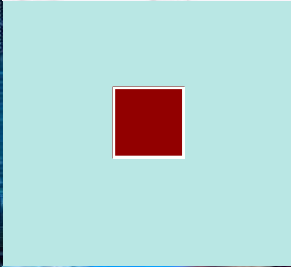
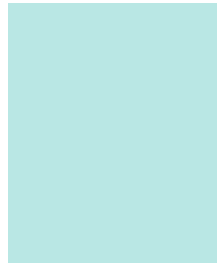
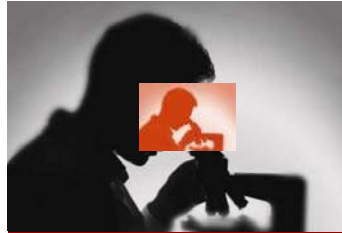
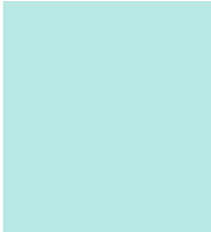


Northwest Suburban College

www.nwsc.edu
High Quality, Accelerated, and Affordable Education



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Rolling Meadows, IL
60008
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**College Catalog
2018-2019
Revised April 2019**



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President's Message

On behalf of the Corporate Board, Board of Regents, Administration and Faculty, I welcome you to Northwest Suburban College.

The question being asked most often today is whether students are receiving an education that jump starts their careers upon graduation? Are they gaining practical experience they can use in a rapidly changing world? At Northwest Suburban College, we are proud to say, this is a founding principle. All our courses are intended to foster vocational competence and academic excellence for future growth of our students into professional fields.

Another issue plaguing academia and students alike today is sky-rocketing student debt and the accompanying loan repayment default crisis. Again, at Northwest Suburban College we have developed an institution that recognizes the need for students to graduate without being saddled with large accumulated debt.

Our programs are accelerated and aimed at enabling our students to make the most efficient use of their time and graduate much sooner.



Northwest Suburban College was established in 2008 as an independent, private, not-for-profit institution committed to providing quality, accelerated, and affordable education. With these goals in mind, NWSC strives to disseminate knowledge with passion and innovation, fostering each and every student's educational aspirations. In order to serve a variety of students who will, in turn, serve society at large, the College currently offers multiple allied health certification programs. Our graduates' achievements are made possible by NWSC's small college environment and low teacher-to-student ratio—enabling one-on-one attention and personalized education—as well as our broad affiliations with various externship and placement sites.

Ultimately, NWSC's success is due in large part to our dedicated faculty, staff, and of course, our aspiring students. Collaboratively, we create an environment that fosters a love for learning, lifelong friendships and opportunities for networking. A strong sense of support and encouragement, fuels success for each and every student. I hope you will reap the benefits of a caring community that believes in the power of education.

Sincerely,

*M.T. AliNiazee, PhD
Founding President
Northwest Suburban College*

Who We Are

Brief Introduction

Northwest Suburban College (NWSC) is a not-for-profit undergraduate institution located in the northwest suburbs of Chicago land. NWSC currently offers multiple diplomas including certificate programs in Dental Assistant, Medical Assistant and Pharmacy Technician under its School of Allied Health Sciences.

Under the direct supervision of the Dean of Academic and Student Affairs, the School of Allied Health Sciences offers programs in various healthcare fields. All programs are delivered residentially at the current location of the College.

Programs in the School of Allied Health Sciences (Certificates)
Medical Assistant – 720 Clock Hours
Dental Assistant – 720 Clock Hours
Pharmacy Technician – 600 Clock Hours
Continuing Education Courses (Non-Degree)
HIPAA
OSHA
CPR

This Catalog provides College policies and procedures for all programs. Please refer to the corresponding sections for specific information.

Mission & Core Values

Statement of Mission

Northwest Suburban College's mission is to provide high quality, accelerated, and affordable education, promoting individual growth and achievement, leading to scholarly pursuit and gainful employment opportunities.

Statement of Vision

Northwest Suburban College's vision is to establish a world-class center of higher education that benefits humanity at large, with the underlying values of service, compassion, and excellence. We seek to establish a vibrant university that promotes knowledge in a multicultural, intellectually curious, and creative environment.

The College wishes to be recognized for the following:

- Providing accessible, quality, advanced education for the motivated learner/professional who seeks success in their chosen fields and communities
- Innovative use of methodologies that create new standards in outcomes and achievements of academic excellence
- Understanding of and meeting the changing needs of our students, communities, and other constituents
- Creating excellence in student and constituent services

Statement of Core Values

Northwest Suburban College is moving toward its mission by offering a wide range of programs to a diverse group of students and recruiting highly motivated, experienced, and dedicated faculty. Our success and satisfaction come from standards that we have established for all members of the College, including the promotion and emphasis of the following core values:

- **Intellectual Pursuit** – NWSC strives for the highest degree of intellectual pursuit in teaching, innovation, and scholarly research.
- **Freedom of Expression and Inquiry** – NWSC believes in the utmost level of freedom of expression and independence to explore different ideas and to chart new directions of inquiry.
- **Diversity and Multiculturalism**– NWSC believes that societies improve through multiculturalism and diversity of people, ideas, and cultures. It respects all faiths and beliefs and sees the beauty in their interactions. It emphasizes that the students understand and appreciate the goodness in all faiths.
- **Community Service** – Communities form the bedrock of societies. NWSC believes that community service must be a cornerstone of our educational philosophy.

Statement of Objectives

Northwest Suburban College pursues the following objectives to support its mission statement:

- Offer academic excellence through structured curricula, extensive guidance, and small size classes.
- Offer curricula-intensive preparation for entry-level positions in various fields and the groundwork for success in an ever-changing work world.
- Develop programs that enhance academic skills essential for employment and life-long learning.
- Provide career guidance to produce realistic goals and aid in understanding current job markets.
- Foster externships with clinics, hospitals, and other healthcare facilities to develop training of our students and employment opportunities for our graduates.
- Make available a variety of support services necessary to the college experience.

Statement of Institutional Learning Goals

The overall objectives of the College's academic programs include the following:

- To encourage the achievement of marketable skills required for employment
- To facilitate the growth of knowledge, attitudes, and values, required for intellectual excellence
- To develop an appreciation of and interaction with the social experiences of various cultures

Statement of Constituency

The College serves all those who are desirous and capable of undertaking higher education. The student populations that the College is committed to serve include the following:

- Students who recognize quality education as a means to pursue progress in their lives
- Students from all economic backgrounds, including those with fewer financial resources who may need the assistance of grants, loans, and institutional aid
- Students from various ethnic and immigrant communities

Statement of Public Service

The College is committed to public service as an integral part of its mission. Academic programs offered at the College emphasize and integrate principles of service. In addition, public service involves the application of College personnel's professional training and competence to issues and problems of significance to our constituencies and related to the objectives of the College's academic programs. In pursuing its stated goals and objectives, the College serves the public good by:

- Identifying and offering its services to underserved constituencies of learners;
- Providing needed skills and credentials to its students;
- Enhancing the academic areas by further developing educational content;
- Promoting the development of new techniques and strategies in education;
- Stimulating the economy through employment; and
- Direct support of programs to benefit the community in which the College operates.

Statement of Diversity

The College values diversity and it is our mission to sustain and embrace both shared experiences and differences. To this end, we treat all with respect and compassion. We strive to foster an equal and positive learning environment that reflects the diverse nature of people.

Statement of Nondiscrimination

Unlawful discrimination has no place at Northwest Suburban College and offends the College's core values, which include a commitment to equal opportunity and inclusion. All employees, faculty members, students, and community members are expected to join with and uphold this commitment. The College does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. The College complies with state and federal laws such as Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Vietnam Era Veterans Readjustment and Rights Act, and other similar laws that prohibit discrimination, all as amended.

Background & History

Northwest Suburban College was founded in 2008 as a not-for-profit institution by Professor Mohammed T. AliNiazee, which serves as a culmination of his persistent dream of establishing a world-class center of higher education dedicated to science and medicine.

The beginning was modest: In 2008, he purchased two buildings totaling 23,000 square feet located in the Stonehill Square Business Complex in the City of Rolling Meadows. In 2009, this facility became the Northwest Suburban College campus, and in December of the same year, two students enrolled in the allied health science certificate programs. Fortunately, NWSC has come a long way during the past ten years as it has now graduated over 650 students in the allied health and basic sciences undergraduate programs.

Due to the focused efforts of our President and the Board of Regents, we are laying the foundation for an excellent educational setting that embodies the notion that the cost of an education should not hinder one's growth. As such, we provide an environment that nurtures various learning styles and backgrounds, with an emphasis on the underprivileged communities and deserving students.

Given below are highlights of NWSC's journey:

- **November 2008:** Northwest Suburban College of Basic and Allied Health Sciences was established as an independent, private, not-for-profit institution of higher education by a local family's philanthropic undertaking.
- **December 2009:** NWSC was authorized to operate through the Illinois State Board of Education (ISBE)* for the School of Allied Health Sciences' certificate programs.
- **February 2010:** NWSC becomes an approved testing site for the National Healthcareer Association (NHA) for NWSC's certificate programs.
- **October 2010:** The Illinois Board of Higher Education (IBHE) granted NWSC the authority to operate in the State of Illinois.
- **January 2011:** NWSC's School of Basic Sciences began offering undergraduate classes.
- **August 2011:** The Illinois Board of Higher Education granted NWSC authority to award degrees in biology at an associate level.
- **December 2011:** The Illinois Board of Higher Education granted NWSC authority to award the associate of applied science degree in physical therapist assistance.
- **October 2013:** The Illinois Board of Higher Education granted NWSC authority to award bachelor's degrees in biology and chemistry.
- **January 2017:** NWSC's Medical Assistant and Dental Assistant programs are approved by American Medical Technologists (AMT).
- **August 2018:** As of 2018 NWSC does not have Operating and Degree-granting Authorities from IBHE. NWSC is working actively to pursue institutional accreditation and new Operating and Degree-granting authorities from IBHE.
- **January 2019:** PBVS-IBHE approved NWSC application for Pharmacy Technician Certificate Program (600 Clock Hours).

* The oversight of Private Business and Vocational Schools (PBVS) was transferred from the Illinois State Board of Education to the Illinois Board of Higher Education pursuant to the Private Business and Vocational Schools Act of 2012 (Public Act 97-650).

Organizational Information

Institutional Structure

The College is incorporated as Taskin Educational Organization which is a non-profit corporation organized under the laws of the State of Illinois, and granted 501(c) (3) tax exempt status as a charitable organization. The Corporate Board (CB) of Taskin Educational Organization is the final guarantor of the College's fidelity to its educational mission and vision. The CB is responsible for the College's endowment and non-profit status, and devotes its efforts to securing financial backing for the support and growth of the College.

The governing body of Northwest Suburban College is the Board of Regents (BOR). The BOR makes all final determinations about College policy; approves the budget; and hires, reviews, and may dismiss the College President.

The Strategic Thinking Committee (STC) is the planning group of the College. It includes members of the Boards, members of the Administration and Faculty, and members of the public. The STC works with the Administration and Boards to develop short- and long-term strategic plans for the College.

The College Administration determines the programs and operations that the College will pursue as the means of achieving its mission, objectives, and plans. The Administration and College Faculty work together to implement these programs and operations.

Together, the CB, BOR, STC, administration, and faculty embody the long-range vision of the institution and how it can successfully achieve a greater good.



Corporate Board

The Corporate Board is entrusted with the ultimate authority of Taskin Educational Organization (TEO), a not-for-profit Illinois corporation, DBA Northwest Suburban College. The Corporate Board meets at least once a year and oversees the academic and financial progress of the institution, developments of initiatives for long-term growth of the institution, and makes certain the founders' vision is promoted.

The Corporate Board constitutes three to eight members. The Board currently includes:

Title	Name
President	Dr. Tajuddin Ahmed
Vice President	Dr. Mateen AliNiazee
Treasurer	Dr. Khalid Sami
Secretary	Mr. Mubeen M. AliNiazee
Member	Mrs. Nahid A. AliNiazee

Board of Regents

The Board of Regents is an independent, self-nominating, and confirming group responsible for College governance and operations. The Board of Regents acts to clarify the mission, approve short- and long-term programs, and monitor and evaluate the performance of the institution. The Board of Regents acts as a fiduciary group that enforces—under the direction of the Chairman—major policies; long-term plans; educational programs; annual budgets; and ensures that adequate human, financial, and physical resources are available to the College. The Board of Regents also works to enhance public image and community involvement, endowment, fundraising, and other areas related to participation in the College's growth and development.

The membership of the Board ranges from seven to seventeen members. The Board currently includes:

Title	Name	Title	Name
Chairman	Dr. Khalid A. Sami	Member	Mr. Zubir Khan
Acting Secretary	Mr. Mohammed Abdul Haque	Member	Dr. Khursheed Mallick
Member	Dr. Moghis Ahmad	Member	Mr. Talat Rashid
Member	Dr. Mateen AliNiazee	Member	Mr. Muhammed Zaki Shamsi
Member	Mr. Iqbal Baig	Member	Dr. Ali Yurtserver
Member	Dr. Azher Quader	Member	Mr. Zill Khan
Member	Mr. Vaseem Iftekhhar	Member	Dr. Mashkoor Choudhry

Administrators

NWSC employees include administrators, staff, and faculty. Administration includes college employees responsible for the maintenance and supervision of the institution. The current list of administrators includes:

Title	Name	Contact Information
President & Chief Academic Officer	Dr. M. T. AliNiazee	president@nwsc.edu
Executive Vice President	Mr. Kareem Irfan	kirfan@nwsc.edu
Vice President of Finance & Budgeting	Mr. Edgar Montalvo	emontalvo@nwsc.edu
Dean of Academic & Student Affairs	Dr. Mohammad A. Siddiqi	msiddiqi@nwsc.edu
Director, School of Allied Health Sciences	Dr. Liliya Tishchenko	ltishchenko@nwsc.edu
Accounts Manager and Assistant to the Dean	Huda Husseini	hhusseini@nwsc.edu
Institutional Aid Administrator	Dr. Gayathree Raman	graman@nwsc.edu
Library & Admissions Associate	Ms. Mary Byrne	mbyrne@nwsc.edu
Administrative and Admissions Associate	Manasi Prabhu	mprabhu@nwsc.edu

Chief Academic Advisor	Dr. Maksood Akbar	makbar3@gmail.com
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Faculty

NWSC has a growing community of faculty, full-time, part-time and adjunct. The list of current faculty includes both full-time and adjunct faculty, but it may not be a comprehensive list.

Name & Title	Brief Biography
M.T. AliNiazee, PhD Professor (Full-Time) Biological Sciences Research & Development president@nwsc.edu	Dr. M.T. AliNiazee received his Ph.D. from University of California, Riverside in 1970 and has since been involved in research and teaching at major U.S. universities, including University of California at Davis and Oregon State University. He is the founder of NWSC, serves as its president and Chief Academic Officer, and teaches courses in Biology as well as Research & Development courses.
Maksood Akbar, PhD Associate Professor (Adjunct) Biological Sciences, Research & Development Makbar3@gmail.com Chief Academic Advisor	Dr. Akbar received his Ph.D. from Oregon State University in 1968, and over the past 30 years, he has been involved in different teaching and research activities at King Saud University and Cook County Hospital. He has been with Northwest Suburban College since 2010, where he serves as the Chief Academic Consultant and teaches courses in in Biology as well as Research & Development courses.

<p>Khaja Khaleel Ahmad, MD Medical Assistant, Instructor (Full-Time) Biological Sciences kahmad@nwsc.edu</p>	<p>Upon graduating from Osmania Medical University in Hyderabad, India with a medical degree, Dr. Ahmad joined Chicago Medical School to complete his residency in internal medicine and neurology. Using his degrees, Dr. Ahmad has served as an international physician and lecturer at numerous organizations, including Jabel Radwa Health Center, St. Francis Hospital, Chicago Medical School, Illinois School of Health Careers, Olympia/Everest College, and Malcolm X College.</p>
<p>Asefa Ansari, PhD Assistant Professor (Part-Time) Biological Sciences, aansari@nwsc.edu</p>	<p>Dr. Asefa Ansari received her PhD in zoology-entomology from the University of Reading in the United Kingdom and has had over 30 years of experience in teaching and research at different universities and colleges. In addition to teaching at National Louis University, Dr. Ansari teaches in the Biology courses at NWSC, adding to her many years of teaching experience.</p>
<p>Barbara Stringer Dental Assistant Instructor (Part-Time) bstringer@nwsc.edu</p>	<p>Ms. Barbara Stringer is a Certified Dental Assistant (CDA). She has been in the dental field for over 30 years. She attended Oakton Community College, and Loyola University. After teaching Dental Assisting at Illinois School of Health Careers for three years, she became the Program Director of the Dental Assisting Program at Everest College where she ran a successful program for 6 years graduating hundreds of students. After Everest College closed she went on to start and direct Dental Assisting Programs for several Dentists. She is passionate about teaching and giving back to students who want to succeed in the field of Dentistry.</p>
<p>Saphronia Boyd Medical Assistant & Phlebotomy, Instructor (Part-Time) sboyd@nwsc.edu</p>	<p>Ms. Saphronia Boyd received her Medical Assistant degree from the National Education Center, Oak Park, Illinois in 1987. Ms. Boyd joined Northwest Suburban College on January 22, 2018 as a Medical Assistant Program Instructor. She also teaches Phlebotomy classes at Nirvana Career College in Chicago. She has an extensive background teaching Medical Assistant and Phlebotomy at various Career Colleges in Illinois. She has received several Recommendations of Honors and has over 30 years of experience in the healthcare field.</p>
<p>Huda Hussein, MS Physical Sciences Instructor, (Adjunct) hhussein@nwsc.edu</p>	<p>With a Master's of Science in Chemistry obtained from the University of Illinois at Chicago in 2012, Ms. Hussein has contributed her knowledge of chemistry at Hikma Pharmaceuticals and Eclipse Publishing Company. In addition, Ms. Hussein is recognized for making science accessible to today's students through her innovative teaching strategies at such institutions as University of Illinois at Chicago, College Preparatory School of America, and Northwest Suburban College. Ms. Hussein Teaches the MCAT Prep Course at NWSC.</p>
<p>Rubina Khan, PhD Language & Literacy, Instructor (Adjunct) rkhan@nwsc.edu</p>	<p>Dr. Rubina Khan earned her Master of Arts in English from Osmania University, Master of Arts in Education from University of New Orleans, and her doctoral degree in Education and English from the University of New Orleans. In addition to teaching at universities throughout the country, including Nunez Community College, Southern University of New Orleans, Kendall Colleges, and College of Lake County, Dr. Khan teaches English courses at NWSC.</p>

<p>Moin Shaikh, MS Mathematics & Finance, Assistant Professor (Adjunct)</p>	<p>With dual Master of Science degrees in Industrial Engineering from Ohio State University and Mechanical and Aerospace Engineering from Illinois Institute of Technology, Mr. Shaikh served as Chief Engineer at TRW in Chicago and continues to serve as proprietor of Punch Products Manufacturing Company. His passion for mathematics allows him to be an instructor of Mathematics at NWSC.</p>
<p>Liliya Tishchenko, MD, CPhT Pharmacy Technician Director, School of Allied Health Sciences (Part-Time) ltishchenko@nwsc.edu</p>	<p>Dr. Liliya Tishchenko graduated with a doctor of medicine from I. Ya. Horbachevsky Ternopil State Medical University in Ukraine and pursued her doctor of ultrasonography in OB/GYN and doctor of abdominal sonography. In the U.S., Dr. Tishchenko obtained her certification in pharmacy technician, and has taught at such institutions such as Illinois Masonic Medical Center, Loyola University Medical Center, Everest College, and Sanford-Brown College. Today, Dr. Tishchenko serves as the Pharmacy Technician program instructor at NWSC.</p>

Divisions

Academic Affairs

The Division of Academic Affairs is responsible for development, delivery, and quality assurance of the academic programs of the College. The Division is led by the President who is the Chief Academic Officer of the College. The Dean of Academic & Student Affairs, under the supervision of the President, is responsible for implementing all academic policies and programs concerning faculty and students.

The Division of Academic Affairs relies on the Faculty Council to advise on significant academic issues and provide planning direction. The Faculty Council is the review body for College-wide academic policies.

Student Affairs

The Division of Student Affairs is responsible for the provision of ancillary services to support the academic programs of the College. Student Affairs responds to requests from Academic Affairs to develop services and initiatives responsive to the needs of the instructional programs and instructional support. The Division is led by the Dean of Academic & Student Affairs. The Division of Student Affairs relies on the Assessment Committee to identify necessary services and planning priorities.

Finance and Budgeting

The Division of Finance and Operations is responsible for the management of the College's financial, physical, and technological assets and preparation of the institution's financial statement. The Division is led by the Executive Vice President. The Vice President of Finance & Budgeting is responsible for implementing all finance related policies and prepares and oversees the budget. Budget Committee provides guidance and planning for the budget. The committee, chaired by the Vice President of Finance and Budgeting, enables the various divisions of the College to have input into the planning process.

Admissions

admissions@nwsc.edu

Monday-Friday: 9:00 a.m.-5:30 p.m.

Saturday: By Appointment

Admissions provides representatives who help students choose programs of study; academic program information; campus tours for prospective students; applications for admission, readmission, and enrollment verification; and unofficial evaluation of credits for transfer students. The division is led by the Dean of Academic & Student Affairs and assisted by an admissions associate.

Accounts

accounts@nwsc.edu

Monday-Friday: 9:00 a.m.-5:00 p.m.

The Accounts division handles tuition payment arrangements, refunds, questions regarding billing information, payroll, accounts payables, accounts receivable, and tax information. This division is led by the Vice President of Finance & Budgeting and assisted by the Accounts Manager.

Advising and Career Services

careerservices@nwsc.edu

M-F: By appointment

Students and alumni are encouraged to contact their advisors or NWSC Career Services for job placement support. It offers assistance through one-on-one career counseling, job-search support, references to NWSC's large network of professionals in the fields, resumes and cover letter reviews, interviewing strategies, and information on job/career fairs. This division is led by the Director of the School of Allied Health Sciences.

Compliance

admin@nwsc.edu

Monday-Friday: By appointment

Compliance ensures that the College stays up-to-date on all regulatory and accreditor requirements. The Compliance Division coordinates student complaint, grievance, and disciplinary procedures. This division is led by the Executive Vice President.

Facilities

safety@nwsc.edu

Monday-Friday: 9:00 a.m.-5:30 p.

Facilities are responsible for maintenance and security of College facilities.

Institutional Aid

finaid@nwsc.edu

Monday – Thursday: 9:00 a.m-2:00 p.m. or by appointment

Institutional Aid provides information about institutional grant requirements, answers questions related to grants and student eligibility, describes and audits the requirements for academic programs, and compiles institutional grant application documents provided by students.

The Institutional Aid assists students in researching and acquiring potential aid to pay for college costs. NWSC's Institutional Aid Office may assist students to apply for institutional grants and external resources for additional grants, scholarships, or loans.

Human Resources

Monday-Friday: 9:00 a.m.-5:30 p.m.

Human Resources is an Operations division that oversees the human resources function, ensuring that the College has all necessary records for employees and independent contractors (both faculty and staff), and operates in compliance with all legal requirements. It is supervised by the Executive Vice President.

Information Services

Monday-Friday: 9:00 a.m.-5:30 p.m.

Information Services is an Operations division. It is responsible for the support of all College computer hardware and software, responding to and resolving technical issues, and maintenance of the College website. It is supervised by the Executive Vice President.

Library

library@nwsc.edu

Resource Room, Monday-Friday: 9:00 a.m.-5:30 p.m.

Online, Monday-Sunday: 24 hours

The Library is a Student Affairs division that provides an on-campus resource room with a variety of texts and internet accessible computers. The bulk of the College's information resources are provided through access to online databases selected in coordination with the academic programs.

Registrar

registrar@nwsc.edu

Monday-Friday: By appointment

The Registrar is a Student Affairs division that oversees the academic records system of the College. The Office creates policies and procedures for academic records, ensures the timely creation and updating of the student records system, provides reports based on this information to other divisions, and responds to student records requests. The division is supervised by the Dean of Academic & Student Affairs.

Students interested in a copy of their unofficial or official transcript are required to complete the NWSC Transcript Request Form. Except for the initial transcript and diploma after graduation, a fee of \$25.00 is charged for each additional copy of transcript.

Academic Schools

Northwest Suburban College (NWSC) is organized as the following:

The School of Allied Health Sciences (SAHS)

The School of Allied Health Sciences exists to provide technical education, certificate programs in fields related to the health sciences. The School is led by the Director of Allied Health Sciences and currently offers certificate programs in Medical Assistant, Dental Assistant, and Pharmacy Technician training.

Continuing Education

Courses, such as OSHA, HIPAA, CPR are offered at NWSC as continuing education classes. These courses are offered at irregular intervals.

Approvals and Authorizations

Northwest Suburban College is approved by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education (IBHE-PBVS) for its allied health programs. The College is also an approved testing site for the National Health-career Association (NHA) for each of its applicable allied programs.

Studying at NWSC

Facilities

Our suburban Chicago campus is home to a diverse, motivated, multicultural community. The campus is located at 5999 S. New Wilke Road, where ample parking is available. Located in the heart of Rolling Meadows, Illinois, Northwest Suburban College (NWSC) lies in proximity to Schaumburg, Hoffman Estates, Palatine, Arlington Heights, and Mount Prospect. With easy access to commuters from I-90, I-290, Route 53, and CTA and Pace bus services, NWSC also expects to draw students from the city of Chicago.

NWSC operates out of two buildings comprised of 23,000 square feet. Our facility includes: 8 classrooms, 5 laboratories, 1 library, 15 administrative offices, and 10 other rooms. The total seating capacity for the classrooms is 250, including 25 seats for the laboratories, 15 in a typical classroom, 16 for the library and resource rooms, 20 for the administrative rooms, and 30 in other areas.

The classrooms are conducive to student learning and well equipped to facilitate teaching. The laboratories house medical supplies, microscopes, centrifuges, autoclaves, and other necessary supplies for clinical practice. The cozy library has a growing collection of books, journals, magazines, videos, compact disks, and newspapers. The student computer lab is equipped with internet access, program-specific software, and printers.

NWSC is in walking distance from affordable housing areas and a short drive from biking and nature trails at the Ned Brown Forest Preserve and Busse Woods. The suburban metropolitan campus provides the benefits of a myriad of social opportunities. From local and organic cafes to popular hotspots and elegant dining experiences, the area's offerings cover global taste palettes. Moreover, the northwest suburbs offer a plethora of cultural experiences and sports venues, including theatres, symphonies, museums, and amusement parks.



Photo by Xhengis Aliu

Building Hours

Monday – Thursday, 9 a.m. to 10 p.m. and Friday, 9 a.m. to 5:30 p.m.

Saturday – Sunday: Varies; Contact the NWSC Operator for timings

NWSC is locked and alarmed outside of building hours. Please contact the NWSC Campus Monitor at safety@nwsc.edu for after-hour access.

Campus Monitor

847.290.6425, ex. 99

safety@nwsc.edu

Monday – Thursday: Sundown-10:00 p.m.

Campus safety personnel, including the Campus Monitor ensure a safe environment for all members of the institution. The Campus Monitor does not have law enforcement authority and does not carry firearms. For law enforcement actions, NWSC relies upon the Rolling Meadows Police Department.

Resource Room

The Resource Room is open to students during building hours (Monday – Thursday, 9 a.m. to 10 p.m. and Friday, 9 a.m. to 5:30 p.m.). This center provides a learning environment designed to improve academic writing skills, utilize technology tools, print resources, and consult with writing tutors in revising and editing drafts, and referencing scholarly work.



Photo by Xueqin's Alin

Computer Laboratories

NWSC's computer lab provide internet access and printing capabilities. The computer labs is available in Buildings 5 and is open during building hours: Monday – Thursday, 9 a.m. to 10 p.m. and Friday, 9 a.m. to 5:30 p.m.

Study Rooms

Individual and group study rooms are available for student and faculty use.

Student & Faculty Lounge

NWSC's Student and Faculty Lounge is available for use by all members of the NWSC community and is equipped with vending machines and appliances, including refrigerators, microwaves, and stoves.

Library

The NWSC library has a growing collection of books and periodicals. Access to reference services includes library computers, electronic resources, reserved materials, and copy makers. The physical library is cataloged and open to students during the College's normal business hours.



Photo by Xiang's Alin

NWSC has moved in the direction of emphasizing digital resources. Online library data banks to enhance student access to outside sources has been established. The College librarian provides constant advice and follow up student support to improve learning. The Librarian also schedules synchronous sessions to directly help students with their research whenever needed. The Librarian may be contacted, 10 a.m. to 5 pm M-F, either by email at Library@nwsc.edu or by calling at 847-290-6425

In addition, NWSC encourages students to use the valuable resources of local public libraries, including Rolling Meadows Public Library and Schaumburg Township District Library. Periodical reference lists from each of the said libraries are available at the NWSC Library. For a list of additional libraries for NWSC student use, contact the Librarian. For public library hours of operation, contact the library.

Rolling Meadows Public Library
3110 Martin Lane
Rolling Meadows, IL 60008
847.259.6050, rmlib.org

Schaumburg Township Public Library
130 South Roselle Road
Schaumburg, IL 60193
847.985.4000, stdl.org

Crime and Safety

Northwest Suburban College publishes an annual security report to inform its community of security policy and procedures and crime statistics, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Crime Reports

The annual security report is entitled the Security and Fire Safety Report and meets all reporting requirements as are or may be defined for an Annual Security Report by statute, including identification of its timely warning policy. The College publishes the report online and makes hardcopies available to students and prospective students on request.

Online access to the Fire and Safety Report is provided at <http://nwsc.edu/campus-safety/>.

Timely Warning

The Clery Act requires institutions to give timely warnings of crimes that represent a threat to the safety of students or employees. Institutions are required to publish their policies regarding timely warnings in their Annual Campus Security Report.

Northwest Suburban College will make every attempt to alert the campus community to crimes for any Clery Act crime as soon as the pertinent information is available, with the intention to aid in the prevention of similar crimes. Email notices will be sent to the campus community and will include available details of the crime that triggered the warning, including the type of crime, location and time of incident, and suggested precautions.

The College also maintains and publishes an Emergency Response Guide, which describes the procedures associated with the timely warning policy, including directions for students, faculty and staff in case of a crime or other dangerous situation on campus.

Online access to the Emergency Response Guide is provided at <http://nwsc.edu/campus-safety/>. Hardcopies of the emergency response guide are available at the Campus Monitor's desk in Building 4 and the reception area of Building 5. In addition, flyers with potential emergency responses are posted in each campus building's bulletin board.

Student Services

Student Advising

The Advising and Career Services uses advisors, including faculty, who are available on an appointment basis to guide and advise students. Areas include academic advising, student advising, counseling, and career development. Student assistance is available to help career exploration, write resumes, and learn interview skills. Counseling may focus on issues affecting students' studies and adjustments to college life.

Advisors make proactive efforts to engage with their assigned students, but students facing difficulty should contact and schedule the first advising session.

Currently, the Director of SAHS serves as student advisor to all certificate program students. At the student's request, the Advisor may assist in the following:

- Assist with registration and course/module withdrawals.
- Update student information.
- Assist in discerning students' educational goals.
- Monitor students' progress and discuss concerns, including interventions.
- Make recommendations for academic plans.
- Match students' needs with available resources, and make appropriate referrals.
- Help with student's questions about program requirements and school policies.
- Explain accurate information regarding requirements, policies, and procedures.
- Encourage students to take responsibility for their own academic and career goals.

Tutoring

On student request and faculty availability, free tutoring is available for all courses/modules. A study room is reserved for this purpose.

Faculty Advisors may also help students by recommending other students as peer tutors.

Career Services

Students and alumni are encouraged to utilize the services offered by the Advising and Career Services which offers assistance through one-on-one career counseling, job-search support, references to NWSC's large network of professionals in the fields, resumes and cover letter reviews, interviewing strategies, and information on job/career fairs.

Job Placement and Employment

Please note that while the College will make every responsible effort to assist students in finding a job, the College or its representatives do not guarantee job placement for students or graduates.

Disability Resources

For students with documented physical and intellectual disabilities, College personnel, including instructors and advisors, provide a variety of resources. Students who anticipate needing accommodations in any course/module are asked to make arrangements with the instructor during the first week of the course/module. Both instructors and student advisors are available to refer students with disabilities to various resources and strategies, including active reading and note-taking strategies, study skills and learning strategies, test preparation and test-taking strategies, computer resources (e.g., Microsoft OneNote), and goal setting.

Classroom Accommodations

Note-taking accommodations may include the instructor providing the student with a copy of his or her lecture notes or the instructor recruiting peer note-takers from the class. Students for whom note-taking service has been determined to be a reasonable accommodation may have the volunteer email or photocopy notes to them.

Exam Accommodations

Accommodations for exams may be made in cooperation of the instructor. Based upon the extent of the student's disability, testing accommodations may include the use of appropriate time extensions, a distraction-reduced environment, or assistive technology.

Student Activities

Student Organizations

Students are encouraged to participate in organizations. For more information on developing a new organization, contact the Dean of Academic & Student Affairs.

College Events

Northwest Suburban College develops and announces events for the College Community throughout the year. Updated lists of activities are available on the NWSC website and social media sites. One such event is described here.

Constitution Day: September 17th

The United States Constitution was signed by 39 of the 55 Delegates to the Constitutional Convention on September 17, 1787. The law establishing the holiday was created in 2004 and mandates that all publicly funded educational institutions provide educational programming on the history of the American Constitution on that day. When Constitution Day falls on a weekend or on another holiday, schools and other institutions unofficially observe the holiday on an adjacent weekday.

NWSC's goal for Constitution Day is to act as the catalyst for discussion about the U.S. Constitution on and off campus. As a result, each year, the College will present a variety of activities related to the constitution and our nations' political governances. Examples of activities may include the following:

- Free Speech Boards: The campus community will be encouraged to respond to questions relating to the Constitution in the context of current events.
- PowerPoint: A presentation on aspects of the constitution, including the First Amendment, will continuously loop in the NWSC Faculty & Student Lounge.
- Debates: The Debate Team will present a debate on issues relevant to the constitution.
- Contests: Students will respond to a prompt, and their essay will be judged by a panel. Prizes may include gift cards.
- Voter Registration: On Constitution Day, the NWSC Campus will conduct a demonstration of the online voter registration process and students will be encouraged to register using accessible computers.

For students interested in registering early on, please visit <https://ova.elections.il.gov/>.

Financial Policies

Tuition & Fees

School of Allied Health Sciences Tuition & Fees

Before registering for classes, the student must complete the enrollment process with the Admissions Division and establish payment arrangements with the Accounts Division.

Program	Start Date	Duration	Tuition	Incidental Fees		Total Cost
Dental Assistant	Enrollment every month	24 didactic wks; 32 wks total 720 Clock Hours	\$ 9,034	Enrollment Fee*	\$ 300.00	\$ 9,534
				Graduation Fee	\$ 50.00	
				Healthcare Training: CPR, OSHA, HIPAA	\$ 150.00	
Medical Assistant	Enrollment every month	24 didactic wks; 32 wks total 720 Clock Hours	\$ 9,034	Enrollment Fee*	\$ 300.00	\$ 9,534
				Graduation Fee	\$ 50.00	
				Healthcare Training: CPR, OSHA, HIPAA	\$150.00	
Pharmacy Technician	Enrollment every month	20 didactic wks; 32 wks total 600 Clock Hours	\$ 5,450	Enrollment Fee*	\$ 300.00	\$ 5,950
				Graduation Fee	\$ 50.00	
				Healthcare Training: CPR, OSHA, HIPAA	\$ 150.00	

* Enrollment fee must be paid at the time of signing of the Enrollment Agreement Form. The enrollment fee includes background check, textbooks, NWSC scrubs, lab coat and needed equipment.

Students Accounts

Students are required to make all payments or develop payment plans prior to the start date of the course/module. Only students showing good standing will be eligible to attend the next module; those students whose account is not up-to-date may not be eligible to attend the next module until arrears have been paid. Other holds may be placed for this reason, as detailed in the Enrollment Agreement provided to each student during the enrollment process.

Tuition Payment Procedure

Students who pay in installments (versus a one-time payment), will have payment plans set up and will be required to create a student account with Tuition Financial Corporation (TFC). TFC is a third party that manages NWSC's student payments. Students must sign with TFC for a payment plan within a week of signing the enrollment agreement. Although all students are required to create accounts with TFC, students have the option to make their payments at the Accounts Division at NWSC or directly to TFC. TFC accepts payments by credit card, debit card, electronic check, Western Union, or Money Gram. The Accounts Division at NWSC accepts payments by cash, money order, credit card and debit card.

Course Materials

As detailed in the Enrollment Agreement, students enrolled are provided with course materials including textbooks, uniforms, and applicable medical supplies. It is the student's responsibility to obtain course materials prior to the start date. Questions regarding course materials are to be directed to the Director of the School of Allied Health Sciences.

Payment Discount & Refunds

One-Time Full Tuition Payment Discount

Any student who makes a one-time full-tuition payment prior to the start date of the program will receive a five percent (5%) discount on the program tuition fee.

Institutional Refund Policy

- It is the policy of Northwest Suburban College (NWSC) to issue refunds of tuition and fees in a prompt manner. To be eligible for any refunds pursuant to voluntary withdrawal, students are expected to give written notification of their intention to withdraw from a program.
- If no notification of withdrawal is received and/or a student is terminated by the administration due to a violation of the College's attendance policy and/or a violation of NWSC student's code of ethics, the student shall be considered withdrawn. The last date of attendance shall be the date of withdrawal.
- Refunds will be made within 45 days of the last date of attendance, if written notification of withdrawal has been provided to the College by the student; otherwise, refunds will be made within 45 days from the date that the institution terminates the student or determines that the student has withdrawn.
- In all instances, refunds will be based on and computed from the last day of attendance.
- In the event of withdrawals (voluntary or involuntary), students will not be entitled to any funds from the institutional grants that they were received from the College as these funds are meant only to pay for the student's tuition fees.

Full Refunds

- If a student cancels enrollment within three business days or before the first day of the class, whichever comes first, the student is entitled to the full refund of all monies paid after returning all books and materials

that the student may have received from the College. If books and materials are not returned or returned in unacceptable shape or form, three hundred dollars (\$300.00) shall be deducted from the total refund.

A full refund of the initial enrollment fee and all tuition paid will be also given to any student if:

- The College ultimately does not accept the student (for provisional acceptance pending official records).
- The College discontinues the program in which the student is enrolled without providing adequate teach-out opportunities (defined as continuing to offer necessary courses for the period defined in the enrollment agreement, or securing guaranteed transfer of College credits to an equivalent accessible institution).
- The College failed to provide the student a copy of his or her enrollment agreement

Partial Refunds

- If a student withdraws after the beginning of classes, the enrollment fee of \$300.00 is non-refundable. However, if the student withdraws before the end of the first attended module, and the books and materials are returned in an acceptable shape and form, a \$100.00 refund will be made from the enrollment fee.
- OSHA, HIPAA and CPR training fee are refundable only if the student pays any of the fees directly at the time of taking these exams and submits a written proof of the payment to the College's accounts office.
- Students who withdraw after signing with TFC, must pay the initial fee of \$60.00 that is charged by TFC, if such withdrawal occurs between the dates the student signs with TFC and three months after the date of enrollment.
- Tuition refund percentages shall be calculated as follows.

% of clock hours attended	% of refund from the money paid by the student
10%	90%
20%	80%
30%	70%
40%	60%
50%	50%
Over 50%	0%

Questions about refunds of tuition and other charges (institutional or applicable third party such as WIA) should be referred to the accounts office. Examples of refund calculations are available upon request.

Institutional Grants

Northwest Suburban College believes in and strives for providing affordable education for each one of its students who are deserving and are willing to work hard to make a difference in their lives through education. Although the cost of a college education at NWSC is relatively low, many students need and receive institutional aid. NWSC offers need-based institutional grants for truly deserving students who are eager to pursue a career in the field of allied health sciences and demonstrate need for the financial assistance.

Students interested in institutional aid must complete the Institutional Grant Application and submit it along with proof of income (copy of the past year's tax documents, pay stubs, bank statements, or W-2 form) to the Institutional Aid Office. Students are encouraged to complete and submit the application along with the application for admission.

Institutional aid at NWSC is based upon student need and is available in two forms: grants and loans.

Grants

Generally, this aid does not need to be repaid. Exceptions may apply for students withdrawing from a program, where the grant converts to loan and requires payment.

Loans

This is borrowed money that must be repaid based upon the terms listed in the contract, including interest and fees, if applicable.

Non-Interest Loan

Offered through NWSC and its affiliated agency, the loan amounts range from \$1,000-\$5,000, based on the student's need and will not incur any interest charges if payments are made on time. Students under this plan pay in monthly installments. However, they must pay off all the money owed before they graduate from the college. Typically, the non-interest loan period is 8 months for Medical Assistant, Dental Assistant, and Pharmacy Technician programs.

Extended Payment Plan

Extended payment plans that exceed the enrollment period are available as interest bearing loans and are arranged through Tuition Financing Corporation (TFC). Students must use this service if they want an extended payment plan.

Student Policies

Student policies are described or restated here for clarity and emphasis. The current policy manual (including all associated procedures and forms) is available at <http://nwsc.edu/policies/>.

Code of Conduct

The purpose of the Northwest Suburban College Code of Conduct is to provide equitable rules and procedures to promote a safe and orderly educational environment. The College holds and abides by the highest standards of integrity and scholarship. All members of the NWSC community, including students, faculty, and staff must conduct themselves in a manner compatible with NWSC's role as an academic institution.

Misconduct is defined as any activity contrary to the general and educational interests of the College and its members. Allegations of misconduct will be reviewed against this standard.

College jurisdiction is applicable to all conduct while on College premises and other sites at which instruction or College-related activities are being conducted. The College may also review criminal or otherwise egregious conduct as a violation of the Code of Conduct, regardless of where it was committed.

Presumed misconduct includes violation of College policies that create responsibilities or expectations for students and acts contrary to the Code of Conduct, which has been established to clarify those behaviors that implicitly contradict the general and educational interests of the College. Specific types of misconduct include, but are not limited to, the following:

Misrepresentation

- Providing false information to any College official.
- Forgery, alteration, or misuse of any College documents and resources.

Academic Dishonesty

- Cheating is the misuse of material including, but not limited to, using unauthorized assistance, recycling work without acknowledgement, illicit collaboration, or fabrication of information.
- A form of cheating is plagiarism, which is using someone else's work, in part or in whole, intentionally or unintentionally, and implying that the other person's work is yours. Examples of plagiarism include, but are not limited to, submitting works that you have not created yourself, copying answers or text from another person and submitting it as your own, quoting or paraphrasing someone else's idea without crediting the original author, and fabricating references or incorrectly using references.
- All work turned in by a student is to be of his or her own creation or properly cited as the work of others. It is the student's responsibility to know and understand the rules regarding avoiding plagiarizing and proper citations.
- The degree of and circumstances around an incident of plagiarism will be considered and the

appropriate consequence(s) determined. Consequences may range from a zero for the assignment up to and including expulsion, depending on the severity of the case. Each subsequent infraction may be treated more severely than previous ones.

Speech and Related Behavior

- Any verbal, written, electronic, or physical behavior that creates or is likely to provoke a violent reaction, whether or not it actually does so.
- Disruption or obstruction of teaching, research, administration, or any other college activities.

Violence and Harassment

- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, assault, sexual misconduct, and/or any other conduct that threatens or endangers the health or safety of any person.
- Use, possession, or distribution of controlled and illegal substances and weapons.
- Use, possession, or distribution of narcotic or other controlled substances.
- Use, possession, or distribution of alcoholic beverages on campus or by underage students.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.

Theft and Damage to Property

- Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
- Unauthorized entry or use of College facilities.
- Violation of College policies, rules, or regulations and/or collusion in violation of College policies, rules, or regulations.

Code of Conduct – Proceedings

Northwest Suburban College works to ensure that any violation of College policy is reviewed and resolved in a manner that guarantees the College applies standards of fairness and due process in its decision-making. The College has established a uniform process for the review of violations of College policy. The process is applicable to the review of policy violations by students, as defined in the Code of Conduct.

Code of Conduct Violation Reporting Procedure

Any faculty member or other employee of the College who becomes aware of a student's probable violation of the Code of Conduct must report that information to the Dean of Academic & Student Affairs. All other members of the College community are likewise encouraged to report. The identity of the person reporting a violation will be kept confidential, but that person may be contacted by the College as part of the investigation of a complaint. A faculty member or other employee reporting a

violation may be required to answer questions or provide a statement that will identify them by name, and other members of the College community reporting a violation may be requested to do so.

Initial Assessment

Any allegation of a policy violation must be immediately reported to the College Compliance Division. The Compliance Division will conduct an investigation, identifying potential evidence and witnesses. Investigations include interviews and the review of evidence, such as electronic and written material, if any exists. The Compliance Division will prepare a summary of its investigative findings, assessment of the policy requirements in question, and interpretation of the implications to the policy of the allegations.

Review Procedure

Review of grievances against employees or faculty will be presided on by the College President (or if against the President, by the Chair of the Board of Regents). Review of violations of the Student Code of Conduct will be presided over by the Dean of Academic & Student Affairs.

The presiding officer will meet with the respondent of the violation or grievance, giving that person an opportunity to acquiesce to or contest the allegations, and providing him/her with the opportunity to request review by a committee. If a committee review is requested, or determined to be in the interest of the College or the process, the presiding officer shall, with the advice of the Compliance Division, appoint an appropriate committee (examined to ensure his/her impartiality). The committee should include at least one faculty member and at least one current student.

Either independently or with an appointed committee, the presiding officer will conduct a conference with the respondent, and any complaining parties or witnesses. The presiding officer or committee will then make a determination regarding the alleged violation and any applicable sanctions in private deliberation. Committee decisions shall be by majority vote.

The presiding officer or committee shall then prepare a written explanation of its finding and the reasons thereof, which shall be delivered to the respondent within ten days of the hearing.

Within ten days of the conference, the Dean of Academic & Student Affairs will submit in writing the decision of the committee to the President. The grievant may seek review of an adverse decision through the College President. The decision of the College President is final and is documented on the Grievance Form.

Appeals

A decision reached or a sanction imposed by the presiding officer or review committee may be appealed by the respondent to the President within ten days of receipt of the decision. Failure to respond within ten days of the receipt of the decision will result in implementation of the recommended sanction(s).

Appeals must be submitted in writing to the President clearly explaining the basis for the appeal. The decision of the President will be final.

Code of Conduct – Sanctions

The following sanctions may be imposed upon any student found to have violated the Code of Conduct. The Dean of Academic & Student Affairs is responsible for handling all matters related to the Code of Conduct. At any time, the recommended consequence for an infraction may be increased or decreased due to existence of aggravating or mitigating circumstances of the infraction, solely at the discretion of the Dean of Academic & Student Affairs.

- **Warning:** Notice that the student violated the Code and that any repetition may result in more severe sanctions.
- **Discretionary Sanctions:** Work assignments, service to the College or community, or related discretionary assignments.
- **Suspension:** Separation of the student from the College for a definite period of time, after which the student may be eligible to return.
- **Expulsion:** Permanent separation of the student from the College.

Student Grievances

Grievances are defined as allegations by students of the violation by College faculty or employees of College policies that implicate their interests (and may include, but are not limited to, discrimination, harassment, capricious grading, or determinations made in the application of other College policies), and are handled through the same adjudicative process as described for code of conduct violations.

A student who has been unable to resolve a problem with a faculty or staff member should contact his/her advisor for the NWSC Grievance Form. The form should be completed and submitted to the Compliance Division within ten working days of the incident. The complaint must include a concise statement of the allegations that form the basis for the student's complaint, including a careful statement of the facts, rules, regulations, policy, or practice that was violated; a summary of the attempts to resolution attempts; and a suggested remedy.

External Complaints

Complaints against this school may be registered with:

Private Business and Vocational Schools Division
 Illinois Board of Higher Education (IBHE)
 1 N. Old State Capitol Plaza
 Suite 333
 Springfield, Illinois 62701-1377
 217.557.7359
<http://complaints.ibhe.org/>

Harassment and Sexual Misconduct Policy

Northwest Suburban College believes we are all responsible for creating an environment where we are treated with respect and dignity. Sometimes behavior that seems acceptable to one may be offensive to others. Any harassment or false accusations of harassment of or by employees or students is not acceptable. The College prohibits harassment on the basis of sex, race, religion, age, national origin, disability, sexual orientation, or membership in any other group protected by law.

Harassment

Harassment is verbal or physical conduct or conduct using technology that is so severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or educational program participation, or that creates an intimidating, hostile, or offensive work or educational environment. A person's subjective belief that behavior is offensive, intimidating, or hostile does not make that behavior harassment. The behavior must be objectively unreasonable. Expression occurring in an academic, educational, or research context is considered as a special case and is broadly protected by academic freedom. Such expression will not constitute harassment unless (in addition to satisfying the above definition) it is targeted at a specific person or persons, is abusive, and serves no bona fide academic purpose. Harassment includes, but is not limited to, the following behaviors:

- Unsolicited remarks, gestures, or physical contact;
- Display or circulation of written material or pictures that are negative or offensive to gender or to racial, ethnic, religious, or other groups protected by law;
- Conduct that has the purpose or effect of interfering with an employee's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment also encompasses unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made, explicitly or implicitly, a basis for an academic or employment decision, or a term or condition of either; or
- Such conduct directed against an individual persists despite its rejection.

Sexual Misconduct

One of the College's goals is to maintain an environment that is healthy and safe. Acts of sexual misconduct and assault will not be tolerated. Sexual misconduct includes sexual assault and abuse (criminal acts that the U.S. Department of Education defines as sexual harassment), non-consensual sexual activity, and sexual harassment. The College will take prompt and appropriate corrective action, up to and including termination of employment, expulsion, and/or other sanctions against anyone who engages in harassment or sexual misconduct.

Persons accused of sexual misconduct will be subject to disciplinary action in accordance with Northwest Suburban College's policies and procedures for student conduct. At the discretion of the College, persons accused of sexual misconduct may be immediately suspended or restricted from

campus pending final disposition of any disciplinary proceedings. Individuals found to have committed sexual misconduct will be subject to sanctions, up to and including dismissal from the College.

In addition to student disciplinary action, persons accused of sexual misconduct may be subject to criminal prosecution by the law enforcement agency with appropriate jurisdiction in that case. In the course of a criminal investigation or prosecution, NWSC may choose or may be required to provide information and records related to its disciplinary proceedings involving the same act. However, NWSC's student disciplinary process is independent of and not dependent upon any criminal process. The decision to prosecute or not prosecute and the ultimate outcome of any criminal proceedings do not affect or influence the College's student conduct proceedings.

The College considers sexual violence and sexual harassment, whether verbal, physical, or visual, to be a form of sexual discrimination, prohibited by Title IX of the Education Amendments of 1972. A person who has been a victim of sexual assault may report the crime to the Northwest Suburban College student advisor, the Dean of Academic & Student Affairs, or an outside community agency. NWSC staff will serve in an advocacy role and help refer individuals for appropriate medical, law enforcement, judicial, and counseling assistance. Upon request, assistance will be provided in changing academic schedules.

Even if a victim decides not to file criminal charges with the police, it is recommended that the individual contact a College or community resource for support. Victims are entitled to confidential services either on or off campus, whether or not charges are pressed.

Resources

On-Campus Resources	Contact Information
NWSC Student Advisor	847.290.6425
NWSC Directors of School of Allied Health Sciences	847.290.6425, ex. 109
NWSC Dean of Academic & Student Affairs	847.290.6425, ex. 104
Off-Campus Resources	Contact Information
Northwest Center Against Sexual Assault (CASA)	24-Hour Confidential Hotline: 888.802.8890 Phone: 847.806.6526 URL: http://www.nwcasa.org/ Address: 415 West Golf Road, Suite 47 Arlington Heights, IL 60005
Life Span	24-Hour Crisis Line: 847.532.9540 URL: http://life-span.org/

The Bill of Rights for Victims and Witnesses of Violent Crime is an Illinois law that ensures fair and compassionate treatment for victims and witnesses of violent crime. The law guarantees two basic rights to crime victims and witnesses: the right to obtain information from the criminal justice system, and the right to be treated in a humane way by the system.

Illinois Domestic Violence Act: Rights of Victims

The following excerpt is from the Illinois Domestic Violence Act webpage by the Illinois Attorney General. For more information, visit <http://www.illinoisattorneygeneral.gov/women/idva.html>.

Domestic violence is a crime. Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken the Illinois Domestic Violence law. Under Illinois law, family or household members are defined as:

- family members related by blood;
- people who are married or used to be married;
- people who share or used to share a home, apartment or other common dwelling;
- people who have or allegedly have a child in common or a blood relationship through a child in common; and
- people who are dating, engaged or used to date, including same sex couples; people with disabilities and their personal assistants.

Domestic violence consists of physical assault, sexual abuse, and stalking. The violence takes many forms and can happen all the time or once in a while. If you are in an abusive situation, you are urged to seek help. Resources both on campus and in the community are:

On-Campus Resources	Contact Information
NWSC Student Advisor	847.290.6425
NWSC Director of SAHS	847.290.6425, ex. 109
NWSC Dean of Academic & Student Affairs	847.290.6425, ex. 104
Off-Campus Resources	Contact Information
State of Illinois Domestic Violence Help Line	24-Hour Confidential Hotline: 877.863.6338 URL: http://www.dhs.state.il.us/page.aspx?item=31886

Harassment Reporting Procedure

Harassment of any sort is a serious breach of NWSC policy. The College will take prompt and appropriate corrective action, up to and including termination of employment, expulsion, and/or other sanctions against anyone who engages in harassment. If you believe you have been the subject of harassment, report the alleged conduct immediately to the Dean of Academic & Student Affairs or another senior College official. NWSC prohibits any form of retaliation against any employee or student for filing a complaint or for assisting in a complaint investigation.

Students are encouraged to report all incidents of harassment. The College will conduct an appropriate and discreet investigation of all reports of sexual harassment. The details of the investigation will be kept as confidential as feasible, consistent with policies and applicable federal, state, and local laws.

- Complaints of sexual harassment by a College executive, faculty member, staff member, or teaching assistant are reported to and investigated by the employee's immediate supervisor, or

the Dean of Academic & Student Affairs or any other senior College official. (If any person to whom the report would be directed is involved in or is associated with the alleged conduct, the report must be directed to another senior official who is not involved.)

- Complaints of sexual harassment by a student are reported to and investigated by the Dean of Academic & Student Affairs. (If any person to whom the report would be directed is involved in or is associated with the alleged conduct, the report must be directed to another senior official who is not involved.)
- An appropriate and timely response to each complaint will be provided.
- No individual who makes a good faith report shall be subjected to retaliation, including harassment or any adverse employment, academic, or educational consequence, as a result of making a report.

Drug-Free Campus

Northwest Suburban College of Basic and Allied Health Sciences is grounded in the principles of health; hence, the College strictly enforces a drug-free campus policy. Regulations set forth below are to promote an academic environment conducive to student and career achievement and comply with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal, state, and local laws, NWSC prohibits the unlawful manufacture, distribution, sale, possession, or consumption of narcotics, illegal drugs, prescription drugs for which the person does not have a prescription, or alcohol by students, employees, or contractors on any College property or College-sponsored event. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires that the College inform all members of the NWSC community of the legal sanctions of illicit drugs and alcohol, which may include suspension/termination of employment and possible referral for criminal prosecution. Violations are recorded in the individual's file.

Students should be aware that those found guilty of violation of the Drug-Free Campus Policy may lose financial assistance provided by the College.

For detailed information on the Drug-Free Campus Policy, including definitions, effects of health, and federal and state and federal sanctions, refer to the NWSC Annual Security & Fire Safety Report.

Counseling Resources

Members of NWSC and the community are available to assist students and employees experiencing problems with drugs and alcohol. Specifically, NWSC advisors are available for confidential meetings and referrals. A few external resources are listed in the chart below:

Services	Name & Numbers
Support Groups	Al-Anon/ Alateen: .847.358.0338 Alcoholics Anonymous: 847.240.2380 Narcotics Anonymous: 708.848.4884
24-Hr Hotlines	SAMHSA: .800.662.4357 Sober Nation: 866.317.7050 Wellplace: 800.821.4357 Drug Rehab: 877.882.9275
Community Resources	Rolling Meadows Counseling Center: 847.991.5710 Therapeutic Interventions Inc.: 847.991.4800, ex. 27

NWSC encourages students to seek a professional for counseling services. However, in addition to the services listed above, there are numerous online resources available, including the Student Counseling Virtual Pamphlet, which can be accessed at <http://www.dr-bob.org/vpc/>.

Dangerous Objects

The possession, display, and/or use of dangerous objects including, but not limited to, firearms, fireworks, explosives, hunting knives, or anything that could be misrepresented as a weapon are prohibited on College property. Disciplinary action for violation of the Dangerous Objects Policy may include suspension or expulsion and referral for possible legal action.

Dress Code

A clean, neat appearance will help students develop appropriate dress habits for new careers. While NWSC appreciates the individuality of each student, students are asked to dress in proper attire for all educational activities, including but not limited to, lectures, labs, externships, and community service events. Students in the School of Allied Health Sciences are required to wear the provided uniforms to each course session. All students are required to follow lab dress codes, including coats, protective wear (i.e., goggles), and full-toed shoes. Information about lab precautions will be provided by the instructor.

The following are examples of attire considered inappropriate for the College environment:

- Hats, caps, and hoodies during instruction
- Clothing with profanity/indecent messages
- Any display of underwear

NWSC respects the beliefs of each student. If dress code policies are in conflict with your religious beliefs, please speak to your advisor.

Privacy of Records

NWSC complies with the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registration and Records Rep., Dean, or other appropriate official written requests that identify the record(s) they wish to inspect. The NWSC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom it should be addressed.
- The right to request the amendment of the student's education record that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic research, or support position; a trustee or outside contractor such as an attorney or auditor acting as an agent for the College; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, volunteers and other non-employees performing institutional services and functions as school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll; to accrediting agencies; to comply with a judicial order or lawfully issued subpoena; in connection with FAFSA inquiry about students who previously received financial aid through NWSC; in connection with a health and safety emergency; to military recruiters. The Privacy Act specifically states that parents and other third parties may not have access to a student's educational records, unless the student gives written permission. The College reserves the right to make certain exceptions to the above for federal and state agencies that are gathering information for statistical purposes.
- The Dean of Academic & Student Affairs may contact parents, legal guardians, or law enforcement as deemed necessary where there is a danger to a student or to others, or when a student is involved in alcohol and/or drug violations on campus.

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

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4065

Copyright and Licenses

NWSC adheres to the Higher Education Opportunity Act of 2008 (HEOA), which requires institutions to explicitly inform students that unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. For legal alternatives to unauthorized downloading, visit www.educause.edu, and search "Legal Sources of Online Content" for a list of options.

Federal Copyright Laws are included in the NWSC Code of Conduct. Hence, sanctions for violations of the Code are listed under the Code of Conduct section of this Catalog.

Email

The email provided in the NWSC application is the official mechanism for communication for the College and students/faculty/staff. College community members are expected to read communications in a timely manner. Changes to email addresses should be immediately conveyed to instructors and advisors.

Electronic Use

NWSC expects students, faculty, and staff to demonstrate responsibility, integrity, and confidentiality when utilizing resources, including electronic devices and networks. All activity on systems and networks, including the creation of documents, may be monitored by administrators. Unless permitted by the owner or law, personal software may not be used, installed, or copied on College electronic resources. NWSC reserves the right to revoke the privileges of any staff or student found to be using College equipment and computer network inappropriately. Legal action may follow, if deemed necessary.

Vaccinations

In accordance with the College Student Immunization Act, each enrolled student is required to submit documentation of having received immunizations. Proof of immunity must include the following information:

- The month, day, and year of vaccine receipt for measles, mumps, and rubella. Whole year dates (e.g., 1969) are acceptable only when it is clear that the student was at least one year of age when the vaccine was received.
- The month, day and year of receiving the vaccine for diphtheria and tetanus.

Proof of immunity may be provided in the following forms:

- A copy of the immunization record from the physician
- A copy of the student's Illinois high school health record which complies with the immunization requirements
- In lieu of proof of immunity, official evidence of birth on or before January 1, 1957

A student may be exempt from the vaccination policy if s/he provides a written and signed statement by a physician indicating the circumstances that conflict with the immunizations. Exemptions may also be provided if vaccinations conflict with religious beliefs. In such cases, the student must provide a written and signed statement detailing the specific belief that conflicts with vaccinations and receive approval from the Dean of Academic & Student Affairs.

Failure to provide proof of immunity will preclude the student from enrollment in subsequent courses/modules until the Admissions Rep. receives appropriate documentation or the student is granted an exemption by the Dean of Academic & Student Affairs.

Academic Policies

Responsibility of the student

NWSC offers a number of resources to assist students in planning their educational programs. It is the responsibility of the student to make final choices and assume responsibility for his/her decisions. The student must meet course prerequisites and graduation requirements. Transferring students should refer to the NWSC Catalog as well as the State of Illinois guidelines

Satisfactory Academic Progress

Monitoring of satisfactory academic progress (SAP) is a team effort. At Northwest Suburban College, student progress is overseen by the students' instructors, the Lead faculty, and the Director of School of Allied Health Sciences. Students at risk of falling out of SAP compliance are identified immediately and given the help they need by specifically identifying the weaknesses and providing continuous monitoring, tutoring and/or other appropriate assistance.

All students are required to maintain satisfactory academic progress in order to be eligible to remain enrolled at the College and to remain eligible for institutional aid. Satisfactory academic progress is recorded by the Director of School of Allied Health Sciences in the student's database and computed on a cumulative basis every four weeks/monthly, at the first day of the following module, at any given midpoint, and at the end of the program.

Satisfactory academic progress is determined by using a qualitative component based on cumulative GPA, and a quantitative component, which consists of a maximum timeframe by which a student must complete his or her program.

NWSC uses the following scales for its standard grading system:

Grade/ Percent Program: MA, DA, PHT	Grade	Description	Points
90-100	A	Excellent	4.0
80-89	B	Good	3.0
70-79	C	Satisfactory	2.0
0-69	F	Fail	0.0

Quantitative Component

Satisfactory Academic Progress is evaluated at Midpoints (one half of the program completion time).

Program Name	Total Program Clock Hours	Midpoint Clock Hours
Medical Assistant	720	361
Dental Assistant	720	361
Pharmacy Technician	600	300

Timely Completion

Students are required to make quantitative progress toward program completion. A student must complete the entire program within 1.5 times the normal completion rate, or within a maximum of 48 weeks for the Medical Assistant, Dental Assistant, and Pharmacy Technician programs. Students may retake portions of the program only if they will fall within the 1.5 times the normal completion time. Students who cannot complete the program in 1.5 times the normal completion time will be dropped from the program. Repetitions of coursework are counted as hours attempted. The lowest grade will be dropped from the CGPA and the highest grade will be used to calculate the CGPA.

Qualitative Component

The qualitative measure of the satisfactory academic progress requires that students maintain a minimum cumulative GPA of 2.0 on a 4.0 scale. A student must pass all modules/courses with a minimum grade C (70% or 2.0 GPA), based on a scale of 0 -100 for the Medical Assistant, Dental Assistant, and Pharmacy Technician programs. Students who fail to maintain at least the minimum cumulative GPA of 2.0 are notified in person during advising sessions. Tutoring assistance is provided for students experiencing academic difficulties.

Academic Probation

Any student who fails to meet the College's SAP standards at the end of any evaluation increment will be placed on academic probation. The student will be provided with a written notice of his/her probation status, and the status will be identified on the student's transcript.

The student must meet with his/her advisor at the completion of 25%, 50%, 75%, and 100% of the evaluation increment to go over his/her academic progress.

A student will be removed from academic probation when s/he establishes compliance with cumulative SAP standards at the end of the evaluation increment. A student who fails to meet cumulative SAP standards, but has met the Probationary Standards for the module will be continued on academic probation for another module. A student who fails to meet the Probationary Standards for any module while on Academic Probation will be dismissed from the College.

Appeal of Academic Dismissal

If unusual circumstances (e.g., personal injury or illness, death of a relative, etc.) contributed to a student's failure to meet the Probationary Standards, an appeal may be filed with the Dean of Academic & Student Affairs. The student must provide a written statement explaining how the unusual circumstance has been resolved so that s/he will be able to comply with the Probationary Standards in future modules. The student will receive notice on the status of the appeal within two weeks of NWSC receiving the documentation.

If accepted, the student will be returned to academic probation for one additional evaluation increment.

Repeating a Module/Course

A student of the Medical Assistant, Dental Assistant or Pharmacy Technician Program will repeat a module/course that he/she has failed, only once. Only the highest grade earned will be included in the transcript and in the calculation of the cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in a prior unsuccessful attempt. Coursework repeated may adversely affect students' academic progress in terms of the maximum timeframe.

Course/Module Drops or Withdrawals

Students who withdraw from the program will receive a grade of "W" in the module/course they were enrolled in at the time of withdrawals. All withdrawal grades are considered to be not successfully completed, and negatively impact satisfactory academic progress.

A student wishing to withdraw must complete a program withdrawal form and submit it to the Dean of Academic and Student Affairs.

Dismissal

Students who have been dismissed due to violation of the College's Satisfactory Academic Progress Policy or the violation of the College's Code of Conduct policy will be administratively withdrawn (AW). Such students may only apply for readmission as indicated in the dismissal decision or the specific policies underlying their dismissal.

A student will be dropped from a course/module if he/she fails to attend more than 25% (aggregate) of the class sessions for that course/module.

Readmitted Students

Readmitted students (into Certificate programs MA, DA, or PHT) will be considered for re-entry; students must provide a detailed written explanation to the Director of the School of Allied Health Sciences of the conditions that caused the original withdrawal or termination and demonstrate how those conditions have been resolved so that they can successfully continue the program of study. Applicants reentering the program will need to complete the full admissions process and will be evaluated by an instructor and/or Director of SAHS to assess retained skills. Only one re-entry request will be considered and may be allowed. A final decision will be made by the Dean of Academic and Student Affairs.

Readmission Requirements:

- Have a cumulative overall GPA of at least 2.0
- Meet Admissions requirements

Readmission Procedure

- Provide a detailed written explanation to the Director of SAHS, explaining the conditions that caused the original withdrawal or termination, and how those conditions have been resolved so that a student can reliably and successfully continue the program of study;
- Complete the admissions process;
- Be evaluated by an instructor and/or Director of School of Allied Health Sciences to assess retained theory and clinical/lab skills;
- Be approved by the Dean of Academic and Student Affairs.

Students who have been approved for readmission will be readmitted on a space available basis. Readmitted students will be evaluated qualitatively only on the work completed while at the College. The maximum timeframe will be reduced for readmitted students based upon the remaining length of the program in which they enroll. Tuition will be pro-rated based on the length of the program. Each student will need to meet with Institutional Aid to determine their eligibility for institutional grants and to sign up with TFC for a payment plan if the student is not paying in full at the time of readmission.

Any courses/modules below a 2.0 (70%, “C”) from the prior admission must be retaken. Students must have a “pass” (70% and above) grade in all prior clinical education courses/modules. A student applying and accepted for readmission will join the next cohort during the course/module in which they failed the course.

Program Withdrawals

Students wishing to withdraw from their academic program must complete the Program Withdrawal Form. The Form may be submitted to the Registrar in person or by registered mail.

Students, who are in violation of College's attendance policy and have not been approved for a leave of absence, will be administratively withdrawn. Such students must complete an application for readmission and new enrollment agreement before being allowed to register for any subsequent courses/modules.

Students who have been dismissed due to violations of the College Code of Conduct or failure to meet the College's Satisfactory Academic Progress Policy will be administratively withdrawn. Such students may only apply for readmission as indicated in the dismissal decision or the specific policies underlying their dismissal.

Fee and tuition refunds for program withdrawals will be processed according to the College's Refund Policy.

Program Change

For those students interested in changing programs, they must seek approval by the Director of SAHS and the Dean. Students will not be able to transfer clock hours already completed in the program they are leaving.

Attendance

Absence and tardiness interfere with instruction and contribute to academic failure. Therefore, students are expected to attend all classes in which they are enrolled. In the event that a student cannot attend class, s/he must directly notify the instructor prior to the session.

The College policy is that a student cannot miss more than 25 percent of the total attendance per module/course. Failure to meet the attendance policy may result in an administrative withdrawal (AW) from or Failure (F) in the module/course and may require repeating it.

Repeating Courses/modules

Students will have to repeat course(s) with a grade below C (70%); they can repeat a course/module only once. Only the final grade will be included in the GPA. Only grades A through F are included in the cumulative GPA (CGPA) calculation. A minimum CGPA of 2.0/4.0 is required to earn a diploma.

Exam Procedures

During exam days, the follows procedures are required for students:

- At the start of the class session, cell phones must be silenced or turned off and put away. Students may use their phones once the class is dismissed.

- No items should be on or under the desk, unless provided by the instructor.
- No headphones/ear buds are allowed.
- Backpacks and/or bags must be placed at front of the classroom.
- Instructors have the right to modify exam procedures.

Leave of Absence

Students can interrupt their educational program at Northwest Suburban College for a Leave of Absence (LOA) for up to 90 days. A LOA is a temporary interruption in a student's program of study during which the student is considered to be enrolled. NWSC permits students to request a LOA as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, serious health conditions of the student, spouse, child, or parent; birth of a child; jury duty; or military obligations. In order for the student to be granted an LOA, (s)he must submit a completed, signed, and dated Leave of Absence Form to the Dean of Academic & Student Affairs.

Students should note that a LOA may affect their program completion time. Reasons include, but are not limited to, the following:

- Students returning from a LOA are not guaranteed that the course/module required maintaining the normal progress in the program will be available at the time of reentry.
- Students may have to wait for the appropriate course/module to be offered.

Students requiring extended leave must consult the Director of School of Allied Health Sciences and the Dean of Academic & Student Affairs. Failure to return from an LOA on or before the date indicated in the written request may result in termination from the program; the institution will invoke the cancellation/refund policy. As required by state regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the refund amount.

Externship

MA, DA and PHT Certificate programs at Northwest Suburban College require that students complete off-campus clinical training experience. Students will be provided with externship site information upon successful completion of the didactic program requirements. Clinical externship documents will be provided by NWSC to the student and will stipulate guidelines and procedures, including qualifications, attendance requirements, and site assessments procedures.

Clinical externships are non-paid training experiences with affiliated sites. Most sites conduct business during day hours only; therefore, all students are hereby advised that the externship experience may be conducted only during day business hours. The hours for the externship can vary and are determined by the externship site, not by the College. Students are required to make appropriate arrangements for participation in the externship, including employment schedule conflicts, childcare, and transportation.

Community Engagement

Aligned with NWSC's motto of "service, excellence, and compassion," students are asked to participate in community engagement events coordinated by the College, such as field trips to museums, volunteering for not-for-profit causes, and providing community health screenings. Events may take place during the course timings, and in such cases, attendance will be noted. Students are required to make appropriate arrangements for participation in the community engagement event, including transportation.

Academic Records

Course/Module Syllabi

The syllabus for each course/module is distributed by the instructor on the first day of the class. The syllabus includes outlines related to goals, learning objectives, instructional methods, course criteria, attendance, and the grading policy.

Course/Module Numbering

Northwest Suburban College's course numbering system uses an alphabetic discipline code followed by a numeric course number.

The alphabetic prefix is the subject identifier while the three-digit code indicates the relative difficulty of the course (the higher the number, the more advanced the course).

School	Discipline	Courses	
		Prefix	Area
School of Allied Health Sciences	Dental Assistant	DA	Dental Assistant
	Medical Assistant	MA	Medical Assistant
	Pharmacy Technician	PHT	Pharmacy Technician

Course/Module Grading

Grades are awarded to students based on academic performance and attendance in each class. Grading requirements are specified by the instructor in each course's/module's syllabus. Certificate program courses/modules are evaluated using a percentage-based system with a corresponding letter grade. The following grading scale will be used to assess each student's performance, in graded courses/modules:

Grade	Grade Percentage	Grade Description	Grade Points
A	100-90	Excellent	4
B	89-80	Good	3
C	79-70	Average	2
F	69-60	Fail	0

In addition to the above evaluations of academic performance, the following designations will be used to identify the outcome of any course that is repeated or withdrawn. No Grade Points are earned for these grades.

Grade	Grade Description	Application
R	Repeat	Students may repeat a course/module in which F was earned. Upon successful completion, the prior grade will convert to an R. Any credits granted for that course/module will be removed, and it will not be included in GPA calculations.
W	Withdrawal	Student withdrawal from a course after the last date to drop, generally no later than the 3 rd day of the module.
AW	Administrative Withdrawal	Student removal from a course or program due to failure to comply with College policies or dismissal.

Grade Changes

In matters relating to grades, the instructor's judgment is typically considered final and conclusive. Students may appeal the professional judgment exercised by the instructor if there was an error in the application of grading procedures, as outlined in the course syllabus.

To appeal, students must follow the College's policy on grievances. They should provide a dated, written statement with the reason/proof of error within fourteen (14) days of the final grades due date (See Academic Calendar.). The instructor will assess the situation and determine an appropriate resolution. Should the instructor decide to change the grade, he or she has until the end of the current module to submit the student's written statement and written resolution to the Dean of Academic & Student Affairs.

Clock Hour to Credit Hour Conversion Formula

A clock (or contact) hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute period.

The following formula is adopted in converting clock hours to semester credit hours. Partial credits for a course are rounded to the next lowest half or whole number.

Clock Hour	Credit Hour
15 clock hours of lecture	1 semester credit hour
30 clock hours of laboratory	1 semester credit hour
45 clock hours of externship	1 semester credit hour

Advanced Placement, Experiential Learning and Transfer Credit

The College does not accept advanced placement and credit for experiential learning, nor does it accept transfer of credit or clock hours earned at another institution.

Transcript of Academic Record

Only upon written request from the student to the Registrar, a copy of the official transcript is issued. The first copy is free, but for each subsequent request, a fee of \$25.00 will be charged.

Academic Calendar

Allied Health Certificate Programs Calendar

Medical Assistant

Year 2018/2019		Medical Assistant Program		MA/ 720 Morning, MA/ 720 Evening	
Modules Numbers	Module Start Date	Module End Date	Grades Due Date		
MA 105/M; MA 106/E	01/02/2018	01/25/2018	01/28/2018		
MA 106/M; MA 101/E	01/29/2018	02/22/2018	02/25/2018		
MA 101/M; MA 102/E	02/26/2018	03/22/2018	03/25/2018		
MA 102/M; MA 103/E	03/26/2018	04/19/2018	04/22/2018		
MA 103/M; MA 104/E	04/23/2018	05/17/2018	05/20/2018		
MA 104/M; MA 105/E	05/21/2018	06/14/2018	06/17/2018		
MA 105/M; MA 106/E	06/18/2018	07/12/2018	07/15/2018		
MA 106/M; MA 101/E	07/16/2018	08/09/2018	08/12/2018		
MA 101/M; MA 102/E	08/13/2018	09/06/2018	09/09/2018		
MA 102/M; MA 103/E	09/10/2018	10/04/2018	10/07/2018		
MA 103/M; MA 104/E	10/08/2018	11/01/2018	11/04/2018		
MA 104/M; MA 105/E	11/05/2018	11/29/2018	12/02/2018		
MA 105/M; MA 106/E	12/03/2018	12/27/2018	12/30/2018		
MA 106/M; MA 101/E	01/07/2019	1/31/2019	02/03/2019		
MA 101/M; MA 102/E	02/04/2019	02/28/2019	03/03/2019		
MA 102/M; MA 103/E	03/04/2019	03/28/2019	03/31/2019		
MA 103/M; MA 104/E	04/01/2019	04/25/2019	04/28/2019		
MA 104/M; MA 105/E	04/29/2019	05/23/2019	05/26/2019		
MA 105/M; MA 106/E	05/28/2019	06/20/2019	06/23/2019		
MA 106/M; MA 101/E	06/24/2019	07/18/2019	07/21/2019		
MA 101/M; MA 102/E	07/22/2019	08/15/2019	08/18/2019		
MA 102/M; MA 103/E	08/19/2019	09/12/2019	09/15/2019		
MA 103/M; MA 104/E	09/16/2019	10/10/2019	10/13/2019		
MA 104/M; MA 105/E	10/14/2019	11/07/2019	11/10/2019		
MA 105/M; MA 106/E	11/11/2019	12/05/2019	12/08/2019		
MA 106/M; MA 101/E	12/09/2019	01/02/2020	01/05/2020		

Dental Assistant

Year 2018/2019		Dental Assistant Program		DA/ 720 Morning
Modules Numbers	Module Start Date	Module End Date	Date Grades Due	
DA106	01/02/2018	01/25/2018	01/28/2018	
DA 101	01/29/2018	02/22/2018	02/25/2018	
DA 102	02/26/2018	03/22/2018	03/25/2018	
DA 103	03/26/2018	04/19/2018	04/22/2018	
DA 104	04/23/2018	05/17/2018	05/20/2018	
DA 105	05/21/2018	06/14/2018	06/17/2018	
DA 106	06/18/2018	07/12/2018	07/15/2018	
DA 101	07/16/2018	08/09/2018	08/12/2018	
DA 102	08/13/2018	09/06/2018	09/09/2018	
DA 103	09/10/2018	10/04/2018	10/07/2018	
DA 104	10/08/2018	11/01/2018	11/04/2018	
DA 105	11/05/2018	11/29/2018	12/02/2018	
DA 106	12/03/2018	12/27/2018	12/30/2018	
DA 101	01/07/2019	1/31/2019	02/03/2019	
DA 102	02/04/2019	02/28/2019	03/03/2019	
DA 103	03/04/2019	03/28/2019	03/31/2019	
DA 104	04/01/2019	04/25/2019	04/28/2019	
DA 105	04/29/2019	05/23/2019	05/26/2019	
DA 106	05/28/2019	06/20/2019	06/23/2019	
DA 101	06/24/2019	07/18/2019	07/21/2019	
DA 102	07/22/2019	08/15/2019	08/18/2019	
DA 103	08/19/2019	09/12/2019	09/15/2019	
DA 104	09/16/2019	10/10/2019	10/13/2019	
DA 105	10/14/2019	11/07/2019	11/10/2019	
DA 106	11/11/2019	12/05/2019	12/08/2019	
DA 101	12/09/2019	01/02/2020	01/05/2020	

Pharmacy Technician

Year 2019 Pharmacy Technician Program			PHT / 600
Modules Numbers	Module Start Date	Module End Date	Grades Due Date
PHT 101	04/29/2019	05/23/2019	05/26/2019
PHT 102	05/28/2019	06/20/2019	06/23/2019
PHT 103	06/24/2019	07/18/2019	07/21/2019
PHT 104	07/22/2019	08/15/2019	08/18/2019
PHT 105	08/19/2019	09/12/2019	09/15/2019
PHT 101	09/16/2019	10/10/2019	10/13/2019
PHT 102	10/14/2019	11/07/2019	11/10/2019
PHT 103	11/11/2019	12/05/2019	12/08/2019
PHT 104	12/09/2019	01/02/2020	01/05/2020

Continued Education Calendar

2018/2019				
CE	Session 1	Session 2	Session 3	Session 4
OSHA	04/14/2018	10/20/2018	04/20/2019	10/12/2019
HIPAA	04/21/2018	10/27/2018	04/27/2019	10/19/2019
CPR	4/28/2018	11/03/2018	05/03/2019 (MA/DA) 05/04/2019 (PHT)	10/25/2019 (MA/DA) 10/26/2019 (PHT, optional for MA/DA)

Holidays – 2018/2019

Holiday	2018	2019
New Year's Day	Monday, January 1	Tuesday, January 1
Martin Luther King Day	Monday, January 15	Monday, January 21
Memorial Day	Monday, May 28	Monday, May 27
Eid al-Fitr	Friday, June 15	Tuesday, June 4
Independence Day	Wednesday, July 4	Thursday, July 4
Eid al-Adha	Monday, August 20	Sunday, August 11
Labor Day	Monday, September 3	Monday, September 2
Thanksgiving Day	Thursday, November 22	Thursday, November 28
Christmas Day	Tuesday, December 25	Wednesday, December 25

Admissions

Domestic Students Admission

General Admissions Requirements

Northwest Suburban College has a rolling admission policy. Please note the following requirements are for general entrance to the College. Admission to a specific program may require fulfilling its own entrance criteria.

Certificates are issued upon completion of all requirements, including externship and supervised learning hours where applicable, with a cumulative grade point average of 2.0/4.0, unless otherwise noted.

The general requirements are:

- High school diploma, GED or Equivalent. See Admissions Procedure below for more information.
 - Provisional acceptance may be provided to a student who does not meet this requirement. However, the student must provide a signed attestation of graduation, which must include the name of the high school attended, city, state, and graduation.
- Proof of vaccination from measles, mumps, rubella, diphtheria, and tetanus or documented exemption, which must be submitted within the first 8 weeks of enrollment.
- Students are required to complete a background check, which must be received by the College within seven days of the start of the class.

Admission Procedure

- Complete the NWSC Application for Admission.
 - Applications are available in the NWSC Admissions Office or on the College website (www.nwsc.edu).
- Meet with an Admissions Representative for information about the program.
- Request your official high school or GED (General Education Development) transcript be sent directly from the school to:

Northwest Suburban College / Admissions
 5999 S. New Wilke Road, Building 500
 Rolling Meadows, IL 60008

- Alternatively, at the time of enrollment, students may provide an official, original copy of the high school or GED transcript or diploma. The College Admissions Representative will make copies of the documents provided by the student, attest that these are copies of original documents, and keep copies in the student's file.
 - Provisional acceptance may be provided to a student who does not meet this requirement. However, the student must provide a signed attestation of graduation, which must include the name of the high school attended, city, state, and graduation date.
-
- Submit proof of immunization detailing the month, day, and year of vaccine receipt for, at a minimum, measles, mumps, rubella, diphtheria, and tetanus.
 - For acceptable documentation and exemptions, see Student Policies, Vaccinations.
 - Meet with the Institutional Aid Administrator/Representative who will provide information about various levels of institutional grants available and provide information about the multiple payment plans to choose from.
 - Complete the enrollment agreement and other required forms.
 - Initiate the background check. (The report must be received by the College within seven days of the start of the class).
 - Pay the enrollment fee at the Accounts Office.
 - Set up payment arrangements with the NWSC Accounts Office or Institutional Aid Office.
 - Attend the Student Orientation on the scheduled date.

School of Allied Health Sciences

During the academic year, the School of Allied Health Sciences offers the certificate programs according to the academic calendar provided in this catalog. The lecture portion of the program lasts from 20 to 24 weeks depending on the program. Students must successfully complete all required coursework and externships, with a minimum cumulative grade point average of 2.0/4.0 to graduate.

Dental Assistant

The Dental Assistant Program is designed for a comprehensive coverage of dental assistant theory and practice in all aspects of clinical and administrative responsibilities. The 720 clock-hour program is designed to be completed on a full-time basis by enrollment in each of the six courses/modules and participate in the 160-hour clinical externship. Students may choose to participate in the externship on a full-time or part-time basis. Upon successful completion of the program, students will earn a Certificate for the Dental Assistant Program and become eligible to appear for dental assistant certification examination such as the one conducted by American Medical Technologies (AMT).



Occupational Objective

Graduates are trained to work as dental assistants and may find work in dental offices, clinics, or other dental facilities.

Program Objectives

Upon completion of the program, the student should be able to:

- Work under the direct supervision of a practicing dentist and qualify for the title of Dental Assistant, performing all tasks required in a dental office.
- Demonstrate knowledge of the standards of care chairside assisting; proper use of dental instruments; and in exposing, processing, and monitoring radiographs.
- Demonstrate knowledge of disinfection, sterilization, infection control, handling and disposing of hazardous materials and sharps; mixing techniques of laboratory materials, tray setups, and assistance in chair-side restorative procedures.
- Demonstrate the use of instruments and sequential procedures of orthodontic treatments.

Program of Study

Required Courses for Dental Assistant Certificate

Open Enrollment	Course Code	Course Title	Prerequisites	Clock Hours
✓	DA 101	Administrative Procedures	None	93.34
✓	DA 102	Dental Sciences	None	93.34
✓	DA 103	Dental Radiography	None	93.34
✓	DA 104	Laboratory Procedures	None	93.34
✓	DA 105	Operative Dentistry	None	93.34
✓	DA 106	Orthodontics and Dental Health	None	93.34
x	DA 107	Externship	DA 101- DA 106	160
Total Hours				720

Medical Assistant

This certificate program provides a well-rounded education for students interested in medical assistance. Students will be trained in the administrative responsibilities of scheduling, greeting, receiving, and screening patients; offering patient education; arranging tests and procedures; updating medical records, coding diagnosis, and procedures for insurance; managing the doctor's office; and ensuring compliance with HIPAA regulations.

Clinical competencies for which the student will be trained include assisting physicians in physical examinations, obtaining medical history and vital signs, venipuncture, collecting and transporting lab specimens, educating patients on prescription medication, administering medication under supervision, handling prescription refills, and performing EKG.

This is an excellent comprehensive program that opens many new avenues of additional training, building a successful advanced-level career in any area of healthcare. The full-time, 720-hour program includes a 160-hour externship, and students may choose to participate in the externship on a full-time or part-time basis. Upon successful completion of the program, students will earn a Certificate for the Medical Assistant Program. Upon successful completion of the program, students will earn a Certificate for the Medical Assistant Program and become eligible to appear in CMA and AMT certifying examinations as medical assistant.

Occupational Objectives

Graduates of the Medical Assistant Program are prepared for positions in medical offices, clinics, and other medical settings and may qualify for the following positions: Medical Secretary, Medical Receptionist, Insurance Biller, Ward Clerk, Medical Records Clerk, Phlebotomist, and Clinical Assistant.

Program Objectives

Upon completion of the program, the student should be able to:

- Perform duties as a multifunctional member of a healthcare team (Medical Assistant) by providing valuable service and support.
- Develop administrative and clinical competencies required for a rapidly changing environment in a variety of healthcare settings, including but not limited to doctors' offices, laboratories, free standing clinics, and hospitals.
- Join the workforce as a trained multi-skilled professional who can fulfill many roles in a modern-day healthcare environment and allow the training to open a unique opportunity for advancement in any area of healthcare (certificate/degree), professional growth, and personal satisfaction.
- Obtain administrative competencies, clinical skills, and hands-on externship training on the standards and guidelines recommended by the American Association of Medical Assistants.



Stock Image

Program of Study

Required Courses for Medical Assistant Certificate

Open Enrollment	Course Code	Course Title	Prerequisites	Clock Hours
✓	MA 101	Healthcare Procedures	None	93.34
✓	MA 102	Clinical Assisting and Examination Techniques	None	93.34
✓	MA 103	Diagnostic and Specialty Procedures	None	93.34
✓	MA 104	Medical Records and Pharmacology	None	93.34
✓	MA 105	Medical Billing and Insurance Processing	None	93.34
✓	MA 106	Medical Records and Patient Education	None	93.34
x	MA 107	Externship	MA 101 – MA 106	160
Total Hours				720

Pharmacy Technician

Licensed/registered pharmacy technicians provide valuable assistance to licensed pharmacists and are employed with pharmaceutical companies, clinics, retail pharmacies, hospitals, nursing-homes, and home healthcare agencies. The Pharmacy Technician Program at the College consists of 360 clock hours of didactic/lecture/lab component and 240 clock hours of externship training at a local retail or hospital pharmacy, under the supervision of a registered pharmacist. Upon completion of the program, students will earn a Certificate for the Pharmacy Technician Program and will be able to take a national certification examination such as PTCB or ExCPT (NHA). The program prepares them to appear and pass the licensing examinations.



Occupational Objective

Graduates are trained to work as Pharmacy Technicians and may work at pharmaceutical companies, clinics, retail pharmacies, hospitals, nursing homes, and home healthcare agencies.

Program Objectives

Upon completion of the program, the student should be able to:

- Work under the direct supervision of a pharmacist and qualify for the title of Pharmacy Technician, Assistant Pharmacist, Lead Pharmacy Technician, or R&D Pharmacy Technician.
- Practice best customer service, communicate effectively, and perform all tasks required in a pharmacy.
- Follow proper infection control procedures relevant to healthcare safety, including hazardous products, waste, and controlled substances.
- Follow standard procedures of ordering, receiving, and storing drugs; operating common equipment; and recognizing the pharmacy technician's general role in the delivery of healthcare.

Program of Study

Required Courses for Pharmacy Technician Certificate

Open Enrollment	Course Code	Course Title	Prerequisites	Clock Hours
✓	PHT 101	Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems	None	72.0
✓	PHT 102	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	None	72.0
✓	PHT 103	History and Ethics of Pharmacy; Pharmacology of the Respiratory System; Pharmacology of the Urinary and Reproductive Systems; Aspects of Hospitals, Institutional Pharmacy practice; Nuclear and Oncology Pharmacy Practice	None	72.0
✓	PHT 104	Infection Control, Medication Errors and Alternative Medicine; Pharmacology of the Integumentary Systems & Senses	None	72.0
✓	PHT 105	Administrative Aspects of Pharmacy Technician; Pharmacy Operations; Home Healthcare. Pharmacology of the G. I. Cardiovascular, Circulatory and Musculoskeletal Systems	None	72.0
x	PHT 106	Clinical Externship	Completion of PHT 101, 102, 103, 104 and 105	240
Total Hours				600

Allied Health Sciences Program Features

Externships

The Medical Assistant, Dental Assistant, and Pharmacy Technician programs at Northwest Suburban College require that students complete off-campus clinical training experience. Students will be provided with externship site information upon successful completion of the didactic program requirements. Locations are assigned by the Career Service Division and are selected after careful consideration of the student's convenience and available locations. Once a site is selected, students agree to take their externship at that site and no changes will be made.

Sufficient clinical sites are available to serve students enrolled in these programs. Back up sites are also available to ensure that the educational process is continuous.

Students may complete their externship in either part-time status (minimum of 20 hours a week) or full-time status (maximum of 40 hours a week). As with the lecture courses/modules, students who are absent for 25% of the total externship time will be administratively withdrawn (AW) from the course/module and may not be able to repeat it at the same location.

Clinical externship forms will be provided by NWSC, and these must be signed by the site physician/supervisor and delivered to the College by the end of each week or end of the externship training.

Students are required to abide by the rules, regulations, and procedures of both NWSC and the externship site while completing the clinical experience. Particular attention is to be drawn to the NWSC Code of Conduct and Dress Code. Students are also asked to dress professionally (i.e. cover tattoos and excessive piercings, no hats, etc.) while on site.

Students shall note clinical externships are non-paid training in medical sites. Most employers and externship sites conduct business during day hours only; therefore, all students are hereby advised that the externship experience may be conducted only during day business hours. The hours for the externship can vary and are determined by the externship site, not by the College. Students are required to make appropriate arrangements for participation in the externship, including employment schedule conflicts, childcare, and transportation. If necessary, students are also required to purchase individual liability insurance at their own expense.

Continuing Education

The following courses are offered at NWSC as continuing education classes.

Course Code	Course Title	Prerequisites	Clock Hours
CE-CPR	The Community CPR Course	None	6
CE-HIPAA	Understanding HIPAA for Health Care Professionals	None	7
CE-OSHA	Occupational Safety and Health Act Course for Healthcare professionals.	None	7



**Northwest Suburban College
Catalog Appendices**

NWSC Course Descriptions

Continuing Education

CE-CPR/ Community CPR Course

Prerequisite: None

6 Clock Hours; 0.40 Credit Hours

This continuing education course is designed for all healthcare professionals and workers as well as community members. The Community CPR course is designed to provide lay rescuers the fundamental skills and confidence to perform CPR on adults, children, or infants. This course will teach participants in how to recognize and alleviate airway obstructions, the proper use of an AED, and the signs, symptoms, and corrective action for a stroke or heart attack.

CE-HIPAA/ Understanding HIPAA for Healthcare Professionals

Prerequisite: None

7 Clock Hours; 0.47 Credit Hours

This continuing education course is designed for all healthcare professionals as well as general community members. The course “Understanding HIPAA for Healthcare Professionals” provides a general overview of the Health Insurance Portability and Accountability Act (HIPAA) that included setting uniform standards for protecting the privacy of healthcare information and providing for the protection of individual healthcare information against unauthorized access or use without proper consent. This course will discuss the basic principles of HIPAA and use real-life scenarios that can affect the patient and you as a Healthcare Professional.

CE-OSHA/ Occupational Safety and Health Act Course for Healthcare Professionals

Prerequisite: None

7 Clock Hours; 0.47 Credit Hours

This continuing education course is designed for all health care professionals as well as general community members. The course provides an overview of the Occupational Safety and Health Act, Federal agency occupational safety and health responsibilities, and workplace OSHA techniques. Participants are given instruction in various OSHA standards. Special emphasis is directed at safety and health Hazards that are causing serious injuries and illnesses in the Healthcare sector. The course features a mock healthcare related scenarios and use of safety techniques and laboratory equipment.

Dental Assistance

DA 101/ Administrative Procedures

93.34 Clock Hours (56 Hrs Lecture, 37.34 Hrs lab); 4.97 Credit Hours

Prerequisite: None

In addition to focusing on essential dental terminology, this course focuses on basic administrative procedures and receptionist-related duties, including appointment scheduling, filing, mail handling, inventory control, and telephone communication. Students are also introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information for the completion of dental records. They also work with a pegboard system to accomplish tasks in cash management and reconciliation.

An introduction to dental insurance and the procedures required in coding and billing is included. Students use computerized practice management software to complete dental insurance claims and patient records. In addition, career development instruction is included and focuses on identifying skills necessary for employment.

Finally, students learn OSHA standards for infection control and hazard communication as well as practice step- by-step instrument decontamination using approved sterilization agents and methods.

DA 102/ Dental Sciences

93.34 Clock Hours (56 Hrs Lecture, 37.34 Hrs lab); 4.97 Credit Hours

Prerequisite: None

Topics in this course include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques, and handling hazardous chemicals. Students learn operatory disinfection using approved agents and methods. They study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of oral surgery and endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics.

Students practice acquired skills on Typodont manikins, placing instruments and materials. Career development instruction focuses on interview techniques, and related dental terminology is studied.

DA 103/ Dental Radiography

93.34 Clock Hours (56 Hrs Lecture, 37.34 Hrs lab); 4.97 Credit Hours

Prerequisite: None

This course introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Theory, laboratory skills, and clinical practice meet California State guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators.

Students practice techniques of film exposure and mounting in an equipped dental operator with industry- approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced, and related dental terminology is also taught.

Finally, students learn about OSHA Standards for infection control and hazard communication. These students practice step-by-step instrument decontamination using approved sterilization agents and methods.

DA 104 /Laboratory Procedures

93.34 Clock Hours (56 Hrs Lecture, 37.34 Hrs lab); 4.97 Credit Hours

Prerequisite: None

In this course, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures, such as the fabrication of custom trays and temporary crowns. Students practice placement and removal of temporary sedative dressings on Typodont manikins according to RDA standards. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night guards, sports guards, and bleaching trays. Instruction in career development focuses on starting a new job, and related dental terminology is studied.

DA 105/ Operative Dentistry

93.34 Clock Hours (56 Hrs Lecture, 37.34 Hrs lab); 4.97 Credit Hours

Prerequisite: None

This course introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, and the placement of cement bases and liners on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special consideration for disabled and abused patients is presented. Children's dentistry (pediatric dentistry) as a specialty is presented. Career development training concentrates on the self-directed job search. Students also study related dental terminology.

Finally, students learn about OSHA Standards for infection control and hazard communication. These students practice step-by-step instrument decontamination using approved sterilization agents and methods.

DA 106/ Orthodontics and Dental Health

93.34 Clock Hours (56 Hrs Lecture, 37.34 Hrs lab); 4.97 Credit Hours

Prerequisite: None

This course focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placing and ligating arch wires. Theory on orthodontic assistant duties, office routine, and malocclusion classifications are presented. In addition, students chart oral conditions of patients/students in compliance with state guidelines for mouth mirror inspection.

DA 107/ Externship

160 Clock Hours; 3.56 Credit Hours

Prerequisite: Successful completion of DA 101, DA 102, DA 103, DA 104, DA 105, DA 106

Upon successful completion of classroom courses, Dental Assistant students participate in a 160-hour externship at an approved facility. The externship provides the student with an opportunity to apply principles and practices learned in the program and utilize entry-level Dental Assistant skills in working with patients. Dental assistant externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the college staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirement for graduation.

Upon successful completion of class and laboratory hours at NWSC, students are provided an externship training of 160-clock hours at an approved participating dental facility. Students get hands-on training working under the supervision of a licensed dentist. The externship completes the student's requirements for graduation, prepares them for a national certification examination, and provides them with skills needed in any entry-level dental assisting job market.

Medical Assistance

MA 101/ Healthcare Procedures

93.34 Clock Hours (56 Hrs Lecture, 37.34 Hrs lab); 4.97 Credit Hours

Prerequisite: None

This course emphasizes patient care, including the complete physical exam and positioning and draping. Anatomy and physiology with associated medical terminology of the eyes and ears, the integumentary system, nervous system, and common disorders related to each are taught. Students learn how to interact and communicate effectively by exploring the fundamentals of interpersonal relations, basic psychology and meeting the psycho- social needs of the patient. Students will also cover medical law and ethics. Basic administrative office skills performed by the medical assistant are included. Students will also learn how to perform procedures associated with the physical exam.

MA 102/ Clinical Assisting and Examination Techniques

93.34 Clock Hours (56 Hrs Lecture, 37.34 Hrs lab); 4.97 Credit Hours

Prerequisite: None

This course stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy and physiology with associated medical terminology of the muscular system and common disorders related to it are taught. Basic therapeutic drugs, their uses, classification and effects on the body are included. Students become familiar with the principles of administering medication. They prepare medication for administration by various methods, and prepare for and assist with minor office surgical procedures.

MA 103/ Diagnostic and Specialty Procedures

93.34 Clock Hours (56 Hrs Lecture, 37.34 Hrs lab); 4.97 Credit Hours

Prerequisite: None

This course introduces students to office emergencies and first aid. The course will also examine the anatomy and physiology with associated medical terminology, of the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students study facility management and personnel procedures.

MA 104/ Medical Records and Pharmacology

93.34 Clock Hours (56 Hrs Lecture, 37.34 Hrs lab); 4.97 Credit Hours

Prerequisite: None

This course introduces students to the concepts and skills involved in medical billing, banking, and insurance processing. Anatomy and physiology with associated medical terminology of the digestive system are presented in conjunction with nutrition and health practices, is also discussed. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. Students will continue to build upon their keyboarding and computing skills. Basic therapeutic drugs, their uses, classification and effects on the body are included. Students become familiar with the principles of administering medication. They prepare medication for administration by various methods.

MA 105/ Medical Billing and Insurance Processing

93.34 Clock Hours (56 Hrs Lecture, 37.34 Hrs lab); 4.97 Credit Hours

Prerequisite: None

This course introduces students to the concepts and skills involved in medical billing, banking, and insurance processing. Anatomy and physiology with associated medical terminology of the digestive system are presented in conjunction with nutrition and health practices, is also discussed. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. Students will continue to build upon their keyboarding and computing skills. Introduces laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Anatomy and physiology with associated medical terminology of the urinary system, including its structures and functions, and common disorders related to it are taught. The lymphatic and immune systems are also covered. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students will also study how to perform in patient triage processing and other routine administrative procedures.

MA 106/ Medical Records and Patient Education

93.34 Clock Hours (56 Hrs Lecture, 37.34 Hrs lab); 4.97 Credit Hours

Prerequisite: None

This course introduces students to the concepts and skills involved in medical billing, banking, and insurance processing. Anatomy and physiology with associated medical terminology of the reproductive system are presented in conjunction with nutrition and health practices, is also discussed. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. Students will continue to build upon their keyboarding and computing skills.

MA 107/ Externship

160 Clock Hours; 3.56 Credit Hours

Prerequisite: Successful completion of MA 101, MA 102, MA 103, MA 104, MA 105, & MA 106

Upon successful completion of all six courses, students will participate in a 160-clock hour externship at an approved medical facility. This hands-on training provides students with an opportunity to apply the principles and practices learned in the program. It prepares students for passing the national certification exam and qualifies them for entry-level medical assistant job positions.

Pharmacy Technician

PHT 101/ Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

Prerequisite: None

72 Contact Hours (45 Hrs Lecture, 27 Hrs lab); 3.90 Credit Hours

This 4-week course is designed to provide students with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems covered in this module include the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed.

PHT 102/ Aspects of Retail Pharmacy and Pharmacology of the Nervous System

Prerequisite: None

72 Contact Hours (50 Hrs Lecture, 22 Hrs lab); 4.06 Credit Hours

This course is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. Hands-on skills in the laboratory practice setting are performed.

PHT 103/ History and Ethics of Pharmacy; Pharmacology of the Respiratory System; Pharmacology of the Urinary and Reproductive Systems; Aspects of Hospitals, Institutional Pharmacy practice; Nuclear and Oncology Pharmacy Practice

Prerequisite: None

72 Contact Hours (50 Hrs Lecture, 22 Hrs lab); 4.06 Credit Hours

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. The Urinary and Reproductive systems are covered in this course with most common diseases and disorders and medications related. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed.

PHT 104/ Infection Control, Medication Errors and Alternative Medicine; Pharmacology of the Integumentary System and Senses

Prerequisite: None

72 Contact Hours (50 Hrs Lecture, 22 Hrs lab); 4.06 Credit Hours

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medications calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice settings are performed.

PHT 105/ Administrative Aspects of the Pharmacy Technician; Pharmacy Operations; Home Health Care; Pharmacology of the G.I.; Cardiovascular, Circulatory and Musculoskeletal Systems

Prerequisite: None

72 Contact Hours (50 Hrs Lecture, 22 Hrs lab); 4.06 Credit Hours

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. Cardiovascular, Circulatory, Musculoskeletal Systems are covered along with medications for disorders of the musculoskeletal system, cardiovascular, circulatory, gastrointestinal systems, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting is covered. Hands-on skills in the laboratory practice setting are performed.

PHT 106/ PHT Clinical Externship

240 Clock Hours; 5.33 Credit Hours

Prerequisite: Completion of didactic Program: PHT 101, PHT 102, PHT 103, PHT 104 and PHT 105

This 240 clock hours PHT experiential course is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in an institutional/hospital pharmacy and/or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites.

Approvals and Accreditation Disclosures

Northwest Suburban College is approved by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education (IBHE-PBVS) for its allied health programs. The College is also an approved testing site for the National Health-career Association (NHA) for each of its applicable allied programs.

NWSC is not currently accredited and is pursuing accreditation.