The Accrediting Bureau of Health Education Schools (ABHES) at 7777 Leesburg Pike, Suite 314 N., Falls Church, Virginia 22043, (703) 917-9503, institutionally accredits St. Louis College of Health Careers

ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S., Code and subsequent legislation.

City Campus
909 South Taylor Avenue
St. Louis, MO 63110
Phone: (314) 652-0300
Fax: (314) 652-4825

County Campus
1297 North Highway Drive
Fenton, MO 63026
Phone: (636) 529-0000
Fax: (636) 529-0430

http://www.slchc.edu
Dear Future Health Care Professional:

Welcome to St. Louis College of Health Careers. By enrolling at St. Louis College of Health Careers, you have chosen to pursue a career in a field that offers many rewards. To be able to earn a living while helping humanity is a rare privilege. Few areas of employment outside of healthcare offer so many opportunities for personal satisfaction and financial security.

Along with the benefits, healthcare careers also carry many responsibilities. Through daily actions and decisions, the healthcare professional affects the lives of many people. Patients’ lives depend on the skill and wisdom of the healthcare provider. This is a great responsibility.

At St. Louis College of Health Careers, we expect you to take seriously your responsibilities as a future healthcare professional. As you progress through your chosen program of study, you are preparing yourself educationally to perform your duties in an ethical and professional manner.

As a healthcare professional, you will be entrusted with the well being of patients. You must earn this trust. As a confident and empathetic professional, you will instill confidence and empathy in others. This will make it easier for patients to trust you with their lives.

At St. Louis College of Health Careers, we are dedicated to assisting you in achieving your career goals. Once you commit to academic preparation and develop professional skills, we are confident success will be yours.

Faculty and Staff
St. Louis College of Health Careers

TABLE OF CONTENTS

THIS IS SLCHC
College History ......................................... 4
Accreditation and Approvals ........................ 4
Mission Statement ....................................... 5
Educational Philosophy ................................. 5
Educational Objectives ................................ 5
Delivery Method ......................................... 5

INSTRUCTIONAL PROGRAMS
Medical Assistant, AAS ............................... 7
Medical Assistant, Diploma ............................ 8
Medical Office Administration ........................ 9
Occupational Therapy Assistant, AAS .............. 10
Patient Care Technician, AAS ....................... 11
Patient Care Technician, Diploma ................... 12
Pharmacy Technician, AAS ......................... 13
Pharmacy Technician, Diploma ..................... 14
Physical Therapist Assistant, AAS ................. 15
Professional Medical Billing, AAS ................. 16
Practical Nursing, Diploma .......................... 17
Respiratory Therapy, AAS ............................ 18
Bachelor of Science, RRT to BSRT ............... 19

COURSE DESCRIPTIONS .......................... 20-36

ADMISSION REQUIREMENT
Admission and Enrollment Procedures ........... 37
Orientation .................................................. 38

FINANCIAL AID
Consumer Information ............................... 38
SLCHC Financial Aid Program ....................... 39
Student Eligibility Requirements .................. 39
Application for Financial Aid ......................... 39
Financial Aid Programs at SLCHC ............... 39-40
Sponsored Programs ................................. 40
Financial Aid Award Payments ..................... 41
Warning/Termination ................................ 41
Loan Management ....................................... 41
Pre-enrollment Costs .................................. 41
General Tuition ......................................... 41
Books and Supplies & Fees ......................... 41
Post Graduation Fees ................................. 41
Payment Policy ......................................... 41-42

ACADEMIC POLICIES
Transfer of Credit Policy ........................... 42
Appeal Process .......................................... 42
Course Auditing ......................................... 42
Single Course Enrollment ........................... 42
Standards of Satisfactory Academic Progress (SAP Policy) .......................... 42-43
Consequences for Not Meeting SAP ............. 43
Dismissal and Appeal .................................. 43

Definitions .................................................. 44
Grading Scale and the Effect of Grades on SAP .... 44
Transfer of Credits ....................................... 44
Minimum Course Percentage Requirements for Successful Completion .................. 44
Additional Standards of Satisfactory Academic Progress (SAP Policy) .............. 44-45
Class Scheduling ......................................... 45
Attendance Requirements ............................ 45
Academic Advising ..................................... 45
Graduation/Pinning ..................................... 45-46
Diploma/Associate/Bachelor Degree .......... 46
Holidays (No Classes) ................................. 46
Student Dress Code .................................... 46
Externship Experience ............................... 46-47
Certification Examination/Licensure ............. 47
Application Procedures .............................. 47
Student Grievance Policy ......................... 47-48

STUDENT SERVICES
Student Records ....................................... 48
Student Transcripts .................................. 48
Books and Supplies & Fees ....................... 48

CAREER DEVELOPMENT
Placement ............................................... 48

GENERAL INFORMATION
Cancellation Policy .................................... 49
Withdrawal and Refund Policies ................. 49-50
Student Conduct ........................................ 50
Academic Dishonesty and Plagiarism .......... 50
Dismissal .................................................. 50
Request for Leave of Intent ......................... 50
Request for Military Leave ......................... 50
Request for Program/Class Transfer .......... 50
Fire Plan .................................................... 50
Drug & Alcohol Policy ............................... 50-51
Crime Avoidance Policy ............................ 51
Reporting of Crimes .................................. 51
Sexual Harassment and Violence Policy ...... 51
Acceptable Use Policy for Information Technology (AUP) ...................... 51

FACILITIES
Administrative Facilities ............................. 52
Instructional Facilities ................................ 52
Library ..................................................... 52

CAMPUS LOCATION MAPS ......................... 53
 Rencontres .......................... 54

ADDENDUMS
This is SLCHC

College History
St. Louis College of Health Careers (SLCHC) is a progressive institution dedicated to training individuals to understand the complexities and sophistication of modern medical systems.

Founded in 1981 by Rush L. Robinson, Ph.D., and Steven N. Barsam, MBA, SLCHC specializes in training students for successful, rewarding careers in the healthcare field. The founders currently hold positions as governing members of the Board of Directors and maintain ownership of SLCHC.

Prior to the inception of the College, a void existed in technical training for many types of healthcare professions. The continued growth of healthcare in St. Louis had increased the demand for trained support staff, especially in certain specialties. Both founders had experience in nursing, cardio-pulmonary, and physical therapy training at the collegiate level, and recognized that other staff positions in healthcare lacked the benefit of formalized training. What was observed and verified was that in many support areas in healthcare only on-the-job training was available. That meant that individuals were not given a conceptual foundation for their job, but simply shown by department supervisors the basic necessities of equipment and general operation. By applying collegiate style education with conceptual and theoretical models of instruction to the training of healthcare paraprofessionals, St. Louis College of Health Careers has grown and expanded its programming. Graduates of the College’s programs are now providing patient care throughout the St. Louis area.

Institutional Accreditation:
St. Louis College of Health Careers is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), which is recognized by the U. S. Department of Education.

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N.
Falls Church, Virginia 22043
(703) 917-9503

State Recognitions:
The Missouri State Board of Nursing has granted full approval for the SLCHC Practical Nursing program.

Missouri State Board of Nursing
3605 Missouri Boulevard
P.O. Box 656
Jefferson City, Missouri 65102-0656
(573) 751-0681

A Certificate of Approval to Operate has been issued to SLCHC by:
Missouri Department of Higher Education
205 Jefferson Street
Jefferson City, Missouri 65101-5717
(573) 751-2361

Program Accreditations:
Full Certification for the advanced-level Respiratory Therapist program has been issued by:
Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835

The Occupational Therapy Assistant program has been granted full accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

ACOTE
c/o Accreditation Department
American Occupational Therapy Association (AOTA)
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
(301) 652-2682
accred@aota.org

The Physical Therapist Assistant program has been granted accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE).

1111 North Fairfax Street
Alexandria, Virginia 22314
703-706-3245
accreditation@apta.org
www.capteonline.org.

Mission Statement
St. Louis College of Health Careers is committed to delivering education that provides an understanding of our rapidly evolving healthcare environment. SLCHC develops and refines programs based on current, credible, and evidence based healthcare trends. Since its founding, the College has endeavored those seeking an avenue through which to improve their quality of life.

Our SLCHC goals include:
• Facilitate a supportive and flexible learning environment.
• Expand and maintain career focused quality education.
• Provide graduates that are competent in theory and practice.
• Organize and deliver student services that foster self-sufficiency and opportunity.
• Provide preparation and assistance for seeking employment in the healthcare environment.
• Use technology to create and expand educational opportunities for the working student.

Educational Philosophy
SLCHC has maintained a fundamental educational philosophy since its inception, and remains dedicated to meeting the educational needs and professional expectations of its students. SLCHC strives to prepare students to become competent members of the health care community. To this end, SLCHC has developed an educational structure that combines theoretical instruction with clinical experience in specialized health care field. This combination best prepares students for professional careers in health care. For this reason, clinical experiences are offered within community health and medical facilities, including hospitals, long-term care facilities, doctors’ offices, and clinics. This allows clinical instruction in a modern health care environment. Qualified educators and health care professionals supervise both classroom/online instruction and the clinical experience.

Educational Objectives
SLCHC’s primary educational objective is to facilitate student learning providing tools to gain consistent, sustainable, and valuable knowledge and skills needed for today’s and tomorrow’s health care field. Our primary objective is supported by the following goals:

• To meet student needs by providing focused educational programs.
• To provide academic and support services enhancing student success.
• To maintain a caring, supportive environment concerned with each student’s success.
• To offer relevant and current curricula, facilities, equipment and qualified faculty to meet today’s dynamic healthcare environment, preparing students for employment in an ever-changing job market.

Educational components at SLCHC, including classroom/online instruction and clinical/practicum/externship, reflect SLCHC goals. Hence forth, Academic Administration may include: Program Directors, Academic Coordinator, Director of Education, Assistant Dean, and Dean of Education.

Delivery Method
SLCHC offers convenient delivery methods to provide students with more flexible educational opportunities. Program coursework is delivered residential (traditional methods) through classroom instruction and/or through distance education in an online environment as identified in the course description pages. If the coursework is delivered by an on-ground and online option, the course description and objectives are identical. Blended (hybrid) courses have both residential and online components. SLCHC may have additional technology fees associated with fully online programs.

Technology Requirements
Program coursework is delivered via online classes using an internet-based interactive learning management system, Moodle. The minimum computer needs, whether from a public or private computer, as identified by Moodle, Inc. are as follows: (1) Internet connection (2) Microsoft Windows or Apple Mac Operating System (3) Moodle. The minimum computer needs, whether from a public or private computer, as identified by Moodle, Inc. are as follows: (1) Internet connection (2) Microsoft Windows or Apple Mac Operating System. All students with the exception of those seeking a program approved by the American Association of Medical Assistants (AAMA) who will need a laptop or tablet equipped with a printer are required to have a computer with Internet access and the following software: (1) Internet Explorer (2) Microsoft Word (3) Adobe Reader (4) Email (5) Google chrome. All students with the exception of those seeking a program approved by the American Association of Medical Assistants (AAMA) who will need a laptop or tablet equipped with a printer are required to have a computer with Internet access and the following software: (1) Internet Explorer (2) Microsoft Word (3) Adobe Reader (4) Email (5) Google chrome.

Our SLCHC goals include:
• Facilitate a supportive and flexible learning environment.
• Expand and maintain career focused quality education.
• Provide graduates that are competent in theory and practice.
• Organize and deliver student services that foster self-sufficiency and opportunity.
• Provide preparation and assistance for seeking employment in the healthcare environment.
• Use technology to create and expand educational opportunities for the working student.

Educational Philosophy
SLCHC has maintained a fundamental educational philosophy since its inception, and remains dedicated to meeting the educational needs and professional expectations of its students. SLCHC strives to prepare students to become competent members of the health care community. To this end, SLCHC has developed an educational structure that combines theoretical instruction with clinical experience in specialized health care field. This combination best prepares students for professional careers in health care. For this reason, clinical experiences are offered within community health and medical facilities, including hospitals, long-term care facilities, doctors’ offices, and clinics. This allows clinical instruction in a modern health care environment. Qualified educators and health care professionals supervise both classroom/online instruction and the clinical experience.

Educational Objectives
SLCHC’s primary educational objective is to facilitate student learning providing tools to gain consistent, sustainable, and valuable knowledge and skills needed for today’s and tomorrow’s health care field. Our primary objective is supported by the following goals:

• To meet student needs by providing focused educational programs.
• To provide academic and support services enhancing student success.
• To maintain a caring, supportive environment concerned with each student’s success.
• To offer relevant and current curricula, facilities, equipment and qualified faculty to meet today’s dynamic healthcare environment, preparing students for employment in an ever-changing job market.

Educational components at SLCHC, including classroom/online instruction and clinical/practicum/externship, reflect SLCHC goals. Hence forth, Academic Administration may include: Program Directors, Academic Coordinator, Director of Education, Assistant Dean, and Dean of Education.

Delivery Method
SLCHC offers convenient delivery methods to provide students with more flexible educational opportunities. Program coursework is delivered residential (traditional methods) through classroom instruction and/or through distance education in an online environment as identified in the course description pages. If the coursework is delivered by an on-ground and online option, the course description and objectives are identical. Blended (hybrid) courses have both residential and online components. SLCHC may have additional technology fees associated with fully online programs.

Technology Requirements
Program coursework is delivered via online classes using an internet-based interactive learning management system, Moodle. The minimum computer needs, whether from a public or private computer, as identified by Moodle, Inc. are as follows: (1) Internet connection (2) Microsoft Windows or Apple Mac Operating System (3) Moodle. The minimum computer needs, whether from a public or private computer, as identified by Moodle, Inc. are as follows: (1) Internet connection (2) Microsoft Windows or Apple Mac Operating System. All students with the exception of those seeking a program approved by the American Association of Medical Assistants (AAMA) who will need a laptop or tablet equipped with a printer are required to have a computer with Internet access and the following software: (1) Internet Explorer (2) Microsoft Word (3) Adobe Reader (4) Email (5) Google chrome. All students with the exception of those seeking a program approved by the American Association of Medical Assistants (AAMA) who will need a laptop or tablet equipped with a printer are required to have a computer with Internet access and the following software: (1) Internet Explorer (2) Microsoft Word (3) Adobe Reader (4) Email (5) Google chrome.
INSTRUCTIONAL PROGRAMS

Medical Assistant, AAS
Medical Assistants perform administrative and clinical duties ranging from updating and filing patients’ records and insurance forms to taking vital signs, administering injections, or assisting physicians during examinations. In order to be viable candidates in the current job market, Medical Assistants must meet certain standards of competency. The objective of the AAS Degree in Medical Assisting is to allow students to learn beyond the technical and practical aspects of healthcare, giving students a theoretical background to better assess, analyze and apply critical thinking skills to their work environment.

After successful completion of all classroom training, the student will then complete an externship course within a healthcare facility. Through the externship experience, the student will gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting.

Graduates of the Medical Assistant-AAS program may choose from a variety of beyond entry-level employment settings including hospital and physician offices, managed care organizations, home care agencies, rehabilitation centers, skilled nursing facilities, and insurance companies, management and specialization in research and education.

SLCHC graduates are eligible to apply to sit for the national Registered Medical Assistant (RMA) examination through the American Medical Technologist (AMT) or the national Certified Medical Assistant examination (CMA) through the American Association of Medical Assistants (AAMA).

Program Length: Days/Evenings - 72 Weeks

<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI103 Human Biology Theory</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>BI103L Human Biology Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>HB303 Medical Terminology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PS101 Psychology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>AH100 Professional Development</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MT201 Technical Math</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MA100 MA Medical Office Procedures</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MA101 MA Fundamental Skills I Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MA101L MA Fundamental Skills I Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>MA102 MA Fundamental Skills II Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MA102L MA Fundamental Skills II Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>MA250 Medical Assistant Externship</td>
<td>160</td>
<td>3</td>
</tr>
<tr>
<td>EN150 Communications</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>SC001 Sociology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MT204 Pre-Algebra</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PH202 Human Path. &amp; Pharmacology Concepts</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>HC101 Ethics</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>HM306 Legal Aspects of Medical Records</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>HM201 Electronic Health Records Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>HM201L Electronic Health Records Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>PA204 Medical Billing Procedures Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PA204L Medical Billing Procedures Lab</td>
<td>30</td>
<td>1</td>
</tr>
</tbody>
</table>

Program Totals: 1,090 hours; 60 credits

*Some courses may be offered online

The Medical Assistant, AAS Program is approved to be offered at both the City and County campuses.

Other Program Requirements
For externship and/or licensure purposes, the following may be required: physical examination, PPD (tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, CPR training, background clearance, and drug screening.

Award Upon Completion: Associate of Applied Science Degree

Come Here, Go Anywhere!
Medical Assistant, Diploma

Medical Assistants are multi-skilled health professionals who perform a wide range of roles in physician’s offices and other health care settings. Duties may vary, depending upon location and size of the practice and the physician’s specialty, but Medical Assistants typically answer telephones, prepare patients under the supervision of a licensed medical professional, such as a physician, nurse practitioner, or physician assistant for examination, update and file patient medical records, fill out insurance forms, handle patient billing and bookkeeping tasks, telephone prescriptions to a pharmacy, schedule appointments, arrange hospital admissions, and purchase supplies and equipment.

Medical Assistants may also take vital signs and medical histories, assist the physician or nurse during patient examinations, collect and prepare laboratory specimens or arrange for laboratory services, blood draws (phlebotomy), perform electrocardiograms, remove sutures, administer injections and change dressings.

Medical Assistants are primarily employed in health care delivery settings such as: physician’s practice, but may also be employed by medical centers, patient centered medical homes, medical specialty clinics, insurance billing agencies, laboratories, and emergency rooms. After successful completion of all classroom training, the student will then complete an externship course within a healthcare facility. Through the externship experience, the student will gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting.

SLCHC graduates are eligible to apply to sit for the national Certified Medical Assistant examination (CMA) through the American Association of Medical Assistants (AAMA).

Program Length: Days/Evenings - 36 Weeks

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI103</td>
<td>Human Biology Theory</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>BI103L</td>
<td>Human Biology Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>HB503</td>
<td>Medical Terminology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PS101</td>
<td>Psychology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>AH100</td>
<td>Professional Development</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MT201</td>
<td>Technical Math</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MA100</td>
<td>MA Medical Office Procedures</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MA101</td>
<td>MA Fundamental Skills I Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MA101L</td>
<td>MA Fundamental Skills I Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>MA102</td>
<td>MA Fundamental Skills II Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MA102L</td>
<td>MA Fundamental Skills II Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>MA250</td>
<td>Medical Assistant Externship</td>
<td>160</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Totals: 625 hours; 31 credits

* Some courses may be offered online

Medical Office Administration, Diploma

A Medical Office Administrator is an important member of the medical financial team. The program objective is for the student to develop proficiency and confidence in performing front office responsibilities in a medical setting such as patient accounts, appointment scheduling, filing, chart management, data entry, claims processing, accounts receivable, mail management, banking, telephone management, an overview of ICD-9, CPT, and HCPCS coding. The program also includes computer concepts, professional development, and introductory to ICD-10 coding.

A graduate may work in a multitude of entry level positions in a health care or medical environment, such as patient registration, unit secretary, scheduling, pre-authorization, financial counseling, and medical records. Other medical facilities of employment are rehabilitation centers, durable medical equipment, physician office, skilled nursing facilities, electronic claim clearingshouses, insurance companies, home health agencies, and billing companies.

Program Length: Days/Evenings - 36 Weeks

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI103</td>
<td>Human Biology Theory</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>BI103L</td>
<td>Human Biology Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>HB503</td>
<td>Medical Terminology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PS101</td>
<td>Psychology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>AH100</td>
<td>Professional Development</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MT201</td>
<td>Technical Math</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MOA100</td>
<td>MOA Medical Office Procedures</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MOA101</td>
<td>MOA Fundamental Skills I Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MOA101L</td>
<td>MOA Fundamental Skills I Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>MOA102</td>
<td>MOA Fundamental Skills II Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MOA102L</td>
<td>MOA Fundamental Skills II Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>MOA251</td>
<td>MOA Externship</td>
<td>160</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Totals: 625 hours; 31 credits

*Some courses may be offered online

The Medical Office Administration, Diploma Program is approved to be offered at the City campus.

Other Program Requirements

For externship and/or licensure purposes, the following may be required: physical examination, PPD (tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, CPR training, background clearance, and drug screening.

Award Upon Completion: Diploma
Occupational Therapy Assistant, AAS

Occupational Therapy Assistants treat and care for individuals across the lifespan who are impaired in their ability to participate in everyday activities, or occupations, due to neurological, physical, psychological or developmental dysfunctions.

An occupation is simply an activity that has meaning or value to an individual as they function in their home, work, school or community. Occupational Therapy Assistants work under the direction of Occupational Therapists to help assess individuals and implement treatment plans that use meaningful activities to improve the emotional, physical, cognitive and social skills of individuals impaired by disability. Occupational Therapy Assistants offer creative and adaptive approaches to help individuals remediate, rehabilitate, or compensate for their loss of function and offer a holistic view of individuals to promote the healthy balance of self-care, work, and leisure activities for improved quality of life valued by all individuals.

The objective of the OTA program at St. Louis College of Health Careers is to successfully prepare students to be eligible to sit for the national certification examination and to prepare qualified graduates for future employment as an entry-level Occupational Therapy Assistant through carefully designed curriculum and fieldwork experiences. SLCHC Graduates are eligible to apply to sit for the National Certification Exam administered by the National Board for Certification in Occupational Therapy (NBCOT) in order to become certified as an Occupational Therapy Assistant (COTA).

Program Length: 90 - 120 Weeks

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>Semester 2</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>Semester 3</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>Semester 4</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>Semester 5</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>Semester 6</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>270</td>
<td>22</td>
</tr>
</tbody>
</table>

Program Totals: 1,290 hours; 81 credits

* Some courses may be offered online

The Occupational Therapy Assistant, AAS Program is approved to be offered at the County Campus.

Other Program Requirements:

For fieldwork purposes, the following may be required: physical examination, PPD (two-step tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, CPR training, background clearance, and drug screening.

Award Upon Completion: Associate of Applied Science Degree

Patient Care Technician, AAS

The Patient Care Technician AAS program is designed for those Patient Care Technicians interested in moving to the next level in their career as a health care provider. As you grow in your position as a patient care provider, additional knowledge and training may be desired as you advance in the field. In addition to the basic patient care technician courses, the AAS student will experience more advanced college level courses in addition to being taught how to maintain patient records, including electronic medical records and patient billing and coding.

In addition to providing patient care in hospitals, home health organizations, assisted living facilities, long-term care facilities, adult day care, rehabilitation facilities and physical/occupational therapy clinics, the advanced PCT would be in a position to move into a supervisory or medical administrative position.

SLCHC graduates may be eligible to apply to sit for the Certified Nurse Assistant examination.

Program Length: 72 - 90 Weeks

<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>Semester 2</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>Semester 3</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>Semester 4</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>Semester 5</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>Semester 6</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>270</td>
<td>22</td>
</tr>
</tbody>
</table>

Program Totals: 1,120 hours; 60 credits

*Some courses may be offered online

The Patient Care Technician, AAS Program is approved to be offered at the City campus.

Other Program Requirements:

For practicum/externship and/or licensure purposes, the following may be required: physical examination, PPD (two-step tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, CPR training, background clearance, and drug screening.

Award Upon Completion: Associate of Applied Science Degree
Patient Care Technician, Diploma

The Patient Care Technician (PCT) program is an entry-level program, offering a wide variety of skills that allows the trained healthcare provider to enter the field of patient care. Patient Care Technicians are trained in a wide variety of patient care skills. In addition to basic patient care and hygiene, patient assessments, care plans and vital signs, the program offers instruction in human biology, psychology, medical terminology, blood drawing (phlebotomy) and electrocardiograms (EKGs).

The Patient Care Technician provides support services to nurses and doctors in numerous hospital and healthcare settings. The Patient Care Technician can work in hospitals, home health organizations, assisted living facilities, long-term care facilities, adult day care, rehabilitation facilities and physical/occupational therapy clinics.

SLCHC graduates may be eligible to apply to sit for the Certified Nurse Assistant examination.

Program Length: Days/Evenings - 36 Weeks

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI103 Human Biology Theory</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>BI103L Human Biology Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>HB303 Medical Terminology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PS101 Psychology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>AH100 Professional Development</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MT201 Technical Math</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PC101 PCT Fundamental Skills I Theory</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>PC101L PCT Fundamental Skills I Lab</td>
<td>60</td>
<td>2</td>
</tr>
<tr>
<td>PC102 PCT Fundamental Skills II Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PC102L PCT Fundamental Skills II Lab</td>
<td>60</td>
<td>2</td>
</tr>
<tr>
<td>PC250 Patient Care Technician Externship</td>
<td>60</td>
<td>1</td>
</tr>
</tbody>
</table>

Program Totals: 655 hours; 31 credits

*Some courses may be offered online

The Patient Care Technician, Diploma Program is approved to be offered at both the City and County campuses.

Other Program Requirements
For practicum/externship and/or licensure purposes, the following may be required: physical examination, PPD (two step tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, CPR training, background clearance, and drug screening.

Award Upon Completion: Diploma

Pharmacy Technician, AAS

The Pharmacy Technician, AAS Program prides itself in the ability to train and develop qualified Pharmacy Technicians who value the fundamentals of pharmacy standards and competently assist the Pharmacist in pharmaceutical care. Pharmacy Technicians work under the supervision of a Pharmacist in the delivery of tasks that include preparing and filling prescriptions, issuing medicine and handling a variety of drugs while maintaining patient records. The Pharmacy Technician Program educates students on the reaction between the human body and medications, processing insurance claims, packaging and labeling orders, and maintaining and monitoring inventory. In addition to general education requirements, students will learn and practice pharmaceutical terminology, record keeping, pharmacology practices, pharmacy procedures, calculations and conversion in measurements.

The AAS degree program provides students with the skills and knowledge needed to obtain employment as a Pharmacy Technician in a variety of practice settings. Opportunities available for graduates of the AAS degree program may include, but are not subject to, Pharmacy Buyer, and Pharmacy Technician Supervisor.

SLCHC graduates are eligible to apply to sit for the Pharmacy Technician Certification Board (PTCB) Exam and may obtain their State Pharmacy Technician Licensure.

Program Length: Days/Evening - 72 Weeks

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI103 Human Biology Theory</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>BI103L Human Biology Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>HB303 Medical Terminology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PS101 Psychology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>AH100 Professional Development</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MT201 Technical Math</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PH121 Pharmacy Fundamental Skills I Theory</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>PH121L Pharmacy Fundamental Skills I Lab</td>
<td>60</td>
<td>2</td>
</tr>
<tr>
<td>PH221 Pharmacy Fundamental Skills II Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PH221L Pharmacy Fundamental Skills II Lab</td>
<td>60</td>
<td>2</td>
</tr>
<tr>
<td>PH250 Pharmacy Externship</td>
<td>135</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Totals: 1,095 hours; 60 credits

*Some courses may be offered online

The Pharmacy Technician, AAS Program is approved to be offered at both the City and County campuses. The County campus is no longer enrolling into the Pharmacy Technician, AAS Program.

Other Program Requirements
For externship and/or licensure purposes, the following may be required: physical examination, PPD (tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, background clearance, drug and fingerprint screening.

Award Upon Completion: Associate of Applied Science
Pharmacy Technician, Diploma

Pharmacy Technicians work under the supervision of a Pharmacist in the delivery of tasks that include preparing and filling prescriptions, issuing medicine and handling a variety of drugs while maintaining patient records. The Pharmacy Technician Program educates students on the reaction between the human body and medications, processing insurance claims, packaging and labeling orders, and maintaining and monitoring inventory. In addition to general education requirements, students will learn and practice pharmaceutical terminology, record keeping, pharmacology practices, pharmacy procedures, calculations and conversion in measurements.

A trained Pharmacy Technician will acquire competence to prepare parenteral medications, process medications, perform sterile/non-sterile compounding, follow established policies and procedures for procurement, billing, reimbursement/ inventory management, apply patient medication safety practices, use technology and informatics, abide by state and federal regulations governing the practice of pharmacy, apply quality assurance practices, and participates in drug utilization. All duties are performed under the supervision of a licensed Pharmacist. Duties for the Pharmacy Technician may vary depending upon the type of facility in which they are employed, as well as federal and state laws and regulations that define Pharmacy Technician practice.

SLCHC graduates are eligible to apply to sit for the Pharmacy Technician Certification Board (PTCB) Exam and will obtain their State Pharmacy Technician Licensure.

**Program Length: Days/Evenings - 36 Weeks**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BH101 Human Biology Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>BH103L Human Biology Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>HS503 Medical Terminology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PS100 Psychology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>AH100 Professional Development</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MT201 Technical Math</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PH121L Pharmacy Fundamentals I Theory</td>
<td>60</td>
<td>2</td>
</tr>
<tr>
<td>PH221L Pharmacy Fundamentals II Theory</td>
<td>60</td>
<td>2</td>
</tr>
<tr>
<td>PH250 Pharmacy Externship</td>
<td>135</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Totals:** 630 hours; 31 credits

*Some courses may be offered online

The Pharmacy Technician, Diploma Program is approved to be offered at both the City and County campuses.

**Other Program Requirements**

For externship and/or licensure purposes, the following may be required: physical examination, PPD (tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, background clearance, drug and fingerprint screening.

**Award Upon Completion:** Diploma

Physical Therapist Assistant, AAS

Physical Therapist Assistants (PTAs) provide selected physical therapy services under the direction and supervision of a Licensed Physical Therapist. PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. PTAs' duties include, but are not limited to, instructing patients in exercises, locomotion and regaining functional independence. PTAs use physical modalities and adaptive equipment; they collect data on the patient’s progress, document and report on the patient’s response, educate patients and families, and assist with other aspects of the physical therapy practice. PTAs may work in outpatient clinics, home health, nursing homes, schools and sports facilities.

The objective of the PTA Program of St. Louis College of Health Careers is to successfully prepare students to sit for the National Licensure Exam and become competent, entry-level Physical Therapist Assistant generalists.

SLCHC graduates are eligible to apply to sit for a standardized exam by The Federation of State Boards of Physical Therapy (FSBPT) before a license will be granted.

**Program Length:** Days - 75 Weeks

<table>
<thead>
<tr>
<th>SEMESTER I (Pre-requisites)</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BH300 Medical Terminology Basics</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>AH100 Professional Development</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>BL121 Essentials of Anatomy &amp; Physiology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PS101 Psychology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>BC301 Ethics</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>240</td>
<td>15</td>
</tr>
</tbody>
</table>

**Program Totals:** 1735 Hours; 70 Credits

*Some courses may be offered online

The Physical Therapist Assistant, AAS Program is only offered at the County Campus.

**Other Program Requirements**

For practicum/externship and/or licensure purposes, the following may be required: physical examination, drug test, PPD (tuberculin skin test), Hepatitis B vaccination series, MMR Titer, Flu Shot, CPR training, finger printing, and EDL check.

**Award Upon Completion:** Associates of Applied Science Degree

Accreditation Information: The Physical Therapist Assistant program at St. Louis College of Health Careers is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.
Professional Medical Billing, AAS

Professional Medical Billing Specialists serve as the foundation for the medical financial team. The program objective is designed to assist the student with developing proficiency and confidence in performing administrative responsibilities beyond the diploma program. Students’ additional skills include electronic health records, hospital billing, quality assurance, risk management, medical records, practice management, and working with physicians and healthcare personnel.

Students are prepared to demonstrate their knowledge of basic financial management, health information administration, ICD-9, CPT, and HCPCS coding, diagnostic related groups, Medicare, Medicaid, and other government/private insurance claims process, managed care systems, medical records legality, with a special emphasis on basic pharmacology, data entry, computer skills, and introduction to ICD-10 coding.

With many entry-level employment options, graduates may choose from various employment settings such as hospitals, physician offices, managed care organizations, home healthcare agencies, durable medical equipment companies, skilled nursing facilities, rehabilitation centers, insurance and billing companies to demonstrate their skills.

SLCHC graduates are eligible to apply for the Certified Professional Coder (CPC) examination through the American Academy of Professional Coders (AAPC).

**Program Length:** Days/Evenings - 72 Weeks

<table>
<thead>
<tr>
<th>Course Code/Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B103 Human Biology Theory</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>B100L Human Biology Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>HBS503 Medical Terminology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PS100 Psychology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>AH100 Professional Development</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MT201 Technical Math</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MOA100 MOA Medical Office Procedures</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MOA101 MOA Fundamental Skills I Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MOA101L MOA Fundamental Skills I Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>MOA102 MOA Fundamental Skills II Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MOA102L MOA Fundamental Skills II Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>MOA251 MOA Externship</td>
<td>160</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Totals:** 1,090 hours; 61 credits

*Some courses may be offered online

The Professional Medical Billing, AAS Program is approved to be offered at both the City and County campuses. The County campus is no longer enrolling into the Professional Medical Billing Program.

**Other Program Requirements**
- For externship and/or licensure purposes, the following may be required: CPR training, background clearance and drug screening.

**Award Upon Completion:** Associate of Applied Science Degree

---

Practical Nursing, Diploma

Practical Nurses perform a full range of hands-on patient care. The program objective is to develop proficiency and confidence in the basic therapeutic, rehabilitative, and preventative care of people of all ages and cultures. They provide basic bedside care performing nursing procedures such as taking vital signs, giving injections, applying dressings, and helping patients with activities of daily living. Practical Nurses also keep accurate medical records, develop and/or implement plans of care, and perform clerical duties.

Graduates may work in a variety of entry level settings including hospitals, nursing homes, physician’s offices, home health agencies, residential care facilities, and clinics. A growing number of Licensed Practical Nurses are also providing healthcare in the home.

SLCHC graduates are eligible to apply to sit for the National Certification Licensing Examination (NCLEX) exam to become a Licensed Practical Nurse per Section 335.066, RSMo.

**Program Length:** Days Only - 60 Weeks

<table>
<thead>
<tr>
<th>Pre-Requisite Semester</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOA100 Professional Development</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MTH202 Algebra and Math Functions</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>BL201 Anatomy and Physiology I Theory</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>BI103 Human Biology Theory</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>BI201L Human Biology Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>BI204 Pre-Algebra</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>BI101 Human Biology &amp; Pharmacology Con.</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PS100 Psychology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>SC101 Sociology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>EN101L English Composition I</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>SC201 Medical Terminology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MC201L Medical Terminology Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>SC201 Medical Terminology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PS100 Psychology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>SC101 Sociology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>EN101L English Composition I</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>SC201 Medical Terminology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MC201L Medical Terminology Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>SC201 Medical Terminology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>PS100 Psychology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>SC101 Sociology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>EN101L English Composition I</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>SC201 Medical Terminology</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>MC201L Medical Terminology Lab</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>SC201 Medical Terminology</td>
<td>45</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Totals:** 1,353 hours; 66 credits

* Some courses may be offered online

The Practical Nursing, Diploma Program is approved to be offered at the County campus.

**Other Program Requirements**
- For practicum and/or licensure purposes, the following are required: physical examination, 2-step PPD (tuberculin skin test), Hepatitis A & B vaccination series or waiver, Tetanus, Diphtheria, Polio, Varicella, MMR Titer, Flu Shot, current CPR test.

**Award Upon Completion:** Diploma
Respiratory Therapy, AAS

Respiratory Therapists, also known as Respiratory Care Practitioners, evaluate, treat and care for patients with breathing disorders. They work with all ages of patients from premature infants to the very elderly. Practicing under the direction of a physician, Respiratory Therapists assume primary responsibility for the respiratory care of patients. They conduct cardiopulmonary diagnostic testing, evaluate patients to determine the need for respiratory care and administer therapeutic treatments and consult with physicians and other health care professionals to develop, monitor and modify patient care plans. Respiratory Therapists care for patients on life support systems where they initiate and manage mechanical ventilation. They also administer inhaled medications, teach patients and their families how to manage chronic respiratory disease, and perform bedside testing to evaluate patient need for respiratory therapy and evaluate the effectiveness of treatment. The program objective is to prepare students to function as competent advanced-level Respiratory Care Practitioners.

In addition to the general duties outlined above, there are numerous specialty areas of practice that a Respiratory Therapist may pursue including polysomnography (sleep study), pediatric and neonatal respiratory care, pulmonary function testing, asthma education, geriatric care, medical product sales and marketing, or health care management/administration. Respiratory Therapists are employed by adult and pediatric hospitals, rehabilitation centers, physician offices, pulmonary function laboratories, home medical care companies, ground and air medical ambulance transport services, sleep-study centers, and neonatal intensive care units.

SLCHC graduates are eligible to apply to sit for the board examination series administered by the National Board for Respiratory Care (NBRC) to earn the Registered Respiratory Therapist (R.R.T.) credential.

Program Length: Days - 90 Weeks

SLCHC graduates are eligible to apply to sit for the board examination series administered by the National Board for Respiratory Care (NBRC) to earn the Registered Respiratory Therapist (R.R.T.) credential.

Program Length: Days - 48 weeks (full time)

Bachelor of Science - RRT to BSRT

Many hospitals and medical centers prefer to have the Respiratory Therapists on their staff to have a Bachelor’s degree. Some managers believe that a Bachelor’s degree will become mandatory for Respiratory Therapists to have in the near future. The increase in demand for qualified Respiratory Therapists in this area requires an increase in Bachelor programs. The main objective of the Online Bachelor’s Completion Program is to give Respiratory Therapists in the area who have the required credentials an opportunity to earn their Bachelor’s degree while working in the field.

The primary objective of the Bachelor of Science - RRT to BSRT Program is to enhance the knowledge and abilities of a Registered Respiratory Therapist (RRT) in the realms of administration-management, advanced clinical leadership, education, and research to help prepare them for more advanced roles in Respiratory Therapy.

Program Length: Days - 48 weeks (full time)

SLCHC graduates are eligible to apply to sit for the board examination series administered by the National Board for Respiratory Care (NBRC) to earn the Registered Respiratory Therapist (R.R.T.) credential.

Program Length: Days - 90 Weeks

SLCHC graduates are eligible to apply to sit for the board examination series administered by the National Board for Respiratory Care (NBRC) to earn the Registered Respiratory Therapist (R.R.T.) credential.

Program Length: Days - 48 weeks (full time)

Bachelor of Science - RRT to BSRT

Many hospitals and medical centers prefer to have the Respiratory Therapists on their staff to have a Bachelor’s degree. Some managers believe that a Bachelor’s degree will become mandatory for Respiratory Therapists to have in the near future. The increase in demand for qualified Respiratory Therapists in this area requires an increase in Bachelor programs. The main objective of the Online Bachelor’s Completion Program is to give Respiratory Therapists in the area who have the required credentials an opportunity to earn their Bachelor’s degree while working in the field.

The primary objective of the Bachelor of Science - RRT to BSRT Program is to enhance the knowledge and abilities of a Registered Respiratory Therapist (RRT) in the realms of administration-management, advanced clinical leadership, education, and research to help prepare them for more advanced roles in Respiratory Therapy.

Program Length: Days - 48 weeks (full time)

SLCHC graduates are eligible to apply to sit for the board examination series administered by the National Board for Respiratory Care (NBRC) to earn the Registered Respiratory Therapist (R.R.T.) credential.

Program Length: Days - 90 Weeks

SLCHC graduates are eligible to apply to sit for the board examination series administered by the National Board for Respiratory Care (NBRC) to earn the Registered Respiratory Therapist (R.R.T.) credential.

Program Length: Days - 48 weeks (full time)
These course descriptions include all courses offered by SLCHC for the current academic year. Not all courses listed are offered every semester. Some courses are only offered at select campuses. Information on where/when courses are offered is disclosed on the class schedule. Detailed course syllabi with classroom, lab, and clinical activities are provided to all enrolled students at the beginning of each course. Program coursework is delivered residential (traditional methods) through classroom instruction and/or through distance education in an online environment. If the coursework is delivered by a residential and online option, the course description and objectives are identical. Blended (hybrid) courses have both residential and online components.

Distance education delivered courses are identified by an asterisk following the course code. Students can find additional course information on The Portal. (See Student Services section in catalog for Portal information and/or program handbook.)

*B Distance Education delivered courses. May be delivered as residential, blended or fully online.

** AH100* Professional Development
Prerequisites: None
(45 hours; 3 credits)
This course will familiarize students with employment strategies, a professional image and self-management skills that consist of time management, studying, test taking, and writing skills. Included for discussion is the preparation of letters, resumes, interviewing techniques, and professional behavior. In addition, students will review computer office software basics including Microsoft Word, Excel, and PowerPoint. Students will be guided through the human body in a systematic approach in this course. Human body positions, regions and mapping terms will be discussed. Students will explore developmental, micro and gross anatomy, physiology, some of the common diseases of all human body systems and how the systems are integrated.

** BL121 Essentials of Anatomy & Physiology Prerequisites: None
Co-requisite: BL121L
(45 hours; 3 credits)
This course examines the basic principles of human anatomy and physiology, as well as the structure and function of cells, tissues, organs and systems. Body systems examined include integumentary, skeletal, muscular, nervous, endocrine, digestive, lymphatic, circulatory, respiratory and reproductive.

** BL121L Essentials of Anatomy & Physiology Lab Prerequisites: None
Co-requisite: BL121
(30 hours; 1 credit)
This laboratory course will supplement BL121 from a laboratory perspective. Students will explore a compound microscope, the scientific method, recognize musculoskeletal anatomy using models, perform experiments with documentation, complete dissections, type blood and complete a urinalysis.

** BL130 Cardiopulmonary A & P Prerequisites: BL121 & BL121L
(45 hours; 3 credits)
In this laboratory course designed to supplement BL201, students will examine the structure and function of cells, subcellular components and the organization of cells, tissues, organs, and organ systems. Students will explore a compound microscope, the scientific method, recognize musculoskeletal anatomy using models, perform experiments with documentation, and complete dissections. The body systems examined include the integumentary, skeletal, muscular and nervous.

** BL202 Anatomy and Physiology II Theory Prerequisites: Successful Completion of Semester I Co-requisite: BL202L
(45 hours; 3 credits)
This course is designed to examine the structure and function of the endocrine, cardiovascular, digestive, lymph/immune, respiratory, urinary and reproductive human body systems. Students will explore basic micro and gross anatomy, physiology, some common pathologies and how these systems are integrated with the other eleven body systems.

** BL202L Anatomy and Physiology II Lab Prerequisites: Successful Completion of Semester I Co-requisite: BL202L
(30 hours; 1 credit)
In this laboratory course designed to supplement BL202, students will examine the structure and function of the endocrine, digestive, lymphatic, urinary, reproductive, cardiovascular and respiratory systems. Activities include dissections, typing blood and completing a urinalysis.

** BL203 Histology & Functional Biomechanics Prerequisites: BL121 & BL121L Co-requisite: BL203L
(45 hours; 3 credits)
The link between structure and function of the musculoskeletal system is clarified and explored in this introduction to clinical kinesiology. It introduces students to observation and evaluation of range of motion, muscle type, synergy patterns, and agonist/antagonist muscle groups. This course examines how muscle imbalance, motor dysfunction, and neurological and sensory impairment effect human biomechanics, posture and occupational performance across the lifespan.

** BL302L Kinesiology & Functional Biomechanics Lab Prerequisites: BL121 & BL121L Co-requisite: BL302 (30 Hours; 1 Credit)
Students are guided through specific lab activities designed to support course content in BL302. Students explore and apply basic principles of kinesiology and human biomechanics through use of: skeletal and muscle models, class demonstrations, case studies, program cardiovascular, digestive, lymph/immune, respiratory, urinary and reproductive human body systems. Students will explore basic micro and gross anatomy, physiology, some common pathologies and how these systems are integrated with the other eleven body systems.

** BL303 Medical Terminology BASICS
Prerequisites: None
(45 hours; 3 credits)
This course gives an overview of health economics, how to build and develop budgeting and financial analysis skills. How to develop a business plan and grant proposals will be discussed, as well as future trends which include an international perspective.

** ENG101* English Composition I Prerequisites: None
(45 hours; 3 credits)
This course explores the analysis of reports, assignments, and group work. Students will apply basic principles of kinesiology content in BL302. Students explore and assess using theoretical and practical applications. Topics include: summative writing, analysis, proposals and practice, revision and research.

** ENG300* Healthcare Economics
Prerequisites: ENS300
(45 hours; 3 credits)
This course focuses on skills required for effective writing with an emphasis on exposition and analysis, including using a variety of research skills. The course explores the analysis of reports, proposals and research about issues in the professional environment. The course assignment includes proposals, and group work, usage in preproofreading and editing, with emphasis on the rhetorical function of these mechanisms. Assignments will be assessed both theoretically and practically using computer software. Additional topics include: informative writing, analysis, proposals, and practice, revision and research.

** HP100* Medical Terminology Basics
Prerequisites: None
(45 hours; 1 credit)
This course introduces the structure of medical words. Students will explore Latin and Greek origins, identify prefixes, suffixes, and roots, combining forms, and roots used in medical terminology. Class discussion will focus on medical terms from the student with an interest in the allied health profession. In addition to word usage the CAI format enables the student to develop or enhance basic computer skills.

** HP300* Medical Terminology Prerequisites: None
(45 hours; 3 credits)
This course is an advanced description of medical vocabulary. The construction of medical terms is discussed along with building and learning the vocabulary. The structures of the human body, its characteristics and composition, and descriptive terms are introduced in this course.

** HC101* Ethics
Prerequisites: None
(45 hours; 3 credits)
A systematic analysis of the fundamental principles and issues involved in questioning whether and how moral discourse can be rationally grounded. Students are provided with opportunities
to inquire into the nature of moral theory, and the relationship of the individual, healthcare community and society in basis for acceptable standards. HIPAA is defined and discussed.

HC310* Emergency Preparedness for Health Professionals
Prerequisites: ENG300 (60 hours; 4 credits)
This course provides the healthcare provider an overview of the key principles and concepts of responding to a medical disaster. This course provides firsthand accounts from healthcare providers who have witnessed terrorist actions or natural disasters and what was learned from these events. The course also looks at clinical, non-clinical issues, recovery strategies, and special circumstances for responding to these medical disasters.

HC410* Healthcare Policy, Finance, and Management
Prerequisites: ENG300 (60 hours; 4 credits)
This course is designed to expand the scope of current healthcare providers. The course provides managerial experiential learning activities to provide the healthcare student to focus on leadership and management aspects of the professional healthcare provider.

HC430* Ethical and Legal Perspective in Healthcare
Prerequisites: ENG300 (60 hours; 4 credits)
This course provides the therapist with an overview of legal and ethical issues that may occur while providing care to patients. Every therapist will be placed in a situation where they are facing a difficult challenge. This course will provide a foundation to help manage these challenges from an ethical and legal perspective.

HM201L* Electronic Health Records Lab
Prerequisites: None
This laboratory course in Electronic Health Records (EHR) builds students knowledge through practical experience with an understanding of computerized medical records that can be applied in clinical settings. The course will cover the history, components of medical records, and the actual applications in the medical office.

HM302 Reimbursement Methodologies
Prerequisites: None
(30 hours; 2 credits)
A comprehensive course study of medical coding that offers an in-depth view for the extraction of chart data and its effect on healthcare reimbursement. The student will gain additional skills and knowledge in the applications of regulatory coding rules and guidelines as learned in Basic Coding. A continuation of knowledge of procedures, terminology, treatments, code assignments for various fundamental diseases and conditions refines the student skills to meet payer requirements. The course practice utilizes numerous medical record types of multiple anatomical systems treated by various professional specialists.

HM306* Legal Aspects of Medical Records
Prerequisites: None
(45 hours; 3 credits)
This course is designed to provide students with an introduction to legal aspects of Health Information Management, the concerns in today’s legal system and the use of medical records in court.

HM307 Health Information and Practice Management
Prerequisites: None
This course covers clinical skills typically performed by the medical assistant including: infection control, vitals, patient positioning and assisting the physician with physical examinations. Occupational Safety and Health Administration (OSHA) standards and clinical precautions and concerns of blood borne pathogens, needle stick injuries, HIV and hepatitis control and exposures are covered.

MA101L MA Fundamental Skills I Lab
Prerequisites: None
Co-require: MA101L
(30 hours; 1 credit)
This lab course is designed to supplement MA101 and exposes students to the medical skills they learn during classroom instruction into practice. To ensure state-of-the-art experiences with both equipment and instruction, healthcare practitioners supervise externships. This provides students the opportunity to observe and perfect their skills.

MA250 Medical Assistant Extternship
Prerequisites: MA101L Fundamentals classes.
(160 hours; 3 credits)
The clinical experience is an excellent opportunity for students to put the medical skills they learn during classroom instruction into practice. To ensure state-of-the-art experiences with both the equipment and instruction, healthcare practitioners supervise externships. This provides students with the opportunity to observe and perfect their skills.
OTA101 Introduction to Occupational Therapy
Prerequisites: None (45 hours; 3 credits)
This course introduces the student to the field of Occupational Therapy. It provides an overview of the profession’s history, current practice structure, philosophy; theories and models of practice; current and future practice settings; and the societal impact of Occupational Therapy practice. Students are introduced to the OT process from introduction to completion of care; key intervention approaches, and the unique OT skills required for practice. It reviews the educational, accreditation, certification, and licensure requirements; roles and responsibilities; and the ethical and legal dimensions of practice. It also introduces students to evidence based practice concepts, use of professional resources, fieldwork requirements, and professional development.

OTA102 Foundations of Occupational Therapy
Prerequisites: Successful completion of Semesters I & II (45 hours; 3 credits)
This course provides an in depth review and analysis of the major theories and models of Occupational Therapy practice, with an emphasis on occupation, activity analysis, and the Occupational Therapy Practice Framework (OTPF). Students develop critical thinking and problem solving through research, case studies, discussions, and related course activities.

OTA101L Therapeutic Activities for Occupational Performance Lab
Prerequisites: Successful completion of Semesters I & II (30 Lab Hours; 1 credit)
Students are guided through specific lab activities to support course content in OTA101 and OTA102. Students integrate and apply theories of occupation and models of occupational performance to learn the process of activity analysis, and to identify therapeutic terminology related to activity analysis. Students apply critical reasoning, problem solving, creativity, and safety awareness skills to grade and adapt activities to meet therapeutic goals in simulated and real therapeutic practice settings.

OTA130 Human Dysfunctions on Occupational Performance
Prerequisites: Successful completion of Semesters I & II (60 hours; 4 credits)
This course provides an overview of common human diseases and conditions that affect a person’s occupational performance across the lifespan. Students review and analyze related medical terminology, etiology, symptomology, and the physical and psychosocial characteristics related to these conditions. Students apply problem solving and critical thinking skills to examine occupational performance components, cultural influences, and the role of the OT practitioner; and to perform related documentation.

OTA201 Fieldwork Level 1A, Lab
Prerequisites: Successful completion of Semesters I, II & III
*Additional fieldwork site pre-requisites as outlined in the OTA Handbook.
Co-requisite: May be taken concurrent with, or after completion of 4th semester courses.
(45 Externship Hours; 1 Credit)
Students will be scheduled for this externship by SLCHC according to clinical site scheduling and availability. Students are assigned to diverse community settings to develop observation and collection, communication, collaboration and treatment planning skills. This fieldwork course integrates classroom theory and models of practice into realistic clinical experience. It reinforces and further develops role delineation, documentation skills, clinical reasoning and problem solving skills.

OTA210 OTA Applications in Psychosocial Practice
Prerequisites: Successful completion of Semesters I, II & III (45 Hours; 3 Credits)
Building upon the foundation of general psychosocial theory, this course introduces concepts of abnormal psychology and explores the historical and current roles of the Occupational Therapy Assistant in mental health. Explore the major psychosocial dysfunctions experienced across the lifespan and the related social and cultural influences. It includes psychosocial assessment, pharmacology, DSM review, and current trends in OT assessment and evidence based interventions.

OTA230 Therapeutic Communication
Prerequisites: Successful completion of Semesters I, II & III (30 Hours; 2 credits)
This course explores methods of interpersonal communication and specifically, the therapeutic communication process. Students examine and analyze issues affecting communication, including family, social, cultural, psychosocial and physical barriers. Students learn how to apply use of self as a therapeutic modality and the use of occupational therapy process to perform patient interviews and to further develop clinical observation skills.

OTA245 OTA Applications in Pediatric Practice
Prerequisites: Successful completion of Semesters I, II & III (45 Hours; 1 Credit)
This course introduces students to Pediatric Occupational Therapy practice including developmental stages, psychosocial and physical dysfunctions, OT pediatric assessments and interventions, models of practice and current trends. It further examines applicable regulations, reimbursement, documentation, safety considerations and role delineation. Emphasis will be placed on recognizing family, social, cultural and diversity issues related to pediatric intervention as well as exploring evidence based interventions within the context of pediatric occupations.

OTA245L OTA Fundamentals 2 Lab
Prerequisites: Successful completion of Semesters I, II & III (30 Lab Hours; 1 Credit)
Students are guided through select lab activities designed to support course content in OTA 315. Students apply observation, assessment, documentation, and role delineation, and apply various assessment tools; data collection and documentation activities; use various types of adaptive equipment for home, work and leisure, use mobility equipment, and perform patient transfers and positioning techniques. Students will participate in individual and group projects involving activity analysis, critical thinking, and problem solving skills across the treatment planning and implementation process as they relate to physical disabilities intervention.

OTA301 Fieldwork Level 1B, Lab
Prerequisites: Successful completion of Semesters I, II & III (45 Externship Hours; 1 Credit)
Students are assigned to selected community clinical practice settings to further develop their observation, data collection, communication, collaboration, treatment planning and implementation skills. This fieldwork course integrates classroom theory, models of practice, and lab skills into realistic clinical experience. It reinforces role delineation, documentation, clinical reasoning, problem solving and safety training.

OTA315 Therapeutic Adaptations
Prerequisites: Successful completion of Semesters I, II & III
Co-requisite: OTA325L (30 Hours; 2 Credits)
Explores major physical, orthopedic, and neurological disabilities typically seen in current Occupational Therapy practice settings. Etiology, OT process and indications, and skills practice are explored within the context of adult human occupations, psychosocial, and cultural implications. Students learn to apply knowledge of applicable OT theories, frames of reference, and models of practice including: the biomechanical, neuro-developmental, and rehabilitative approaches in OT intervention. Students explore role delineation, documentation, treatment planning, health and wellness, and application of related assistive/adaptive interventions.

OTA315L OTA Applications in Physical Dysfunction Lab
Prerequisites: Successful completion of Semesters I, II & III
Co-requisite: OTA325L (45 Hours; 1 Credit)
This course helps students to foster effective verbal and non-verbal communication skills, leadership skills, and group management skills to learn to develop and direct therapeutic groups. Emphasis will be placed on collaborative, interdisciplinary, and inter-professional collaboration.

OTA425L OTA Fundamentals 3 Lab
Prerequisites: Successful completion of Semesters I, II & III (30 Lab Hrs.; 1 Credit)
Students are guided through specific lab activities designed to support course content in OTA210 and OTA230. This course helps students to foster effective verbal and non-verbal communication skills, leadership skills, and group management skills to learn to develop and direct therapeutic groups. Emphasis will be placed on collaborative, interdisciplinary, and inter-professional collaboration.
OTA325L Therapeutic Adaptations Lab
Prerequisites: Successful completion of Semesters I, II, III & IV
Co-requisite: OTA325 (45 Lab Hours; 1 Credit)
Students are guided through select lab activities designed to support course content in OTA325. Students practice observation, assessment, documentation, intervention, skills training, home health, and community and work accessibility, assistive devices, equipment fabrication, research, and participation in group field trips to community organizations. Emphasis will be on incorporating concepts of occupational performance, activity analysis, critical thinking, problem solving, and safety training.

OTA340 Occupational Therapies in Geriatric Practice
Prerequisites: Successful completion of Semesters I, II, III & IV (45 Hours; 3 Credits)
This course reviews the normal and productive aging process and explores the mental and physical obstacles of the geriatric population as it impacts their occupational choices and performance areas. It includes a look at the socio-economic, ethnic and cultural diversity issues related to aging and elder care. Students use basic problem solving and elder abuse laws, living options and environments, regulation and insurance guidelines, prevention and wellness issues, home health, and hospice. Students will participate in activities designed to integrate therapeutic observation, research, data collection and assessment, role delineation, documentation, treatment planning, and intervention using current models of practice. Special emphasis is placed on enabling participation in productive occupations.

OTA350 OTA Professional Seminar
Prerequisites: Successful completion of Semesters I, II, III & IV (30 Hours; 2 Credits)
This course reviews role delineation, management, and professional opportunities for the Occupational Therapy Assistant. Students review program planning supervision, interdisciplinary communication, quality assurance, legal and ethical issues, departmental operations, budgeting, and research methods. Students explore professional resources, organizational design, and requirements of AOTA, NBCOT and local student licensing boards. Students participate in individual and group projects and review expectations for fieldwork Level II Practicum experiences.

OTA406 Fieldwork Level II, Practicum II
Prerequisites: Successful completion of Semesters I, II, III, IV & V
Co-requisite: OTA410. (270 Hours; 6 Credits)
These 8 week fieldwork experiences allow the developing student-clinician to apply their didactic learning as they integrate theory, clinical reasoning, problem solving, observation, documentation, treatment planning, therapeutic interventions, and safety into real clinical experiences working under the supervision of a licensed Occupational Therapist or Occupational Therapy Assistant. Academic and fieldwork supervisors collaborate on student objectives to foster development of student as an entry-level clinician.

OTA406L Fieldwork - Level II, Practicum II
Prerequisites: Successful completion of Semesters I, II, III, IV & V
Co-requisite: OTA406L. (30 Hours; 2 Credits)
This 8 week fieldwork experiences allow the developing student-clinician to apply their didactic learning as they integrate theory, clinical reasoning, problem solving, observation, documentation, treatment planning, therapeutic interventions, and safety into real clinical experiences working under the supervision of a licensed Occupational Therapist or Occupational Therapy Assistant. Academic and fieldwork supervisors collaborate on student objectives to foster development of student as an entry-level clinician.

PA204* Medical Billing Procedures Theory
Prerequisites: None
Co-requisite: PA240L. (45 hours; 3 credits)
An introductory course in the principles of accounting/bookkeeping designed to familiarize students with the knowledge of keeping business records and medical bookkeeping, as well as patient billing, including classes on medical payment systems and Federal Laws affecting medical reimbursements. Topics also cover third party payers such as Medicare and Medicaid and ethical collection procedures.

PA240L* Medical Billing Procedures Lab
Prerequisites: None
Co-requisite: PA204. (30 hours; 1 credit)
This course applies the basic concepts of electrocardiography and the role of a Cardiologist or EKG Technician as a member of a healthcare team. Students receive instruction in normal cardiovascular physiology with contrasting discussions to abnormal cardiovascular physiology. This knowledge is applied to the type of medications and protocols that are used in diagnosing heart disease. Additional topics include medications, patient care needs, surgical and advanced interventions for the cardiac patient, and CPR.

PC101L* Pharmacy Fundamentals II Lab Prerequisites: None
Co-requisite: PC101. (60 hours; 2 credits)
Introduces basic concepts of pharmacy. Focuses on practice using equipment/procedures in the preparation of medications.

PC102L* Pharmacy Fundamentals II Lab Prerequisites: None
Co-requisite: PC102. (60 hours; 2 credits)
Introduces basic concepts of pharmacy. Focuses on practice using equipment/procedures in the preparation of medications.

PCT251 Patient Care Technician Extenshions
Prerequisites: Successful completion of all PCT fundamentals classes. (100 hours; 2 credits)
Under the supervision of a clinical instructor, students have the opportunity to apply basic nursing principles in a hospital setting. Placement emphasis placed in providing acute patient care and meeting their needs.

PH112 Pharmacy Fundamental Skills I Theory
Prerequisites: None
Co-requisite: PH121L. (60 hours; 4 credits)
This course examines the origins of the practice of pharmacy. It explores the role and characteristics of a pharmacy technician in the institutional pharmacy setting. Students will learn about other pharmacy environments such as mail order, long-term care, and home infusion and the role a technician plays in those settings. The course introduces the role of regulatory agencies as they pertain to pharmacy practices in healthcare settings as well as the professional responsibilities to prevent the spread of disease. Students will be introduced to pharmacology and the processes involved in pharmokinetics. In addition, common organ disease states and drugs used to treat the disease states are explored with a concentration on commonly prescribed medications, safety issues regarding those medications, and brand/generic equivalents for the medications.

PH121L Pharmacy Fundamentals I Lab
Prerequisites: None
Co-requisite: PH121. (60 hours; 4 credits)
This course revolves around the practice of pharmacy in health-system pharmacy practices. The student will learn the various forms of drug delivery in the retail and health system pharmacy settings. Unit dose packaging, floor stock, and medication carts will be covered. Physician order transcription will be emphasized on intravenous drug preparation. The student will perform sterile compounding and aseptic technique procedures in the preparation
of intravenous (IV) admixtures. The special precautions necessary for the preparation of drug admixtures will be covered with strong concentration on proper IV room protocol and strict adherence to OSHA guidelines. The student will be exposed to specialty drug preparations in an institutional setting to include: Total Parenteral Nutrition (TPN) and parenteral compounding.

PH202 Human Pathology & Pharmacology Concepts

**Prerequisites: None**

(45 hours; 3 credits)

This course is designed to present anatomical, physiological, and pathological application to medical terminology. The following skills will be obtained will include increased mastery of terminology. The following skills will be presented: Inypsyng and compounding Physician’s orders, as well as prepare pharmaceuticals for dispensing. Students will practice measuring/ weighing of liquid and solid orders, and will evaluate patients’ profiles for drug-drug interactions, allergies, and refill history.

PH211 Pharmacy Fundamental Skills II Lab

**Prerequisites: None**

Co-requisite: PH211L (45 hours; 2 credits)

This course will introduce the student to the general responsibilities of the pharmacy technician required to assist pharmacists in processing prescriptions and maintaining the pharmacy department. Dosage routes of administration and formulations will be covered with an emphasis on proper use of medication forms and calculations involving the amount to administer to the patient and days’ supply will be presented. Types and causes of medication errors will also be explored. This course also exposes the student to the practical application of pharmacy law during prescription processing. State and federal regulations are examined with emphasis on state specific drug laws and pharmacy practice. USP/NF, <797> Pharmaceutical Compounding- Sterile Preparation and <785> Pharmaceutical Compounding- Non-sterile Preparation will include covering medication labeling, packaging, and proper disposal are examined. The student will learn how to evaluate the validation of a prescription, initiate proper documentation and properly maintain controlled substance records. Inypsyng and compounding management and its importance as well as the processes involved in ordering will be covered.

PH211L Pharmacy Fundamental Skills II Lab

**Prerequisites: None**

Co-requisite: PH211 (45 hours; 2 credits)

The student will practice translation of Physician’s prescriptions. Students will learn to read and interpret drug labels as well as interpret prescriptions and abbreviations associated with the prescription writing process. Students will identify drug labels and perform all calculations associated with Inypsyng and compounding Physician’s orders, as well as prepare pharmaceuticals for dispensing. Students will practice customer service and data entry. Students will perform data entry for prescriptions, patient profiling and third party billing. Students will practice measuring/ weighing of liquid and solid orders, and will evaluate patients’ profiles for drug-drug interactions, allergies, and refill history.

PH220 Pharmacy Fundamental Skills II Theory

**Prerequisites: None**

Co-requisite: PH221L (45 hours; 3 credits)

This course will introduce students to the concepts/ applications basic to personal and interpersonal adjustment. Course focus is on the dynamics of the behavioral, cognitive and psychosocial approaches to human development and functioning. Emphasis is placed on communicating physical therapy interventions within the plan of care as created by the physical therapist.

PTA124 Pathophysiology

**Prerequisites: HIB300 or equivalent**

(45 hours; 3 credits)

This course offers guidelines, precautions, and contraindications for interventions with patients with cardiac or cerebrovascular or neuromuscular problems as well as other conditions such as diabetes, heart disease, or developmental disabilities. Students will learn about the cause of these conditions, the pathogenesis, medical diagnosis and treatment, and most importantly, the special implications for the physical therapy assistant. In addition to addressing specific diseases and conditions, this course emphasizes health promotion and disease prevention strategies and covers issues with implications for physical therapy management, such as injury, inflammation, and healing; the lymphatic system; and bio-psychosocial and spiritual impacts on healthcare.

PTA128 Basic Patient Care

**Prerequisites: HIB300 or equivalent**

Co-requisite: PTA128L (60 hours; 2 credits)

This course will utilize laboratory time to allow the student to safely practice, demonstrate and become competent in a diverse amount of important clinical psychomotor activity including but not limited to wound care, sterile preparation and disinfecting, proper measurement of vitals, wheelchair types and components, gait training with and without assistive devices, transfers, body mechanics, passive, active assistive and active range of motion techniques, and appropriate response to emergency situations. All interventions will be taught with the understanding that each will be described in the Physical Therapists Plan-of-Care.

PTA129 Compounding Non-sterile Preparation

**Prerequisites: HIB300 or equivalent**

Co-requisite: PTA129L (60 hours; 2 credits)

This course will help explain and depict the many components, procedures, and techniques of patient care that are used clinically by healthcare practitioners. The student will learn to exhibit conduct that is acceptable by regulatory agencies including legal, ethical and professional standards. Therapist driven protocols are presented through case studies. Students will work independently or in small groups.

PTA120 Fundamentals of Physical Therapy

**Prerequisites: None**

(45 hours; 3 credits)

The history, practice, and evolution of Physical Therapy and how it integrates with performing as a Physical Therapist Assistant (PTA) under the direction and supervision of a Physical Therapist (PT) is a focus. Historical background, professional, ethical, cultural, quality assurance and regulatory issues will be introduced. An overview of the practical application of physical therapy service.

PTA121 Orthopedics

**Prerequisites: None**

(45 hours; 3 credits)

This course introduces students to the concepts/ applications basic to personal and interpersonal adjustment. Course focus is on the dynamics of the behavioral, cognitive and psychosocial approaches to human development and functioning. Emphasis is placed on communicating physical therapy interventions within the plan of care as created by the physical therapist.

PTA124 Pathophysiology

**Prerequisites: HIB300 or equivalent**

(45 hours; 3 credits)

This course offers guidelines, precautions, and contraindications for interventions with patients with cardiac or cerebrovascular or neuromuscular problems as well as other conditions such as diabetes, heart disease, or developmental disabilities. Students will learn about the cause of these conditions, the pathogenesis, medical diagnosis and treatment, and most importantly, the special implications for the physical therapy assistant. In addition to addressing specific diseases and conditions, this course emphasizes health promotion and disease prevention strategies and covers issues with implications for physical therapy management, such as injury, inflammation, and healing; the lymphatic system; and bio-psychosocial and spiritual impacts on healthcare.

PTA128 Basic Patient Care

**Prerequisites: HIB300 or equivalent**

Co-requisite: PTA128L (60 hours; 2 credits)

This course will utilize laboratory time to allow the student to safely practice, demonstrate and become competent in a diverse amount of important clinical psychomotor activity including but not limited to wound care, sterile preparation and disinfecting, proper measurement of vitals, wheelchair types and components, gait training with and without assistive devices, transfers, body mechanics, passive, active assistive and active range of motion techniques, and appropriate response to emergency situations. All interventions will be taught with the understanding that each will be described in the Physical Therapists Plan-of-Care.

PTA231 Orthopedics

**Prerequisites: Successful completion of all prior coursework**

Co-requisite: PTA231L (60 hours; 2 credits)

This course will guide the PTA in understanding how it relates to physical therapy practice. The learner will know indications and contraindications on the use of modalities with emphasis on safety during application of modalities. All interventions will be taught with the understanding that each will be described in the Physical Therapists Plan-of-Care.

PTA234 Physical Agents I

**Prerequisites: Successful completion of all prior coursework**

Co-requisite: PTA234L (30 hours; 2 credits)

This course will guide the PTA in understanding how it relates to physical therapy practice. The learner will know indications and contraindications on the use of modalities with emphasis on safety during application of modalities. All interventions will be taught with the understanding that each will be described in the Physical Therapists Plan-of-Care.
and become competent in the use of modalities as currently used in the physical therapy profession. The student will use the most up-to-date information on thermal agents, ultrasound, electrical currents, hydrotherapy, traction, compression, LASER, and other forms of electromagnetic radiation to demonstrate how, when and where modalities are to be used in the physical therapy profession. Indications and contraindications of modalities will be presented to the student during this course. All interventions will be taught with the understanding that each will be described in the Physical Therapists Plan-of-Care.

PTA236
Therapeutic Exercise
Prerequisites: Successful completion of all prior coursework.
Co-requisite: PTA236L
(30 hours; 2 credits)
Students will study basic patient interventions according to the plan of care established by the physical therapist. Students will learn theory as it relates to the application of exercises with discussion of the principles that guide therapeutic exercise for a wide range of conditions typically encountered by physical therapist assistants. Exercise prescription for the clinic and for home will be emphasized. Cardiopulmonary exercise principles will be taught along with indications and contraindications associated with various typical conditions encountered in the clinic. All interventional instruction will be taught with the understanding that these will be included within the Physical Therapist’s Plan of Care.

PTA236L
Therapeutic Exercise Lab
Prerequisites: Successful completion of all prior coursework.
Co-requisite: PTA236
(20 hours; 2 credits)
Students will practice and become proficient in basic patient intervention according to the plan of care established by the physical therapist. Students will become proficient in manual muscle testing, muscle length testing, bone and muscle palpation techniques and be able to determine interventions to improve an individual’s functional status through interventions for a wide range of conditions. Students will become proficient in providing exercises for a wide range of conditions typically encountered by physical therapist assistants. All interventional instruction will be taught with the understanding that these will be included within the Physical Therapists Plan-of-Care.

PTA241
Neurological Conditions
Prerequisites: Successful completion of all prior coursework.
Co-requisite: PTA241L
(45 hours; 3 credits)
Learners will be introduced to the structure and function of the nervous system and the common neurologic deficits and rehabilitation interventions with the focus on improving functional outcomes. Students will become familiar with common neurologic conditions commonly encountered in physical therapy for both adult and pediatric patients. Learners will link the pathophysiology of neurologic deficits and rehabilitation interventions with the function of the nervous system and examine the relationship between the nervous system and common treatment techniques used in physical therapy practice. All interventional instruction will be taught with the understanding that these will be included within the Physical Therapist’s Plan of Care.

PTA241L
Neurological Conditions Lab
Prerequisites: Successful completion of all prior coursework.
Co-requisite: PTA241
(60 hours; 2 credits)
Learners will be introduced to common neurologic conditions commonly encountered in physical therapy for both adult and pediatric patients. Students will be taught with the understanding that these will be included within the Physical Therapist’s Plan of Care.

PTA247L
Advanced Therapeutic Interventions Lab
Prerequisites: Successful completion of all prior coursework.
(30 hours; 1 credits)
All interventional instruction will be taught with the understanding that these will be included within the Physical Therapist’s Plan of Care.

PTA249C
Integrated Clinical Practice
Prerequisites: Successful completion of all prior coursework.
(160 hours; 3 credits)
This is the first full time clinical experience component of 4 weeks of clinical education in an approved site consistent with current PT practices. The may include acute, sub-acute, acute rehab, skilled nursing, pediatric, school-based, or outpatient settings. This course will be taught with the understanding that these will be included within the Physical Therapist’s Plan of Care.

PTA248
Advanced Patient Care
Prerequisites: Successful completion of all prior coursework.
Co-requisite: PTA248L
(60 hours; 2 credits)
Students will receive supervision from the physical therapist as they perform physical therapy interventions and discuss with the student the opportunity to apply all skills learned in this course, and in previous courses to simulated patient conditions. Students will have the opportunity to apply all skills learned in this course, and in previous courses to simulated patient conditions. Students will see various patient populations including bariatric and pediatric patients. Learners will link the pathophysiology of neurologic deficits and rehabilitation interventions with the function of the nervous system and examine the relationship between the nervous system and common treatment techniques used in physical therapy practice.

PTA248L
Advanced Patient Care Lab
Prerequisites: Successful completion of all prior coursework.
Co-requisite: PTA248
(60 hours; 2 credits)
This hands-on course will help explain and depict the many concepts, procedures, and techniques of patient care that are used clinically, in a safe manner by healthcare practitioners. Basic concepts from previous courses will be expanded and application to specific patient populations will be learned. Emphasis will be placed on expansion and progression of physical therapy skills and knowledge learned in previous courses. All interventional instruction will be taught with the understanding that these will be included within the Physical Therapist’s Plan of Care.

PTA249
Clinical Seminar
Prerequisites: Successful completion of all prior coursework.
(15 hours; 1 credits)
This course involves integrating past clinical experiences into goals for the final clinical preparation of the student to graduate from the entry level physical therapy program. This course will be taught with the understanding that these will be included within the Physical Therapist’s Plan of Care.

PTA250
Clinical Internship I
Prerequisites: Successful completion of all prior coursework.
(240 hours; 5 credits)
This clinical experience builds upon skills learned in previous didactic and laboratory courses as well as the first full time clinical in the previous semester. It is composed of two full time clinicals. It is composed of up to 12 months of 6 weeks full time clinical education in an approved site consistent with current PT practices. The may include acute, sub-acute, acute rehab, skilled nursing, pediatric, school-based, or outpatient settings. This course will be taught with the understanding that these will be included within the Physical Therapist’s Plan of Care.

PTA250C
Clinical Internship I Lab
Prerequisites: Successful completion of all prior coursework.
Co-requisite: PTA250
(45 hours; 3 credits)
Students will explore concepts of patient care, treatment, and the student is expected to progress towards competent as an entry level PTA.
Concepts of pharmacology, drug dynamics, pharmacokinetics, and the study of pharmacologic agents used in the management of cardiopulmonary pathologies.

RC101 Respiratory Care Pathology

Co-requisite: Must be taken concurrently with RCL107.

Semester III

Prerequisites: Successful completion of Semester III

This course is designed to be taken concurrently with RCL107. It will continue development of interpersonal skills with patients, physicians and hospital staff as well as gain additional experience in the administration of general respiratory therapy, patient assessment and therapeutic modalities. Students will continue to gain experience in the critical care area of assessment, management and treatment of critically ill patients, initiating, monitoring, and modifying, mechanical ventilation to neonatal and pediatric patients with newly developed techniques and interventions such as high frequency ventilation and ECMO. This course will provide the therapist with the knowledge of advanced mechanical modes of ventilation. As technology grows, so do the modes of ventilation. From neonates to the geriatric patient and from diseases to traumas such as burns, there are newer ways to ventilate patients while the disease / healing process occurs. This course will provide you with the theories behind each ventilator mode to provide therapists today a better way to care for patients.

RC430* Advanced Pulmonary Function Testing

Semester IV

Prerequisites: ENG300

RC420* Advanced Mechanical Ventilation Modes and Graphics

This course explores the latest advancements in Respiratory Care. Including care and innovation in critical care, neonatal care, pediatric care, and pulmonary rehabilitation, bronchoscopy assisting, polysomnography laboratories, and physician offices.

RC310* Infectious Disease

This course explores the latest advancements in Respiratory Care. Including care and innovation in critical care, neonatal care, pediatric care, and pulmonary rehabilitation, bronchoscopy assisting, polysomnography laboratories, and physician offices.

RC219 Comprehensive Final

Review/Exit Exams

Prerequisites: Successful completion of Semester V

RC340* Critical Care Monitoring

Prerequisites: ENG300

This course will examine the pathophysiology of various organ systems. The effects and complexities of certain pathologies on the entire body are covered as well as the management and treatment of such diseases and medical disorders. A concentration on patient-centered, systems treatment of a variety of diseases is implemented.

RC410* Healthcare Research

Prerequisites: ENG300

This course will assist the student in the critical evaluation of published literature in the healthcare field. The student will also understand the scientific basis for developing new research and create original studies in a wide range of subjects. The original research and critique of colleague research will be mastered by the student during this course.

RC320* Advanced Neonatal/Pediatric Care

Prerequisites: ENG300

This course will provide the respiratory therapist with advanced knowledge and strategies in the care of the neonatal and pediatric patient. The course will examine the pathophysiology, clinical manifestations, and management/treatment of various pulmonary, cardiac, neurological, and multisystem disorders and diseases. Advanced ventilation techniques and interventions such as High Frequency Ventilation and ECMO will be discussed. The ethics in neonatal and pediatric respiratory care as well as palliative and end of life issues will be examined.

RC230* Current Events and Topics in Respiratory Care

Prerequisites: ENG300

This course explores respiratory therapy needs in non-acute care environments including respiratory home care, pulmonary rehabilitation, bronchoscopy assisting, polysomnography laboratories, and physician offices.

RC218 Respiratory Care Clinical Practicum I

Prerequisites: Successful completion of Semester V

RC312* Advanced Life Support (PALS)

This course is designed to be taken concurrently with RCL107. It will continue development of interpersonal skills with patients, physicians and hospital staff as well as gain additional experience in the administration of general respiratory therapy, patient assessment and therapeutic modalities. Students will continue to gain experience in the critical care area of assessment, management and treatment of critically ill patients, initiating, monitoring, and modifying, mechanical ventilation to neonatal and pediatric patients with newly developed techniques and interventions such as high frequency ventilation and ECMO. This course will provide the therapist with the knowledge of advanced mechanical modes of ventilation. As technology grows, so do the modes of ventilation. From neonates to the geriatric patient and from diseases to traumas such as burns, there are newer ways to ventilate patients while the disease / healing process occurs. This course will provide you with the theories behind each ventilator mode to provide therapists today a better way to care for patients.

RC430* Advanced Pulmonary Function Testing

Semester IV

Prerequisites: ENG300

RC420* Advanced Mechanical Ventilation Modes and Graphics

This course will provide the therapist with the knowledge of advanced mechanical modes of ventilation. As technology grows, so do the modes of ventilation. From neonates to the geriatric patient and from diseases to traumas such as burns, there are newer ways to ventilate patients while the disease / healing process occurs. This course will provide you with the theories behind each ventilator mode to provide therapists today a better way to care for patients.

RC410* Healthcare Research

Prerequisites: ENG300

This course will assist the student in the critical evaluation of published literature in the healthcare field. The student will also understand the scientific basis for developing new research and create original studies in a wide range of subjects. The original research and critique of colleague research will be mastered by the student during this course.
analysis, basic asepsis and infection control will give the learner opportunity to become proficient in these techniques. Students will practice and become proficient in oxygen supply systems, pulse oximetry and oxygen analysis, medical gas therapy, humidity and aerosol therapy, lung expansion therapy and airway clearance.

**RCL107 Respiratory Care Lab II**
Prerequisites: Successful completion of Semester III
Co-requisite: RC107
(60 hours; 2 credits)
This laboratory course will supplement RC107 Respiratory Care Practices and Procedures II. Students will learn procedures and techniques in a systematic and logical manner. Students will apply current respiratory practices in a laboratory setting. Airway management techniques, initiation of mechanical ventilation and ventilator liberation will be introduced. Critical thinking and problem solving are utilized.

**RCL217 Respiratory Care Lab IV**
Prerequisites: Successful completion of Semester V
Co-requisite: RC215
(90 hours; 3 credits)
This Laboratory course will supplement RC215 Respiratory Care Practices and Procedure IV. Advanced methods of patient monitoring and diagnostics will be discussed. Students will explore advanced concepts of mechanical ventilation including specialty modes and troubleshooting.

**SC101* Sociology**
(45 hours; 3 credits)
Prerequisites: None
This course introduces the study of social institutions and ways of thinking and behavior related to group life.

**ADMISSION REQUIREMENTS**

Application and Enrollment Procedures
Application to SLCHC is open to all individuals who possess a High School diploma or High School equivalency. All applicants are required to complete a personal interview with an admissions representative. Parents, children and/or significant others are encouraged to attend admissions interviews and tour the facilities. This gives applicants and their families an opportunity to see and learn about the school’s various learning environments, programs, and curriculum offered. In addition, interviewing with an SLCHC Admission’s Representative will assist in determining how SLCHC can best meet the applicant’s educational goals.

The following specific program requirements must be met/completed prior to entering the following programs.

**Occupational Therapy Assistant Program**
- Minimum age of 18 years, or parental authorization
- Completion of personal interview with Admissions Representative
- Completed SLCHC application
- Completed HESI Entrance Exam (Passing with a minimum cumulative score of 77% of Math, Reading & Grammar, and a minimum score of 74% on Math)
- Official copy of High School/HS Equivalency Transcript
- Official copy of all college transcripts (if applicable)
- Completed background check
- OTA Essay or documented observation hours
- 3 - Letters of Reference
- Completion of Personal Interview with Program Director and/or approval by Dean

**Physical Therapist Assistant Program**
- Minimum age of 18 years, or parental authorization
- Completion of personal interview with Admissions Representative
- Completed SLCHC application
- Completed HESI Entrance Exam (Passing with a minimum cumulative score of 75% of Math, Reading & Grammar, and a minimum score of 74% on Math)
- 60% A&P HESI score required prior to core semester
- Official copy of High School/HS Equivalency Transcript
FINANCIAL AID

Consumer Information
SLCHC recognizes that education is an important investment of time and money. SLCHC provides applicants/students with information available in reference to financial assistance to meet student educational goals. There are numerous scholarships, grants, and loans available. Each student’s situation is unique. The SLCHC Financial Aid Office will work with each individual, privately and impartially, to educate applicants/students about available resources to meet their goals. The Federal Financial Aid Programs available at SLCHC are: Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG), Institutional Work Study, Federal Work-Study (FWS), and the Federal Stafford Loan Program. Assistance is also available to qualified students from programs such as Trade Act Assistance (TAA), Veterans’ Benefits (VA), Workforce Investment Act (WIA), and Vocational Rehabilitation (VR). Contact your local office for more information. The Federal Pell Grant program is funded through the U.S. Department of Education. Student awards may change from year to year. Through the Federal Pell Grant Program, grants are made for eligible students. Eligibility is sought by completing an application provided by the College. All colleges use the Free Application for Federal Student Aid (FAFSA) to determine eligibility. If you are found eligible, the funds are released to the College each qualifying semester. Student loans are available to qualifying students attending SLCHC. These loans include the Direct Stafford Subsidized Loan, Direct Stafford Unsubsidized Loan, and Direct PLUS Loan. Other loans are available through agencies not associated with the College. Please contact the Financial Aid Office for more information. To be eligible for Stafford loans, financial need must be evaluated. The eligibility for the Federal Pell Grant must first be determined. Financial need calculation is not necessary in order to be eligible for a PLUS loan. The College must officially accept you. You will meet with Admissions to complete the necessary paperwork, and then meet with a Financial Aid Representative. The loan proceeds are disbursed to the College each semester to pay for your educational expenses. Should you move, you will need to contact the holder of your student loan and the College. You must budget yourself to meet payment dates and repay the loan as quickly as possible. We provide loan counseling during your education and will assign a loan specialist to you. This specialist will guide you through the grace period, and assist you in any way possible to ensure successful repayment arrangements have been made. Other than the Federal Financial Aid Programs available at SLCHC, you may seek a loan from private sources. We recommend that you only turn to private loans after you have exhausted all of your federal loan eligibility. The eligibility requirements for a private loan, including the availability of the loan and the application procedures, are determined by each private loan provider/lender. Program costs and admission requirements are included in the information packet available through the College’s Admissions Department. Please call 314-652-0300 (City Campus) or 636-529-0000 (County Campus) to schedule an appointment. SLCCHC Financial Aid Program The financial aid program at SLCCHC is designed to assist students in helping to offset the cost of a college education. The Financial Aid Office reviews each application and offers assistance to fill the gap between educational costs and family resources. Financial need can be met by self-help (loans) and gifts (grants). In addition, the College serves students sponsored through various outside agencies. Please talk with your Financial Aid Representative for more information. St. Louis County College of Health Careers does not accept gifts worth $10 or more from any lender, servicer, or guarantee agency. The agencies that we work with provide pens, pencils, note pads, and other similar material that we share with our students. We feel the lenders, servicers, and guarantee agencies that we use offer exceptional customer service. Student Eligibility Requirements There are specific requirements for each type of financial aid. Before receiving any financial assistance, a student must meet the general eligibility requirements listed in this section, as well as the requirements that are unique to each program (listed in the specific program subsections). In order to comply with the general eligibility provisions, a student must: • Be enrolled or accepted for enrollment in an eligible program studying for a degree or certificate at an eligible institution of higher education; • Be a citizen, national or permanent resident of the United States, or other eligible non-citizen; • Exclude as otherwise specifically provided, carry or plan to carry at least one-half the normal full-time workload for the course of study being pursued; • Maintain satisfactory academic progress in the course of study being pursued according to the standards and practice of the institution; • Have a high school diploma or High School Equivalency; • Not be in default on any Title IV Loans, or owe a repayment on any Title IV grant – PELL, SEOG, or SSGSI – received for attendance at previous institutions; • Not be engaged in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by financial aid or certain periods before college attendance. Financial Aid Programs at SLCCHC The following financial aid programs are available at SLCCHC: • Official copy of all college transcripts (if applicable) • Completed background check • PTA Essay or documented observation hours • 3 - Letters of Reference • Completion of Personal Interview with Program Director and/or approval by Dean Practical Nursing Program • Minimum age of 18 years, or parental authorization • Completion of personal interview with Admissions Representative • Completed SLCHC application • Complete HESI Entrance Exam (Passing with a minimum cumulative score of 74% on Math, and a cumulative score of 80% on Reading Comprehension, Grammar, & Vocabulary) • Official copy of High School/HS Equivalency Transcript • Official copy of all college transcripts (if applicable) • Completed background check • Completion of the Wonderlic Essay • 3 - Letters of Reference Respiratory Therapy Program • Minimum age of 18 years, or parental authorization • Completion of personal interview with Admissions Representative • Completed SLCHC application • Complete HESI Entrance Exam (Passing with a minimum cumulative score of 75% on Math, Reading & Grammar, and a minimum score of 74% on Math) • Official copy of high school diploma, GED or the equivalent • Official copy of all college transcripts • Registered Respiratory Therapy (RRT) credential • Active Respiratory Therapy State License • Complete SLCHC Application • 2 - Letters of Reference • Confirmation of Financial Aid approval Bachelor of Science - RRT to BSRT Program • Minimum of 70 transfer credits from an Accredited Institution • Official copy of high school diploma, GED or the equivalent • Official copy of all college transcripts • Registered Respiratory Therapy (RRT) credential • Active Respiratory Therapy State License • Complete SLCHC Application • 2 - Letters of Reference • Confirmation of Financial Aid approval

Read More
Federal Pell Grant Program – This program, provided by the Federal government, assists students with meeting their financial needs. Students applying for financial aid are required to apply for this grant. This grant is limited to students seeking a first undergraduate degree. The amount of the grant is based on financial need/enrollment status, and does not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG) Program – This grant is provided by the Federal government to assist exceptionally needy students. This grant is limited to students seeking a first undergraduate degree and priority is given to Federal Pell Grant Recipients. This grant does not have to be repaid. Students are selected based on the basis of the lowest EFC priority requirements over the entire award year. Students are considered for FSEOG by need and enrollment status.

Federal Work Study (FWS) - The Federal Work-Study program provides part-time employment opportunities for undergraduate students. The Federal government pays a portion of wages and the employer pays the difference. FWS jobs may be on or off-campus and the employer may be the College, a non-profit community agency, or a for-profit organization.

Institutional Scholarships (SLCHC) St. Louis College of Health Careers offers students the opportunity to take advantage of numerous institutional scholarships and grants provided by the college. Students are encouraged to apply not only for St. Louis College of Health Careers scholarships but also to look for outside scholarships and scholarship competitions to help finance their education. Please visit the admissions/financial aid office for a complete list of available opportunities.

Institutional Work Study Program (SLCHC) This program provides undergraduates part-time employment opportunities to assist in paying their College costs at SLCHC. Funding availability is limited and select requirements may apply.

Federal Direct Stafford Loan (Subsidized) Program - The Federal Direct Stafford Loan (DL) is a long-term loan based on financial need. It is funded directly through the Federal Government. A separate application is required to obtain a Direct Loan, see the Financial Aid Office for application assistance.

Federal Direct Stafford Loan (Unsubsidized) Program The Federal Stafford Unsubsidized Loan is available for students who do not qualify for the full amount of a Federal Stafford Subsidized Loan and who are eligible to receive additional loan amounts. It is not based on financial need.

Federal Direct Parent Loans for Undergraduate Students (PLUS) Program - The Federal PLUS loan enables parents to obtain guaranteed loans to assist with the post-secondary educational expenses of their dependent children.

SLCHC Institutional Loan – SLCHC Institutional Loans may be available to assist students with their educational expenses. There are various payment plans and terms depending on the payback time frame. Students should consult the Financial Aid Office for more information.

Sponsored Programs Various agencies also offer financial assistance for educational expenses. Students are directed to contact these specific agencies to explore additional funding. For a list of these agencies, please contact the financial aid office.

Vocational Rehabilitation (VR) – This federally funded program offers specialized services to eligible recipients with disabilities to help achieve employment and independence. Students are encouraged to contact the State of Missouri Vocational Rehabilitation Office to explore program eligibility requirements.

Workforce Innovation and Opportunity Act (WIOA) – WIOA funds are available for eligible adults, youth, and dislocated workers through the U.S. Department of Labor, Department of Economic Development, Division of Workforce Development, Department of Elementary and Secondary Education (DESE), and are coordinated with Pell Grants for education and related costs. Local workforce areas determine Individual Training Account (ITA) funding and time limits.

Department of Elementary and Secondary Education (DESE) – This agency is responsible for a wide range of programs that serve the vocational and technical training needs of postsecondary students, and administers state and federal funds to support occupational training services.

Division of Family Services (DFS) – The goal of DFS, a division of the Missouri Department of Social Services is to maintain or improve the quality of life by providing services to the public to enable individuals to better fulfill their potential. One of these services is the community services block grant program.

Americorps – This domestic Peace Corps provides individuals the opportunity to spend a year serving in their communities and learning the habits of good citizenship. In return AmeriCorps members receive an educational award to help pay for college or pay back student loans. Two-thirds of grants are made by the Missouri Community Service Commission. National non-profits make other assignments.

Financial Aid Award Payments With qualifying financial aid, students will receive financial aid payments according to the following schedule:

- Federal Pell Grant - Where there are two semesters, one-half of the award is paid in each semester and is applied directly to the student’s account.
- Federal SEOG - Where there are two semesters, one-half of the award is paid in each semester and is applied directly to the student’s account.
- Direct Loans, Federal Direct Stafford Loans (Subsidized/Unsubsidized), PLUS - One-half of the loan is disbursed in each semester and is applied directly to the student’s account.

Any financial aid amount for which a student is eligible will first be applied to the tuition, fees, and any other costs/charges incurred (e.g., bounced check fees, book/supply charges, library and/or parking fines, etc.) at SLCHC.

Student’s extra financial aid funds will be disbursed to the student from SLCHC within the required disbursement time.

Warning/Termination Students may be placed on financial aid probation and/or terminated from the college for failure to do the following:

- Make written payment plan arrangements with SLCHC.
- Remit any/all scheduled payments in a timely manner.
- Submit proper documentation for loan or grant processing.

Students should refer to the SLCHC Catalog Academic Policies section for their program specific minimum GPA requirements for Title IV aid.

Loan Management Students applying for federal loans should be advised that both the Federal government and the states demand repayment of loans and will not allow students to avoid their financial responsibilities. With passage of the Federal Debt Collection Act of 1984, the U.S. Department of Education may take the following actions against students in loan default:

- Turn the name of any defaulters to a national credit bureau.
- Submit name of any defaulter to a collection agency.
- Withhold up to 15% of wages for any federal employee found in default until such time as debt is paid in full.
- For non-Federally insured loans and other types of loans, the State may initiate actions to force the defaulter to pay on demand. Some states have the authority to repossess vehicles or property, withhold any State income tax refunds, or take other similar actions.

Students are encouraged to contact the Financial Aid office with any questions or concerns.

Pre-enrollment Costs SLCHC charges an application fee and select programs require additional fees for pre-admission testing, examination, preparation materials or criminal background checks. All students are required to have reliable transportation to get to/from campus, SLCHC events and all clinical site fieldwork and field trips; some field work locations may be up to 2 hours away. SLCHC is not responsible for providing such transportation.

Tuition, fees, exclusions, and exclusions are subject to change.

General Tuition Tuition, fees, and other expenses are outlined in the Tuition and Fees Bulletin.

Books, Supplies and Fees Each program has a list of required uniforms, course textbooks, lab supplies and program specific student kits. Supplies are available at each of the SLCHC campuses. Uniform fitting and ordering are provided by outside vendors. Uniforms are distributed to students on both SLCHC campuses.

Students are required to pay a fee that covers related drug testing, lab supplies, technology fees, testing fees, and CPR training provided by SLCHC. Students are responsible for expenses related to CPR certification, physical exam, fingerprinting, additional background checks, TB testing, immunizations and/or other tests such as titer to prove immunity as required by clinical sites.

Programs may require students to carry their own health and personal malpractice liability insurance in order to participate in clinical activities.

Post-graduation fees Examination fees, licensure fees, and/or related expenses are the sole responsibility of the student and are not covered by SLCHC.

Payment Policy For full acceptance into SLCHC, students must sign a written enrollment agreement establishing all tuition, expenses, and related program fees. Students are responsible for their total programmatic costs and expenses and/or to make timely payments as set-up by SLCHC.
A transfer of credit notice will be completed with required documentation attached. Required documents include: transcripts, and may include course descriptions, course syllabus, and/or course outline. Student may forfeit their opportunity for transfer of credit if all required documents are not submitted by noted deadlines.

Transfer credits accepted by SLCHC will be factored into graduation completion requirements. Transfer of credits will NOT be used in final GPA computations.

SLCHC does not offer advanced placement or academic course credit for experiential learning.

Once SLCHC approves the transfer of credit(s), admissions will determine the adjusted total program costs. Students are advised to consult admissions or academic administration for more information on transfer of credit policies.

Appeal Process: SLCHC makes no guarantee to accept transfer of credit requests. Denial for transfer of credit may be appealed to the Academic Administration.

At this time, SLCHC has not entered into any transfer or articulation agreements with any other college or university. Credits earned at SLCHC are subject to the discretion of other colleges’ transfer of credit policies. Acceptance of a degree or diploma earned in any SLCHC program is also at the complete discretion of the institution to which students may seek to transfer.

Course Auditing
SLCHC offers Elective Course Auditing and Required Course Auditing. Both audit types offer no credit for attendance or work performed. Elective Auditing is voluntary to determine academic readiness or interest in a course of study and can occur for up to fifteen (15) weeks. Required auditing may be mandated by specific programs for academic remediation purposes. Students desiring to audit a course must first meet with an Admissions Representative and/or their Program Director to discuss auditing provisions.

Single Course Enrollment
Requests to enroll in an individual course(s) for credit will be considered on an individual basis by the Academic Administration. Enrollment in individual course(s) for credit will NOT be eligible for Title IV financial aid.

Standards of Satisfactory Academic Progress (SAP Policy)
Satisfactory academic progress is necessary to maintain eligibility for the Title IV Federal Student Aid programs, if applicable, and to continue as a student in good standing at St. Louis College of Health Careers (SLCHC).

All students must meet the following minimum standards of Satisfactory Academic Progress (SAP):
• Achieve a minimum cumulative grade point average (CGPA) at all pre-determined evaluation points;
• Achieve a minimum completion percentage (CP) at all pre-determined evaluation points; and
• Complete the program of study within a Maximum Time Frame (MTF), which is 150% of the normal program length.

Students should note that their institutional loans or SLCHC account shall be paid in FULL to receive a diploma, certificate, official transcript, or to receive other student services.

SLCHC defines Satisfactory Academic Progress as follows:

Diploma Programs (one academic year or more in length)

<table>
<thead>
<tr>
<th>Required Evaluation Point</th>
<th>CGPA</th>
<th>Completion %</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Semester</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>End of Second Semester</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>End of Each Subsequent Semester</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

Associate of Applied Science Programs

<table>
<thead>
<tr>
<th>Required Evaluation Point</th>
<th>CGPA</th>
<th>Completion %</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Semester</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>End of Second Semester</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>End of Third Semester</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>End of Fourth Semester</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>End of Each Subsequent Semester</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

Bachelor of Science Programs

<table>
<thead>
<tr>
<th>Required Evaluation Point</th>
<th>CGPA</th>
<th>Completion %</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Semester</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>End of Second Semester</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>End of Each Subsequent Semester</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

*Semesters are defined as 15 weeks for OHA, RT, PN, and PTA programs.
*Semesters are defined as 16 weeks for BSRT program.
*Semesters are defined as 18 weeks for MA, MUA, PCT, PH and PMB.
*Additional CGPA standards may be implemented for specific programs as detailed later in this policy.

Maximum Time Frame (MTF)
In addition to meeting the criteria listed above, to make Satisfactory Academic Progress, students must complete the total credit hours of their program within 150% of the normal program length. If a stuent is projected to be unable to complete the program within 150% of the normal duration, the student will be dismissed.

Course Retakes
Students may repeat classes to improve their CGPA. Students may repeat the same course one time. Two failed attempts of the same course will result in dismissal from the program.

Additional course retake standards may be implemented for specific programs as detailed later in this policy.

Consequences for Not Meeting SAP

Academic Warning
Academic Warning occurs when a student is not meeting the minimum SAP standards at one of the SAP evaluation points. When students are placed on Academic Warning they must meet with the Program Director and/or the Director of Education to evaluate the student’s ability and desire to achieve Satisfactory Academic Progress.

Warning Advising Plan
Students placed on Academic Warning will be advised by the Program Director and/or the Director of Education and will be required to follow the terms and conditions of a Warning Advising Plan. The Warning Advising Plan is designed to assist the student in reaching the SAP standards at a subsequent evaluation point.

Removal from Warning
Students may be removed from Academic Warning when they meet or exceed the SAP standards at an evaluation point or are meeting the measurements of the Warning Advising Plan. Students may be removed from Academic Warning when they are no longer in jeopardy of falling below the SAP standards at the next evaluation point. Students may remain on a Warning Advising Plan beyond a subsequent evaluation point if they are meeting all the requirements of the Warning Advising Plan and is trending positively towards meeting SAP standards upon approval from the Director of Education and/or President.

Financial Eligibility
Students may lose eligibility for Title IV funds if not maintaining standards of Satisfactory Academic Progress.

Dismissal and Appeal
Students on Academic Warning who fail to meet the terms of the Warning Advising Plan will be dismissed from the school. Students who are projected to be unable to complete the program within the Maximum Time Frame will also be dismissed from the school at the time when the determination is made. Students may appeal the decision of a dismissal.

For an appeal to be considered, it must:
• Be submitted to the Director of Education or Campus President in writing;
• Explain the reasons why the student was not successful in meeting the SAP standards; and
• Explain what has changed in the student’s circumstances to allow success in the future. Documentation of the mitigating circumstances may be required by the school.

*All appeal letters will be reviewed by the Appeals Committee and responded to in writing within ten (10) days. If an appeal for exceeding the Maximum Time Frame is approved the student will not be eligible for Federal Student Aid.
Aid for the remainder of that program.

Definitions

CGPA- Cumulative Grade Point Average is the average of all grades for the student in the current program of enrollment. It is calculated by adding up the corresponding earned quality points for each class and dividing the sum by the total number of earned credit hours.

CP- Completion Percentage is the number of credit hours or clock hours and weeks completed divided by the number of credit hours or clock hours and weeks attempted in the program.

MTF- Maximum Time Frame is one and one-half times the normal program length, in which the educational objective must be successfully completed. Students are required to successfully complete their program within the Maximum Time Frame.

Grading Scale and the Effect of Grades on SAP

For successful completion, grades that are included in credits attempted and/or credits earned are included in the calculation of CP and MTF, but not included in the calculation of CGPA.

Minimum Course Percentage Requirements for Successful Completion

MA, MOA, PCT, PH & PMB programs: 70%
OTA, RT & BSRT programs: 75%

*Percentages do not necessarily reflect progression towards successfully meeting CGPA requirements for program completion.

Additional Standards of Satisfaction, Academic Progress (SAP Policy)

Occupational Therapy Program, AAS

1. Students who do not successfully pass any pre-requisite (general education) or core OTA course, will have only one opportunity to repeat that same course again.
2. A failure of any of the classes repeated, results in an automatic dismissal from the OTA program.
3. Any student who fails two (2) or more courses in the same semester may be dismissed from the program.
4. 77% or better will be required for all pre-requisite (general education) courses, and OTA core courses.
5. Complete all fieldwork course assignments within 18 months of completion of all didactic portions of the OTA program and receive satisfactory, or minimum of 77% grade in each fieldwork assignment.
6. A student may not enroll in the OTA program more than twice.
7. Grades will not be rounded up. If a student receives an 87.7%, the student will receive an 87% in the class.
8. Students may appeal the decision of a dismissal.

Physical Therapist Assistant, AAS

1. Successful progression in the PTA program involves meeting all pre-requisite course progression requirements which mandate a minimum of a 80% in all pre-requisite general education courses to progress on to the next term’s courses.
2. 80% will be required for all PTA core classes and a minimum cumulative GPA of 2.75 to progress successfully through the program.
3. PTA core coursework must be completed in the sequence outlined and prior to clinical internships.
4. Students who do not successfully pass any institutional pre-requisite (general education) or core PTA course, will have only one opportunity to repeat that same course again.
5. If a student fails any repeated course(s) or has a combination of more than 5 college course failures total, then the student will automatically dismissed from the PTA program.
6. Any student who fails two (2) or more courses in the same semester will be dismissed from the program.
7. A student may not enroll in the PTA program more than twice.
8. Grades will not be rounded up. If a student receives an 87.7%, the student will receive an 87% in the class.
9. Students may appeal the decision of a dismissal.

Respiratory Therapy, AAS & BSRT

1. Students must maintain at least a 2.50 cumulative grade point average with no grade below a “C+” in all courses.
2. If a student who do not successfully pass any course, will have only one opportunity to repeat that same course again.
3. A failure in any of the classes repeated, results in an automatic dismissal from the RT program.
4. If a student does fail courses in more than one semester they are eligible for dismissal from the RT program.
5. AAS ONLY - Students who fail any RC Principles & Practice (P&P) Course (I-IV), RC Lab (I-IV), or RC Clinical Practicum (I-IV) course will not be able to move into the next semester course work until these courses are successfully completed.
6. A 77% minimum final grade for each course is required for successful completion of the course.
7. Grades will not be rounded up. If a student receives an 87.7%, the student will receive an 87% in the class.
8. Students may appeal the decision of a dismissal.

Class Scheduling

The classes offered by SLCHC are scheduled at regular intervals throughout the year. SLCHC reserves the right to postpone or cancel a course for insufficient class enrollment or other reasons as deemed necessary by the Academic Administration. Should a class offered at both campuses fail to meet its enrollment minimum at one campus, students may be required to take the course at the other campus. Contact the College’s Admissions Office for a schedule of class starts.

Attendance Requirements

The SLCHC faculty and staff recognize that student attendance in class, laboratory, clinical, practicum, externship, fieldwork/internships sessions is essential for success in their programs. Therefore, students are required to attend a minimum of seventy-five (75) percent of the scheduled hours to graduate from some programs. There are some programs at SLCHC that have stricter attendance requirements. Refer to your program’s student handbook for specific attendance requirements. Make-up time for absences in class, laboratory, clinical and practicum sessions will be considered on a case-by-case basis, and at the discretion of the instructor. Valid proof of absence is required before make-up time will be considered.

Academic Advising

Classroom instructors will make every effort to address the academic needs of each student. Select programs assign students to an academic advisor. Students should see their designated Program Director for more advising information.

Graduation/Pinning

There are graduation/pinning ceremonies to honor SLCHC students who graduate.
Diploma/Associate Degree/Bachelor Degree
SLCHC awards a Diploma, Associate or Bachelor Degree to students who have successfully completed their program and have fulfilled all financial obligations and academic requirements to SLCHC.

Students who graduate from the Medical Assistant, Medical Office Administration, Patient Care Technician, Pharmacy Technician, and Practical Nursing programs receive a Diploma. Students who graduate from the Medical Assistant AAS, Occupational Therapy Assistant AAS, Patient Care Technician AAS, Pharmacy Technician AAS, Physical Therapist Assistant AAS, Professional Medical Billing AAS, and Respiratory Therapy AAS programs receive an Associate of Applied Science Degree. Students who graduate from the Bachelor of Science Respiratory Therapy program will receive a Bachelor of Science Degree.

Students may obtain their Diploma or Associate Degree from Student Services following completion of their program. A minimum of two (2) weeks must be allowed for processing of final records.

A student must be paid in full to receive a Diploma, Degree or Official Transcript.

Holidays (No Classes)
Each year St. Louis College of Health Careers recognizes these holidays by not holding classes when these holidays fall on a regularly scheduled class day:

- Martin Luther King Day
- Presidents Day*
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day*
- Thanksgiving Day and the following Friday
- Christmas Day
- New Year’s Day

* Bachelor of Science online program day will not observe these holidays.

In addition, the College sets aside specific days throughout the year for staff and faculty workshops, and no classes will be held on those days.

Student Dress Code
SLCHC faculty and staff understand that students’ professional appearance in class, laboratory, clinical, practicum and externship sessions is essential for success.

Students are expected to:
- Wear required program uniform.
- Follow other specific dress code guidelines as outlined by each program.
- Follow OSHA laboratory guidelines.

Student should always present themselves as a professional through appropriate dress and grooming habits. Good taste and common sense should dictate appropriateness. Further dress code regulations are presented at orientation.

Externship Experience
Each program refers to student experiential learning through use of different terminology such as, but not limited to: Externship, Clinicals, Internship, Fieldwork, Practicum and/or Preceptorship. Henceforth, the term “Externship” will be used to represent the various above mentioned terms.

Externships are arranged by SLCHC in various St. Louis regional and outlying areas. Externships may require up to two (2) hours of travel time. Interviews may be required before students are accepted for externship with the supervisor to the sponsoring externship site. Acceptance is not automatic and remains at the discretion of the sponsoring institution and/or SLCHC Academic Administration.

Didactic class hours cannot be exchanged for externship hours.

- All students must successfully complete all applicable program externship hours to qualify as a graduate.
- Failure to successfully complete the externship portion of training will result in termination from the designated externship and possible course failure.
- SLCHC will arrange the externship site for each student.
- Externship assignments are frequently made months in advance.
- Students are not guaranteed a choice of externship or a change of externship.
- Once students are placed at an externship site, students are expected to follow the policies and procedures of the externship site just as if students were an employee at the site.
- In the event of illness or family emergency, students are expected to notify their SLCHC Externship Coordinator and externship site supervisor prior to the start of the scheduled hours. Failure to do so may result in termination from the externship.
- In the event of an externship site terminating the student extern, SLCHC will not be obligated to furnish a second externship site.
- The decision to terminate or allow a student extern to continue in their program will be made by SLCHC.

There is no employment guarantee from any externship site, yet many students are hired from their externship. Therefore, tardiness, absences, or other infractions of the sponsoring institution policies are grounds for dismissal from the program, just as they would be grounds for dismissal from a job.

Prior to the start of an externship, students must meet the minimum GPA for their program, and their academic file must be complete, with all documentation of medical/physical requirements submitted. Although some flexibility may be allowed when scheduling the externship experience, students must fulfill their externship requirements within the approved time period. Failure to do so may result in a student being terminated form the externship portion of their program. Requirements for each specific program’s externship are listed in the respective program handbook.

Certification Examination/Licensure Application Procedures
Students are responsible for preparing their own certification examination/licensure applications, gathering any required backup documentation, and paying for any related exam fees. To finalize the application and ensure that it is prepared thoroughly and accurately, students may submit the application to their Program’s Director for review.

Please check with respective certification boards for any changes in the application or examination process.

Student Grievance Policy
The Student Grievance policy provides a process for an impartial review and ensures that student rights are recognized and protected. The grievance process is made available to all SLCHC students seeking assistance in resolving any dispute, conflict, or alleged violation made by SLCHC employee(s), SLCHC student(s) or any SLCHC department in the course of employment, enrollment and/or school-related activities. A grievance may arise out of a decision, action, or failure to act, in the course of official duties/roles at SLCHC. SLCHC faculty or staff may also initiate a student grievance if deemed necessary.

General Grievance Procedures: SLCHC addresses conflict resolution by the following steps:
1. Informal Grievance Process
Whenever possible the direct parties involved in any disputes, conflicts, or disagreements should first make attempts to resolve any issues on their own in a professional manner.

2. Formal Grievance Process
Once documented attempts have been made through informal resolution processes without successful resolution, then students have the option to file for a Formal Grievance Process. Students are required to submit their grievance in writing to Student Services Department and/or Academic Administration stating:
- The nature of their complaint and goals for the resolution process
- The names of those related to the complaint
- Their own name and date.

An SLCHC representative will then contact the student to arrange a grievance meeting date and time. SLCHC will assemble a grievance committee from SLCHC programs or departments to convene a formal grievance meeting. At the meeting, the committee will review the grievance material and any supportive documentation provided by the student and/or SLCHC representative(s). The student will be allowed time to present their case or circumstances and/or to ask any questions related to their grievance. SLCHC committee members reserve the right to ask the student relevant questions to provide context to the case. Once the student is dismissed from the meeting, the committee will consider all the information presented and vote on a decision regarding the grievance. After deliberation, the committee will issue a final binding decision. The student will be notified of the decision.

SLCHC reserves the right to withhold release of select FERPA protected documentation or other legally protected documentation without proof of due cause or right to access such documentation.
STUDENT SERVICES

Student Records
Student records are maintained at SLCHC’s Registrars offices. They are considered confidential and are available only to students and those agencies requiring such information in order to credential a student or SLCHC. A student is obligated to provide consent to release any and all records to any outside entities.

The originals of all student records remain the property of SLCHC and are maintained for a period of five (5) years following graduation. A student’s transcript is maintained permanently.

Student Transcripts
Students may make a written request for a transcript of their grades from Student Services. Unofficial transcripts may be issued directly to a student. Official transcripts will only be released if student is in good academic or financial aid standing. A student must specifically authorize the SLCHC to release an official transcript and pay a processing fee. Additional fees may apply to other academic/financial documents. A minimum of one (1) week must be allowed for processing official documents.

A student must be paid in full to receive a Diploma, Degree or Transcripts.

By forwarding student transcripts to any third party, SLCHC does not authorize any third party to release information from the student’s transcript to any other agency, institution or individual.

CAREER DEVELOPMENT

Placement
The Career Development Department provides career advising and guidance for students and graduates, assisting them with all aspects of their job search. Support includes assistance with professional development, resume writing, interviewing skills, and application processes, as well as hosting job fairs.

SLCHC maintains close contact with local health care employers. Hospitals, physicians and health care related employers regularly notify SLCHC of available positions providing employment opportunities for graduates that work closely and consistently with the Career Development Department.

Career Development services are available to graduates in good standing with SLCHC and work cooperatively with Career Development Department, to actively and diligently seek employment. In these services, SLCHC will assist students in finding a position.

SLCHC cannot and does not guarantee employment.

Come Here, Go Anywhere!

GENERAL INFORMATION

Cancellation Policy
When students enroll in a course of study, a place is reserved for that student which cannot be made available to another student. The Cancellation Policy and Withdrawal and Refund Policy, below, is based upon fairness to students and to SLCHC.

You the applicant may cancel this legally binding transaction at any time prior to midnight of the third business day after the date you sign this agreement, excluding Saturdays, Sundays, and legal holidays. If you cancel this agreement within said three day period, you will receive a full refund of all monies paid.

Subsequent to this three-day cancellation period, an applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less an enrollment fee of 10% of the contract price or $100, whichever is less. If a student starts their program, the refund owed to the student who withdraws/terminates shall be in accordance with the terms and conditions of the Refund Policy.

To cancel this transaction, mail or deliver a signed and dated cancellation notice, or send a telegram to the Admissions Director at the address listed below:

St. Louis College of Health Careers
909 South Taylor Avenue
St. Louis, MO 63110

St. Louis College of Health Careers
1297 North Highway Drive
Fenton, MO 63026

After expiration of the cancellation privilege, the College may retain the $50.00 enrollment fee and the minimum refund of the remaining tuition as indicated in Withdrawal and Refund Policies.

Withdrawal and Refund Policies
After a student starts their program, any monies paid to the College, in excess of the sum due the College by the student who cancels, withdraws, terminates or is discontinued, will be refunded in accordance with U.S. Department of Education regulations and within a period not to exceed forty-five (45) days from the date the institution determines that a student is no longer in school (date of withdrawal).

A student’s last day of attendance is defined as the last day a student had academically related activity, which may include projects, clinical experience or examinations. If a student has a Federal Loan, refunds will be made to Department of Education on behalf of the student’s tuition account and the student will be notified. If a student starts their program, receives books from the College, orders uniforms or makes use of the College’s supplies and the books, uniforms and/or supplies are not returned unused, the student will be responsible for payment of said items and must remit payment within ten (10) days of the withdrawal/termination.

If a student starts their program, the enrollment fee, the cost of any books, uniforms, and/or supplies the student received from the College and used, additional program costs, fees associated with the transfer of credits and a $100.00 administrative fee are nonrefundable. The institution’s refund policy is calculated on a semester-by-semester basis as disclosed in the catalog addendum entitled Tuition & Costs Schedule.

Notwithstanding the below rules for refunds, for any student withdrawing/terminating prior to attending sixty (60) percent of the semester, and in accordance with U.S. Department of Education regulations, the College will perform a Return to Title IV determination and make any necessary return of unearned Title IV aid to the Department of Education. The College will subsequently perform a calculation of any unearned tuition, fees, books and supplies in accordance with the following schedule:

• For a student withdrawing/terminating within the first week of classes of a semester, the tuition charges made by the College to the student shall not exceed ten (10) percent of the contract price of the semester.

• For a student withdrawing/terminating after the first week of classes but within the first twenty-five (25) percent of the semester, the tuition charges made by the College to the student shall not exceed twenty-five (25) percent of the contract price of the semester.

• For a student withdrawing/terminating after completion of twenty-five (25) percent but within fifty (50) percent of the semester, the tuition charges made by the College to the student shall not exceed fifty (50) percent of the contract price of the semester.

• For a student withdrawing/terminating after completion of fifty (50) percent of the semester, the College may retain one hundred (100) percent of the contract price of the semester.

Refunds must be distributed to the following programs in the order of the Federal Family Education Loans (Stafford Unsubsidized and Subsidized) or Federal Direct Student Loans (Unsubsidized and Subsidized), Federal PLUS Loans,
Federal Direct PLUS Loans, Federal Pell Grant, Federal SEOG, other Title IV, HEA programs, other Federal, State, private, or institutional aid, or to the student. Refunds for any Federal Loan-owed Programs will be made to the Department of Education on behalf of the student’s tuition account.

Student Conduct
At SLCHC, each student assumes an obligation to conduct himself/herself in a professional manner.

SLCHC’s policy governing student conduct is described in the Student Conduct Policy and each program’s Student Handbook. Specific rules have been established, and are strictly enforced, so that students develop an awareness of how their individual behavior and attitude affect their chosen profession. Since some instruction, such as clinical, practicum, externships, fieldwork and internships occurs in medical facilities apart from SLCHC’s administrative offices, it is important to remember that both SLCHC and the student are guests of the facility. A student who violates the Student Conduct Code in one of SLCHC’s host medical or administrative facilities may be subject to immediate dismissal. The non-inclusive list of actions considered to be serious violations of SLCHC policies, which may result in disciplinary action or termination, include: incompetence or unsafe practice; unethical or illegal activity; breaching patient confidentiality; unprofessional behavior; cheating or dishonesty; physical/verbal assault or harassment; threats, disorderly conduct, disruptive behavior, use of obscenity or foul language; possession of weapons, explosives, or ammunition; use/possession/distribution of controlled substances. The SLCHC Student Conduct Policy is provided to students at orientation and certain programs provide great detail in their respective student handbook.

Academic Dishonesty and Plagiarism
Academic dishonesty includes but is not limited to: plagiarism, cheating, fabrication, offering bribery for grades, transcripts or diplomas; obtaining or giving aid on an examination, presenting another’s work as one’s own, or doing work for another student, having unauthorized prior access to disciplinary actions which may include dismissal from SLCHC. Unauthorized distribution of copyrighted material may subject the student to civil and criminal liability.

Dismissal
SLCHC may terminate a student prior to completion of their instructional program in the event the student:

- Has inadequate attendance
- Exhibits insufficient academic progress
- Violates SLCHC policies
- Fails to pay program costs

SLCHC sends written warnings to students for the above violations. If a student corrects the problem, termination procedures are suspended. Based on the nature of the violation, the student is subject to disciplinary action which may include dismissal from SLCHC. SLCHC reserves the right to terminate a student without warning. Students who have been dismissed may seek reentry by writing a letter to the Dean/Director of Education requesting re-admission to SLCHC. A return letter from SLCHC notifies reinstated students.

Drug & Alcohol Policy
SLCHC regulations prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs by its students. Drug and alcohol resources exist at SLCHC and at College-sponsored or supervised activities. Violations of this policy may result in discharge or other discipline in accordance with SLCHC policies and procedures.

A variety of drug and alcohol resources exist for counseling, treatment, and rehabilitation. For detailed information concerning the availability of these resources, students may contact Academic Administration. Such referrals will respect individual confidentiality.

Crime Avoidance Policy
SLCHC is aware that an illegal act can be committed at any time of the day against a person, vehicle, or other property. SLCHC would like to share that there has not been a serious crime of any nature committed against any of our students, staff, faculty, or their property on campus.

SLCHC has designed the Crime Avoidance Policy as an aid to students, staff, and faculty to help them cope in the event a crime is committed against them or their property. The Crime Avoidance Policy will aid in effectively reporting and documenting a crime. To obtain more information about this policy, contact Academic Administration.

Reporting of Crimes
When a student suspects that a crime has taken place while on campus, the student should report the incident to Academic Administration or a staff member immediately. Describe the incident as calmly and clearly as possible. Academic Administration will report the incident to the police if indicated.

If a student is participating in an SLCHC activity off campus, then student should report any crime to their immediate supervisor.

Sexual Harassment and Violence Policy
SLCHC forbids sexual harassment and/or violence by any member of the SLCHC community. Sexual harassment relates to persistent, repetitive, or offensive conduct directed at a specific individual or group of individuals that interferes with work or educational performance, and/or creates an intimidating or hostile environment for employment, education, or participation in an SLCHC activity.

Sexual violence, any pattern of unwelcomed conduct including, but are not limited to: direct or implied threats, physical assault, unwanted touching, verbal and non-verbal remarks of a sexual nature, stalking; and any other such implications. To obtain more information about this policy, contact Academic Administration.

Academic Use Policy for Information Technology (AUP)
Information technology resources are valuable assets provided to enhance SLCHC core functions. The use of SLCHC’s information technology resources is a privilege extended to authorized users for education, research, service, and administration. AUP governs the SLCHC’s information technology resources use based on the extent required or allowed under federal and state law and on principles of honesty, academic integrity, respect for others, their privacy and their property, and to also protect confidentiality and integrity of electronic information.

This policy applies to all students, staff, and others, while accessing, using, or handling SLCHC’s information technology resources. In this policy, “users” include, but are not limited to: subcontractors, visitors, visiting staff, potential students, research associates, grant and contract support personnel, media representatives, guest speakers, and SLCHC entities granted access. All “users” are required to be familiar with and comply with SLCHC IT policy.

SLCHC rights - Users should be aware that any activity on systems and networks may be monitored, logged, and reviewed by SLCHC approved personnel or may be discovered in legal proceedings. All documents created, stored, transmitted, or received on SLCHC computers and networks may be subject to monitoring by systems administrators.

1. Users will:
   a. Comply with SLCHC policies.
   b. Monitor access to their accounts. If a user suspects unauthorized activity or that their account has been compromised, they must report it and change passwords immediately.

2. Users will not:
   a. Provide access codes to any unauthorized user.
   b. Use accounts, access codes, privileges or IT resources for which they are not authorized.
   c. Physically damage or vandalize IT resources, or use IT resources to damage other SLCHC resources or systems.
   d. Use IT resources to introduce, create, or propagate computer viruses, worms, Trojan horses, or other malicious code.
   e. Send email chain letters or mass mailings for purposes other than official university business.

SLCHC cannot fully protect users from the presence of material they may perceive to be offensive.

A copy of the complete policy is available from the IT department.
FACILITIES

Administrative Facilities

SLCHC City Campus and SLCHC’s Business Offices are located at 909 South Taylor Avenue, St. Louis, Missouri 63110. The City Campus encompasses classrooms, laboratories, library, auditorium, and conference facilities. The City Campus is handicap accessible, and sufficient equipment is available for all programs. Student records for the City Campus are maintained at this location.

The College’s County Campus is located at 1297 North Highway Drive, Fenton, Missouri 63026. The County Campus encompasses classrooms, laboratories, library, and conference facilities. The County Campus is handicap accessible, and sufficient equipment is available for all programs. Student records for the County Campus are maintained at this location.

Administrative staff coordinate and provide services including admission advisement, financial aid assistance, student services, academic support, and career guidance at the City and County campuses.

Instructional Facilities and Equipment

Many applicants for admission to SLCHC are interested in a health-related career, but lack experience and knowledge of medical facility operations.

The College’s practice of offering comprehensive classroom instruction with clinical/practicum/externship/fieldwork/internship experience within health care, allows each student to become gradually oriented to the medical environment. Students become familiar and comfortable with their future work environment prior to graduation. During the clinical, practicum, externship, fieldwork, or internship experience, students are expected to function in much the same manner as a healthcare medical employee. The educational philosophy of SLCHC encourages the use of health care facilities for clinical/practicum/externships/fieldwork/internships.

College campuses are equipped with articulated skeletons, anatomical models, microscopes, assorted laboratory equipment, training manikins, examination tables, venipuncture arms, EKG machines, respiratory, physical and occupational therapy equipment. The data labs are equipped with individual computer work stations and printing facilities.

Library

Both SLCHC campuses have a library collection housed on-site with books and other reference materials accessible to students showing proper identification. Students are encouraged to utilize the libraries as a resource for reference and research purposes. Online library resources are also available to the student.

St. Louis College of Health Careers

CITY AND COUNTY CAMPUS LOCATION MAPS
Affirmative Action Policy

St. Louis College of Health Careers does not discriminate in recruitment, education, or employment on the basis of race, age, religion, sex, nationality origin, handicap or Vietnam Era veteran status. This policy is consistent with relevant governmental statutes and regulations, including those pursuant of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

St. Louis College of Health Careers has a zero tolerance policy for verbal or physical misconduct by any student, faculty, or staff members that constitutes sexual harassment of a student or employee as outlined in EEOC Sex Discrimination Guidelines.

This catalog represents the offerings and conditions of St. Louis College of Health Careers on the date of publication. This catalog does not constitute a contract or any part thereof and is subject to change in any part or parts without prior notice of the approval of the Administration and/or Board. St. Louis College of Health Careers reserves the right to make changes as required in course offerings, curriculum, academic policies and other rules and regulations affecting students, to be effective whenever determined by the College. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

The federal Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records. This Act provides students the right to inspect and review education records, the right to seek to amend those records, and to limit the disclosure of information from the records. Under FERPA, colleges and universities have up to 45 days to comply with a request from a student to view their records.

FERPA strictly limits parental access to the educational records of the college-enrolled children. As a result, while SLCHC recognizes the legitimate interest of parents, guardians, and spouses to consult with professional staff about the academic and personal well-being of their students, SLCHC cannot do so without a written release signed by the student. Each letter of release should be as specific as possible, specifying what information can be released, to whom it can be released and who at SLCHC is being authorized to release the specific information.

The student must also contact the Registrar in person or in writing if you wish to keep your records confidential. These records include your name, address, telephone number and student status, which will be accessible through Campus Vue Contact Manager. If you do not wish for this information to be made public, please notify the Registrar.

For more information FERPA, please contact Academic Administration or visit the Department Of Education website at http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Copyright © March 2016
St. Louis College of Health Careers
St. Louis, Missouri
# ST. LOUIS COLLEGE
of HEALTH CAREERS
SLCHC.EDU

## 2017-2018

### TUITION & FEES

#### TUITION COSTS

<table>
<thead>
<tr>
<th>Diploma Programs</th>
<th>Per Credit</th>
<th>Total Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>$470.00</td>
<td>$14,570.00</td>
</tr>
<tr>
<td>Medical Office Administration</td>
<td>$470.00</td>
<td>$14,570.00</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>$470.00</td>
<td>$14,570.00</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>$470.00</td>
<td>$14,570.00</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>$450.00</td>
<td>$29,700.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate Programs</th>
<th>Per Credit</th>
<th>Total Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant, AAS</td>
<td>$470.00</td>
<td>$28,200.00</td>
</tr>
<tr>
<td>Occupational Therapy Assistant, AAS</td>
<td>$470.00</td>
<td>$38,070.00</td>
</tr>
<tr>
<td>Patient Care Technician, AAS</td>
<td>$470.00</td>
<td>$28,200.00</td>
</tr>
<tr>
<td>Pharmacy Technician, AAS</td>
<td>$470.00</td>
<td>$28,200.00</td>
</tr>
<tr>
<td>Physical Therapist Assistant, AAS</td>
<td>$470.00</td>
<td>$32,900.00</td>
</tr>
<tr>
<td>Professional Medical Billing, AAS</td>
<td>$470.00</td>
<td>$28,200.00</td>
</tr>
<tr>
<td>Respiratory Therapy, AAS</td>
<td>$470.00</td>
<td>$38,070.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bachelor Degree Programs</th>
<th>Per Credit</th>
<th>Total Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science - RRT to BSRT</td>
<td>$250.00</td>
<td>$12,500.00</td>
</tr>
</tbody>
</table>

#### PROGRAMMATIC COSTS & BOOKS

<table>
<thead>
<tr>
<th>Program</th>
<th>Enrollment Fee</th>
<th>Uniforms</th>
<th>Background Check</th>
<th>Drug Screening</th>
<th>Student Kit</th>
<th>CPR Cert</th>
<th>Review</th>
<th>Program Specific</th>
<th>Practice Exams</th>
<th>Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>$50.00</td>
<td>$115.00</td>
<td>$20.00</td>
<td>$35.00</td>
<td>$40.00</td>
<td>$65.00</td>
<td></td>
<td>$626.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Assistant, AAS</td>
<td>$50.00</td>
<td>$115.00</td>
<td>$20.00</td>
<td>$35.00</td>
<td>$40.00</td>
<td>$65.00</td>
<td></td>
<td>$1,733.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Office Administration</td>
<td>$50.00</td>
<td>$115.00</td>
<td>$20.00</td>
<td>$35.00</td>
<td>$40.00</td>
<td>$65.00</td>
<td></td>
<td>$900.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupational Therapy Assistant, AAS</td>
<td>$50.00</td>
<td>$130.00</td>
<td>$35.00</td>
<td>$35.00</td>
<td>$65.00</td>
<td>$14.00</td>
<td>$112.00</td>
<td>$2,128.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>$50.00</td>
<td>$115.00</td>
<td>$20.00</td>
<td>$35.00</td>
<td>$40.00</td>
<td>$65.00</td>
<td></td>
<td>$428.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patient Care Technician, AAS</td>
<td>$50.00</td>
<td>$115.00</td>
<td>$20.00</td>
<td>$35.00</td>
<td>$40.00</td>
<td>$65.00</td>
<td></td>
<td>$1,535.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>$50.00</td>
<td>$115.00</td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
<td>$78.05</td>
<td></td>
<td>$614.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technician, AAS</td>
<td>$50.00</td>
<td>$115.00</td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
<td>$78.05</td>
<td></td>
<td>$1,564.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Therapist Assistant, AAS</td>
<td>$50.00</td>
<td>$130.00</td>
<td>$35.00</td>
<td>$35.00</td>
<td>$45.00</td>
<td>$65.00</td>
<td>$240.00</td>
<td>$85.00</td>
<td>$99.00</td>
<td>$1,702.00</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>$50.00</td>
<td>$125.00</td>
<td>$35.00</td>
<td>$35.00</td>
<td>$165.00</td>
<td>$65.00</td>
<td>$168.00</td>
<td>$374.00</td>
<td>$1,630.00</td>
<td></td>
</tr>
<tr>
<td>Professional Medical Billing, AAS</td>
<td>$50.00</td>
<td>$115.00</td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
<td>$78.05</td>
<td></td>
<td>$2,186.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory Therapy, AAS</td>
<td>$50.00</td>
<td>$125.00</td>
<td>$35.00</td>
<td>$35.00</td>
<td>$75.00</td>
<td>$565.00</td>
<td>$175.00</td>
<td>$1,790.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Science - RRT to BSRT</td>
<td>$50.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$520.00</td>
<td></td>
<td>$1,300.00</td>
</tr>
</tbody>
</table>

#### POST GRADUATION COSTS: CERTIFICATIONS & LICENSES

| Medical Assistant                            | $120.00       | Patient Care Technician | $105.00 | Practical Nursing | $286.00 |
| Medical Office Administration                | $120.00       | Pharmacy Technician     | $129.00 | Professional Medical Billing | $465.00 |
| Occupational Therapy                         | $643.00       | Physical Therapist Assistant | $425.00 | Respiratory Therapy | $500.00 |

#### MISCELLANEOUS COSTS

| HESI Entrance Exam: Only for OTA, PN, PTA & RT: | $40.00 | HESI Study Guide | $20.00 | SLCHC Parking Tag | $5.00 | Transcripts | $5.00 | Graduation Fee | $50.00 |

*Programmatic Costs, Books, Post-Graduation Costs and Miscellaneous Fees are based on current pricing and are subject to change.*
Addendum II

St. Louis College of Health Careers

2015 – 2018 MA, MOA, PH, PCT, PMB Semester Schedule

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/12/15</td>
<td>05/22/15</td>
</tr>
<tr>
<td>02/23/15</td>
<td>07/03/15</td>
</tr>
<tr>
<td>04/13/15</td>
<td>08/21/15</td>
</tr>
<tr>
<td>05/26/15</td>
<td>10/02/15</td>
</tr>
<tr>
<td>07/13/15</td>
<td>11/13/15</td>
</tr>
<tr>
<td>08/24/15</td>
<td>12/23/15</td>
</tr>
<tr>
<td>10/05/15</td>
<td>02/19/16</td>
</tr>
<tr>
<td>11/16/15</td>
<td>04/01/16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/11/16</td>
<td>05/20/16</td>
</tr>
<tr>
<td>02/22/16</td>
<td>07/01/16</td>
</tr>
<tr>
<td>04/11/16</td>
<td>08/19/16</td>
</tr>
<tr>
<td>05/23/16</td>
<td>09/30/16</td>
</tr>
<tr>
<td>07/11/16</td>
<td>11/10/16</td>
</tr>
<tr>
<td>08/22/16</td>
<td>12/23/16</td>
</tr>
<tr>
<td>10/03/16</td>
<td>02/17/16</td>
</tr>
<tr>
<td>11/14/16</td>
<td>03/31/17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/09/17</td>
<td>05/19/17</td>
</tr>
<tr>
<td>02/20/17</td>
<td>06/30/17</td>
</tr>
<tr>
<td>04/10/17</td>
<td>08/18/17</td>
</tr>
<tr>
<td>05/22/17</td>
<td>09/29/17</td>
</tr>
<tr>
<td>07/10/17</td>
<td>11/10/17</td>
</tr>
<tr>
<td>08/21/17</td>
<td>12/22/17</td>
</tr>
<tr>
<td>10/02/17</td>
<td>02/16/18</td>
</tr>
<tr>
<td>11/13/17</td>
<td>03/30/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/08/18</td>
<td>05/18/18</td>
</tr>
<tr>
<td>02/19/18</td>
<td>06/29/18</td>
</tr>
<tr>
<td>04/09/18</td>
<td>08/17/18</td>
</tr>
<tr>
<td>05/21/18</td>
<td>09/28/18</td>
</tr>
<tr>
<td>07/09/18</td>
<td>11/09/18</td>
</tr>
<tr>
<td>08/20/18</td>
<td>12/21/18</td>
</tr>
<tr>
<td>10/01/18</td>
<td>02/15/19</td>
</tr>
<tr>
<td>11/12/18</td>
<td>03/29/19</td>
</tr>
</tbody>
</table>

### Scheduled Holidays

<table>
<thead>
<tr>
<th>Scheduled Holiday</th>
<th>Break Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/19/15</td>
<td>04/04/15-04/12/15</td>
</tr>
<tr>
<td>02/16/15</td>
<td>07/03/15-07/12/15</td>
</tr>
<tr>
<td>05/25/15</td>
<td>11/26/15-11/29/15</td>
</tr>
<tr>
<td>09/07/15</td>
<td>12/24/15-01/10/16</td>
</tr>
<tr>
<td>11/11/2015</td>
<td>04/02/16-04/10/16</td>
</tr>
<tr>
<td>01/18/16</td>
<td>07/02/16-07/10/16</td>
</tr>
<tr>
<td>02/15/16</td>
<td>11/24/16-11/27/16</td>
</tr>
<tr>
<td>05/30/16</td>
<td>12/24/16-01/08/17</td>
</tr>
<tr>
<td>09/05/16</td>
<td>04/01/17-04/09/17</td>
</tr>
<tr>
<td>11/11/16</td>
<td>07/01/17-07/09/17</td>
</tr>
<tr>
<td>Scheduled Holidays</td>
<td>Break Periods</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>01/16/17</td>
<td>11/23/17-11/26/17</td>
</tr>
<tr>
<td>02/20/17</td>
<td>12/23/17-01/07/18</td>
</tr>
<tr>
<td>05/29/17</td>
<td>03/31/18-04/08/18</td>
</tr>
<tr>
<td>09/04/17</td>
<td>06/30/18-07/08/18</td>
</tr>
<tr>
<td>01/15/18</td>
<td>11/22/18-11/25/18</td>
</tr>
<tr>
<td>02/19/18</td>
<td>12/22/18-01/06/19</td>
</tr>
<tr>
<td>05/28/18</td>
<td></td>
</tr>
<tr>
<td>09/03/18</td>
<td></td>
</tr>
</tbody>
</table>

These programs begin at a date commensurate to the start of a semester and continue as outlined.

- Medical Assistant - 2 Semesters
- Medical Assistant, AAS - 4 Semesters
- Patient Care Technician - 2 Semesters
- Patient Care Technician, AAS - 4 Semesters
- Pharmacy Technician - 2 Semesters
- Pharmacy Technician, AAS - 4 Semesters
- Professional Medical Billing, AAS - 4 Semesters
## Addendum II (continued)

**St. Louis College of Health Careers**

### 2015 – 2018 OTA, PN, PTA, RT Semester Schedules

<table>
<thead>
<tr>
<th>Start Date</th>
<th>-</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/15</td>
<td>-</td>
<td>04/24/15</td>
</tr>
<tr>
<td>05/04/15</td>
<td>-</td>
<td>08/14/15</td>
</tr>
<tr>
<td>08/24/15</td>
<td>-</td>
<td>12/11/15</td>
</tr>
<tr>
<td>*12/11/15</td>
<td>-</td>
<td>04/22/16</td>
</tr>
<tr>
<td>01/04/16</td>
<td>-</td>
<td>04/22/16</td>
</tr>
<tr>
<td>05/02/16</td>
<td>-</td>
<td>08/12/16</td>
</tr>
<tr>
<td>**08/15/16</td>
<td>-</td>
<td>12/09/16</td>
</tr>
<tr>
<td>08/22/16</td>
<td>-</td>
<td>12/09/16</td>
</tr>
<tr>
<td>***12/12/16</td>
<td>-</td>
<td>04/21/17</td>
</tr>
<tr>
<td>01/02/17</td>
<td>-</td>
<td>04/21/17</td>
</tr>
<tr>
<td>05/01/17</td>
<td>-</td>
<td>08/11/17</td>
</tr>
<tr>
<td>08/21/17</td>
<td>-</td>
<td>12/08/17</td>
</tr>
<tr>
<td>01/08/18</td>
<td>-</td>
<td>04/27/18</td>
</tr>
<tr>
<td>05/07/18</td>
<td>-</td>
<td>08/17/18</td>
</tr>
<tr>
<td>08/27/18</td>
<td>-</td>
<td>12/14/18</td>
</tr>
</tbody>
</table>

### Scheduled Holidays

<table>
<thead>
<tr>
<th>Scheduled Holidays</th>
<th>Break Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/19/15</td>
<td>02/21/15-03/01/15</td>
</tr>
<tr>
<td>02/16/15</td>
<td>11/21/15-11/29/15</td>
</tr>
<tr>
<td>05/25/15</td>
<td>04/25/15-05/03/15</td>
</tr>
<tr>
<td>07/03/15</td>
<td>08/15/15-08/23/15</td>
</tr>
<tr>
<td>09/07/15</td>
<td>*12/12/15-01/03/16</td>
</tr>
<tr>
<td>11/11/15</td>
<td>12/12/15-01/03/16</td>
</tr>
<tr>
<td>01/18/16</td>
<td>02/20/16-02/28/16</td>
</tr>
<tr>
<td>02/15/16</td>
<td>*03/19/16-03/27/16</td>
</tr>
<tr>
<td>05/30/16</td>
<td>04/23/16-05/01/16</td>
</tr>
<tr>
<td>07/04/16</td>
<td>08/13/16-08/21/16</td>
</tr>
<tr>
<td>09/05/16</td>
<td>**10/01/16-10/09/16</td>
</tr>
<tr>
<td>11/11/16</td>
<td>11/19/16-11/27/16</td>
</tr>
<tr>
<td>01/16/17</td>
<td>12/10/16-01/01/17</td>
</tr>
<tr>
<td>05/29/17</td>
<td>***12/17/16-01/01/17</td>
</tr>
<tr>
<td>07/04/17</td>
<td>02/18/17-02/26/17</td>
</tr>
<tr>
<td>09/04/17</td>
<td>***03/18/17-03/26/17</td>
</tr>
<tr>
<td>01/15/18</td>
<td>04/22/17-04/30/17</td>
</tr>
<tr>
<td>02/19/18</td>
<td>07/03/17-07/04/17</td>
</tr>
<tr>
<td>05/28/18</td>
<td>08/12/17-08/20/17</td>
</tr>
<tr>
<td>09/03/18</td>
<td>11/18/17-11/26/17</td>
</tr>
<tr>
<td>12/09/17</td>
<td>12/09/17-01/07/18</td>
</tr>
<tr>
<td>02/24/18</td>
<td>02/24/18-03/04/18</td>
</tr>
<tr>
<td>04/28/18</td>
<td>04/28/18-05/06/18</td>
</tr>
<tr>
<td>07/04/18</td>
<td>07/04/18-07/08/18</td>
</tr>
<tr>
<td>08/18/18</td>
<td>08/18/18-08/26/18</td>
</tr>
<tr>
<td>11/17/18</td>
<td>11/17/18-11/25/18</td>
</tr>
<tr>
<td>12/15/18</td>
<td>12/15/18-01/06/19</td>
</tr>
</tbody>
</table>

These programs begin at a date commensurate to the start of a semester and continue as outlined above.

Note: Not all programs will start every semester.

*Pertains only to Practical Nursing students with a start date of 12/11/15

**Pertains only to Practical Nursing students with a start date of 08/15/16

***Pertains only to Practical Nursing students with a start date of 12/12/16

**Practical Nursing - 4 semesters**

**Physical Therapist Assistant - AAS - 5 Semesters**

**Occupational Therapy Assistant, AAS - 6 Semesters**

**Respiratory Therapy, AAS - 6 Semesters**
Addendum II (continued)

St. Louis College of Health Careers
2016 – 2018 Bachelor of Science - RRT to BSRT Semester Schedule

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/17/16</td>
<td>05/06/16</td>
</tr>
<tr>
<td>03/13/16</td>
<td>07/01/16</td>
</tr>
<tr>
<td>05/08/16</td>
<td>08/26/16</td>
</tr>
<tr>
<td>07/03/16</td>
<td>10/21/16</td>
</tr>
<tr>
<td>08/28/16</td>
<td>12/16/16</td>
</tr>
<tr>
<td>10/23/16</td>
<td>02/10/16</td>
</tr>
<tr>
<td>12/18/16</td>
<td>04/07/17</td>
</tr>
<tr>
<td>02/12/17</td>
<td>06/02/17</td>
</tr>
<tr>
<td>04/09/17</td>
<td>07/28/17</td>
</tr>
<tr>
<td>06/04/17</td>
<td>09/22/17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/30/17</td>
<td>11/17/17</td>
</tr>
<tr>
<td>09/24/17</td>
<td>01/12/18</td>
</tr>
<tr>
<td>11/19/17</td>
<td>03/09/18</td>
</tr>
<tr>
<td>01/18/17</td>
<td>04/20/18</td>
</tr>
<tr>
<td>03/11/18</td>
<td>06/29/18</td>
</tr>
<tr>
<td>05/04/18</td>
<td>08/24/18</td>
</tr>
<tr>
<td>07/01/18</td>
<td>10/19/18</td>
</tr>
<tr>
<td>08/26/18</td>
<td>12/14/18</td>
</tr>
<tr>
<td>10/21/18</td>
<td>02/08/19</td>
</tr>
<tr>
<td>12/16/18</td>
<td>04/05/19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scheduled Holidays</th>
<th>Scheduled Holidays (cont.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/18/16</td>
<td>12/25/17</td>
</tr>
<tr>
<td>05/30/16</td>
<td>01/01/18</td>
</tr>
<tr>
<td>07/04/16</td>
<td>01/15/18</td>
</tr>
<tr>
<td>09/05/16</td>
<td>05/28/18</td>
</tr>
<tr>
<td>11/24/16-11/25/16</td>
<td>07/04/18</td>
</tr>
<tr>
<td>12/25/16-12/26/16</td>
<td>09/03/18</td>
</tr>
<tr>
<td>01/01/17-01/02/17</td>
<td>11/22/18-11/23/18</td>
</tr>
<tr>
<td>01/16/17</td>
<td></td>
</tr>
<tr>
<td>05/29/17</td>
<td></td>
</tr>
<tr>
<td>07/04/17</td>
<td></td>
</tr>
<tr>
<td>09/04/17</td>
<td></td>
</tr>
<tr>
<td>11/23/17-11/24/17</td>
<td></td>
</tr>
</tbody>
</table>

These programs begin at a date commensurate to the start of a semester and continue as outlined above.

Note: This program may not start every semester.

Bachelor of Science RRT to BSRT – 3 Semesters
SLCHC ADMINISTRATION, STAFF & FACULTY
Main Campus

ADMINISTRATION

STEVEN N. BARSAM, MBA  
Board of Directors-Office of Financial Affairs  
St. Louis University, MO & University of Missouri

RUSH L. ROBINSON, PhD  
Board of Directors-Office of Academic Affairs  
Indiana University & Miami University, OH

ASHLEY STUCKEY, LPN  
Director of Education  
University of Mo St. Louis – St. Louis, MO  
Applied Technology – Sunset Hills, MO

OFFICE OF ADMISSIONS

MICHAEL CASHAW, BA  
Assistant Director of Admissions  
Southwestern College – Winfield, KS

JAMES MWAIPUNGU, BA  
Admissions Representative  
University of Westchester - England

DICKSON TENGA, BA  
Admissions Representative  
University of Westminster - England

ALICEA WILLIAMS  
Retention/Outreach Coordinator  
Sanford Brown College – St. Louis, MO

ARTHALYN WILLIAMS  
Staff Administrative Coordinator  
Lindenwood University- St. Charles, MO  
Washington University-St. Louis, MO

OFFICE OF FINANCIAL AFFAIRS

EFFIE DUBIS, BSN/MHA  
Director of Financial Affairs/Operations  
Maryville College-St. Louis, MO & St. Louis University-St. Louis, MO

THOMAS N. DUBIS, BA  
Business Office Assistant  
University of Missouri-St. Louis - St. Louis, MO

LINDSEY HANNEKE, BBA  
Assistant Director of Financial Services  
University of Missouri St. Louis, St. Louis, MO

JOANNA FINCH, BA, MS, MEd  
Director of Enrollment Services  
Lindenwood University-St. Charles, MO

ASHLEY RICHARDSON, BS  
Financial Aid Advisor  
Evangel University, Springfield, MO

CONNIE BROWN, MlIS  
Financial Aid Receptionist  
Forest Park Community College-St. Louis, MO

OFFICE OF CAREER DEVELOPMENT

HANNAH DUCKWORTH, LPN  
Career Development Assistant  
Lincoln University - Jefferson City, MO  
University of Missouri St. Louis - St. Louis, MO  
Applied Technology - St. Louis, MO
SLCHC ADMINISTRATION, STAFF & FACULTY
Main Campus

FACILITIES OPERATIONS
Tim Hallquist
Facilities Manager

TERRY EVANS
Custodian

OFFICE OF STUDENT SERVICES
TERESA JACKSON, AAS
Registrar
St. Louis College of Health Careers - St. Louis, MO

OFFICE OF ACADEMIC AFFAIRS

DAWN CRAFTON, RMA, BS
Medical Assistant Program Director
Sanford Brown - Fenton, MO

ERIC LABAC, BSN, RN
Patient Care Technician Program Director
St. Louis University - St. Louis, MO
Maryville University -- St. Louis, MO

RYAN BUTLER, CPHT
Interim Pharmacy Technician Director
St. Louis College of Health Careers - St. Louis, MO

LACHELLE ROBINSON-MASON, AAS, CPC
Professional Medical Billing Program Director
Medical Office Administration Program Director
St. Louis College of Health Careers - St. Louis, MO

OFFICE OF INFORMATION TECHNOLOGY

ALAN PORTMAN, BS
Information Technology Specialist
Parks College of St. Louis University - St. Louis, MO

RICHARD THERIOT, BA, MBA
Information Technology Specialist
Lindenwood University - St. Charles, MO

FULL-TIME FACULTY

RYAN BUTLER, CPHT
Pharmacy Technician Faculty
St. Louis College of Health Careers - St. Louis, MO

JEANNE CHILTON, BS, MB, RMA
Medical Assistant Faculty
Anthem College – Phoenix, AZ
Colorado Technical University – Colorado Springs, CO

HANNAH DUCKWORTH, LPN
Patient Care Technician Faculty
Lincoln University - Jefferson City, MO
University of Missouri St. Louis - St. Louis, MO
Applied Technology - St. Louis, MO

RICK HAWKINS
General Education Faculty
Forest Park Community College-St. Louis, MO

BETTY JEANNE LIVELL, LPN, BA
Patient Care Technician Faculty
Ashford University - Online
West County Tech - Chesterfield, MO
Florissant Valley Community College - Ferguson, MO

JESSE NJAMA, BBA
General Education/Medical Assistant Faculty
Everest College – Brookline, MA
Fontbonne University – Clayton, MO

CASEY SWEARNGIN, AAS, BA, BS
General Education Faculty
St. Louis Community College - St. Louis, MO
University of Missouri St. Louis - St. Louis, MO

LOUIS VIDOVIC, BS
Dean of Students
University of Missouri- St. Louis, MO

ADJUNCT FACULTY

MONICA WEBSTER, AAS, BS, MS
General Education Faculty
St. Louis Community College – Florissant Valley
University of Alabama – Huntsville, AL
Lindenwood University – St. Charles, MO
St. Louis University – St. Louis, MO

DON FLORES, BSM, MBA, EDS
General Education Faculty
Kaplan University – Online
Ashford University – San Diego, CA
Northcentral University – Scottsdale, AZ
SLCHC ADMINISTRATION, STAFF & FACULTY
County Campus

ADMINISTRATION

STEVEN N. BARSAM, MBA
Board of Directors - Office of Administration
St. Louis University, MO
University of Missouri, St. Louis, MO

RUSH L. ROBINSON, PhD
Board of Directors - Office of Academic Affairs
Indiana University, ID
Miami University, OH

SARAH JOHNSON, BA
Operations and Support Coordinator
University of Missouri - St. Louis, MO

CYNTHIA MARTEN, M.Ed., BA
Dean / Director of Education
Truman State University - St. Louis, MO

OFFICE OF ADMISSIONS

AMY HYDE, BS
Director of Admissions
University of South Alabama - Mobile, AL

DANIELLE ALLEN, M.Ed., BA
Admissions Representative
University of Missouri, St. Louis, MO
University of Illinois, Chicago, IL

KRISTEN FRANZIEL
Admissions Representative

COLLEEN MINEHART, AAS
Admissions Representative
St. Louis College of Health Careers, St. Louis, MO

ERIN GRIFFEN
Assistant to Admissions

OFFICE OF FINANCIAL AFFAIRS

EFFIE DUBIS, MHA, BSN
Director of Financial Affairs/Operations
Maryville University - St. Louis, MO
St. Louis University - St. Louis, MO

GREG COLEMAN, BS
Director of Financial Services
Missouri Western State College, St. Joseph, MO

LINDSAY HANNEKE, BS
Asst. Director of Financial Services
Missouri State University, Springfield, MO

LAURALEE PÖHRER
Financial Aid Assistant

OFFICE OF CAREER DEVELOPMENT

JIM BELL, BS
Director of Career Services
Southern Illinois University, Carbondale, IL

OFFICE OF INFORMATION TECHNOLOGY

ALAN PORTMAN, BS
Information Technology Coordinator
Parks College of St. Louis University - St. Louis, MO

RICHARD THERIOT, MBA, BA
Information Technology Specialist
Lindenwood University, St. Charles, MO
SLCHC ADMINISTRATION, STAFF & FACULTY
County Campus

Office of Academic Affairs

DAVID BLANC, RRT, M.Ed., BHS
Director of Respiratory Therapy Education
Concordia University-Portland, OR
University of Missouri - Columbia, MO

JENNIFER GEIMER
Administrative Assistant

LEA HOLLENBECK, OTR/L, MS, BS
Director of Occupational Therapy Education
San Jose State University - San Jose, CA

TABATHA HUTSON, MS, BS
Registrar
University of Missouri – St. Louis, MO
Lindenwood University – St. Charles, MO

TINA LAKIN, MBA, BS
Distance Education Coordinator
Fontbonne University-St. Louis, MO

RICK LANG, RN, MSN, BSN
Director of Practical Nursing
University of Phoenix, Phoenix, AZ
Jewish Hospital College of Nursing, St. Louis, MO
Practical Nursing

KATHY MATTTL, RN, BSN
Director of Patient Care Technician
Chamberlain College of Nursing - St. Louis, MO

DWAYNE MAXAM, DPT, MPT, BS
Director of Physical Therapy Education
Saint Louis University - St. Louis, MO
Washington University - St. Louis, MO
Michigan State University - East Lansing, MI

SHAUN TORI NAILS, RMA, AAS
Director of Medical Assisting
Allied College - St. Louis, MO
Medical Assistant

KAREN SHAW, RPhT, CPht, AAS
Director of Pharmacy Technician Education
Al-Med Academy - Arnold, MO
The Bryman School of Phoenix - Phoenix, AZ

Sarah Wright
Research Specialist
Eastern Kentucky University, Richmond, KY
The University of Tennessee, Knoxville, KY

Full-Time Faculty

KRISTINE HOLDER, OTR/L, MS
University of Kansas Health Sciences-Kansas City, KS
Occupational Therapy Assistant

ROBERT JOHNSON, RT, BA
St. Louis University - St. Louis, MO
Southwestern IL College - Belleville, IL
Respiratory Therapy

MARIKO LIGHTHART, OTR/L, BS
University of Southern Indiana, Evansville, IN
Occupational Therapy

DANIEL LUTZ, RRT, BHS
University of Missouri - Columbia, MO
Respiratory Therapy

KEVIN MAHONEY, RN, MSN, BSN
McKendree University - Lebanon, IL
BJC Goldfarb School of Nursing - St. Louis, MO
University of Missouri - St. Louis, MO
Practical Nursing

MARY RUIZ-NUVE, RN, MSN, BSN
Lutheran School of Nursing - St. Louis, MO
Chamberlin College of Nursing - St. Louis, MO
Practical Nursing

RICHARD SAIA, DPT, BS,
St. Louis University - St. Louis, MO
Maryville University - St. Louis, MO
Physical Therapist Assistant

EVA TOMASZEWSKI, RN, MSN, BSN
Chamberlain College of Nursing - St. Louis, MO
Practical Nursing
ADJUNCT FACULTY

NICHOLAS BECK, BS, AAS
University of Missouri-Columbia
Respiratory Therapy

LINDA BOYER, RRT, BS
University of Missouri-Columbia, MO
Respiratory Therapy

JENNIFER BRANTLEY, RCP, MS
Lindenwood University, St. Charles, MO
Respiratory Therapy

JULI COOPER, RRT, BSRT
Cape Girardeau Area Vocational-Technical School of Respiratory Therapy, Cape Girardeau, MO
Respiratory Therapy

HOLLY DILLON, COTA/L, AAS
Sanford-Brown College-Hazelwood, MO
Occupational Therapy Assistant

CHRISTY HALBOWER, COTA/L, AAS
St. Louis Community College, St. Louis, MO
Occupational Therapy Assistant

CRYSTALL GINES, RN, BSN
McKendree University – Lebanon, IL
Lutheran Medical Center School of Nursing
Practical Nursing

KEVIN GENTEMANN, DC, BS
Logan College of Chiropractic - St. Louis, MO
General Education

DENISE KING, RCP, BS, AAS
East Central College, Union, MO
Rolla Technical center, Rolla, MO
Respiratory Therapy

MICHAEL WILLIAMS, CRT, AAS
Hannibal-LaGrange College, Hannibal, MO
Respiratory Therapy

RITA KIRY, MBA, BS
St. Louis University, St. Louis, MO
University of Missouri-St. Louis, MO
General Education

SUZANNE LOWE, COTA/L, AAS
St. Louis Community College –St. Louis, MO
Occupational Therapy Assistant

KAREN MCALLISTER, BS
University of Missouri-Columbia, MO
Respiratory Therapy

JESSICA MCKINNY, RMA, AAS
Allied College – St. Louis, MO
Medical Assistant

AGNES NICHOLS, BSN
Barnes Jewish College, Goldfarb School of Nursing, MO
Practical Nursing

DANIELLE PEEBLES, DC, BA
Logan College of Chiropractic, St. Louis, MO
St. Louis University, St. Louis, MO
General Education

LINDA RODENBAUGH, DC, BS, AAS
Logan College of Chiropractic, Chesterfield, MO
Central Community College, Grand Island, NE
General Education

DEBORAH SABATINO, RRT, AAS
East Central College, Union, MO
Respiratory Therapy

CHRISTOPHER SNOW, DC, MS, BS
Logan College of Chiropractic/University, Chesterfield, MO
University of Science, Arts & Technology, Montserrat
Lindenwood University, St. Charles, MO
General Education
JILL SANDERS, RRT, AAS
St. Louis Community College, St. Louis, MO
Respiratory Therapy

JENNIFER STORY, MS, BA
Walden University—Minneapolis, MN
University of Central Oklahoma—Edmond, OK
General Education

B. QUEN TIBBS, DC, BS
Logan College of Chiropractic/University, Chesterfield, MO
General Education

KATHLEEN ZIEGLER, MBA, BS
Washington University, St. Louis, MO
St. Louis Community College, St. Louis, MO
Physical Therapy