfering with grading in any way;
- Using or consulting sources, electronic or otherwise, during tests, exams, or other course activities unless expressly approved by the instructor.

**Plagiarism**

- Misrepresentation of the work of others as one's own;
- Insufficient or undocumented sources, including Internet/web sources.

**Other types of academic dishonesty**

- Knowingly allowing others to copy from or use your work;
- Permitting or allowing another person to submit work in your name or participate in online academic activities using your identity;
- Stealing tests.

Students who are aware of other students engaging in any of the above behaviors are expected to bring the dishonest actions to the attention of the instructor or Program Dean. Students who are discovered to have known of the academic dishonesty of other students without reporting such behavior will be regarded as complicit in the academic dishonesty.

**Any student who is reported cheating will meet with the Program Dean or Director. Documentation of the incident, with student's signature, will be completed on a counseling form for his/her permanent record. If cheating is confirmed, consequences will be at the discretion of the Program Dean/Director and may include dismissal from Eastern Virginia Career College.**

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**Disciplinary Sanctions**

EVCC will impose disciplinary sanctions on employees and students consistent with local, state, and federal laws, up to and including expulsion and referral for prosecution, for violation of the Standards of Conduct.

**Weather Information, Cancellations, and Delays**

Classes will be cancelled when the administration of EVCC believes conditions are such that travel may be hazardous. Announcements will be made through the following:

- EVCC website at [www.evcc.edu](http://www.evcc.edu)
- EVCC Facebook page at [www.facebook.com/evcc.edu](http://www.facebook.com/evcc.edu)
- *Free Lance Star* at [www.fredericksburg.com](http://www.fredericksburg.com)
- Radio station WBQB, 101.5 FM, also at [www.b101.5.com](http://www.b101.5.com)
- Radio station WFLS, 93.3 FM
- TV station channel 4 NBCWashington, also at [www.nbcwashington.com](http://www.nbcwashington.com)

**Holidays and Vacation Breaks**

Observed holidays and school breaks are listed in the back of this catalog. Students should consult their program schedule for more specific and detailed information.

**Mobile Phones and Pagers**

Mobile phones and pagers are allowed on the premises but must be muted or turned off in the hallways and during class time. Mobile phone use is allowed only in the Student Lounge and in the designated areas outside the building.

**Property Responsibility**

EVCC is not responsible for the loss of personal property. The front desk maintains a Lost and Found. Any property turned in will be kept for a maximum of thirty (30) days.

**Learning Resource Center**

EVCC maintains up-to-date periodicals, books, DVDs, and other educational materials. The materials may be checked out at the front desk. In addition to the LRC, the school subscribes to an on-line reference library known as *ProQuest*. Instructions for student login and passwords are provided in the LRC. Students are strongly encouraged to use these resources.

**Grievance Procedures**

EVCC encourages students to resolve grievances informally when possible. Students should report grievances to their program dean, who will work informally with the student to resolve the complaint. If the complaint cannot be resolved informally the student may file a formal grievance, which must be submitted to the program dean and copied to the Academic Review Committee (ARC) at the college's address, below. Any necessary or supporting documentation must accompany the written grievance. Students will not be subject to unfair action or treatment as the result of the initiation of a grievance complaint.

In the event that a satisfactory resolution cannot be found with the program dean, the ARC will take up the matter. The ARC shall endeavor to reach a resolution acceptable to both the student and the college's administration.

Students may appeal the committee's findings in writing to the Academic Dean of Eastern Virginia Career College at the address below. The Academic Dean may rule in favor of the student or the committee, or return the committee's findings for additional review.

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**Academic Review Committee/Academic Dean**  
**Eastern Virginia Career College**  
**10304 Spotsylvania Avenue, Suite 400**  
**Fredericksburg, VA 22408**  
**(540) 373-2200 Fax: (540) 373-4465**

An online student grievance form may also be found on the EVCC website at:  
[www.evcc.edu/student-grievance/](http://www.evcc.edu/student-grievance/).

In the event that no satisfactory resolution can be found between the parties, or in the event that student grievances arising from online courses or programs cannot be resolved through existing institutional policies and procedures, students may submit a formal written grievance to:

**State Council of Higher Education for Virginia**  
**Private and Out-of-State Postsecondary Education**  
**101 N. 14<sup>th</sup> Street, 10<sup>th</sup> Floor**  
**James Monroe Building**  
**Richmond, VA 23219**  
**(804) 225-2600**  
**Fax: (804) 225-2604**

**Executive Director**  
**Council on Occupational Education**  
**Building 300, Suite 325**  
**7840 Roswell Road,**  
**Atlanta, GA 30350**  
**Toll free: (800) 917-2081 or (770) 396-3898**  
or **Fax: (770) 396-3790**

*For complaints regarding distance education:*

**State Council of Higher Education for Virginia**  
**Virginia SARA**  
**101 N. 14<sup>th</sup> Street, 10<sup>th</sup> Floor**  
**James Monroe Building**  
**Richmond, VA 23219**  
**(804) 225-2600**  
**Fax: (804) 225-2604**

Grievance procedures regarding the Occupational Therapy Assistant program should follow all of the steps outlined above. In the event that no satisfactory resolution can be found between the parties, then all materials may be submitted in writing to:

**ACOTE Chairperson**  
**c/o the AOTA Accreditation Department**  
**4720 Montgomery Lane, Suite 200**  
**Bethesda, MD 20814-3425**  
**(301) 652-6611**  
**Fax: (301) 652-7711**

**Notice to all Students**

EVCC reserves the right to revise class schedules, programs of study, course curricula, class hours, faculty and administrative staff, tuition and fees, and any other material listed in this catalog when such revisions are deemed necessary. Catalog addenda will be published and distributed to all students when significant changes occur.

**Student Records**

EVCC is responsible for maintaining academic records on each student according to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), Public Law 93380 as amended. The law provides that the institution will maintain the confidentiality of each student's educational records. Written consent is required before education records may be disclosed to third parties, with the exception of accrediting commissions or governmental agencies authorized by law.

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**Record Retention**

All student records, including academic transcripts, are stored electronically and in locked faculty fireproof file cabinets. Access to student records is restricted to management and instructors on a “need-to-know” basis. The electronic records are maintained indefinitely and physical student records are maintained for five years.

**Your Rights Under the Family Educational Rights and Privacy Act (FERPA)**

If you are over 18 years of age OR are a student in a postsecondary educational institution (such as EVCC), you have certain rights regarding your student records.

**1. You have the right to inspect and review your student records within 45 days of submitting a request for access to your records.**

Your request must be made in writing. You can get the FERPA Consent Form from your program dean or the Registrar. The completed and signed form should be submitted to your program dean or to the Registrar. The Registrar will inform you when and where you may review your records.

**2. You have the right to request an amendment to your student records if you believe a record to be inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.**

Your request for an amendment should be made in writing to the Registrar. It should clearly identify the specific record you want changed, and why you want it changed.

EVCC will fairly consider your request but is under no obligation to amend records if the school determines that the facts do not support an amendment.

**3. You have the right to decide who reviews your student records, with some exceptions.**

- School officials, such as instructors, administrators, clerical staff, or other parties to whom EVCC has outsourced institutional services or functions, may review your records at any time, for record-keeping, academic, financial, disciplinary, or other reasons related to academic interests or school operations.
- Academic records may be forwarded to other academic institutions upon request of the institution, without notifying you.
- Accrediting and other auditing agencies are permitted access to student records in order to carry out their accrediting and/or auditing functions.
- Student records will be released to governmental agencies as required by law.
- Students under the age of 21 may have disciplinary records released to their parents if the student has violated federal, state, or local law regarding alcohol or controlled substances.
- Students under 21 may also have personally identifiable information released to their parents in health or safety emergencies.

You have the right to review all requests for your information from agencies or persons outside of the school. To release your student records to other people, you must complete and sign the FERPA Consent Form and submit it to your program dean or the Registrar. You may decline a previously made consent at any time, in writing.

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

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

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## **FINANCIAL AID INFORMATION**

EVCC offers a federal financial aid program to provide assistance to students in our degree and our Title IV-eligible programs who would not be able to attend college without such aid.

Financial need is one of the most important requirements for the student who seeks federal student aid. Need is defined as the difference between a student's cost of attendance (COA), such as tuition, books, supplies, and student fees, and the amount the student and student's family can reasonably afford to pay (expected family contribution). The expected family contribution (EFC) is a standard formula established by Congress and is determined by evaluating the information the applicant provides on the Free Application for Federal Student Aid (FAFSA). Factors such as income, assets, family size, and number of family members in college are taken into consideration.

Eastern Virginia Career College supports, and is in full compliance with, U.S. Department of Education regulations published in the Federal Register on October 29, 2010 requiring institutions to report certain information about students who enrolled in Title IV eligible educational programs that lead to gainful employment in a recognized occupation (GE programs). Those regulations also provide that institutions must disclose to prospective students certain information about the institution's GE Programs. This information, along with a *Net Price Calculator*, is available from the Financial Aid page of the school's website (*evcc.edu*).

Prospective students are encouraged to contact the Financial Aid Department for detailed information about available student financial aid programs. EVCC awards federal student aid to those students who meet all federal eligibility requirements, and follows all policies and regulations to manage Title IV (financial aid) funding. EVCC certificate programs are not eligible for Federal Student Aid.

### **Financial Aid Application Process**

Students are encouraged to apply for financial assistance early because some types of aid have limited funding. The documents listed below help ensure proper completion of the application process:

- The student's and/or spouse's and/or parents' federal income tax transcript;
- W2s and other records of money earned by student and/or spouse and/or parents;
- The student's and/or spouse's and/or parent's untaxed income records;
- Student's Social Security card;
- Student's driver's license or state picture ID;
- U.S Passport or Card;
- Certificate of Citizenship;
- Certificate of Naturalization;
- Permanent Resident Card;
- Other documents as requested.

Students are responsible for payment of their tuition and fees even if an application for financial aid has been made. Any EVCC refund of tuition and fees due will be refunded to the financial aid program from which it came according to the EVCC refund policy and applicable federal financial aid regulations.

Any financial aid commitment involving the use of federal funds is tentative, determined by federal guidelines and conditioned upon subsequent Congressional appropriation, actual receipt of the funds by EVCC, and completion of the necessary forms by the student as requested by the financial aid department.

The financial aid office reserves the right to review, rearrange, cancel, and/or revise the award at any time due to changes in the student's financial or academic status.



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Funding from federal aid programs is not automatically continued from one year to the next; therefore students must reapply for each award year and may be asked to provide the financial aid department a copy of the previous year's federal income tax return and other such appropriate paperwork.

**Financial Aid Eligibility Requirements**

In order for EVCC to award any federal student aid program, an individual must:

1. Be a U.S. citizen, national or permanent resident of the United States, or eligible non-citizen;
2. Be enrolled as a full-time and, in some cases, as a part-time student;
3. Be enrolled in an eligible program of study;
4. Not be in default on any loan under the Federal Perkins Loan Program (including NDSL), the Federal Stafford Loan Program, the Federal SLS Loan Program, Federal PLUS Program, ICL or Federal Consolidation Loan, or have made satisfactory arrangements to repay any defaulted loan;
5. Certify that he or she does not owe a repayment on a Federal Pell Grant or the Federal Supplemental Education Opportunity Grant or a State Student Incentive Grant for attendance at any school;
6. Sign a statement of educational purpose;
7. Determine his or her eligibility for the Federal Pell Grant;
8. Be registered with Selective Service, if required;
9. Demonstrate financial need, except for some loan programs;
10. Be eligible to enroll in postsecondary education by providing a high school diploma or a General Education Development (GED) Certificate (the school registrar will provide more information about other types of acceptable documents);
11. Maintain satisfactory academic progress.

Students who have attended any postsecondary school within the past 60 days will have a Financial Aid Transcript (FAT) on file from each institution attended. This is a requirement even if you have not received financial aid. Students must provide any documentation, verification, corrections, and/or new information requested by the financial aid office or the agency to which the application was submitted.

**FEDERAL FINANCIAL AID PROGRAMS**

EVCC will award financial aid to eligible students. The eligibility will depend not only on the EFC but also on the cost of attendance, whether the student is a full-time or part-time student, and whether the student attends school for a full academic year or less.

**Pell Grant**

This program provides grants to students based upon a federal analysis of family financial status. A grant does not have to be repaid. To be eligible for the grants, a student must be enrolled in a Pell eligible program and show financial need by means of the Free Application for Federal Student Aid (FAFSA). The student may not have previously received a bachelor's graduate degree from another institution. The student can receive only one Pell grant per academic year and for no more than one school at a time. The amount of Pell Grant funds you may receive over your lifetime is limited to the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100%, the six-year equivalent is 600%.

Go to "FAFSA4caster"- ([fafsa.ed.gov/FAFSA](http://fafsa.ed.gov/FAFSA)), which will provide you with an EFC (Expected Family Contribution). This is the index that colleges use to determine what type of aid you may receive. Use your EFC "FAFSA4caster" to determine what types of federal grants & loans you may qualify for, and to give you an estimated award amount for each. EVCC is required to comply with any changes to standards of student eligibility for the Pell Grant, as determined by the U.S. Department of Education.

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**Direct Loans**

The William D. Ford Federal Direct Loans (Direct Loans) are a low-interest education loan which offers a grace period for repayment after graduation (or last day of attendance) plus offers deferment, forbearance, and several types of repayment plans. The funds for these loans are provided by the Federal government and must be repaid to the federal government. The student and/or parent can apply for the following types of Direct Loans:

- **Direct Subsidized Stafford Loans** are awarded on basis of financial need. The student will not be charged interest while in school. The federal government subsidizes the interest during this time. The student may be responsible for interest that accrues while the loan is in the grace period, during repayment and authorized deferment periods.
- **Direct Unsubsidized Stafford Loans** are not awarded on the basis of need. The student will be charged interest from the time the loan is disbursed until the loan is paid in full.
- **Direct PLUS loans** are loans that the student's parents or adoptive parents can obtain to pay for education expenses if the student is a dependent undergraduate student enrolled at least half time. The student's parents must have an acceptable credit history.

First time borrowers on or after July 1, 2013, are subject to the new SULA provision:

- Calculating a first-time borrower's maximum eligibility period; Maximum Eligibility Period - 150% of the published length of the educational program in which borrower is currently enrolled.
- Calculating a first-time borrower's subsidized usage periods; Subsidized Usage Period – Period of time for which a borrower received a Direct Subsidized Loan.
- Determining whether a first-time borrower has any remaining eligibility period, and if so, how much; Remaining Eligibility Period – Difference between the Maximum Eligibility Period and the total of all Subsidized Usage Periods.
- Determining whether a first-time borrower loses interest subsidy on his or her Direct Subsidized Loans as a result of the 150 percent limit.

**Note:** For more information about Federal Student Aid, please contact the Financial Aid Office.

**OTHER FINANCIAL ASSISTANCE PROGRAMS**

**Veterans Benefits**

Programs of study are approved for eligible veterans seeking Veterans Educational Benefits. EVCC will make every effort to assist our veterans and their dependents. Students can pick up application forms from the Financial Aid office or by accessing the Veterans Affairs web site at [www.gibill.va.gov](http://www.gibill.va.gov).

**Military Tuition Assistance**

Programs of study are approved for active duty military personnel. Tuition assistance varies depending on the branch of service. Funding eligibility and requirements vary; students should contact their education office for more information. We participate in MYCAA - Military One Source.

**Vocational Rehabilitation**

State agencies provide this service to eligible individuals who wish to prepare for and/or return to the workforce. For further information, please contact the local office of the State Vocational Rehabilitation Services.

**Other Tuition Assistance**

A student whose tuition, book, and/or other fees are paid by another institution or sponsor must present a letter to EVCC indicating that the funds will be paid directly to the school regardless of whether the student completes the course and regardless of grade obtained. A student is responsible for all tuition, books, and fees if the institution or sponsor does not pay for any reason.



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**Payment Plans**

Eastern Virginia Career College has tuition plans available for students who may opt to pay cash for their program. A plan tailored to meet individual needs can be arranged with the Bursar's Office. The Financial Aid office determines cash payments with EVCC In-House Financing Agreement.

**Private Student Loans**

Students may seek funding through private sources such as student loan companies, banks, or credit unions. Eligibility for private loans will be based on the eligibility requirements of those institutions. EVCC makes no guarantee that funds will be made available through these private institutions. For information on private funding sources, please contact the Financial Aid Office.

**Defaulting on Payment Plans**

Failure to repay outstanding loans or other financial obligations according to the terms of the promissory note or other financial agreement will result in the account being in default. Defaulting on your financial agreement has a major negative impact on future credit ratings. In the event that an account reaches default status, Eastern Virginia Career College will contract with a third party collection firm to make every attempt to collect these funds. All fees accrued for the process of collection will be the responsibility of the account holder in default.

**TUITION AND FEES**

**Application Fee**

A non-refundable application fee must accompany all applications for admission. The application fee for Title IV (financial aid) funding eligible programs is \$100. The application fee for EVCC Certificate programs is \$50.

**Exemption Fee**

A fee is charged for taking a test with the intent of earning general education college-level credits in that subject, for transfer into an Associate of Applied Science degree program. This fee varies on the test attempted and is charged to the student whether or not the student is successful in passing the test.

**Transcript Fee**

Students receive an unofficial transcript when all course objectives have been met and all financial obligations have been satisfied. Additional transcripts must be requested in writing and forwarded with a \$5 transcript processing fee to the *Registrar, Eastern Virginia Career College, 10304 Spotsylvania Avenue, Suite 400, Fredericksburg, VA 22408.*

**Tuition**

Individual program tuition costs are listed in Part III of this catalog. This information may also be found in the *Gainful Employment Disclosures* on the web site. Students who interrupt training (other than for an approved leave of absence) and re-enter at a later date will pay tuition based on the current rate at the time of re-entry.

**Graduation Fee**

Students who have fulfilled all requirements for graduation and wish to participate in the formal graduation ceremony are charged a fee for the purchase of their cap and gown.

**Returned Check Fee**

Checks that are presented to EVCC and are returned for insufficient funds will result in the student being charged a \$100 reprocessing fee.

**Books and Supplies**

Required books and materials are supplied at the campus. Student costs may vary each semester depending on courses scheduled, textbooks received, and supplier prices in effect on the date of purchase. Total estimated costs for books and supplies are evenly divided between semesters; students are responsible for costs of all textbooks received and used during each semester enrolled.

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### **INSTITUTIONAL REFUND POLICY**

EVCC plans expenses, engages faculty, selects students, and bases its budgets upon collection of tuition from all accepted students. Refunds or adjustments for withdrawals, dismissals, or academic failure are made according to the Institutional Refund Policy.

All students will be charged a non-refundable application fee, plus the cost of textbooks, materials, and supplies received, in addition to tuition charges as specified below.

A student may cancel enrollment without financial obligation within three business days (weekends and holidays excluded) of the beginning of enrollment, other than the non-refundable application fee. Textbooks fees may be refunded if textbooks are returned to EVCC in an as-new condition without marks, writing, or any visible damage, as determined by the Bursar. Cancellation must be made in writing and sent to the Admissions Office, Eastern Virginia Career College, 10304 Spotsylvania Ave., Suite 400, Fredericksburg, VA 22408.

When students begin but do not complete their term or program (depending on the program of study), the portion of the term or program completed will be determined by the student's last day of attendance. Any portion of a week's attendance will be considered a full week's attendance for the purpose of the refund calculation. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100.

Refunds, when due, will be made without requiring a request from the student. When a student provides a written statement of withdrawal, refunds will be made within 45 days of the last day of attendance. When a student is terminated for reasons of non-attendance, refunds will be made within 45 days of the student's last week of attendance.

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that EVCC may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. EVCC may also charge you for any Title IV, HEA program funds that we were required to return on your behalf.

Institutional refunds will be calculated as follows for those Title IV programs:

- After the first day of class and during the first 10% of the period of financial obligation, 90% of the tuition will be refunded.
- After the first 10% of the period of financial obligation and until the first 25% of the period of financial obligation, at least 50% of the tuition will be refunded.
- After the first 25% of the period of financial obligation and until the first 50% of the period of obligation, at least 25% of the tuition will be refunded.
- After the first 50% of the period of financial obligation, no refunds will be made.

### **RETURN OF TITLE IV FUNDS POLICY**

*This policy is separate and independent from the Institutional Refund Policy, above.*

If you are considering dropping or withdrawing from enrollment, please contact the Financial Aid Office immediately regarding possible adjustments to your financial aid.

The Financial Aid Office is required by the Higher Education Act of 1965, as amended in 1998, to determine the amount of financial aid that a student "earned" for the period the student attended class. When the "earned" aid is less than the disbursed aid, the institution and student are responsible for returning the "unearned" disbursed funds to the appropriate agency.

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A statutory refund schedule established by the Higher Education Act is used to determine the amount of Title IV funds a student has “earned” as of the last date of attendance. The amount of Title IV funds “earned” is based on the amount of time the student spent in academic attendance; it has no relationship to the student’s incurred institutional charges.

**Title IV Funds Return Policy for Credit Hour Programs**

Students who complete over 60% of the semester are considered to have “earned” 100% of their financial aid. No funds can be returned.

Up through 60% in each payment period or period of enrollment, the following refund schedule is used:

The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the student’s period of enrollment within the term (including weekends) divided by the number of total calendar days in the term. Scheduled breaks of five or more consecutive days are excluded. This determines the percentage of the term that the student is considered to have attended school.

This percentage is multiplied by total amount of Title IV funds for which the student is eligible; the resulting figure will be the amount of funds “earned.”

From this amount, the school multiplies the total institutional charges by the percentage of “unearned” funds to determine the amount that must be returned. It makes no difference which type of resource actually paid the school bill; the law assumes that Title IV funds go first to pay institutional charges.

**Title IV Funds Return Policy for Clock Hour Programs**

Returns for clock hour programs are calculated by dividing the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period. This is your “percent earned” rounded to one significant decimal point. If this percentage is greater than 60% then the student is considered to have earned 100% of their financial aid. No funds can be returned.

If this percentage is less than or equal to 60% then the percentage earned is multiplied by the total aid disbursed to calculate the amount the student has earned. Subtract this earned amount from the total aid disbursed to calculate the amount of Title IV aid to be returned.

It makes no difference which type of resource actually paid the school bill; the law assumes that Title IV funds go first to pay institutional charges.

The college must return the “unearned” funds, up to the maximum received, to each of the Title IV programs, in the following order.

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants for which a return of funds is required
5. Other assistance under Title IV funds for which a return of funds is required
6. Other Federal, State, private, or institutional aid

The school then calculates the amount for which the student is responsible by subtracting the funds returned by the school from the total amount of “unearned” funds. The remaining amount is the student’s responsibility, which must be returned according to the same order of assistance types listed above.

Once the school determines dollar amounts and which assistance programs must be repaid, the student will be notified of any amounts he or she will owe.

Unpaid balances due Eastern Virginia Career College that result from funds returned to Title IV programs and other sources of financial aid will be charged back to the student.

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If you have any questions regarding financial aid, please visit or contact the Financial Aid Office, which will be glad to help you.

**REFUND VS. RETURN TO TITLE IV**

The requirements for the Title IV HEA program funds when you withdraw are separate from any refund policy that the school may have to return to you due to a cash credit balance. Therefore, you may still owe funds to EVCC to cover unpaid institutional charges. The school may also charge you for any Title IV HEA program funds that they were required to return on your behalf.

**REFUND POLICY FOR CERTIFICATE PROGRAMS**

The refund policy for Certificate programs requiring prepayment will be calculated as follows:

- A student who enters EVCC, but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
- A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
- A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
- A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

**LEAVE OF ABSENCE**

In cases of prolonged illness or accident or other special circumstances that may make attendance impossible or impractical, a leave of absence may be granted to a student.

The request for a leave of absence must be made in writing and must be approved by the program dean. The maximum amount of time permitted for a leave of absence is 180 days in a twelve-month period. Students on approved leaves of absence remain enrolled in their program of study. No absences are accrued and no additional charges are incurred.

Upon returning from an approved leave of absence, a student returns to classes with the same status of academic progress as when the leave began. There shall be no restart of the period for demonstrating satisfactory academic progress. When the approved leave expires, a student must return to classes. A student who does not return from an approved leave of absence will be withdrawn from enrollment as of his or her last date of attendance.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

**Note: Standards of Satisfactory Academic Progress Apply to All Students**

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in a program of study. In order to maintain eligibility for financial aid, students must make adequate academic progress toward his/her degree, diploma, or certificate.

**PROCESS OVERVIEW**

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to monitor SAP. These standards are applicable to all students enrolled in the Professional Program and are used to measure their satisfactory progress toward graduation. The

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policy is provided to all students prior to the first class session and is consistently applied to all applicable students. Evaluations are maintained in students' files.

New SAP definitions went into effect on July 1, 2011. Eastern Virginia Career College developed policies to determine the academic standards that students must meet and constructed a means and a schedule of measuring the achievement of Pace, Quantitative, and Qualitative standards. If students achieve acceptable Pace and Quantitative progress for that particular payment period, then EVCC reviews the 150% of the maximum allowable time frame criterion to measure students' SAP.

SAP standards are established by the faculty in consultation with the Program Dean and President. Students must maintain SAP according to the following standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

**SAME AS, OR STRICTER THAN**

The SAP policy for Title IV, HEA students is identical to the school standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The President notifies the Financial Aid Office if the school changes academic policies.

**EVALUATION PERIODS**

Formal evaluations for SAP are after each payment period. Evaluations determine if students have met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and SAP requirements by the end of each of the payment periods in the course.

**ACADEMIC YEAR DEFINITION**

900 Clock Hours and 26 Weeks or 24 Credit Hours and 26 Weeks

**QUANTITATIVE MEASURE**

To be considered making SAP, Students are required to attend a minimum of 67% of his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the college determines if students have maintained at least 67% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**QUANTITATIVE PACE MEASURE AND MAXIMUM TIME FRAME**

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

Example: The maximum time for students to complete the Program is as follows:

Normal Clock Hours	Normal Timeframe	Maximum Clock Hours	Maximum Timeframe
900	26 weeks	1350	37 weeks

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**QUALITATIVE MEASURE**

The qualitative measure is used to determine SAP is based on grades. Students must maintain a cumulative grade point average of at least 2.0 at the end of each semester.

Students must make up failed or missed evaluations and assignments. Students receive a letter grade as indicated on the chart below which is based on the end-of-semester evaluation. Mid-semester evaluations are for informational purposes and therefore students do not receive a letter grade.

Students receive a letter grade as indicated on the chart below and is based on the end-of-semester evaluations. Students who receive an "F" course grade will be required to repeat that course.

<b>Grade</b>	<b>Points</b>	<b>Description</b>
A	4.00	Superior mastery of subject matter
B	3.00	Above average mastery of subject matter
C	2.00	Average mastery of subject matter
F	0.00	Failure: Deficiency in subject matter

Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. If there is no improvement by the end of the next payment period, students could be placed on Financial Aid Probation. Students have the option to appeal the decision. The Financial Aid Administrator and Program Dean monitor qualitative progress.

**FINANCIAL AID WARNING**

EVCC evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will be put on Financial Aid Warning for one payment period. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The status will be conferred automatically without the student appealing the SAP status.

If a student falls below a 2.0 GPA, or if the student is not completing the required amount of clock hours to keep Pace with the requirements for graduation within the 150% time frame, will result in the student being placed on **Financial Aid Warning for one payment period**. A student who is put on a Financial Aid Warning can continue to receive Title IV, HEA funding for the next payment period after they receive the warning status.

If the student is not meeting Satisfactory Academic Progress at the end of the **Financial Aid Warning Period**, the student will be placed on **Academic development Status, with a loss of Title IV, HEA funding** and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.



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**APPEAL PROCESS**

Students who do not make SAP at the end of the Financial Aid Warning period lose their Title IV financial aid eligibility and will be placed on **Academic development Status, with a loss of Title IV, HEA funding**, with the right to appeal. The student may have the opportunity to have their Title IV, HEA financial aid eligibility reinstated by appealing the **Academic development Status, with a loss of Title IV, HEA funding** decision and placed on Financial Aid Probation if the appeal is granted.

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Financial Aid Administrator, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstance. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Financial Aid Administrator will provide a decision in writing within ten (10) business days.

**FINANCIAL AID PROBATION**

If Probation Status is granted, students regain Title IV, HEA eligibility for the next eligible payment period only. Students must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

Students who regain SAP at the next reporting period regain full eligibility for Title IV, HEA funding. Students not making SAP continue to be ineligible to receive Title IV funds without the option to appeal.

**REINSTATEMENT OF TITLE IV, HEA AID**

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

**LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, AND TRANSFER CREDITS**

If enrollment is temporarily interrupted for a Leave of Absence, students return to school in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend students' contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation. Students who do not return from a Leave of Absence will be unofficially withdrawn from the college within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave.

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Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal.

Course incompletes, repetitions and non-credit remedial courses do not apply. Therefore, EVCC does not issue incompletes or offer non-credit remedial courses. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.

**OFFICIAL WITHDRAWAL FROM SCHOOL**

In the event a student must withdraw, he/she must consult with the Program Dean and notify in writing of his/her official last day.

**UNOFFICIAL WITHDRAWAL FROM SCHOOL**

If Eastern Virginia Career College unofficially withdraws a student from the school, the Program Dean will record the circumstances and last day in writing and include the information in the student's official file.

**Transfer Students**

The school will count all transfer hours that apply toward the student's current program in determining SAP. All transfer hours will be counted as both *hours attempted* and *hours completed*.

Enrollment is available for students wishing to transfer to the school after they have withdrawn from other schools both in and out of state. The college does not recruit students already attending or admitted to another school offering similar programs of study. All requests for exemption or credit for prior education must be submitted prior to the start of training. All new students may request exemption from a course(s) based on post-secondary education or training. Transcripts from national or regionally accredited colleges and universities may be submitted for credit. Credit may be given for related courses with an earned grade of "C" or above.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

Example: If a student transfers into EVCC with 200 clock hours already attempted then all 200 clock hours would count toward the 150% quantitative requirements. If after the evaluation of your hours by the program dean, we only accept 100 of the clock hours attempted then you only have 540 clock hours remain in the Medical Assistant program (640 total hours). However, all 200 clock hours attempted must count toward the 960 max clock hours under the 150% quantitative requirements.

**Re-entry Students/interruptions:**

Students who have been terminated or withdrew from Eastern Virginia Career College may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the college's re-enrollment policy and will be evaluated by the program dean for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

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A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the college administration.

**EASTERN VIRGINIA CAREER COLLEGE**  
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**PART IIIA – DEGREE GRANTING PROGRAMS CURRICULA**

**ASSOCIATE OF APPLIED SCIENCE DEGREE NURSING**  
**(Associate of Applied Science Degree)**

**Objective**

The program objective is to prepare the student to enter the profession of nursing as a contributing member of the discipline to promote, maintain, and restore the health of clients in a variety of settings. This is an 11-month program designed for students who choose nursing as a career. The program's curriculum provides high quality theoretical, laboratory and clinical experiences ensuring the student opportunities to develop as a professional nurse and as an individual.

**\*\*\*PREREQUISITES MUST BE COMPLETED PRIOR TO ENTERING PROGRAM AND ARE NOT INCLUDED IN TOTAL COST\*\*\***

<b>ENG111</b>	<b>College English I*</b>	<b>3</b>
<b>ENG112</b>	<b>College English II*</b>	<b>3</b>
<b>HUM150</b>	<b>Humanities*</b>	<b>3</b>
<b>BHS151</b>	<b>Behavioral Science*</b>	<b>3</b>
<b>MATH120</b>	<b>College Mathematics*</b>	<b>3</b>
<b>BIO141</b>	<b>Anatomy &amp; Physiology I*</b>	<b>4</b>
<b>BIO142</b>	<b>Anatomy &amp; Physiology II*</b>	<b>4</b>
<b>SDV100</b>	<b>SDV (Must be fulfilled at EVCC)</b>	<b>1</b>

COURSE	TITLE	CREDITS
NSG115	Introduction To Nursing	2
NSG125	Principles Of Nutrition	3
NSG135	Fundamentals Of Nursing	7
NSG138	Fundamentals Of Nursing Clinical	2
NSG155	Pharmacology	6
NSG162	Adult Nursing I	7
NSG163	Adult Nursing I Clinical	2
NSG185	Psychiatric Nursing	2
NSG189	Psychiatric Nursing Clinical	0
NSG192	Specialized Populations I: Maternity Nursing	2
NSG196	Maternity Nursing Clinical	0
NSG212	Specialized Populations II: Pediatric Nursing	2
NSG214	Pediatric Nursing Clinical	0
NSG222	Adult Nursing II	6
NSG225	Adult Nursing II Clinical	3

**Total Credit Hours: 68**

**Program Length: Day School: 46 Weeks**

**Tuition: \$23,643**

**Books: 1,482**

**Student Fees: 1800**

**Application: 100**

**Testing Fee: 50**

**Technology Fee: 75**

**Facilities Fee: 25**

**Program Cost After Prerequisites are Completed: \$27,175**

Uniforms, immunizations, a watch with a second hand, and other additional supplies are the student's responsibility. \*General Education Courses are prerequisites to admission into this program, including College English, Anatomy and Physiology, Humanities, Behavioral Science, and College Mathematics. For more information, see General Education course listings in this catalog.

**Entrance Test Required**

**EASTERN VIRGINIA CAREER COLLEGE**  
**WINTER-SPRING 2017-2018 COURSE CATALOG**

The Eastern Virginia Career College Associate of Applied Science Degree Nursing Program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

**NCLEX Pass Rates by Year – AAS RN**

2011	2012	2013	2014	2015	2016
100%	100%	95%	90%	100%	83%

**AAS RN Cohort Progression Schedule**

1<sup>st</sup> Semester – General Education

Course #	Course Title	Credits	Clock Hours
BHS151	Behavioral Science	3	45
BIO141	Anatomy & Physiology I	4	75
HUM150	Humanities	3	45
ENG111	College English I	3	45
MATH120	College Mathematics	3	45
BIO142	Anatomy & Physiology II	4	75
ENG112	College English II	3	45
	Total	23	375

2<sup>nd</sup> Semester – Core Semester

Course #	Course Title	Credits	Clock Hours
SDV100	Student Development (Pre-Req)	1	15
NSG115	Introduction to Nursing	2	30
NSG125	Principles of Nutrition	3	45
NSG135	Fundamentals of Nursing	7	135
NSG138	Fundamentals of Nursing Clinical	2	130
	Total	15	355

3<sup>rd</sup> Semester – Core Semester

Course #	Course Title	Credits	Clock Hours
NSG155	Pharmacology	6	117
NSG162	Adult Nursing I	7	157
NSG163	Adult Nursing I Clinical	2	130
	Total	15	404

4<sup>th</sup> Semester – Core Semester

Course #	Course Title	Credits	Clock Hours
NSG185	Psychiatric Nursing	2	30
NSG189	Psychiatric Nursing Clinical	0	32
NSG192	Maternity Nursing	2	45
NSG196	Maternity Nursing Clinical	0	32
NSG212	Pediatric Nursing	2	45
NSG214	Pediatric Nursing Clinical	0	32
NSG222	Adult Nursing II	6	122
NSG225	Adult Nursing II Clinical	3	160
	Total	15	498

**EASTERN VIRGINIA CAREER COLLEGE**  
**WINTER-SPRING 2017-2018 COURSE CATALOG**

**ASSOCIATE OF APPLIED SCIENCE DEGREE NURSING,  
 ADVANCED STANDING LPN TO RN**

**Objective**

The program objective is to prepare the student to enter the profession of nursing as a contributing member of the discipline to promote, maintain, and restore the health of clients in a variety of settings. This program is designed for students who choose nursing as a career. The program's curriculum provides high quality theoretical, laboratory and clinical experiences ensuring the student opportunities to develop as a professional nurse and as an individual.

**\*\*\*PREREQUISITES MUST BE COMPLETED PRIOR TO ENTERING PROGRAM AND ARE NOT INCLUDED IN TOTAL COST\*\*\***

<b>ENG111</b>	<b>College English I*</b>	<b>3</b>
<b>ENG112</b>	<b>College English II*</b>	<b>3</b>
<b>HUM150</b>	<b>Humanities*</b>	<b>3</b>
<b>BHS151</b>	<b>Behavioral Science*</b>	<b>3</b>
<b>MATH120</b>	<b>College Mathematics*</b>	<b>3</b>
<b>BIO141</b>	<b>Anatomy &amp; Physiology I*</b>	<b>4</b>
<b>BIO142</b>	<b>Anatomy &amp; Physiology II*</b>	<b>4</b>
<b>SDV100</b>	<b>SDV (Must be fulfilled at EVCC)</b>	<b>1</b>
<b>COURSE</b>	<b>TITLE</b>	<b>CREDITS</b>
NSG142	Transitional Nursing**	2
NSG155	Pharmacology	6
NSG162	Adult Nursing I	7
NSG163	Adult Nursing I Clinical	2
NSG185	Psychiatric Nursing	2
NSG189	Psychiatric Nursing Clinical	0
NSG192	Specialized Populations I: Maternity Nursing	2
NSG196	Maternity Nursing Clinical	0
NSG212	Specialized Populations II: Pediatric Nursing	2
NSG214	Pediatric Nursing Clinical	0
NSG220	Adult Nursing II	6
NSG222	Adult Nursing II Clinical	3
<b>Total Credit Hours:</b>		<b>33</b>

**Program Length: Day School: 31 Weeks**

<b>Tuition:</b>	<b>\$17,710</b>
<b>Books:</b>	<b>1,482</b>
<b>Student Fees:</b>	<b>1,750</b>
<b>Application:</b>	<b>100</b>
<b>Testing Fee:</b>	<b>50</b>
<b>Technology Fee:</b>	<b>50</b>
<b>Facilities Fee:</b>	<b>25</b>

**Program Cost After Prerequisites are Completed: \$21,167**

Uniforms, immunizations, a watch with a second hand, and other additional supplies are the student's responsibility. \*General Education Courses are prerequisites to admission into this program, including College English, Anatomy and Physiology, Humanities, Behavioral Science, and College Mathematics. For more information, see General Education course listings in this catalog. \*\* Upon successful completion of the practicum portion of NSG142, Transitional Nursing, Advanced Standing LPN to RN students will be awarded 130 clinical hours toward the total clinical hours required for the Associate of Applied Science Degree Nursing.

**Entrance Test Required**



**EASTERN VIRGINIA CAREER COLLEGE**  
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**NCLEX Pass Rates by Year – AAS RN**

2011	2012	2013	2014	2015	2016
100%	100%	95%	90%	100%	83%

**Associate of Applied Science Degree Nursing, Advanced Standing LPN to RN**

1<sup>st</sup> Semester – General Education

Course #	Course Title	Credits	Clock Hours
BHS151	Behavioral Science	3	45
BIO141	Anatomy & Physiology I	4	75
HUM150	Humanities	3	45
ENG111	College English I	3	45
MATH120	College Mathematics	3	45
BIO142	Anatomy & Physiology II	4	75
ENG112	College English II	3	45
	Total	23	375

2<sup>nd</sup> Semester – Core Semester

Course #	Course Title	Credits	Clock Hours
SDV100	Student Development (Pre-req)	1	15
NSG142	Transitional Nursing*	2	45 (130*)
NSG155	Pharmacology	6	117
NSG162	Adult Nursing I	7	157
NSG163	Adult Nursing I Clinical	2	130
	Total	18	464 (594*)

\*Upon successful completion of the practicum portion of NSG142, *Transitional Nursing*, Advanced Standing LPN to RN students will be awarded 130 clinical hours toward the total clinical hours required for the Associate of Applied Science Degree Nursing.

3<sup>rd</sup> Semester – Core Semester

Course #	Course Title	Credits	Clock Hours
NSG185	Psychiatric Nursing	2	30
NSG189	Psychiatric Nursing Clinical	0	32
NSG192	Maternity Nursing	2	45
NSG196	Maternity Nursing Clinical	0	32
NSG212	Pediatric Nursing	2	45
NSG214	Pediatric Nursing Clinical	0	32
NSG222	Adult Nursing II	6	122
NSG225	Adult Nursing II Clinical	3	160
	Total	15	498

**EASTERN VIRGINIA CAREER COLLEGE**  
**WINTER-SPRING 2017-2018 COURSE CATALOG**

**ASSOCIATE OF APPLIED SCIENCE DEGREE OCCUPATIONAL THERAPY ASSISTANT**  
**(Associate of Applied Science Degree)**

**Objective**

The program objective is to prepare the student to enter practice as an entry-level occupational therapy assistant working under the supervision of an occupational therapist. This 12-month program, inclusive of Level II Fieldwork, begins after the student has satisfied the program's general education requirements. The curriculum is occupation and evidenced-based to ensure the student has the knowledge and skills needed to meet the occupational needs of individuals, groups and organizations as well as contribute to the OT process and emerge as a life-long learner.

**\*\*\*PREREQUISITES MUST BE COMPLETED PRIOR TO ENTERING PROGRAM AND ARE NOT INCLUDED IN TOTAL COST\*\*\***

<b>ENG111</b>	<b>College English I*</b>	<b>3</b>
<b>HUM150</b>	<b>Humanities*</b>	<b>3</b>
<b>BHS151</b>	<b>Behavioral Science*</b>	<b>3</b>
<b>MATH120</b>	<b>College Mathematics*</b>	<b>3</b>
<b>BIO141</b>	<b>Anatomy &amp; Physiology I*</b>	<b>4</b>
<b>BIO142</b>	<b>Anatomy &amp; Physiology II*</b>	<b>4</b>
<b>COURSE</b>	<b>TITLE</b>	<b>CREDITS</b>
OTA202	Introduction to Occupational Therapy	3
OTA204	Analysis of Occupational Performance	2
OTA206	Activity and Occupation Lab	1
OTA208	Concepts in Mental Health	4
OTA210	Technique & Interventions I: Mental Health	3
OTA211	Level I Fieldwork: Mental Health/Pediatrics	1
OTA212	Concepts in Children & Youth	4
OTA214	Techniques and Interventions II: Pediatrics	3
OTA216	Professional Seminar I	1
OTA301	Level II Fieldwork A	7
OTA304	Concepts in Adult Rehabilitation: Ortho.	4
OTA306	Techniques & Interventions III: Ortho.	3
OTA404	Concepts in Adult Rehabilitation: Neuro.	4
OTA406	Techniques & Interventions IV: Neuro.	3
OTA408	Concepts in Aging	3
OTA409	Level I Fieldwork: Geriatric/Adult Rehab.	1
OTA410	Professional Seminar II	2
OTA411	Level II Fieldwork B	7
<b>Total Credit Hours:</b>		<b>76</b>

**Program Length: Day School 48 Weeks**

**Tuition: \$28,720**

**Books: 1,050**

**Student Fees: 780**

**Application: 100**

**Testing Fee: 50**

**Technology Fee: 75**

**Facilities Fee: 25**

**Program Cost After Prerequisites are Completed: \$30,800**

Uniforms, immunizations, a watch with a second hand, and other additional supplies are the student's responsibility. \*General Education Courses are prerequisites to admission into this program, including College English, Anatomy and Physiology, Humanities, Behavioral Science, and College Mathematics. For more information, see General Education course listings in this catalog.

**Entrance Test Required**

**EASTERN VIRGINIA CAREER COLLEGE**  
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The occupational therapy assistant program has been granted accreditation until 2021/2022 by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is [www.acoteonline.org](http://www.acoteonline.org). Graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. When you apply to sit for the certification exam you will be asked to answer questions related to the topic of felonies. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

For further information contact NBCOT at [www.nbcot.org](http://www.nbcot.org)

or

National Board for Certification in Occupational Therapy, Inc.  
12 South Summit Ave., Suite 100  
Gaithersburg, MD 20877  
(301) 990-7979

**EASTERN VIRGINIA CAREER COLLEGE**  
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**GENERAL EDUCATION COURSES**  
**REQUIRED FOR ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

The following courses are required for the Occupational Therapy Assistant Programs and Registered Nurse Education programs. The costs of General Education courses, if taken at Eastern Virginia Career College, are not included in Associate of Applied Science Degree program costs. Students who have previously taken these courses or their equivalents may be allowed to transfer the credits into their respective programs. Acceptance of credits from other schools is decided on a case-by-case basis; Eastern Virginia Career College cannot guarantee that credits earned elsewhere will be accepted.

<b><u>COURSE NUMBER</u></b>	<b><u>COURSE TITLE</u></b>	<b><u>CREDIT HOURS</u></b>	<b><u>TUITION</u></b>	<b><u>BOOKS</u></b>	<b><u>SUBTOTAL</u></b>
BIO141	Anatomy and Physiology I	4	600	398	\$998
BIO142	Anatomy and Physiology II	4	600	<sup>†</sup> 0 / 398	<sup>†</sup> \$600 / \$998
BHS151	Behavioral Science	3	450	210	\$660
HUM150	Humanities	3	450	100	\$550
MATH120	College Mathematics	3	450	30	\$480
ENG111	College English I	3	450	250	\$700
ENG112	College English II ( <sup>+++</sup> RN only)	3	450	<sup>++</sup> 30 / 250	<sup>++</sup> \$480 / \$700

<sup>†</sup>BIO142 Book Fee is \$398 if not taking BIO141

<sup>++</sup>Eng112 Book Fee is \$250 if not taking ENG111

<sup>+++</sup>College English II is not required for the Occupational Therapy Assistant Program

The following one-time college entrance fees must be paid at the time of application:

Application Fee:	100
Testing Fee:	<u>10</u>
Subtotal of One-Time Fees:	\$110

Recurring Semester Technology Fee: \$25

Recurring Yearly Facilities Fee: \$25

**For information about immunizations, fees, and other specific requirements for the AAS Nursing and AAS OTA programs, please refer to those pages in this catalog.**

EASTERN VIRGINIA CAREER COLLEGE  
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**PART IIIB –DIPLOMA AND CERTIFICATE  
PROGRAMS CURRICULA**

**NURSE EDUCATION DEPARTMENT**

**PRACTICAL NURSE EDUCATION PROGRAM  
(Diploma Program)**

**Objective**

This professional education program is designed to provide quality nursing to meet the needs of the region and the state. The high quality of theoretical and clinical education ensures the Practical Nurse student opportunities to develop as a nurse and as an individual while practicing in various settings and ensures the student possesses the ability to meet and exceed employer expectations in the job market.

<b><u>COURSE NUMBER</u></b>	<b><u>COURSE TITLE</u></b>	<b><u>CREDIT HOURS</u></b>
PN105	Trends in Nursing	2
PN115	Anatomy and Physiology	4
PN125	Nutrition	2
PN135	Nursing Skills Theory	6
PN138	Nursing Skills Clinical	1
PN165	Pharmacology	5
PN175	Medical Surgical I Theory	11
PN178	Medical Surgical I Clinical	2
PN205	Maternity Nursing	2
PN208	Maternity Nursing Clinical	0
PN215	Pediatric Nursing	1
PN218	Pediatric Nursing Clinical	0
PN225	Psychiatric Nursing	2
PN228	Psychiatric Nursing Clinical	0
PN235	Medical Surgical Theory II	5
PN238	Medical Surgical Clinical II	2

**Total Credit Hours: 45**

**Program Length: Day School: 45 Weeks**

<b>Tuition:</b>	<b>\$16,850</b>
<b>Books:</b>	<b>1,860</b>
<b>Student Fees:</b>	<b>1,545</b>
<b>Application:</b>	<b>100</b>
<b>Testing Fee</b>	<b>45</b>
<b>Technology Fee:</b>	<b>75</b>
<b>Facilities Fee:</b>	<b>25</b>
<b>Total Program Cost:</b>	<b>\$20,500</b>

**Uniforms, immunizations, a watch with a second hand, and other additional supplies are the student's responsibility.**

**Entrance Test Required**

**EASTERN VIRGINIA CAREER COLLEGE**  
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The Eastern Virginia Career College Practical Nurse Education Program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

**NCLEX Pass Rates by Year – PN**

2011	2012	2013	2014	2015	2016
98%	92%	91%	96%	95%	100%

**PN Day Cohort Progression Schedule**

1<sup>st</sup> Semester

Course #	Course Title	Credits	Clock Hours
PN105	Trends in Nursing	3	58
PN115	Anatomy and Physiology	4	72
PN125	Nutrition	2	30
PN135	Nursing Skills Theory	6	120
PN138	Nursing Skills Clinical	1	80
	Total	16	360

2<sup>nd</sup> Semester

Course #	Course Title	Credits	Clock Hours
PN165	Pharmacology	6	105
PN175	Medical Surgical Theory I	11	180
PN178	Medical Surgical Clinical I	2	125
	Total	19	410

3<sup>rd</sup> Semester

Course #	Course Title	Credits	Clock Hours
PN205	Maternity Nursing	2	45
PN208	Maternity Nursing Clinical	0	32
PN215	Pediatric Nursing	2	45
PN218	Pediatric Nursing Clinical	0	32
PN225	Psychiatric Nursing	2	30
PN228	Psychiatric Nursing Clinical	0	32
PN235	Medical Surgical Theory II	5	95
PN238	Medical Surgical Nursing Clinical II	2	125
	Total	13	436



**EASTERN VIRGINIA CAREER COLLEGE**  
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**NCLEX Pass Rates by Year – PN**

2011	2012	2013	2014	2015	2016
98%	92%	91%	96%	95%	100%

**PN Evening Cohort Progression Schedule**

1<sup>st</sup> Semester

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>	<b>Clock Hours</b>
PN105	Trends in Nursing	3	58
PN115	Anatomy and Physiology	4	72
PN125	Nutrition	2	30
PN135	Nursing Skills Theory	6	120
PN138	Nursing Skills Clinical	1	80
	Total	16	360

2<sup>nd</sup> Semester

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>	<b>Clock Hours</b>
PN165	Pharmacology	6	105
PN175	Medical Surgical Theory I	11	180
PN178	Medical Surgical Clinical I	2	125
	Total	19	410

3<sup>rd</sup> Semester

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>	<b>Clock Hours</b>
PN205	Maternity Nursing	2	45
PN208	Maternity Nursing Clinical	0	32
PN215	Pediatric Nursing	2	45
PN218	Pediatric Nursing Clinical	0	32
PN225	Psychiatric Nursing	2	30
PN228	Psychiatric Nursing Clinical	0	32
PN235	Medical Surgical Theory II	5	95
PN238	Medical Surgical Nursing Clinical II	2	125
	Total	13	436

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**NURSE AIDE PROGRAM**  
**(Certificate Program)**

**Objective**

This program prepares the graduate for entry level employment as a nurse aide. Students will acquire knowledge and skills in relation to clients' rights and independence, safety and emergency procedures, infection control, and communication/interpersonal skills. Basic patient care issues are addressed as well as special care concerns.

<b><u>COURSE NUMBER</u></b>	<b><u>COURSE TITLE</u></b>	<b><u>CLOCK HOURS</u></b>
NA100	Introduction to Nurse Aide Program	12
NA101	Patient Care and Safety	36
NA102	Mental Health and Palliative Care	12
NA103	Emergency Procedures and Certification Review	16
NA104	Externship	<u>56</u>
<b>Total Clock Hours:</b>		<b>132</b>

**Program Length:**      **Day School: 4 Weeks**  
   **Night School: 8 Weeks**

<b>Tuition:</b>	<b>\$920</b>
<b>Books:</b>	<b>60</b>
<b>Student Fees:</b>	<b>240</b>
<b>Application:</b>	<b>50</b>
<b>Testing Fee:</b>	<b>10</b>
<b>Technology Fee:</b>	<b>25</b>
<b>Facilities Fee:</b>	<b>25</b>
<b>Total Program Cost:</b>	<b>\$1,330</b>

Uniforms, immunizations, a watch with a second hand and other additional supplies are the student's responsibility.

Applicants must complete and submit paperwork for a drug screen test, with a test result of negative. Cost of \$55.00 for drug screen testing is the responsibility of the applicant. Admissions Office will provide applicants with the required form.

This program is not eligible for student financial aid, and requires a 10% deposit to hold your place in the program.

**Entrance Test Required**

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## ALLIED HEALTH DEPARTMENT

### MEDICAL ASSISTANT PROGRAM (Diploma Program)

#### Objective

The Medical Assistant program prepares graduates for an entry-level position in a variety of medical facilities and private practices. This program will equip the student with both the administrative and clinical skills, and the procedures that prepare you for an extraordinary role as a Medical Assistant. Candidates will learn important tasks such as measuring vital signs, keeping medical charts updated, working proficiently with electronic health records software, assisting in diagnostic procedures, phlebotomy techniques and procedures, performing front office duties and responsibilities, and working closely with patients, physicians and other medical staff and faculty.

With this comprehensive Medical Assistant program, students are prepared for a successful and rewarding career in the growing health care industry. Medical Assistants can find career opportunities in medical clinics, hospitals, physicians' offices and medical laboratories.

Graduates from this program will meet the training requirements to test for national certification with National HealthCareer Association (NHA).

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
AT101	Anatomy/Terminology I	6
CM300	Microsoft Office	2
AT102	Anatomy/Terminology II	6
AD101	Medical Office Administration	4
AT103	Anatomy/Terminology III	4
CP200	Basic Pharmacology I	1
CP201	Basic Pharmacology II	1
CP102	Clinical Office Procedures I	4
CP103	Clinical Office Procedures II	4
PD101	Professional Development	1
CX100	Medical Assistant Externship Preparation	1
CX200	Medical Assistant Externship	<u>2</u>
<b>Total Credit Hours:</b>		<b>36</b>

**Program Length:**      **Day School: 30 Weeks**  
   **Night School: 32 Weeks**

<b>Tuition:</b>	<b>\$10,500</b>
<b>Books:</b>	<b>590</b>
<b>Student Fees:</b>	<b>620</b>
<b>Application:</b>	<b>100</b>
<b>Testing Fee:</b>	<b>10</b>
<b>Technology Fee:</b>	<b>50</b>
<b>Facilities Fee:</b>	<b>25</b>
<b>Total Program Cost:</b>	<b><u>\$11,895</u></b>

Uniforms, immunizations, a watch with a second hand, a minimum 2 GB flash drive, and other additional supplies are the student's responsibility.

Applicants must complete and submit paperwork for a drug screen test, with a test result of negative. Cost of \$55.00 for drug screen testing is the responsibility of the applicant. Admissions Office will provide applicants with the required form.

**Entrance Test Required**

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## WELLNESS & BEAUTY DEPARTMENT

### MASSAGE THERAPY PROGRAM (Diploma Program)

#### Objective

This program is designed to provide education, guidance, and an environment for the systematic study of the art and science of Massage Therapy with an emphasis on medical rehabilitative modalities. A graduate of this program will have met the training requirements to test for licensing.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>	<u>CLOCK HOURS</u>
MTINTRO	Introduction to Massage Therapy	5	100
MTSPC	Special Populations Module	4	77
MTHS	Hot Stone & Reflexology Module	4	77
MTLPN	Lymph & Prenatal Module	4	77
MTCLN01	Student Clinic I	1	30
MTSPRT	Sports Module	4	77
MTHYD	Hydrotherapy & Neuromuscular Module	4	77
MTEST	Eastern Module	4	77
MTCLN02	Student Clinic II	3	90
MTEXT	Externship Module	1	68
	<b>Total Hours:</b>	<b>34</b>	<b>750</b>
		<b>Credit</b>	<b>Clock</b>

**Program Length:Day School: 30 Weeks\***  
**Night School: 36 Weeks\***

<b>Tuition:</b>	<b>\$8,796</b>
<b>Books:</b>	<b>450</b>
<b><sup>†</sup>Student Fees:</b>	<b>424</b>
<b>Application:</b>	<b>50</b>
<b>Testing Fee:</b>	<b>10</b>
<b>Technology Fee:</b>	<b>50</b>
<b>Facilities Fee:</b>	<b>25</b>
<b>Total Program Cost:</b>	<b>\$9,805</b>

(\* Some Saturdays may be required)

Uniforms and other additional supplies are the student's responsibility.

<sup>†</sup> Massage exam fee is included.

**Entrance Test Required**

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**ESTHETICS PROGRAM**  
**(Diploma Program)**

**Objective**

This program is designed to prepare the graduate for an entry-level position as an Esthetician. Students will receive intensive classroom and lab training in the techniques of skin care therapy and waxing. Graduates of the Esthetics program will be prepared to test for state board licensure.

<b><u>COURSE NUMBER</u></b>	<b><u>COURSE TITLE</u></b>	<b><u>CREDIT HOURS</u></b>	<b><u>CLOCK HOURS</u></b>
BEINTRO	Introduction to Basic Esthetics	5	100
BEMHFL	Machine Facials Module	4	80
BEBDTX	Body Treatments Module	4	80
BECLN1	Esthetics Clinic I	1	30
BEWAXG	Waxing Module	4	80
BECLN2	Esthetics Clinic II	2	60
BEMKUP	Makeup Application Module	4	80
BEEEXIT	Exit Module	<u>5</u>	<u>90</u>
<b>Total Hours:</b>		<b>29</b>	<b>600</b>
		<b>Credit</b>	<b>Clock</b>

**Length of Program:      Day School: 30 Weeks**  
**Night School: 38 Weeks\***

Tuition:	<b>\$11,500</b>
Books:	<b>390</b>
†Student Fees:	<b>1,780</b>
Application:	<b>100</b>
Testing Fee:	<b>10</b>
Technology Fee:	<b>50</b>
Facilities Fee:	<b>25</b>
<b>Total Program Cost:</b>	<b>\$13,855</b>

(\* Some Saturdays may be required)

Uniforms and other additional supplies are the student's responsibility.

†Student fees include general supplies, wax pot, esthetics class kit, esthetic state board exam kit, and new current clinic equipment that each student owns when they receive their final transcript. Fees for the written and practical licensure exams are included as well as the cost of the DPOR license to practice.

**Entrance Test Required**

**EASTERN VIRGINIA CAREER COLLEGE**  
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**MASTER ESTHETICS PROGRAM**  
**(Diploma Program)**

**Objective**

This program is designed for the student who holds a license as an Esthetician. Students will be introduced to advanced treatments in the field of Esthetics to include microdermabrasion, chemical exfoliation, and lymphatic drainage. Upon completion of this program, the graduate will be eligible to apply for Master Esthetician licensure.

<b><u>COURSE NUMBER</u></b>	<b><u>COURSE TITLE</u></b>	<b><u>CREDIT HOURS</u></b>	<b><u>CLOCK HOURS</u></b>
ME101	Advanced Business and Infection Control	3	55
ME102	Advanced Anatomy and Physiology	4	65
ME103	Advanced Skin Care & Modalities and Intro to Advanced Procedures	9	180
ME104	Advanced Procedures and Chemical Exfoliation	8	180
ME105	Lymphatic Drainage	<u>5</u>	<u>120</u>
<b>Total Hours:</b>		<b>29</b>	<b>600</b>
		<b>Credit</b>	<b>Clock</b>

**Length of Program:**    **Day School: 30 Weeks**  
   **Night School: 38 Weeks\***

Tuition:	<b>\$11,500</b>
Books:	<b>670</b>
†Student Fees:	<b>1,780</b>
Application:	<b>100</b>
Testing Fee:	<b>10</b>
Technology Fee:	<b>50</b>
Facilities Fee:	<b>25</b>
<b>Total Program Cost:</b>	<b><u>\$14,135</u></b>

(\* Some Saturdays may be required)

Uniforms and other additional supplies are the student's responsibility.

†Student fees include general supplies, master esthetics class kit, master esthetic state board exam kit, PCA peels certification, and new master clinic equipment that each student owns when they receive their final transcript. Fees for the written and practical licensure exams are included as well as the cost of the DPOR license to practice.

**Entrance Test Required**



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**NAIL TECHNICIAN PROGRAM**  
**(Certificate Program)**

**Objective**

The primary objective of this course is to train the student in the basic manipulative skills and safety judgments necessary to obtain a license and competency in this beauty industry.

<b><u>COURSE NUMBER</u></b>	<b><u>COURSE TITLE</u></b>	<b><u>CLOCK HOURS</u></b>
NT100	Orientation to Nail Technology	10
NT110	Science of Nail Technology	75
NT120	Practices and Procedures	55
NT130	Business Skills	<u>10</u>
<b>Total Clock Hours:</b>		<b>150</b>

**Length of Program:**    **Day School: 8 Weeks**  
                                  **Night School: 11 Weeks**

Tuition:	<b>\$1,500</b>
Books:	<b>290</b>
<sup>†</sup> Student Fees:	<b>100</b>
Application:	<b>50</b>
Testing Fee:	<b>10</b>
Technology Fee:	<b>25</b>
Facilities Fee:	<u><b>25</b></u>
<b>Total Program Cost:</b>	<b>\$2,000</b>

**This program is not eligible for student financial aid, and requires a 10% deposit to hold your place in the program.**

**Uniforms, testing fees, license fees, and additional supplies are the responsibility of the student.**

<sup>†</sup>**Student fees include nail kit and state board exam kit.**

**Entrance Test Required**

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**WAX TECHNICIAN PROGRAM**  
**(Certificate Program)**

**Objective**

The Wax Technician program is for the student who wishes to pursue a rewarding career in the waxing industry. Student of the program will become familiar with the skin and hair, and learn the basics of waxing and application techniques. Types of wax, proper technique, and instruction in waxing different areas of the body will give students the confidence and skills to excel in this core field of esthetics.

<b><u>COURSE NUMBER</u></b>	<b><u>COURSE TITLE</u></b>	<b><u>CLOCK HOURS</u></b>
WAX101	State Laws & Regulations	10
WAX102	Anatomy & Physiology of the Skin and Hair	25
WAX103	Infection Control	25
WAX104	Client Consultations and Skin Analysis	15
WAX105	Waxing Procedures and Treatments	30
WAX106	Salon Management	10
<b>Total Clock Hours:</b>		<b>115</b>

**Length of Program:**      **Day School: 7 Weeks**  
   **Night School: 11 Weeks**

<b>Tuition:</b>	<b>\$1,200</b>
<b>Books:</b>	<b>90</b>
<b>† Student Fees:</b>	<b>140</b>
<b>Application:</b>	<b>50</b>
<b>Testing Fee:</b>	<b>10</b>
<b>Technology Fee:</b>	<b>25</b>
<b>Facilities Fee:</b>	<b>25</b>
<b>Total Program Cost:</b>	<b>\$1,540</b>

**This program is not eligible for student financial aid, and requires a 10% deposit to hold your place in the program.**

**Uniforms, testing fees, license fees, and additional supplies are the responsibility of the student.**

**† Student fees include a wax kit and state board exam kit.**

**Entrance Test Required**

## **PART IV-A – DEGREE GRANTING PROGRAMS**

### **COURSE DESCRIPTIONS**

#### **Associate of Applied Science Degree Nursing Program**

Quality and Safety Education for Nurses (QSEN) competencies are applied as the framework for the EVCC AAS Nursing Program. Virginia Board of Nursing curricular requirements are met throughout each course. Health, fire, and safety measures are emphasized in each course of the program.

#### **SDV100 Student Development**

**1 Credit Hour**

This course introduces students to the skills which are necessary to achieve their academic goals. Strategies are explored to assist students with improving their study skills, test taking, learning techniques, and time management and those topical areas which are applicable to their particular discipline. In addition, the principles and practical application of effective communication are studied. QSEN concept of Informatics is introduced and the concepts relevant in today's health care delivery are explored.

**Prerequisite: Admission to the Nursing Program.**

#### **NSG115 Introduction to Nursing**

**2 Credit Hours**

Introduction to Nursing focuses on the student as a learner and on the transition into the beginning Registered Nurse role. The importance of organization, time management, effective study skills, test-taking strategies, cultural diversity, and communication skills are emphasized. Maslow's hierarchy of human needs and the systematic problem-solving approach are introduced as the organizational framework to identify, prioritize, and integrate human needs into the delivery of nursing care. Attention is given to the historical development, current trends, cultural and spiritual aspects of nursing care, and legal aspects of nursing. These principles will show how nursing can serve the client and his/her family, as well as the community. In addition, introduction to computer skills, medical terminology and math concepts are explored. QSEN competencies are discussed in depth and will be integrated to prepare the student for future course objectives. Requirements for RN licensure will be presented along with the legal and ethical considerations that impact nursing practice. The student will also explore the importance of verbal and written communication in the healthcare field and be introduced to medical terminology and therapeutic communication.

**QSEN Competency Focus: Team work And Collaboration**

#### **NSG125 Principles of Nutrition**

**3 Credit Hours**

Principles of Nutrition emphasizes the basic foundations of nutrition and the interrelationship with optimal health. Nutrients, their sources, functions, basic requirements, and an overview of clinical diets are included in relationship with certain pathophysiology problems encountered in nursing. This knowledge will serve as a basis for the application of diet therapy to the nursing needs of the patient.

**QSEN Competency Focus: Evidence-based practice**

#### **NSG135 Fundamentals of Nursing**

**7 Credit Hours**

Fundamentals of Nursing focuses on identifying, prioritizing, and integrating the hierarchy of basic human needs throughout the lifespan. Trans-cultural nursing concepts are introduced. This course explores intercultural communication as well as communications with different groups, genders and clients with special needs. It also emphasizes the communication process with other professionals, life's losses, and documentation in the electronic age. Systemic problem-solving approach provides the organizational framework for a holistic approach to nursing care. Through theory and lab, this course introduces the principles and cognitive/motor skills essential to nursing practice. This includes: communication, the systematic problem-solving approach, vital signs, health assessment, body mechanics, aseptic techniques, client safety, nutritional needs, and care for adults of varying cultural and developmental stages. The application of the QSEN competencies to nursing practice is also addressed in this course through focus on safety and teamwork and collaboration. The student will begin to examine effective and appropriate delegation to other healthcare staff.

**QSEN Competency Focus: Safety, Teamwork & Collaboration**

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**NSG138 Fundamentals of Nursing Clinical**

**2 Credit Hours**

This course provides a supervised clinical experience to apply the knowledge from the theoretical/ lab base of previous courses. QSEN competencies of patient-centered care, safety, and teamwork and collaboration will be demonstrated. These competencies will be evaluated within the student's assignments and clinical evaluation tool.

**Prerequisite SDV 100, NSG 125, NSG 135**

***QSEN Competency Focus: Patient-Centered Care, Safety, Teamwork and Collaboration***

**NSG155 Pharmacology**

**6 Credit Hours**

Pharmacology is designed to give the student an understanding of principles of pharmacology and specific drug groups using the prototypical approach and emphasizing physiological classifications and generic nomenclature. Discussion of specific physiological drug groups will be organized according to their use in treating alteration in activity-exercise, sleep-rest, elimination, cognitive-perceptual, nutritional-metabolic, and self-perception-self concept dimensions. QSEN concepts are identified through assignments and group work that focus on safety, evidenced-based practice, and quality improvement. The nursing process is applied to the administration of medication, and emphasizes identifying the altered health pattern for which the medication is administered, promoting and monitoring therapeutic effect, observing for and minimizing adverse effects, and evaluating the effectiveness of drug therapy. Drug dosage calculation will be emphasized. Lab will enhance the student's ability to apply these principles through hands-on experience with enteral, parenteral, and cutaneous routes.

**Prerequisite: NSG 145**

***QSEN Competency Focus: Safety, Evidenced-Based Practice, Quality Improvement.***

**NSG162 Adult Nursing I**

**7 Credit Hours**

Adult Nursing I is designed to provide the nursing student with the knowledge; understanding and nursing skills related the care of the adult and geriatric client. Adult Nursing I is designed to develop the student's knowledge of etiology, symptoms, prescribed treatment, and use of the nursing process to manage acute and/or chronic manifestations of selected disorders. The application of the QSEN competencies to nursing practice is addressed with focus on patient-centered care, safety, teamwork and collaboration, and evidence-based practice. Lab experiences will provide the student with various applications of the skills necessary to perform nursing tasks in these areas. The lab will also incorporate clinical simulation to allow students the opportunity to critically think and apply theoretical concepts to patient care experiences.

**Prerequisite: NSG 145**

***QSEN Competency Focus: Patient-Centered Care, Safety, Evidence-Based Practice, Teamwork and Collaboration***

**NSG163 Adult Nursing I Clinical**

**2 Credit Hours**

Adult Nursing I Clinical provides a supervised clinical experience that focuses on nursing care of individuals and families requiring the integration of concepts related to nursing care of complex medical/surgical disorders. QSEN competencies that will be demonstrated within NSG 163 are patient-centered care, informatics, evidenced-based practice, safety, teamwork and collaboration, and quality improvement. These competencies will be evaluated within the student's assignments and clinical evaluation tool. The student is expected to use the nursing process to provide effective nursing care in the acute and/or long-term care clinical setting. Use of all concepts of the nursing process with increasing degrees of skill and independence will be emphasized.

**Prerequisite: Completion or concurrent enrollment of NSG 162 & NSG 155. Students who are not concurrently enrolled and have not previously completed NSG 162 and/or NSG 155 will be dropped from NSG 163.**

***QSEN Competency Focus: Patient-Centered Care, Safety, Evidence-Based Practice , Quality Improvement, and Teamwork and Collaboration***

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**NSG185 Psychiatric Nursing**

**2 Credit Hours**

Psychiatric Nursing via theory focuses on the principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. Alterations in the functional health pattern of cognition-perception, and the nurse's role in promoting mental health and coordinating community services are emphasized. Common alterations in the cognition-perceptual pattern including chemical dependency, violence, abuse, anxiety, psychosis, and organic conditions affecting cognition are studied. QSEN competencies demonstrated are teamwork and collaboration, safety, and evidenced-based practice. QSEN competencies are evaluated through assignments, quizzing and group work.

**Prerequisite: NSG 162, NSG 163**

***QSEN Competency Focus: Patient-Centered Care, Safety, Evidence-Based Practice , Teamwork and Collaboration***

**NSG189 Psychiatric Nursing Clinical**

**0 Credit Hour**

Psychiatric Nursing Clinical provides clinical experiences to build upon the theoretical/lab experience knowledge base from Psychiatric Nursing. Cultural diversity, life span issues, socioeconomic concerns, use of human and material resources as well as community-based resources are integrated into the activities as preparation for the role as an RN. QSEN competencies that will be demonstrated within NSG 189 are patient-centered care, informatics, evidenced-based practice, safety, teamwork and collaboration, and quality improvement. These competencies will be evaluated within the student's assignments and clinical evaluation tool. The student is expected to use the nursing process to provide effective nursing care in the acute, community and long term care clinical setting. Use of all concepts of the nursing process with increasing degrees of skill and independence will be emphasized.

**Prerequisite: Previous completion or concurrent enrollment in NSG 185 required.**

***QSEN Competency Focus: Patient-Centered Care, Safety, Evidence-Based Practice, Teamwork and Collaboration***

**NSG192 Specialized Populations I: Maternity Nursing**

**2 Credit Hours**

Specialized Populations I: Maternity Nursing is designed to provide the students with the knowledge, understanding and nursing skills related to phases of childbearing including the welfare and care of the neonate and other family members. Principles of prenatal, perinatal, postnatal, and neonatal care as well as care given during labor, delivery, and puerperium are examined. Newborn care and assessment are explored. Abnormal conditions of pregnancy and infants, and disorders of the newborn are discussed and experiences provided via simulation and lab. Math calculations for the specialized population are emphasized. QSEN competencies demonstrated are teamwork and collaboration, safety, and evidenced-based practice. QSEN competencies are evaluated through assignments, quizzing and group work.

**Prerequisite: NSG 162, NSG 163**

***QSEN Competency Focus: Patient-Centered Care, Safety, Evidence-Based Practice , Teamwork and Collaboration***

**NSG196 Maternity Nursing Clinical**

**0 Credit Hour**

Maternity Nursing Clinical provides supervised clinical experiences to build upon the theoretical/lab knowledge base of Specialized Populations I: Maternity. Opportunities are provided to the student to be able to provide care to the mother in the hospital during labor, delivery, and puerperium along with newborn care. Abnormal conditions of pregnancy and disorders of the newborn are presented and experiences completed. QSEN competencies that will be demonstrated within NSG 196 are patient-centered care, informatics, evidenced-based practice, safety, teamwork and collaboration, and quality improvement. These competencies will be evaluated within the student's assignments and clinical evaluation tool. The student is expected to use the nursing process to provide effective nursing care in the inpatient, primary care, and/or community clinical setting. Use of all concepts of the nursing process with increasing degrees of skill and independence will be emphasized.

**Prerequisite: Previous completion or concurrent enrollment in NSG 192 required.**

***QSEN Competency Focus: Patient-Centered Care, Safety, Evidence-Based Practice, Teamwork and Collaboration***

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**NSG212 Specialized Populations II: Pediatric Nursing**

**2 Credit Hours**

Specialized Populations II: Pediatric Nursing is designed to provide the students with the knowledge, understanding and nursing skills related to phases of childhood. Care of well and sick children and other family members' needs related to those specific conditions are addressed. Abnormal conditions and disorders of children are discussed and experiences provided via simulation and lab. This unit builds upon previous concepts of developmental theory and provides the basis for the clinical experience. The concept of child abuse will be given particular attention as well as the legal aspect of recognizing and reporting abuse and coordinating with community resources. Math calculations for the specialized population are emphasized. QSEN competencies demonstrated are teamwork and collaboration, safety, and evidenced-based practice. QSEN competencies are evaluated through assignments, quizzing and group work.

**Prerequisite: NSG 162, NSG 163**

***QSEN Competency Focus: Patient-Centered Care, Safety, Evidence-Based Practice , Teamwork and Collaboration***

**NSG214 Pediatric Nursing Clinical**

**0 Credit Hours**

Pediatric Nursing Clinical provides supervised clinical experiences to build upon the theoretical knowledge base of Specialized Populations II: Pediatrics. Opportunities are provided to observe and participate in the care given to well and sick children. Experiences of abnormal conditions of infants and children of all ages are incorporated through hands on application. . QSEN competencies that will be demonstrated within NSG 214 are patient-centered care, informatics, evidenced-based practice, safety, teamwork and collaboration, and quality improvement. These competencies will be evaluated within the student's assignments and clinical evaluation tool. The student is expected to use the nursing process to provide effective nursing care in the inpatient, primary care, school environment and/or community clinical setting. Use of all concepts of the nursing process with increasing degrees of skill and independence will be emphasized.

**Prerequisite: Previous completion or concurrent enrollment in NSG 212 required.**

***QSEN Competency Focus: Patient-Centered Care, Safety, Evidence-Based Practice, Teamwork and Collaboration***

**NSG222 Adult Nursing II**

**6 Credit Hours**

Adult Nursing II is designed to develop the student's knowledge of etiology, symptoms, prescribed treatment, and use of the nursing process for selected disorders. The course will build on the theoretical framework of the Adult Nursing I course to include management of patients in the emergency and critical care setting. The student will explore the role of the Registered Nurse in the prevention and management of bioterrorism situations, natural and man-made disasters. The clinical lab will incorporate clinical simulation to allow students the opportunity to critically think and apply theoretical concepts and technical skills to patient care experiences. The student will be introduced to the managerial and leadership roles of the registered nurse in various healthcare settings. Principles of delegation and supervisory skills are emphasized. The course also emphasizes the role of the Registered Nurse as a leader and agent for change in the healthcare system. Opportunities for personal growth and career development are explored. This course will conclude with a comprehensive review of the major principles of anatomy and physiology, nutrition, pharmacology, medical surgical nursing, maternity nursing pediatric nursing, psychiatric nursing, and geriatric nursing, in order to prepare students to take the National Council Licensure Examination-RN. QSEN competencies demonstrated are teamwork and collaboration, safety, quality improvement, informatics, and evidenced-based practice. QSEN competencies are evaluated through assignments, quizzing and group work.

**Prerequisites: NSG 162, NSG 163**

***QSEN Competency Focus: Patient-Centered Care, Safety, Evidence-Based Practice, Quality Improvement, Informatics, Teamwork and Collaboration***



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**NSG225 Adult Nursing II Clinical**

**3 Credit Hours**

Adult Nursing II Clinical provides a supervised clinical experience that focuses on nursing care of individuals and families requiring the integration of concepts related to nursing care of complex medical/surgical disorders. The student is expected to apply all content covered throughout the program in the clinical setting with specific focus on the QSEN standards of practice. While in the clinical setting, the student will observe and analyze the function of nursing leadership with specific analysis of leadership styles, conflict management and effective communication and collaboration across the healthcare team. QSEN competencies that will be demonstrated within NSG 225 are patient-centered care, informatics, evidenced-based practice, safety, teamwork and collaboration, and quality improvement. These competencies will be evaluated within the student's assignments and clinical evaluation tool. The student is expected to use the nursing process to provide effective nursing care in the acute and/or long-term care clinical setting. Use of all concepts of the nursing process with increasing degrees of skill and independence will be emphasized.

**Prerequisite:** Previous completion or concurrent enrollment in NSG 222 required.

**QSEN Competency Focus:** *Patient-Centered Care, Safety, Evidence-Based Practice, Teamwork and Collaboration, Informatics, Quality Improvement.*

**Associate of Applied Science Degree Nursing Program – Advanced Standing LPN to RN**

**NSG142 Transitional Nursing**

**2 Credit Hours\***

Transitional Nursing introduces the role of the registered nurse through concepts and skill development. This course serves as a bridge course for licensed practical nurses to review the critical core areas needed for transitioning into the practice of a registered nurse. Math computational skills and basic computer instruction related to the delivery of nursing care are included. Fundamentals and Nutritional therapy will be reviewed. Communication strategies and differences of roles of the LPN and RN will be emphasized. QSEN competencies demonstrated are teamwork and collaboration, safety and patient-centered care. QSEN competencies are evaluated through assignments, quizzing and group work.

**Prerequisite:** Admission to the AAS Nurse Education Program, Licensure as a Practical Nurse in Virginia. \* Upon successful completion of the practicum portion of NSG142, Transitional Nursing, Advanced Standing LPN to RN students will be awarded 130 clinical hours toward the total clinical hours required for the Associate of Applied Science Degree Nursing.

**QSEN Competency Focus:** *Patient-Centered Care, Safety, Teamwork and Collaboration*

**Associate of Applied Science Degree Occupational Therapy Assistant Program**

Health, fire, and safety measures are emphasized in each course of the program.

**OTA202 Introduction to Occupational Therapy**

**3 Credit Hours**

Introduction to Occupational Therapy provides the starting point for continued competence as an occupational therapy practitioner/occupational therapy assistant. Topics explored include OT history, the philosophical base, core tenets, delivery of OT services and key definitions. Emphasis will be placed on the OT code of ethics, technical standards, OT process, scope of OT practice, current AOTA documents and Occupational Therapy Practice Framework: Domain and Process.

**OTA204 Analysis of Occupational Performance**

**2 Credit Hours**

Analysis of Occupational Performance specifically focuses on the process of analyzing occupations and purposeful activity for effective therapy outcomes. It incorporates knowledge of anatomy, kinesiology, occupational science and application of the Ecology for Human Performance Framework as the basis for the process of "doing." The *Occupational Therapy Practice Framework: Domain & Process*, (AOTA, 2014) (3<sup>rd</sup> ed.) and *World Health Organization International Classification of Functioning, Disability and Health* (WHO, 2001) will be referenced and applied in OTA 204.



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**OTA206 Activity and Occupation Lab**

**1 Credit Hour**

Analysis of Occupational Performance specifically focuses on the process of analyzing occupations and purposeful activity for effective therapy outcomes. It incorporates knowledge of anatomy, kinesiology, occupational science and application of the Ecology for Human Performance Framework as the basis for the process of "doing." The Occupational Therapy Practice Framework: Domain & Process, (AOTA, 2014) (3rd ed.) and the World Health Organization International Classification of Functioning, Disability and Health (WHO, 2001) will be referenced and applied in OTA 206.

**OTA208 Concepts in Mental Health**

**4 Credit Hours**

Concepts in Mental Health examines the occupational therapy process in individual, organizational and population mental health recovery. Topics include common diagnoses, historical events in psychosocial and mental health care, introduction of Diagnostic and Statistical Manual for Mental Disorders (DSM V), co-morbidities with severe and persistent mental illness, introduction to psychotropic drugs and issues that impact mental health well being. Use of theory, evaluation and data collection, documentation, evidence and occupation-based interventions will be presented and applied in Techniques & Interventions I.

**OTA210 Techniques and Interventions I: Mental Health**

**3 Credit Hours**

Techniques & Interventions I provides the student with hands-on laboratory experience to apply concepts presented in OTA 208: Concepts in Mental Health. Topics are inclusive of specific diagnostic categories of DSM V and therapeutic technologies. Students will practice and demonstrate competency in techniques and interventions related to AOTA practice guidelines. Group process and community-based interventions will be highlighted.

**OTA211 Level I Fieldwork: Mental Health & Pediatrics**

**1 Credit Hour**

OTA211 Level I Fieldwork introduces the student to the psychological and social factors that influence engagement in occupation (Standard C.1.7). Level I FW is intended "to introduce students to the fieldwork experience, and develop a basic comfort level with an understanding of the needs of clients [as well as] engage in experiences designed to enrich didactic coursework through directed observation and participation in selected aspects of the occupational therapy process." (AOTA, COE, 1999). Students will be placed in practice settings that support learning in Semester 2 of the OTA curriculum.

**OTA212 Concepts in Children & Youth**

**4 Credit Hours**

Concepts in Children & Youth examines the occupational therapy process in pediatrics. Topics are inclusive of selected diagnostic categories (autism, cerebral palsy, intellectual disabilities, learning disabilities, developmental and developmental trauma disorders), therapeutic technologies, *Individual with Disabilities Act (IDEA)*, normal and abnormal development, autism, sensory integration, youth transportation, and play. Use of theory, evaluation and data collection, documentation, evidence and occupation-based interventions will be presented and applied in Techniques & Interventions II.

**OTA214 Techniques & Interventions II: Pediatrics**

**3 Credit Hours**

Technique & Interventions II provides the student with hands-on laboratory experience to apply concepts presented in OTA 212: Concepts in Children & Youth. Students will practice and demonstrate competency in techniques and interventions related to AOTA practice guidelines.

**OTA216 Professional Seminar I**

**1 Credit Hour**

Professional Seminar I (online) is the OTA student portal for exploring health professional behaviors, OT practitioner role delineation, supervision, interprofessional collaboration, concepts of therapeutic use of self and medical terminology in the context of an online forum. Students will learn how to search for evidence-based occupational therapy intervention through AOTA.org, WHO.org, Healthy People 2020, OT seeker, PEDRO, and EVCC ProQuest online library, be introduced to health information technology, the electronic medical record/ documentation, use medical terminology and critically problem solve abbreviations and symbols found in client case studies specific to pediatrics and mental health.

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**OTA301 Level II Fieldwork A**

**7 Credit Hours**

The OTA 301 Level II Fieldwork experience provides the student with the opportunity to connect classroom learning and Level I Fieldwork to “real-time” experiences with clients in a traditional OT practice setting. Students will engage in 8 weeks of full-time, in depth learning experiences under the direct supervision of a licensed OT or OTA when delivering occupation and evidenced based services to clients or groups.

**OTA304 Concepts in Adult Rehabilitation: General/Orthopedic Conditions 4 Credit Hours**

Concepts in Adult Rehabilitation examines the occupational therapy process for adults with physical disabilities. Topics are inclusive of selected diagnostic categories (cardio-pulmonary diseases, diabetes, orthopedic conditions, chronic pain, hand impairments, spinal cord injury, rheumatoid arthritis, osteoarthritis, fibromyalgia, burn injuries, amputations, and cancer) and therapeutic technologies. Use of theory, evaluation and data collection, documentation, evidence and occupation-based interventions will be presented and applied in Techniques & Interventions III.

**OTA306 Techniques & Interventions III: Orthopedic Conditions**

**3 Credit Hours**

Technique & Interventions Lab III provides the student with hands-on laboratory experience to apply concepts presented in OTA 302: Activity & Occupations Lab & OTA 404: Concepts in Adult Rehabilitation: Neuro. Students will practice and demonstrate competency in techniques and interventions related to AOTA practice guidelines.

**OTA404 Concepts in Adult Rehabilitation: Neurological Conditions**

**4 Credit Hours**

Concepts in Adult Rehabilitation: Neurological Conditions examines the occupational therapy process for adults with physical disabilities. Topics are inclusive of selected diagnostic categories (Stroke, Acquired Brain Injury, Neurodegenerative Diseases, Dysphagia, Human Immunodeficiency Virus); motor learning and therapeutic technologies. Use of theory, evaluation and data collection, documentation, evidence and occupation-based interventions will be presented and applied in Techniques & Interventions IV.

**OTA406 Techniques & Interventions IV: Neurological Conditions**

**3 Credit Hours**

Technique & Interventions Lab IV provides the student with hands-on laboratory experience to apply concepts presented in OTA 404: Concepts in Adult Rehabilitation: Neurological Conditions. Students will practice and demonstrate competency in techniques and interventions related to AOTA practice guidelines.

**OTA409 Level I Fieldwork (Geriatric/Adult Rehabilitation)**

**1 Credit Hour**

OTA 409 Level I Fieldwork introduces the student to the adult rehabilitation setting of occupational therapy practice. It is intended "to introduce students to the fieldwork experience, and develop a basic comfort level with an understanding of the needs of clients [as well as] engage in experiences designed to enrich didactic coursework through directed observation and participation in selected aspects of the occupational therapy process." (AOTA, COE, 1999).

**OTA408 Concepts, Techniques, and Interventions in Aging**

**3 Credit Hours**

Concepts in Aging examines the occupational therapy process in individual, organizational and population aging. Topics include common diagnoses of aging, six broad areas of practice defined by AOTA Centennial Vision, trends and concepts of aging, health and well-being, health equity and determinants of health that interfere with participation in daily occupations and therapeutic technologies. Use of theory, evaluation and data collection, documentation, evidence and occupation-based interventions will be presented and applied. (This course previously listed under OTA308.)

**OTA410 Professional Seminar II**

**2 Credit Hours**

Professional Seminar III is a continuation of Professional Seminar II. In-class and online discussions prepares the OTA student for management and administration of occupational therapy services, highlights scholarship and scholarly practice, continued professional development, leadership and professional credentialing.

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**OTA411 Level II Fieldwork B**

**7 Credit Hours**

The OTA411 Level II Fieldwork experience provides the student with the opportunity to connect classroom learning and Level I Fieldwork to “real-time” experiences with clients in another traditional OT practice setting. Students will engage in 8 weeks of full-time, in depth learning experiences under the direct supervision of a licensed OT or OTA when delivering occupation and evidenced based services to clients or groups.

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## PART IV-B – DIPLOMA AND CERTIFICATE PROGRAMS COURSE DESCRIPTIONS

### NURSE EDUCATION DEPARTMENT

#### Practical Nurse Education Program

Health, fire, and safety measures are emphasized in each course of the program.

#### **PN105 Trends in Nursing**

**2 Credit Hours**

This course offers a general overview of practical nursing and introduces the student to basic concepts of the profession, including the history, philosophy of practical nursing, and the nursing process. Students are also introduced to theories of practical nursing, professional practice roles, the expectations and relationships encountered in nursing, and legal, ethical, and licensure issues. The student will also explore the importance of verbal and written communication in the healthcare field and be introduced to medical terminology and therapeutic communication. QSEN will be introduced with a focus on Teamwork and Collaboration of the interdisciplinary healthcare team.

**Prerequisites:** Admission to the Practical Nursing Program

**QSEN competency focus:** *Teamwork and Collaboration*

#### **PN115 Anatomy and Physiology**

**4 Credit Hours**

This course focuses on the basic structure and function of the human body for students preparing for professions in the healthcare field. Topics include anatomical terminology, basic biochemistry, cells and tissues and anatomy of the integumentary, skeletal, muscular, nervous and endocrine systems. The student will also study special senses, cardiovascular and lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. The student is introduced to common human disease processes. QSEN concepts of Evidence-based practice will be discussed. Medical terminology and abbreviations will include the terms used for practical application within the medical field.

**Prerequisites:** PN 105

**QSEN competency focus:** *Evidence-based practice*

#### **PN125 Nutrition**

**2 Credit Hours**

This course is designed to build on the anatomy course with an emphasis on the basic principles of good nutrition and their interrelationship with good health. Nutrients, their sources, functions, basic requirements, and an overview of clinical diets are included. QSEN concepts of Evidenced- based practice as it relates to managing dietary concerns of patients and prevention of co-morbidities associated with obesity. This knowledge will serve as a basis for the application of diet therapy to the nursing needs of the patient.

**Prerequisites:** PN 115

**QSEN competency focus:** *Evidence-based Practice*

#### **PN135 Nursing Skills Theory**

**6 Credit Hours**

This course is designed to provide knowledge of the principles and performance of the procedures that are essential to the nursing care of patients at a basic level through classroom instruction and laboratory practice. The QSEN concept of Safety will be discussed and demonstrated. The understanding of QSEN concepts will be evaluated through course work and testing. Students will also examine biosocial, cognitive, and psychosocial development across the lifespan to include understanding of the normal process of aging. The student will also be introduced to health, fire and safety measures and the role of the Practical Nurse in ensuring patient safety.

**Prerequisites:** PN 125

**QSEN competency focus:** *Patient-Centered Care, Safety*

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**PN138 Nursing Skills Clinical**

**1 Credit Hour**

This course provides a supervised clinical experience to build upon the theoretical knowledge base from previous courses. QSEN concepts of patient-centered care, safety, and evidenced-based practice will be demonstrated through clinical course work such as care plans. Clinical evaluation tools will demonstrate student competencies.

**Prerequisite PN135**

***QSEN competency focus: Patient-Centered Care, Safety, Evidenced-based practice.***

**PN165 Pharmacology**

**5 Credit Hours**

This course includes a review of basic mathematics, weights and measures used in relationship to the administration of medication. This course also provides basic information relevant to the safe preparation and administration of medications prescribed by the physician. Practice administration under the direct supervision of an instructor will be included in this course. QSEN concepts of safety, evidence-based practice, teamwork and collaboration, and patient-centered care will be demonstrated throughout the course and during the lab skills practice. The student will be introduced to the pharmacological actions and the individual's response to medication utilizing the nursing process. An additional focus is on the integration of patient/family education in the plan of treatment.

**Prerequisite PN 138**

***QSEN competency focus: Safety, Evidence-based practice, Teamwork and Collaboration***

**PN175 Medical Surgical I Theory**

**11 Credit Hours**

This course is designed to teach the student the basic knowledge of etiology, symptoms, prescribed treatment and experience in the nursing care of selected disorders including fluid and electrolytes, respiratory, circulatory, urinary, and gastrointestinal. The concepts related to the process of wellness and illness will be covered. QSEN concepts of safety, evidence-based practice, & teamwork and collaboration will be emphasized throughout the course. Psychosocial and cultural issues pertaining to patient care will be explored. The stress response including pain and issues of death and dying will be addressed. Geriatric considerations are integrated throughout the course. Lab will have various applications of the skills necessary to perform nursing tasks in these areas. Preventative health, safe practice, and bioterrorism procedure measures are emphasized. This course builds on the knowledge and concepts taught in the previous courses. Preventative health and safety measures are emphasized in each course of the program.

**Prerequisite PN 165**

***QSEN competency focus: Patient-Centered Care, Safety, Evidence-based practice, Teamwork and Collaboration***

**PN178 Medical Surgical I Clinical**

**2 Credit Hours**

This course provides a supervised clinical experience to build upon the theoretical knowledge base from Medical Surgical Nursing I theory course, including implementation of the nursing process. This clinical rotation will provide the nursing student with knowledge, understanding, and practice of the nursing skills related the care of adult clients and their families within the scope of Practical Nursing. Students will be exposed to the adult and or elderly client in a clinical capacity, and will provide care for the adult patients with chronic and/or acute illnesses. Clinical experiences will include comprehensive assessments and medication administration. Students will provide direct care to patients focusing on QSEN concepts: patient-centered care, safety, evidence-based practice, teamwork and collaboration and informatics. The student will perform nursing skills under the direct supervision of a licensed healthcare provider (clinical instructor or preceptor). The concept of abuse and neglect will be given particular attention and the student be given the legal aspect of recognizing and reporting abuse and coordinating with community resources. Students will be evaluated through assignments and clinical competency evaluative measures.

***QSEN competency focus: Patient-Centered Care, Safety, Evidence-based practice, Teamwork and Collaboration, Informatics***

**Prerequisite: PN175**

**PN205 Maternity Nursing**

**2 Credit Hours**

This course is designed to provide the student with knowledge, understanding, and nursing skills related to phases of childbearing including the welfare and care of the neonate and other family

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members. Principles of prenatal, perinatal, postnatal, and neonatal care remain constant, and pregnancy and birth are presented as part of the normal life cycle. Clinical experiences are correlated with theory. The care given the mother in the hospital during labor, delivery, the puerperium, and the care of the newborn is provided. Abnormal conditions of pregnancy and disorders of the newborn are presented and experiences provided opportunistically. This unit builds on theory taught in structure and functions of the reproductive system and is correlated with nutrition, drug therapy, and nursing skills. QSEN competencies include patient-centered care, safety, teamwork and collaboration. Competency is evaluated through examinations, course work, and group assignments. The course content is built upon and incorporated into theory taught in all other areas of the practical nursing curriculum.

***QSEN competency focus: Patient-Centered Care, Safety, Teamwork and Collaboration.***

**PN208 Maternity Nursing Clinical**

**0 Credit Hours**

This course provides a supervised clinical experience to build upon the theoretical knowledge base from Maternity Nursing. Students will provide direct care to maternity and newborn patients focusing on QSEN concepts: patient-centered care, safety, evidence-based practice, teamwork and collaboration and informatics. The student will perform nursing skills under the direct supervision of a licensed healthcare provider (clinical instructor or preceptor). The concept of abuse and neglect will be given particular attention and the student be given the legal aspect of recognizing and reporting abuse and coordinating with community resources. Students will be evaluated through assignments and clinical competency evaluative measures.

***QSEN competency focus: Patient-Centered Care, Safety, Evidence-based practice, Teamwork and Collaboration, Informatics***

**Prerequisite: PN205**

**PN215 Pediatric Nursing**

**1 Credit Hour**

This course is designed to assist the student in gaining knowledge and understanding, and in developing nursing skills related to the needs and care of well and sick children and other family members. Opportunities are provided to observe and participate in the care given to well and sick children. Abnormal conditions of infants and children of all ages are discussed and experiences are provided as available. Principles from the life span will be integrated as well as structure and function, nutrition and drug therapy. QSEN competencies include patient-centered care, safety, teamwork and collaboration. Competency is evaluated through examinations, course work, and group assignments. The course content is built upon and incorporated into theory taught in all other areas of the practical nursing curriculum.

***QSEN competency focus: Patient-Centered Care, Safety, Teamwork and Collaboration.***

**PN218 Pediatric Nursing Clinical**

**0 Credit Hours**

This course provides a supervised clinical experience to build upon the theoretical knowledge base from Pediatric Nursing. Students will provide direct care to pediatric patients focusing on QSEN concepts: patient-centered care, safety, evidence-based practice, teamwork and collaboration and informatics. The student will perform nursing skills under the direct supervision of a licensed healthcare provider (clinical instructor or preceptor). The concept of abuse and neglect will be given particular attention and the student be given the legal aspect of recognizing and reporting abuse and coordinating with community resources. Students will be evaluated through assignments and clinical competency evaluative measures.

***QSEN competency focus: Patient-Centered Care, Safety, Evidence-based practice, Teamwork and Collaboration, Informatics***

**Prerequisite: PN215**

**PN225 Psychiatric Nursing**

**2 Credit Hours**

This course is designed to provide the student with skills that will aid in recognizing the emotional needs of patients. Emphasis is placed on the study of personality formation, communication skills, adaptive and maladaptive behavior, and problem solving using the nursing process. A basic foundation of the definitions, therapies, and nursing interventions of specific psychopathologies is integrated in this subject. The course content is built upon and incorporated into theory taught in all other areas of the practical nursing curriculum.



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**PN228 Psychiatric Nursing Clinical**

**0 Credit Hours**

This course is designed to provide the student with skills that will aid in recognizing the emotional needs of patients. Emphasis is placed on the study of personality formation, communication skills, adaptive and maladaptive behavior, and problem solving using the nursing process. A basic foundation of the definitions, therapies, and nursing interventions of specific psychopathologies is integrated in this subject. QSEN competencies include patient-centered care, safety, teamwork and collaboration. Competency is evaluated through examinations, course work, and group assignments. The course content is built upon and incorporated into theory taught in all other areas of the practical nursing curriculum.

***QSEN competency focus: Patient-Centered Care, Safety, Teamwork and Collaboration.***

**Prerequisite: PN225**

**PN235 Medical Surgical II Theory**

**5 Credit Hours**

This course is designed to build on the student's basic knowledge of etiology, symptoms, prescribed treatment and experience in the nursing management of patients with acute and chronic illnesses. Students will study collaboration as an interdisciplinary team, with specific focus on delegation and conflict resolution. Emphasis in this course is given to the leadership-management roles of the practical nurse and the knowledge and skills needed to assume this responsibility. The role of the Practical Nurse in responding to the transformation on the local, state, and global health care delivery systems will also be explored. This course builds on the knowledge and concepts taught in the previous courses. Preventative health and safety measures are emphasized in each course of the program. QSEN competencies include patient-centered care, safety, teamwork and collaboration, informatics, and quality improvement. Competency is evaluated through examinations, course work, and group assignments. This course will conclude with a comprehensive review of the major principles of anatomy and physiology, nutrition, pharmacology, medical surgical nursing, maternity nursing, pediatric nursing, psychiatric nursing, and geriatric nursing, in order to prepare students to take the National Council Licensure Examination-PN.

***QSEN competency focus: Patient-Centered Care, Safety, Teamwork and Collaboration, Informatics, Quality Improvement & Evidence-based practice.***

**PN238 Medical Surgical II Clinical**

**2 Credit Hours**

This course provides a supervised clinical experience to build upon the theoretical knowledge base from Medical Surgical Nursing II, and is designed to provide the nursing student with knowledge, understanding, and nursing skills related to the care of adult clients and their families within the scope of Practical Nursing. Students will be exposed to the adult and/or elderly client in a clinical capacity. The student will provide care for the adult patients with chronic and/or acute illnesses which will include comprehensive assessments and medication administration. Students will provide direct care to adult patients focusing on QSEN concepts: patient-centered care, safety, evidence-based practice, teamwork and collaboration and informatics. The student will perform nursing skills under the direct supervision of a licensed healthcare provider (clinical instructor or preceptor). The concept of abuse and neglect will be given particular attention and the student will be given the legal aspect of recognizing and reporting abuse and coordinating with community resources. Students will be evaluated through assignments and clinical competency evaluative measures. The clinical rotation will conclude with student observation and analysis of the leadership-management roles of the Practical Nurse in the various healthcare settings.

***QSEN competency focus: Patient-Centered Care, Safety, Evidence-based practice, Teamwork and Collaboration, Informatics***

**Prerequisite: PN235**



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**Nurse Aide Program**

Health, fire, and safety measures are emphasized in each course of the program.

**NA100 Introduction to Nurse Aide** **12 Clock Hours**

This course offers a general introduction to the basic concepts of working in long term care. Roles and responsibilities of health care workers are discussed. Promoting residents' rights and independence as well as communication and interpersonal skills will be included.

**NA101 Patient Care and Safety** **36 Clock Hours**

This course is designed to provide knowledge of the principles and performance of the procedures that are essential to the care of patients at a basic level through classroom instruction and laboratory practice. Safety related to the performance of duties is emphasized.

**NA102 Mental Health and Palliative Care** **12 Clock Hours**

This course provides the student with a basic understanding of caring for a resident with mental health needs as well as the cognitively impaired. Basic restorative care to include physical, psychological and social aspects will be discussed. An additional focus on the dying patient will be included.

**NA103 Emergency Procedures and Certification Review** **16 Clock Hours**

This course provides the basic understanding of life support and the necessary interventions required. Students will review all of the material covered in the classes taken during this program to prepare the student for the state certification examination.

**NA104 Externship** **56 Clock Hours**

This course provides a supervised clinical experience to build upon the theoretical knowledge base from previous courses.

**ALLIED HEALTH DEPARTMENT**

**Medical Assistant Program**

Health, fire, and safety measures are emphasized in each course of the program.

**AT101 Anatomy/Terminology I** **6 Credit Hours**

**AT102 Anatomy/Terminology II** **6 Credit Hours**

**AT103 Anatomy/Terminology III** **4 Credit Hours**

Students will study the structure and function of various body systems. Radiology, nuclear medicine, oncology, psychiatry, pharmacology, and the blood and immune systems will be introduced. Medical terminology related to anatomy, physiology, pathological conditions, clinical procedures and laboratory tests of these body systems and medical specialties will be emphasized, along with their proper pronunciation and spelling.

**AD101 Medical Office Administration** **4 Credit Hours**

Administrative medical office techniques will be taught, including those related to telephone, appointments, insurance referrals, patient account management, collections, medical records, correspondence, payroll, and travel arrangements. Professional ethics and legal issues will be discussed. Students will be introduced to medical transcription and health insurance claims processing.

**CM300 Microsoft Office** **2 Credit Hours**

In these courses students will learn the basics of Microsoft Word and Excel. Word topics will include document preparation, editing, formatting and design, and printing and publishing. Excel will cover integrating worksheets, graphics and data management for mathematical, financial and organizational tasks.

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**CP200 Basic Pharmacology I** **1 Credit Hour**

This course is a concentration of the mathematical process of medication distribution and administration. Emphasis is placed on accuracy in mathematics and dosage calculation skills necessary for safe preparation and administration of medication to the adult and pediatric patient.

**CP201 Basic Pharmacology II** **1 Credit Hour**

This course presents a detailed explanation of drugs, drug classification and identification, routes of administration, drug actions and adverse reactions. Emphasis is placed on legislation relating to drugs, drug references, basic principles for the administration of medication and universal and standard precautions.

**CP102 Clinical Office Procedures I** **4 Credit Hours**

This course is an introduction and study of the basic aseptic and infection control practices, sterilization procedures, OSHA guidelines, and hazard control. Vital signs, assisting with physical exams, and taking medical histories are studied and practiced. Blood specimen collection procedures are studied with the practice of capillary collection and venipuncture collection methods. Basic hematology is studied and analyzed with practice in hematology skills, including erythrocyte sedimentation rate, hematocrit, white blood cell count, and peripheral blood smear. Blood chemistries are discussed and blood glucose is performed and practiced. Other laboratory procedures for the medical office are studied, including microbiology with culture specimen collection and urinalysis.

**CP103 Clinical Office Procedures II** **4 Credit Hours**

This course is a study and practice of electrocardiography, the administration of medication, injection techniques, assisting with minor surgical procedures, and the identification of surgical instruments. First aid procedures are studied and practiced, and a course for CPR is presented. **CX100 Medical**

**CX100 Medical Assistant Externship Preparation** **1 Credit Hour**

This course will prepare the student for entry into the medical community. Students will utilize administrative and clinical medical office skills previously taught in the Medical Assisting program. Emphasis will be placed on customer service, professional dress and an overall review of the basic skills needed to perform satisfactorily at the externship site. The primary focus is to prepare the students for certification examination.

**CX200 Medical Assistant Externship** **2 Credit Hours**

This course is a practical application of general administrative and clinical skills in an ambulatory care setting. The clinical portion of the course is designed to provide the student with a well-rounded practical experience in an actual workplace setting.

**PD101 Professional Development** **1 Credit Hour**

This course will introduce the student to resume writing, job search techniques and interviewing skills. All students will participate in this course prior to graduation.

**WELLNESS & BEAUTY DEPARTMENT**

**Massage Therapy Program**

Health, fire, and safety measures are emphasized in each module of the program.

**MTINTRO Introduction to Massage Therapy** **5 Credit Hours**

This is the required first module in a series of modules that make up the Massage Therapy Program, and serves as the introduction to the program. This module includes Anatomy & Physiology, Kinesiology, and Bodywork methods. In Anatomy & Physiology, the use of medical terminology and introduction to basic elements of life will be explored. In Kinesiology, an introduction to the terms used to describe movement of the body will be examined to prepare students for a deeper

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understanding of the function of muscles and how they relate to movement, which will be explored further later in the program. Bodywork will orient students to the practices of general Swedish and Deep Tissue massage, including the introduction of basic strokes, draping, infection control, and theory related to application. An introduction to ethics and the history of massage are included in this course.

**MTSPC Special Populations Module**

**4 Credit Hours**

This module is one in a series of modules that make up the Massage Therapy program, and focuses on nervous system function. This module includes Anatomy & Physiology, Kinesiology, and Bodywork methods. In Anatomy & Physiology, the central and peripheral nervous systems of the body are explored in regard to the structure, function, and related pathologies of these systems. In Kinesiology, the head, neck, & face are examined for a deeper understanding of the function of muscles and how they relate to movement. In Bodywork, the practices of general Swedish and Deep Tissue massage are further explored. This module also includes an introduction to Aromatherapy, Craniosacral, and Special Populations modalities. **Prerequisite: MTINTRO**

**MTHS Hot Stone & Reflexology Module**

**4 Credit Hours**

This module is one in a series of modules that make up the Massage Therapy program, and focuses on viscera (organs in the abdominal cavity). This module includes Anatomy & Physiology, Kinesiology, and Bodywork methods. In Anatomy & Physiology, the digestive and endocrine systems will be explored in regard to structure, function, and related pathologies. In Kinesiology, the leg and foot will be examined to gain a deeper understanding of the function of these muscles and how they relate to movement. In Bodywork, there will be continued practice in general Swedish and Deep Tissue massage, as well as introduction of Reflexology and Hot Stone modalities. **Prerequisite: MTINTRO**

**MTLPN Lymph & Prenatal Module**

**4 Credit Hours**

This module is one in a series of modules that make up the Massage Therapy program, and focuses on the urinary-reproductive systems. This module includes Anatomy & Physiology, Kinesiology, and Bodywork methods. In Anatomy & Physiology, the urinary and reproductive systems are explored in regard to structure, function, and related pathologies. In Kinesiology, the thigh and pelvis region will be examined to gain a deeper understanding of the function of muscles and how they relate to movement. In Bodywork, there will be continued practice in general Swedish and Deep Tissue massage, as well as introduction of Lymphatic and Pre-Natal/Post-Operative modalities.

**Prerequisite: MTINTRO**

**MTCLN01 Student Clinic I**

**1 Credit Hour**

This module is one in a series of modules that make up the Massage Therapy program, and focuses on the development of clinic-related skills. In this module, the students will develop an understanding of the support roles of a clinic/spa, such as the responsibilities of the front desk staff (greeting, scheduling, and payment) and the back room staff (cleaning, laundry, and assistance), while preparing students to engage in the functions of the Sports Module through observation and skill assessment. **Prerequisites: MTINTRO and any 2 other modules except MTCLN02 and MTEXT**

**MTSPRT Sports Module**

**4 Credit Hours**

This module is one in a series of modules that make up the Massage Therapy program, and focuses on the pulmonary system. This module includes Anatomy & Physiology, Kinesiology, and Bodywork methods. In Anatomy & Physiology, the cardiovascular, lymphatic, and respiratory systems of the body will be explored in relation to structure, function, and related pathologies. In Kinesiology, the shoulder and arm are examined for a deeper understanding of the function of muscles and how they relate to movement. In Bodywork there will be continued practice in general Swedish and Deep Tissue massage, as well as an introduction of Sports Massage and Special Population modalities.

**Prerequisite: MTINTRO**

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**MTHYD Hydrotherapy & Neuromuscular Module**

**4 Credit Hours**

This module is one in a series of modules that make up the Massage Therapy program, and focuses on musculoskeletal structure and function. This module includes Anatomy & Physiology, Kinesiology, and Bodywork methods. In Anatomy & Physiology, the muscular and skeletal/joint systems are explored in regard to structure, function, and related pathologies. In Kinesiology the spine and thorax are examined for a deeper understanding of the function of muscles and how they relate to movement. In Bodywork there will be continued practice in general Swedish and Deep Tissue massage, as well as introduction of Myofascial Trigger points, Myofascial Release, and Neuromuscular modalities. **Prerequisite: MTINTRO**

**MTEST Eastern Module**

**4 Credit Hours**

This module is one in a series of modules that make up the Massage Therapy program, and focuses on the integumentary system and Eastern Thought. This module includes Anatomy & Physiology, Kinesiology, and Bodywork methods. In Anatomy & Physiology, the Integumentary system of the body will be explored regarding structure, function, and related pathologies. In Kinesiology, the hand and forearm are examined for a deeper understanding of the function of muscles and how they relate to movement. In Eastern Thought, the theoretical framework for traditional Chinese and Ayurvedic medicine will be examined. In Bodywork there will be continued practice in general Swedish and Deep Tissue massage. This module also provides an introduction to Eastern modalities.

**Prerequisite: MTINTRO**

**MTCLN02 Student Clinic II**

**3 Credit Hours**

This module is one in a series of modules that make up the Massage Therapy program, and focuses on the further development of clinic-related skills. In this module, students apply practical bodywork skills with knowledge of clinical practices learned in MTCLN01. Students engage in all aspects of a massage business, integrating experience from the introductory course with the application of bodywork on outside clients, and act as student manager of the clinic/spa setting. As such, students fulfill any role required for the clinic/spa to run effectively and efficiently. They will set and provide follow-up on appointments, work on advertising, and provide massage therapy. Students will be supervised by an instructor. **Prerequisites: MTINTRO; MTCLN01**

**MTEXT Externship Module**

**1 Credit Hour**

This is the required final module of a series of modules that make up the Massage Therapy Program, and focuses on exiting the program. The CPR component prepares the student with an understanding of basic life saving skills; a 40-hour externship is spent at a healthcare facility to expose the student to work environments in medical offices as well as to the methods utilized by other healthcare professions. License review integrates the information covered in prior modules and develops test-taking skills for the licensing examination. **Prerequisites: ALL OTHER MODULES**

**Esthetics Program**

Health, fire, and safety measures are emphasized in each course of the program.

**BEINTRO Introduction to Basic Esthetics**

**5 Credit Hours**

This module covers Infection Control Principles and Practice; General Anatomy and Physiology of the Skin; Basics of Chemistry; Skin Typing; Various Skin Diseases and Disorders; Product and Ingredient Knowledge; and Basic Facial Techniques. Students will learn the correct treatment room setup for various services, along with hygiene and sanitation practices.

**BEMHFL Machine Facials Module**

**4 Credit Hours**

This module continues the examination of basic skincare techniques including, but not limited to, skin analysis; consultation; contraindications; health screening and documentation; cosmetic ingredients; basics of electricity; and an introduction to selective electrical modalities used in facials. Students will learn the correct treatment room setup for various services, along with hygiene and sanitation practices. **Prerequisite: BEINTRO**

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**BEBDTX Body Treatments Module**

**4 Credit Hours**

This module focuses on body treatments, including body scrubs, body masks, body wraps, and back facials. An examination of nutrition and how it can affect not only the skin, but the body as a whole, is included as well as an introduction to advanced topics. Students will learn the correct treatment room setup for various services, along with hygiene and sanitation practices. **Prerequisite: BEINTRO**

**BECLN1 Esthetics Clinic I**

**1 Credit Hours**

This module focuses on the development of clinic-related skills. The students will gain an understanding of the support roles in a clinic/spa, such as the responsibilities of the front desk staff (greeting, scheduling, and payment) and the back room staff (cleaning, laundry, and assistance), while preparing students to engage in the functions of the module through observation and skills assessment. Students will be supervised by an instructor. **Prerequisites: BEINTRO and any other single module except BECLN2 and BEEEXIT**

**BEWAXG Waxing Module**

**4 Credit Hours**

This module covers hair morphology, hair growth cycles, types of wax, and different types of hair removal including chemical, mechanical, and tweezing. Students will learn the correct treatment room setup for various services, along with hygiene and sanitation practices. **Prerequisite: BEINTRO**

**BECLN2 Esthetics Clinic II**

**2 Credit Hours**

This module focuses on the further development of clinic-related knowledge. Students apply the practical, hands-on clinical skills learned in BECLN1. Students engage in all aspects of an esthetics business, including integrating experience from BEINTR on outside clients and acting as student manager in the clinic/spa setting. As such, students fulfill any role required for the clinic/spa to run effectively and efficiently. They will set and provide follow-up on appointments, work on advertising, and provide massage therapy. Students will be supervised by an instructor. **Prerequisites: BEINTRO; BECLN1**

**BEMKUP Makeup Application Module**

**4 Credit Hours**

This module will focus on color theory; consultation; general and special occasion makeup; camouflage techniques; application of false eyelashes; brow and lash tinting; lash perming; setup; supplies; and implementation for each type of makeup service along with hygiene and sanitation practices. **Prerequisite: BEINTRO**

**BEEEXIT Exit Module**

**5 Credit Hours**

This module covers business practices including insurance, liability, and business skills. Students will be introduced to career planning, the skin care business, and the marketing of products and service typical of the spa industry. An overview of Virginia state laws from the Department of Professional and Occupational Regulation for the Esthetics profession will be provided. Students will also prepare for the application, testing, and procedures for licensure. **Prerequisites: ALL OTHER MODULES**

**Master Esthetics Program**

Health, fire, and safety measures are emphasized in each course of the program.

**ME101 Advanced Business and Infection Control**

**3 Credit Hours**

This course provides in depth business skills information including state laws, DPOR regulations, OSHA, FDA, and MSDS esthetics regulations, and insurance and liability issues. Additionally, advanced infection control, disinfection and sterilization methods and protective equipment are covered.

**ME102 Advanced Anatomy and Physiology**

**4 Credit Hours**

Advanced anatomy and physiology and advanced skin structure and functions are covered along with advanced nutrition and stress management.

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**ME103 Advanced Skin Care & Modalities and Intro to Advanced Procedures 9 Credit Hours**

Advanced disease and disorders are covered with advanced skin typing and conditions, advanced cosmetic ingredients and pharmacology, advanced home care, advanced facial techniques, advanced skin care massage, medical terminology, and pre and post medical treatments.

**ME104 Advanced Procedures and Chemical Exfoliation 8 Credit Hours**

Advanced facial devices, hair removal, home care, advanced makeup, spa/body treatments, alternative therapies, Ayurveda theory and treatments, and medical intervention are covered.

**ME105 Lymphatic Drainage 5 Credit Hours**

This course is an Introduction to lymphatic drainage and covers tissues and organs of the lymphatic system and functions of the lymphatic system, immunity, etiology of edema, indications and contraindications for lymphatic drainage. Also included are manipulations and movements for lymphatic drainage, face and neck treatment sequence, lymphatic drainage of the trunk and upper extremities and the trunk and lower extremities, cellulite, use of lymphatic drainage with other treatments, and machine aided lymphatic drainage.

**Nail Technician Program**

Health, fire, and safety measures are emphasized in each course of the program.

**NT100 Orientation to Nail Technology 10 Clock Hours**

This course is designed to introduce the student to the history of cosmetology and the career paths for a nail technician. Life skills will be discussed along with ethics and professional image. In addition, communication strategies and human relations will be explored.

**NT110 Science of Nail Technology 75 Clock Hours**

This course provides the student with the basic principles and practices related to infection control in the salon setting. The student is then introduced to anatomy and physiology, skin structure and growth, along with nail structure and growth. Abnormal conditions and diseases of the nails are discussed. The basics of chemistry and its relationship to product are explored. An additional focus is on the basics of electricity.

**NT120 Practices and Procedures 55 Clock Hours**

This course is designed to introduce the student to the practical aspects of nail technology. The technique of manicuring and pedicuring will be practiced along with tips, wraps, and gels. In addition, nail enhancements and nail art will be introduced and practiced in the lab.

**NT130 Business Skills 10 Clock Hours**

This course will introduce the student to the basic business practices necessary for developing and implementing a successful career in nail technology.

**Wax Technician Program**

Health, fire, and safety measures are emphasized in each course of the program.

**WAX101 State Laws & Regulations 10 Clock Hours**

This course covers an introduction and orientation to waxing and its basic fundamentals. Subjects covered include life skills, professional ethics, state laws and regulations pertaining to waxing.

**WAX102 Anatomy & Physiology of the Skin and Hair 25 Clock Hours**

This course covers the structures of the skin and hair, the stages of hair growth, the functions of the skin, the glands and their functions and all components of the endocrine system as they pertain to waxing.



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**WAX103 Infection Control      25 Clock Hours**

This course covers disorders and diseases of the skin to include allergies, autoimmune skin diseases, skin cancer, hormone induced disorders, and chemical causing disorders. Also covered are hair disorders and syndromes, bacteriology, sanitation, and sterilization.

**WAX104 Client Consultations and Skin Analysis      15 Clock Hours**

This course covers wax types, client consultations and expectations, health records and release forms, client preparation and treatment setup.

**WAX105 Waxing Procedures and Treatments      30 Clock Hours**

This course covers hard and strip wax basics and application techniques. Students will learn how to appropriately wax the different areas of the body.

**WAX106 Salon Management      10 Clock Hours**

This course covers the basics of owning and operating a business to include location and facility, insurance, equipment maintenance, business plans, accounting and finance and business ethics.

**GENERAL EDUCATION COURSES**

**General Education Courses**

Health, fire, and safety measures are emphasized in each course of the program.

**BHS151: Behavioral Science      3 Credit Hours**

This course surveys the basic concepts of psychology, including physiology, learning, perception, motivation, human development, personality, adjustment, and abnormal behavior. Attention is focused on the mastery of basic concepts and theories, along with the supporting research and application. In addition, this course examines individuals in social contexts, social roles and group behavior.

**ENG111: College English I      3 Credit Hours**

Through a lens of cultural identities and diversity, students will explore the modes of discourse by reading and analyzing contemporary critical discourse. English 111 will guide students through invention, research, writing, and revision methods in order to develop rhetorical skills including description, narration, explanation, research, and documentation. Students completing this course should be able to compose descriptive, researched, and documented essays (of at least 1,000 words) demonstrating the conventions of standard written English and manuscript presentation.

**ENG112: College English II (AAS Degree Nursing program only)      3 Credit Hours**

Through a lens of cultural identities and diversity, students will continue to explore the modes of discourse by reading and analyzing contemporary critical discourse and relevant culturally-themed fiction. English 112 will focus on the rhetorical styles of exposition and argumentation and further develop students' methods of invention, research, writing, documentation, and revision. Students completing this course should be able to compose persuasive, researched, and documented essays (of at least 1,500 words) demonstrating the conventions of standard written English and manuscript presentation.

**HUM150: Humanities      3 Credit Hours**

This course approaches Humanities through the lens of Cultural Anthropology in the study of human culture. In the course, the student will be exposed to introductory concepts concerning the study of cultures, language, environmental concepts, religions, and interpersonal connection from the cultural relativistic perspectives. As the course material is examined, emphasis will be placed on critical thinking with the expectation of developing analytical thinking and relativistic understanding of differing social structures and phenomena.



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**MATH120: College Math**

**3 Credit Hours**

This course reviews and develops computational skills involving operations and applications of whole numbers, integers, and rational numbers. An introduction to the areas of algebra, geometry, statistics, and graphical interpretation are included. The course is designed to satisfy the requirement of college level math indicated for medical programs.

**BIO141: Anatomy & Physiology**

**4 Credit Hours**

This lecture and lab course will focus on the structure and function of the human body. Students preparing for the health professions will understand structural system components and functions of body systems that maintain and support the human body for integration in respective nursing and allied health programs. Topics include: cells, tissues, organ systems, the nervous system, skeletal system, muscular system, integumentary, circulation, and respiration. The laboratory component is presented in class and online using active learning and online technology. Lecture 3 credits; Lab 1 credit.

**BIO142: Anatomy & Physiology II**

**4 Credit Hours**

This lecture and lab course builds on topics covered in BIO141 and will focus on the structure and function of the human body through a body systems perspective. Students preparing for the health professions will continue their understanding of maintaining the body, regulating the body, the biological process and mechanisms of disease for application in nursing and allied health courses. Topics include: the lymphatic, digestive, urinary, endocrine, reproductive systems and the physiological balance within the human body. The culmination of this course includes an epidemiology project pertaining to current public health issues seen in healthcare today. The laboratory component is presented in class and online using active learning and online technology. Lecture 3 credits; Lab 1 credit. **Prerequisite: BIO141.**

**SDV100: Student Development (AAS Degree Nursing program only)**

**1 Credit Hour**

This course introduces students to the skills which are necessary to achieve their academic goals. Strategies are explored to assist students with improving their study skills, test taking, learning techniques, and time management and those topical areas which are applicable to their particular discipline. In addition, the principles and practical application of effective communication are studied. This discipline of Health Informatics is introduced and the concepts relevant in today's health care delivery are explored.

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**PART V – ADMINISTRATIVE STAFF AND FACULTY**

**Administrative Staff**

Christine Carroll, B.S. .... State University of New York, Albany, NY	President
Dorie Milford, B.A. .... Westminster College, New Wilmington, PA	Vice President
Brian Terrill, CMT, B.S. .... Pennsylvania State University, University Park, PA	Academic Dean
Dana Cornett, MCSE, B.S. .... Strayer University, Herndon, VA	Director of Operations
Nobiana Dodi, M.S. .... Old Dominion University, Norfolk, VA	Admissions Representative
Courtney Fox, B.A. .... Christopher Newport University, Newport News, VA	Registrar
Eunice Richardson, B.S. .... Strayer University, Herndon, VA	Bursar
Brian Thaler, B.A. .... University of Mary Washington, Fredericksburg, VA	Director of Financial Aid
Abdullah Johnson, B.S. .... Norfolk State University, Norfolk, VA	Director of Admissions
Ron Chapman, M.A. .... Bridgewater State University, Bridgewater, MA	Admissions Representative
Cynthia Rothell, B.A. .... University of South Carolina, Columbia, SC	Director of Placement
Heather Burnham, B.L.S. .... University of Mary Washington, Fredericksburg, VA	Compliance Officer / Accreditation Liaison / Title IX Coordinator
Jessica Parker, A.A. .... Wallace Community College, Dothan, AL	Receptionist

**Faculty and Staff by Program**

**General Education Department**

Brian Terrill, B.S. .... Pennsylvania State University, University Park, PA	Academic Dean
Cisco Arnold, M.A. .... American Public University, Charles Town, WV	Instructor
Vanessa Eslinger-Brown, Ed.D. .... University of Virginia, Charlottesville, VA	Instructor
Nathan Frey, B.S., M.Ed. .... University of Mary Washington, Fredericksburg, VA	Instructor
Taisha Mercogliano, M.A. .... Chapman University, Orange, CA	Instructor

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Jennifer Ravinskas, M.S. .... Instructor  
George Mason University, Fairfax, VA

**Allied Health Department**

Karen Steak, CHM, C.M.A. (AAMA) ..... Lead Instructor  
Liberty University, Lynchburg, VA

Elaine Braxton-Oakes, B.S., C.C.M.A. .... Instructor  
Independence University, Salt Lake City, UT

Robert Langworthy, MTS ..... Instructor  
United States Navy

Cynthia Weatherington, L.P.N. .... Instructor  
Prince William School of Practical Nursing, Manassas, VA

Judith Whitfield, L.P.N. .... Instructor  
Kapiolani Community College, Honolulu, HI

**Nurse Education Department**

Kristina M. Kitchen, R.N., M.S.N. .... Interim Program Dean & Chief Academic Nurse Administrator  
Liberty University, Lynchburg, VA

Rebecca L. Barthel, R.N., B.S.N. .... Instructor  
University of Maryland, Baltimore, MD

Joan E. Bushore, R.N., B.S.N. .... Nurse Education Clinical Laboratory Coordinator  
Virginia Commonwealth University, Richmond, VA

Belinda C. Cameron, R.N., B.S.N. .... Instructor  
Medical College of Virginia, Richmond, VA

Angie Cayo, R.N., M.S.N. .... Instructor  
Walden University, Minneapolis, MN

Melissa Clothier, R.N., B.S.N. .... Instructor  
Southern Illinois University Edwardsville, Edwardsville, IL

June A. Cordaro, R.N., B.S.N. .... Instructor  
Old Dominion University, Norfolk, VA

Bridget Covill, R.N., B.S.N. .... Instructor  
Grand View University, Des Moines, IA

Felicia R. Echezona, R.N., M.S.N. Ed ..... Nurse Education Academic Coordinator  
Emory University, Atlanta, GA

Lisa Ellie, R.N., B.S.N ..... Clinical Scheduler/Instructor  
Kaplan University, Davenport, IA

Stephanie W. Erdley, R.N., B.S.N. .... Instructor  
University of Texas, Austin, TX

Melba T. Ester, R.N., M.S.N. .... Instructor  
University of Anchorage, Anchorage, AK

Samantha Fulford, R.N., M.S.N. .... Instructor  
East Carolina University, Greenville, NC

Laura K. Gares, R.N., M.A., M.S.N. .... Instructor  
University of Phoenix, Phoenix, AZ

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Valerie L. Garland-Pryor, R.N., M.S.N. Ed. ....Instructor  
 American Sentinel University, Aurora, CO

Lisa Gaulard, R.N., B. S. N.  
 Chamberlain University, Downers Grove, IL..... Instructor

Gerald A. Lowe, R.N., B.S., M.S.N.....Instructor  
 Walden University, Minneapolis, MN

Patti McClelland, R.N., B.S.N .....Instructor  
 Indiana Wesleyan University, Marion. IN

Sherrica Minor, R.N., B.S.N.....Instructor  
 Walden University, Minneapolis, MN

Amanda H. Morton, L.P.N. .... Nurse Education Assistant  
 Fredericksburg School of Practical Nursing, Fredericksburg, VA

Andrea Noordyk, R.N., B.S.N. ....Instructor  
 George Mason University, Fairfax, VA

Lynnette Jo W. Ojeda, R.N., B.S.N., M.A. ....Instructor  
 University of Maryland, Asian Division, Okinawa, Japan

Theresa M. Ray, R.N., B.S.N. ....Instructor  
 Mountain State University, Beckley, WV

Paul Richardson, R.N., M.S.N. ....Instructor  
 Walden University, Minneapolis, MN

Cynthia Rodriguez, R.N., M.S.N.....Instructor  
 Western Governors University, Salt Lake City, UT

Rosa L. Roush, R.N., M.S.N.....Instructor  
 George Mason University, Fairfax, VA

Tonya Ruffin, R.N., B.S.N.....Instructor  
 Stevenson University, MD

Karly Silkensen, R.N., B.S.N. ....Instructor  
 Virginia Commonwealth University, Richmond, VA

Teresa Simpson, R.N., B.S.N.....Instructor  
 Old Dominion University, Norfolk, VA

Christine Spero, R.N., B.S.N. ....Instructor  
 SUNY Stony Brook University, Stony Brook, NY

RiDonna N. Waller, R.N., M.S.N.....Instructor  
 Walden University, Minneapolis, MN

Lisa Williams, RN, BSN, MBA, LSSGB .....Instructor  
 Strayer University, Chamblee, GA

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**Occupational Therapy Assistant Department**

Jan Kress, M.Ed., OT/L.....Program Director  
Lehigh University, Bethlehem, PA

Latisha Keith, M.O.T., OTR/L .....Academic Fieldwork Coordinator  
Saint Francis University, Loretto, PA

Diane Bennett, B.S., OT/L..... Instructor  
York College, Jamaica, NY

Amy Jindra, B.A ..... Instructor  
Southern Virginia University, Buena Vista, VA

Anna Loftis, M.S.W ..... Instructor  
University of Maryland, College Park, MD

Michelle Nordstrom, M.S., OT/L..... Instructor  
College of St. Scholastica, Duluth, MN

Mandi Ogaard, M.A.O.T.,S.C.L.V., OT/L ..... Instructor  
University of Southern California, Los Angeles, CA

Catherine Powers, A.A.S., COTA/L ..... Instructor  
Darton State College, Albany, GA

Surabhi Rao, M.S., OT/L ..... Instructor  
Tufts University, Medford, MA

**Wellness And Beauty Department**

**Massage Therapy Program**

Cisco Arnold, M.A., CMT.....Program Dean  
American Public University, Charles Town, WV

Jessica Burgos, B.A., CMT ..... Clinic Coordinator/Instructor  
Marshall University, Huntington, WV

Sarah R. Anna, A.A.&S., CMT ..... Instructor  
Germana Community College, Fredericksburg, VA

Karen Cerar, B.S., CMT ..... Instructor  
Philadelphia, University, Philadelphia, PA

Paula J. Ziadeh, CMT .....Teaching Assistant  
Eastern Virginia Career College, Fredericksburg, VA

**Esthetics & Waxing Programs**

Brittany Leach, L.M.E.I.....Program Dean  
Eastern Virginia Career College, Fredericksburg, VA

Priya Patel, L.M.E.I. .... Instructor  
Conservatory of Esthetics, Richmond, VA

Sha'an Williams, B.A., L.M.E.I. .... Instructor  
Eastern Virginia Career College, Fredericksburg, VA

**Nail Technician Program**

Altregia Jordan, L.N.T.I. .... Instructor  
Butler Cosmetology School, Butler, PA

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## PART VI – Academic Calendar

EVCC observes the following general holidays. The holidays listed below may not apply to every program. Please refer to your specific program calendar for holidays and breaks that apply to you. In the case of excessive class cancelations due to inclement weather or other disrupting circumstances, program deans may utilize one or more of these holidays to make up course clock hours, or may hold class on Fridays and/or Saturdays while keeping these holidays.

### 2017

Memorial Day .....	Monday, <b>May 29</b>
Independence Day .....	Monday, <b>July 3</b> and Tuesday, <b>July 4</b>
Labor Day.....	Monday, <b>September 4</b>
<b>Fall Semester begins</b> .....	<b>Monday, September 5</b>
Veterans' Day (Observed - Admissions & Financial Aid open).....	Friday, <b>November 10</b>
Thanksgiving .....	Thursday, <b>November 23</b> and Friday, <b>November 24</b>
<b>Fall Semester ends</b> .....	<b>Saturday, December 23</b>
Christmas .....	Monday, <b>December 25</b> and Tuesday, <b>December 26</b>

### 2018

New Year's Day .....	Monday, <b>January 1</b>
<b>Winter/Spring Semester begins</b> .....	<b>Tuesday, January 2</b>
Martin Luther King, Jr. Day (Admissions & Financial Aid open) .....	Monday, <b>January 15</b>
Easter Weekend.....	Friday, <b>March 30</b> – through Sunday, <b>April 1</b>
<b>Winter/Spring Semester ends</b> .....	<b>Saturday, April 21</b>
<b>Summer Semester begins</b> .....	<b>Monday, April 30</b>
Memorial Day .....	Monday, <b>May 28</b>
Independence Day .....	Wednesday, <b>July 4</b>
<b>Summer Semester ends</b> .....	<b>Saturday, August 18</b>
<b>Fall Semester begins</b> .....	<b>Monday, September 3</b>
Labor Day.....	Monday, <b>September 3</b>
Thanksgiving .....	Thursday, <b>November 22</b> and Friday, <b>November 23</b>
<b>Fall Semester ends</b> .....	<b>Saturday, December 22</b>
Christmas .....	Monday, <b>December 24</b> through Wednesday, <b>December 26</b>
New Year's Day 2019 .....	Monday, <b>December 31, 2018</b> -through <b>January 1, 2019</b>
<b>Winter/Spring Semester begins</b> .....	<b>Wednesday, January 2, 2019</b>